

VIRGINIA FIRE SERVICES BOARD

Full Board Meeting

Friday, December 13, 2019

Virginia Department of Fire Programs Headquarters

10:30am

A regular meeting of the Virginia Fire Services Board was held on December 13th, 2019 at the Virginia Department of Fire Programs in Glen Allen, VA at 10:00 am. Board Chair, Walter Bailey facilitated this meeting and the Board had a constituted Quorum. The Board approved the previous minutes from our previous meeting on August 10th 2019.

Board MEMBERS PRESENT

David Collins Hankley	Stephanie L Koren
Dennis Linaburg	Harry L. Day
James Alan Calvert	Rick Gregory
James Moore Stokely	Jerome Williams
Bettie Reeves-Nobles	Keith H Johnson
Walter T Bailey	

COMMITTEE MEMBERS ABSENT

Ernest H Little
James Davis Poindexter
Robert Farrell

GUESTS PRESENT

Michael Matthews
Larry Gwaltney

AGENCY MEMBERS PRESENT

Travis Rickman	Brook Pittinger
Mike Reilly	Brenda Scaife
Theresa Hunter	Bill MacKay
John Fugman	Jeff Liebold
Briant Atkins	

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CHANGES IN THE AGENDA

N/A

PUBLIC COMMENTS

There were no public comments made.

CONSENT AGENDA

Previous minutes motioned for approval by James Calvert and seconded, unanimous agreement from the committee.

AGENCY REPORTS

Training and Operations

The Branch Chief for Training and Operations provided the following report:

- **Course/Class Delivery:** IFSAC conducted its on-site review of the agency in October. The meeting went well with some minor follow-up that has since been successfully addressed. Prior to this reaccreditation process, the agency was accredited for 6-levels of training. I am happy to report that through IFSAC, the VDFP is now accredited for 16-levels of training. The Pro-Board visit for reaccreditation is supposed to occur prior to the end of the year.
- **Staffing:** Consistent staffing at both the Division level as well as in Glen Allen continues to present some challenges. Since the last FB meeting, the Logistics Chief position has been filled as well as the FTE for the Administrative Assistant to both Division I and the T&O Branch Chief. Interviews for the vacant Division 5 AA were held last week.
- **Initiatives:** Work continues on the Cornerstone Project with the agency going live (internally only) earlier this month. We are still working through some challenges with an expected live launch across the Commonwealth in early 2020. When fully implemented this will dramatically improve the work flow, course/school administration, and student

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access to course/records. All users of Cornerstone will need a valid e-mail address. This is a requirement of the system and needed to register for use.

Due to the time required for implementing Cornerstone, several other projects have been held up. This is due to the fact that the Curriculum Developer has been tasked with the Project Lead for Cornerstone implementation and is currently filling that role as well as that of the System Administrator.

- **Division Offices:** The technology infrastructure at D-5 continues to be a challenge. Initial work has been done on an expected late spring relocation of Division 4 to the grounds of Western State Hospital. Work is being done on relocating Division 3 to the Lynchburg area of the Commonwealth. This will provide better accessibility as well as open the labor pool for a better recruitment of the long vacant Administrative Assistant position. Downsizing of Division 2 is moving forward with an estimated 30% reduction in footprint.
- **National Fire Academy, Virginia Weekend:** Was held on November 16 and 17 with just shy of 80 attendees. The classes presented included:
 - Health and Safety Program Manager
 - Incident Safety Officer
 - Introduction to Unified Command, All Hazards
 - Building Organizational Support for Community Risk Reduction

Going forward we are looking to establish a partnership with another state(s) to take advantage of greater course selection and student engagement. Virginia was the first state to attend in Federal FY 2021 (begins in October) se we are not eligible for another SWP until after October 2020.

- **VDFP Support:** VDFP has been asked to support the February 2020 Fire-Rescue Conference. The request is heavy on IT support and the agency is currently in the process of strategizing how to support the various conferences that make requests.

