

VIRGINIA FIRE SERVICES BOARD

Burn Building Subcommittee Wednesday, October 14, 2015

A meeting of the Virginia Fire Services Board Burn Building Subcommittee was held at VDFP Headquarters at 10:00 am. Mr. Robert Miner served as Chair.

SUBCOMMITTEE MEMBERS PRESENT

Robert Miner – Burn Building Subcommittee Chair - Virginia Chapter of the International Association of Arson Investigators

James 'Randy' Wheeler – Vice-Chair – Virginia Municipal League

Lee Day – Virginia Fire Services Council

Bettie Reeves-Nobles – General Public

David Layman - Virginia Fire Chiefs Association

SUBCOMMITTEE MEMBERS ABSENT

BOARD MEMBERS PRESENT

Dawn Brown – Insurance Industry Representative

AGENCY MEMBERS PRESENT

Brook Pittinger

Ronny Martin

Melvin Carter

Mohamed Abbamin

GUESTS PRESENT

David Haynes

John Keyes

Jon McIvor

CHANGES IN THE AGENDA

UNFINISHED BUSINESS

- A. No Unfinished Business

NEW BUSINESS

- A. Policy Review
 - i. Burn Building Policy
 - ii. Regional Fire Services Training Grant
- B. Burn Building Survey Review

PUBLIC COMMENTS

There were no public comments made.

COMMENTS FROM THE SUBCOMMITTEE CHAIR

Robert Miner thanked everyone for their attendance.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

Topic: Burn Building Policy

Motion: N/A

Topic Discussion: The subcommittee has agreed to the changes previously provided at the Policy Review Workgroup. See new verbiage below;

Section E – Burn Building Subcommittee

- *The Burn Building Subcommittee will report to the Full Virginia Fire Services Board.*

Section F – Definition of Terms, Engineering/Architect (E/A) Fees

- *Grant awards for construction projects may include up to 10% \$30,000⁰⁰ in additional monies for E/A fees and expenses for the current grant award amount.*
- *Burn Building Repair Project – A project to conduct a repair to an existing permanent burn building that does not exceed \$50,000..... Projects that involve repairs to structural components and/or projects that exceed \$50,000 are not eligible to be funded as a Repair Project.*
- *Emergency Renovations – Emergency Renovations are defined as any repair greater than \$50,000 for burn buildings....*

Section G – Disbursement of Funds

- *Item 3 - Use of Funds –Grant funds may only be used for the construction/erection, renovation, or repair of the burn building, and direct-related costs to the construction/erection, renovation, or repair within 15 feet of the burn building including E/A costs. (The 15 feet was established as a safety zone for firefighting evolutions.)*
 - *Number 5 - Repairs shall be evaluated by the Agency in the order in which they are received, and if a request for funds meets the requirements then it shall be funded up to \$50,000 or the remainder of the funds in the account if less than \$50,000.*

Section H – Grant Application

- *Emergency Renovations are defined as any repair greater than \$50,000 for burn buildings in....*
- *Repair Project application submissions, up to \$50,000 will be accepted by the Agency at any time throughout the year.*

Section H – Grant Award

- Number 4 - *The meeting will be held at one of VDFP's seven office locations.*
- Number 5 - *The meeting will be held at one of VDFP's seven office locations.*

Section K – Extensions

An extension of up to 90-days or the next regularly scheduled Virginia Fire Services Board meeting may be granted by the Agency.

Extension requests for any period of time greater than 90-days will need to be addressed by the Virginia Fire Services Board for approval; such should always be directed to the Agency's Executive Director.

Section L – Maximum Amount

- Number 3 - *The maximum amount of a repair project award shall not exceed \$50,000 per project and no burn building will be funded over \$50,000 per fiscal period (July 1 – June 30).*

Section Q – Repairs/Renovations Requirements

- *.....renovations were completed in compliance with the engineered plans for projects that are more than \$50,000 or by the recommendation of the Burn Building Subcommittee....*

Section T – Burden of Proof and Liability to Audit

- *It is the responsibility of the jurisdiction to maintain all necessary fiscal records. Such records are subject to audit by this Agency or its assignees, for a period of not less than five (5) years following the date of the last transfer of award moneys to the grant recipient.*

Certification:

- *.... foregoing policy as of January 2016. As such, this revised policy supersedes all prior adopted versions of this Policy....*

See Enclosure 1 for updated burn building policy with track changes.

VDFP staff will update the policy and provide it to the burn building subcommittee.

The updated policy will be effective as of January 2016.

[Enclosure 1]

Vote: N/A

Motion Action: To be presented at the full board meeting on Saturday, November 7, 2015.

Topic: Regional Fire Services Training Grant (RFSTG)

Motion: N/A

Topic Discussion: The subcommittee members discussed the following updates;

Section F - Eligible Regional Fire Services Training Props.

- A recommendation was made to modify the first statement that provides background on this section to as follows;
 - *“The following list is not limited to, but identifies examples of training props which support a locality’s specific training needs and are NFPA compliant.” Supports NFPA compliant training programs. Check the language we used in ATL*
 - **Add New Disclosure:** *This is not an all inclusive list and the Virginia Fire Service Board will consider applications submitted requesting training props not listed in this policy. Please be aware if applying for a training prop not identified in this policy all requirements listed for the submission of a grant application will still apply to these training props.*
 - *Application submissions will be evaluated by the Burn Building Subcommittee which will then make a recommendation to the Administration, Policy and Finance Committee.*

Section L - Maximum Amount

Section L was modified to cite as follows;

- *... The maximum amount of any project award shall not exceed \$50,000 per jurisdiction per fiscal year funding cycle (July 1 – June 30). A jurisdiction submitting a grant application may submit one application containing multiple training props but are only allowed to receive a maximum award of \$50,000.*

Section M – Reporting Requirements

- *The Lead Locality shall provide project performance reports to the Agency every ninety (90) days until the project is complete.*

See Enclosure 1 for updated RFSTG policy.

The updated policy will be effective as of January 2016.

Certification:

We the undersigned as Chairman of the Virginia Fire Services Board and Executive Director of the Virginia Department of Fire Programs jointly adopt the foregoing policy as of January 2016. As such, this revised policy supersedes all prior adopted versions of this Policy.

[Enclosure 2]

Vote: N/A

Motion Action: To be presented at the full board meeting on Saturday, November 7, 2015.

Topic: Burn Building Survey

Motion: N/A

Topic Discussion: Remove the first section of the survey indicating consent to complete. Update the burn building grant survey to reflect the entire grant processes.

[Enclosure 3]

Vote: N/A

Motion Action: N/A

ADJOURNMENT

The subcommittee adjourned at 11:15am.

Clerk of the Committee

REVIEWED BY:



Brenda Scaife
Director of Administration

Wednesday, October 14, 2015

Date

Enclosures:

- 1. Burn Building Policy**
- 2. Regional Fire Services Training Grant (RFSTG)**

Approved