



November 14, 2023

Dear Sir or Madame:

The Lynchburg Fire Department recently requested Aid to Localities (ATL) Funding for the emergency repair of Self-Contained Breathing Apparatus (SCBA) and associated flow testing for a total request of \$28,645.28.

While I understand that flow testing is not covered under C7 of the ATL funding policy, I would respectfully ask that the critical repairs to the SCBA's be covered as this was out of service criteria for these particular devices.

As a result of this change, our new request for ATL funding for repairs to SCBA's is \$23,689.28. The \$4,956 expense for flow testing the SCBA's will be covered by the Lynchburg Fire Department.

For your reference, the following is the timeline of events;

- In early September 2022, it was discovered that several SCBA's needed immediate critical repair.
- The initial purchase order was created October 4, 2022 for invoice #1769949 and subsequently paid on October 4, 2022.
- A second invoice #1795521 was paid on February 2, 2023 to complete repairs on equipment that remained out of service until repair could be completed.

If I or a member of my staff can be of further assistance, please feel free to contact me.

Warm Regards,

A handwritten signature in dark blue ink that reads "Greg Wormser".

Greg Wormser
Fire Chief



COMMONWEALTH of VIRGINIA

Keith H. Johnson
VIRGINIA FIRE SERVICES
BOARD CHAIR

Virginia Fire Services Board

**Scope of Fire and EMS Study/Review Agreement
between the
LOCALITY NAME, Virginia
and the
Virginia Fire Services Board**

PURPOSE AND SCOPE

The purpose of this agreement is to establish mutually accepted duties, responsibilities, and expectations between the Virginia Fire Services Board, its designated Fire and EMS Study/Review team, and the locality which has requested the Fire and EMS Study/Review from the Virginia Fire Service Board. The agreement is provided to help define activities and expectations between both parties.

AGREEMENT

- Study/review results and recommendations shall be comprehensive in nature and shall be consistent with and organized according to a final revised scope of work as negotiated between the study team and the locality prior to the formal commencement of the study/review. The scope of work should be communicated in writing as a part of the request letter;
- While questions of staffing ratios, response time, capital equipment purchases, etc. are relevant to the study/review process, the locality should not expect detailed recommendations in these areas beyond system-wide recommendations;
- Study/review results will be publicly presented to the elected/appointed governing body, the requesting agency, as well as any additional requesting organization(s);
- The time frame noted for the study/review site visits will be accepted and presented by the locality to all participating agencies;
- All relevant organizational data will be made available to the study/review team including but not limited to:

- Budgets
- Call response data
- Standard Operating Procedures and Guidelines
- Job Descriptions
- Information on any Fire/Rescue Association
- The locality must advertise the public hearing on their website, and through local print media and social media, on behalf of the study/review team.
- The locality must notify all study/review participants of the public hearing and the site visit schedule;
- The locality must provide a list of each department participating and the primary point of contact for that department prior to the commencement of the study/review;
- The locality will provide to the Virginia Department of Fire Programs a central point of contact. Please ensure the contact is available Monday – Friday from 9 am to 5 pm, and nighttime and weekends as needed;
- The Department of Fire Programs will solicit feedback from the locality 9 months after the report is presented to the locality’s governing body. It is requested that the locality complete the survey so the Agency and Board can gain valuable insight into the success and areas of improvements for future studies. Your participation in the feedback survey is important to the Agency and Board;
- The locality must provide copies of any fire/EMS related study conducted in the previous 10 years.

REVIEW AND TERM

This agreement shall be in effect until the end of the Fire and EMS Study or 18 months after the approval of the application for a study by the Virginia Fire Services Board. The Virginia Fire Services Board may extend this term in the event of an emergency or situation that would severely impact the outcome of the study.

SIGNED

We do hereby acknowledge and agree to abide by the provisions of this Memorandum of Understanding.

Name: Keith Johnson

Chair, Virginia Fire Services Board

Name:

Authorized Locality Representative

Date

Date

FIRE AND EMERGENCY MEDICAL SERVICES STUDY SELF-ASSESSMENT QUESTIONNAIRE

Name:

Title:

Locality Name:

1. This request is being made by:

- Local Fire Department
- Other Fire Services Organization
- Local Government
- Other: (Please specify)

2. Scope of Study: Study results/recommendations will be comprehensive in nature. Below areas will be evaluated. Please add additional areas the locality wants assessed.