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Risk Management Branch Report

- **Firefighter Cancer Awareness:** VDFP adjunct Steve Weissman presented our Firefighter Cancer Awareness Program at Fire Rescue International August 8, 2019 in Atlanta (@50 Students). The program was also delivered to The NOVA FD Leadership Development Institute (62 Students). We also delivered the full Cancer Prevention and Burn Prevention programs at The Virginia EMS Symposium in November (12 Students).
- **PPE for Instructors:** Most PPE has been distributed. We secured a contract for cleaning and maintenance according to NFPA Standards (Minerva). We are working through the first round of maintenance on the first round of gear issued. Working well, but collecting gear scattered across the state is still a challenge.
- **Live Fire Training:** I have started attending Live Fire Training across the Commonwealth. Checking on compliance with NFPA 1403 and our policies by our staff. Have a draft Live Fire Training Policy.
- **Quality Assurance Program Update:** See Quality Assurance Branch Report
- **Statistical Data:** Please see below for statistical data for the injuries documented in our training programs Thus far in FY 2020. Our numbers are running parallel to what they were last year in numbers and type. The leading programs causing injury and the leading types remain unchanged and continue to be in the Firefighter Series Programs. Primarily Strains/Sprain type injuries lead with Exhaustion/overexertion type injuries right behind that. Physical conditioning would seem to be a primary cause for this. (See charts next page)
- **Accreditation:** See Quality Assurance Branch Report Below
- **Quality Assurance Program Update:** See Quality Assurance Branch Report
- **New Testing Update:** See Quality Assurance Branch Report

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Current Fiscal Year 2020 Training Injury Stats to 12/1/2019

Data Classification	FY2020 through 12/1
Total Injuries	24
Leading Type of Injury	Strains, Sprains, and Pain
Most injuries by Division	Division 2
Percentage of Injuries during Live Fire	10%
Most injuries by Class	FF series
Average Age of Injured	27
Average BMI of Injured	30.1%
Percentage of Injuries-Career	37%
Percentage of Injuries-Volunteer	63%

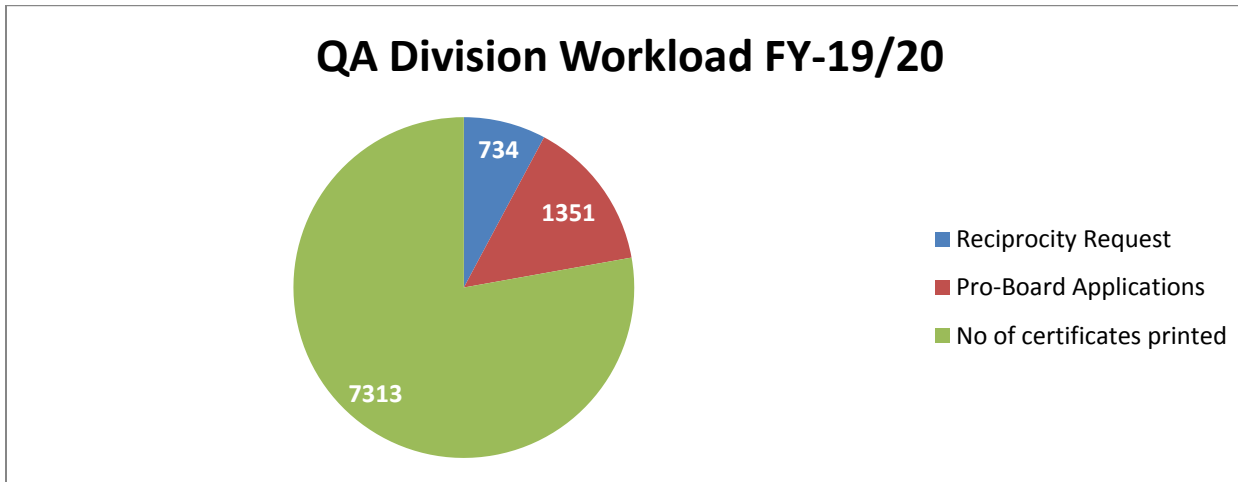
<u>VDFP Training Injuries:</u>	MO –Injury From Fall: 1 FY Total: 2
Since FY Beginning: 24	MO -Exhaustion/Over Exertion: 0 FY Total: 5
Week: 1 Months Total: 0	MO- Struck By: 0 FY Total: 3
Live Fire Training: FY: 0 FY Total: 2	MO – Strains, Sprain, Pain: 5 FY Total: 10
	MO – Burn : 1 FY Total: 1
<u>Program :</u>	MO – Other: 2 FY Total: 3
MO-Firefighter Series: 4 FY Total: 15	
MO – Mayday Operations: 0 FY Total: 0	<u>By Division:</u>
MO – HMO: 0 FY Total: 1	MO Div. 1: 0 FY Total: 0

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MO- TRT: 0 FY Total: 7	MO Div. 2: 5 FY Total: 14
MO – VFMA: 0 FY Total: 1	MO Div. 3: 0 FY Total: 2
MO – DPO : 0 FY Total 0	MO Div. 4: 0 FY Total: 0
MO – Marine: 0 FY Total: 0	MO Div. 5: 0 FY Total: 0
MO ARFF: 0 FY Total: 0	MO Div. 6: 0 FY Total: 0
MO – Other: 0 FY Total: 0	MO Div. 7: 0 FY Total: 0
	MO Specialty: 4 FY Total: 8
	FY: (FMA: 1 TRT: 7 Marine: 0 ARFF: 0)

Quality Assurance Division Report:



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The following are highlighted efforts that either have or are being worked on by the QA Division staff:

- The reaccreditation site visit was held on October 29th – 31st for IFSAC. As a result of the visit we have been either reaccredited or received initial accreditation for the following levels:
 - NFPA-1001 – Firefighter I and II (Chapter 5 and 6)
 - NFPA-1002 – Driver Pump Operator (Chapter 5) and Driver Aerial (Chapter 6)
 - NFPA-1003 – Airport Fire Fighter (Chapter 4)
 - NFPA-1005 – Marine Fire Fighter (Chapter 4)
 - NFPA-1031 – Fire Inspector I and II (Chapter 4 and 5)
 - NFPA-1033 – Fire Investigator (Chapter 4)
 - NFPA-1035 – Fire Life Safety Educator I and II (Chapter 4 and 5)
 - NFPA-1072 - Hazardous Materials Awareness (Chapter 4)
 - NFPA-1072 - Hazardous Materials Operations (Chapter 5)
 - NFPA-1072 – Hazardous Materials Mission Specific Competencies PPE (Chapter 6.2)
 - NFPA-1072 – Hazardous Materials Mission Specific Competencies Product Control (Chapter 6.6)
 - NFPA-1521 – Incident Safety Officer (Chapter 5)
- With the above stated we now have 16 levels accredited through IFSAC up from six previously which will allow us to provide students with accredited sealed certificates for those levels.
- We have prepared for the site visit for Pro-Board however we have not been provided the site visit date as of this report being finalized. We will add an additional 7 levels to the above list of certifications which will give the agency 23 levels of accreditation overall.
- All new testing has been developed and will be implemented in January 2019 throughout the Commonwealth.
- The staff has been part of the Cornerstone on Demand work group and are preparing for the launch of the new system in January.

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- We are currently working to closeout all of the training programs in FSTRS and provide certification to each student who has earned that certificate. Our goal is to finalize this effort by the end of January 2020.
- Lastly, we will be engaged in the site visits for our delivery of both training and testing in January as we utilize our staff and adjunct workforce to fully implement the Quality Assurance Program.

FIRE EDUCATION & TRAINING COMMITTEE

A. Report from the Training and Education Committee

B. UNFINISHED BUSINESS

- i. Cornerstone update
- ii. Live Fire Training Certification Class Update/transition from the 1403 Compliance Officer curriculum.
- iii. Fire Department Rosters Update
- iv. NFA Attendance Support
- v. Firefighter I Curriculum Update

C. NEW BUSINESS

I. FY 2019 Strategic Training Plan Updates discussion.

1. Goal 1 – Improve the use of technology within the daily operations of Training and Education. (FY 2019).
2. Goal 2 – Improve the safe execution, program compliance documentation, and inspection records of NFPA 1403 Compliance in live fire training programs. (FY 2019)
3. Goal 3 – Implement Fire Instructor of the Year Program - One per Division (FY 2019)
4. Goal 4 –Transition to a computer-based testing component for written examinations. (FY 2019)

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5. Goal 6 – Improve the documentation of the fire department membership rosters for the Commonwealth.
(FY 2019)
 6. Goal 9 – Increase the availability and awareness of training programs throughout the Commonwealth.
(Annually)
 7. Goal 10- Provide up-dated and accurate information on policies and procedures related to training.
(Annually)
 8. NFPA Standard Revision Cycle 2019
- B. Liberty University Fire Administration Crosswalk Program
- C. Needed actions from the Fire Education & Training Committee

FIRE PREVENTION & CONTROL COMMITTEE

- A. Report From The Department of Forestry
N/A
- B. Report from The Codes and Standards Subcommittee
N/A
- C. Unfinished Business
N/A

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D. New Business

Topic: The Appointment of Three individuals on the Codes & Standards Subcommittee

Motion: To appoint Joshua J. Davis, James Moss, and Neil Holland to serve on the Codes & Standards Subcommittee. Member Keith Johnson made motion.

Topic Discussion: Keith Johnson stated how well needed and qualified the individuals were to serve on the subcommittee.

Vote: Unanimous

Motion Action: Motion was carried and approved.

Topic: The approval of Chapters 57-67 of the Virginia Statewide Fire Prevention Code recommended by the Fire Prevention & Control Committee

Motion: To approve proposed changes for Chapters 57-67 of the Virginia Statewide Fire Prevention Code from the Codes & Standards Subcommittee. Member Keith Johnson made motion.

Topic Discussion: Keith Johnson spoke to the motion announcing that the committee has been hard at work on the changes to the Virginia Statewide Fire Prevention Code.

Vote: Unanimous

Motion Action: Motion carried and was approved by the board.

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ADMINISTRATION, POLICY, AND FINANCE COMMITTEE

A. Report from Administration, Policy and Finance Committee

N/A

LIVE FIRE STRUCTURE COMMITTEE

A. Report from the Live Fire Structure Committee

a. Virginia Fire Incident Reporting System Grant awards

b. Live Fire Training Structure Grants

B. Grants and Finance Report from the VDFP Chief Administrative Officer

N/A

C. Unfinished Business

N/A

D. New Business

Topic: Virginia Fire Incident Reporting System Grant Awards approval for Fire Departments Recommended for VFIRS Hardware Grant, FY2020:

Glade Spring Fire Department: \$700

Troutville Fire Department: \$700

City of Poquoson Fire/Rescue: \$700

Accomack 00108 Tasley Volunteer Fire Co.: \$700

Boydton Volunteer Fire Department: \$700

Halifax 8703 Oak Level VFD: \$700

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Sussex 18302 Stoney Creek: \$700

Halifax 8311 Virgilina VFD: \$700

Sussex 18305 Sussex Courthouse: \$700

Halifax 8309 Triangle VFD: \$700

Sussex 18303 Wakefield: \$700

Halifax 8302 Cluster Springs VFD: \$700

Sussex 18304 Waverly: \$700

Halifax 8305 Midway VFD: \$700

Sussex 18301 Jarrat: \$700

Halifax 8310 Turbeville VFD: \$700

Shenandoah Volunteer Fire Company: \$700

Harrisonburg Fire Department: \$700

In the total amount of: \$12,600.00

Motion: To Approve the VFIRS Grant Applications totaling \$12,600 made by member Lee Day

Topic Discussion: It was confirmed that there were sufficient funds to disperse these grants.

Vote: Unanimous

Motion Action: Motion Carried and was approved

Topic: Spotsylvania Conversion Request

Motion: Approve the request for the Spotsylvania Conversion Request. Board Member Lee Day made the motion.

Topic Discussion: Board Member Lee Day asked a question of the representative from Spotsylvania as to the status of their conversion to date.

Vote: Unanimous

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Motion Action: Approved

Topic: Spotsylvania Conversion Request

Motion: Approve the request for the Fluvanna no cost extension for one year Request. Board Member Lee Day made the motion.

Topic Discussion: Board Member Lee Day asked a question of the representative from Fluvanna as to the status of their extension to date.

Vote: Unanimous

Motion Action: Approved

COMMENTS FROM THE COMMITTEE CHAIR

The Chair discussed Aid to Localities' funding and the vision for that moving forward asked Virginia Department of Fire Programs staff to produce supporting documentation about raising the ATL caps for localities.

FULL BOARD BUSINESS

A. Unfinished Business

N/A

B. New Business

A. Greene County Fire & EMS Study Team appointments

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The Chairman discussed and appointed Members: Bettie-Reeves Nobles, Stephanie Koren, Lee Day, and himself. They slated the study to take place towards the end of January pending confirmation with Greene County.

B. Discussion on filling of Vice Chair Vacancy

The Chairman made the call for nominations for new Vice Chair of the Virginia Fire Service Board to fill the vacancy of former Board member Jeff Bailey. The floor opened for nominations and Board Member James Stokely was nominated to fill the vacancy by member Lee Day. The Chair called for any other nominations. Board Member Bettie Reeves-Nobles nominated Board Member Keith Johnson to fill the vacancy as Vice Chair. Chair closed Nominations. Since more than one candidate was nominated according to the bylaws, the chair designated Members Bettie Reeves-Nobles and Stephanie Koren to form the nomination committee and return at the next meeting with the list of candidates for the final vote.

C. Committee Assignment Announcements

The Chairman announced that all new committee assignments would be made and distributed at the next meeting.

ADJOURNMENT

Motion was made to adjourn by Lee Day and seconded, committee adjourned at 12:03pM

Clerk of the Committee: Travis Rickman

REVIEWED BY:

Brook Pittinger
Deputy Executive Director