- a. **Organization**
- b. **Budget and Central Purchasing**
- c. **Personnel**
- d. **Training**
- e. **Fleet Design and Management (Equipment/Apparatus)**
- f. **Operations:**
- g. **Other:** (Please specify below)

3. Can you provide a current organizational chart? If yes, please email it to policyoffice@vdfp.virginia.gov.

- Yes No

4. What best describes your fire operations response?

- Career
- Volunteer
- Combination (both career and volunteer)

5. What best describes your EMS operations response?

- Career
- Volunteer
- Combination (both career and volunteer)

FIRE AND EMERGENCY MEDICAL SERVICES STUDY SELF-ASSESSMENT QUESTIONNAIRE

ORGANIZATION ESTABLISHMENT

6. Is your organization (Fire or EMS agencies/departments) established by local or county government?
- Yes
 - No
 - Other
7. Are all of the organizations (Fire or EMS agencies/departments) participating in this study established by a local government or county government ordinance? If yes, please email those to policyoffice@vdfp.virginia.gov.
- Yes
 - No
 - Other
8. Does the local government's establishing ordinance clearly authorize all services that are provided by your organization (Fire or EMS agencies/departments)?
- Yes
 - No
9. Does your organization have stated short and long term goals?
- Yes, but Fire Only
 - Yes, but EMS Only
 - Yes, both Fire and EMS
 - No

CENTRALIZED AUTHORITY

10. Do you operate under a centralized Fire and EMS authority?
- Yes
 - No
11. If yes to the above, what is the title of the position that oversees the central Fire and EMS organization?
12. Is there an organization (i.e. Fire and Rescue Association) or similar body that discusses Fire and EMS issues collaboratively?
- Yes
 - No

FIRE AND EMERGENCY MEDICAL SERVICES STUDY SELF-ASSESSMENT QUESTIONNAIRE

FUNDING AND RESOURCES

13. Does the local government provide funding?

- Fire
- EMS
- No funding provided

14. Does your organization charge for services?

- Fire Services
- EMS Services
- We do not charge

15. Does the jurisdiction/local government own the:

- Fire Apparatus
- EMS Vehicles
- Stations

16. Does your jurisdiction/locality have a:

- Fire Marshal
- Public Fire and Life Safety Educator
- Fire Corps Program

17. Does your jurisdiction/locality have a:

- A Coordinated Centralized Training Program for Fire
- A Coordinated Centralized Training Program for EMS
- A Fire Training Officer
- An EMS Training Officer

STANDARDIZATION

18. Has your jurisdiction/locality adopted the Statewide Fire Prevention Code?

- Yes
- No

19. Does your jurisdiction/locality provide public fire and life safety activities?

- Yes
- No

20. Does your jurisdiction/locality have formal written Mutual or Automatic Aid agreements with your neighboring jurisdictions/localities?

- Fire
- EMS
- We do not have formal written agreements

FIRE AND EMERGENCY MEDICAL SERVICES STUDY SELF-ASSESSMENT QUESTIONNAIRE

- 21. Does your jurisdiction/locality have current, written Standard Operating Procedures (SOPs) and/or Standard Operating Guidelines (SOGs) that all organizations follow? If yes, please email those to policyoffice@vdfp.virginia.gov.**
- Fire
 - EMS
 - We do not have SOPs and/or SOGs
- 22. Does your jurisdiction/locality have established written response time criteria?**
- Fire
 - EMS
 - We do not have written response time criteria
- 23. Does your jurisdiction/locality have centralized and structured dispatch criteria with predetermined response criteria?**
- Fire
 - EMS
 - We do not have centralized and structured dispatch criteria
- 24. Does your dispatch center practice Emergency Medical Dispatch (EMD)?**
- Yes
 - No
- 25. Is your jurisdiction/locality NIMS compliant?**
- Yes
 - No
- 26. Does your jurisdiction/locality have a written policy for minimum staffing level for:**
- Fire
 - EMS
 - We do not have a written policy for minimum staffing levels
- 27. Does your jurisdiction/locality have a structured Recruitment and Retention program?**
- Career Fire
 - Volunteer Fire
 - Career EMS
 - Volunteer EMS
 - We do not have program
- 28. Does your jurisdiction/locality have minimum standardized training requirement?**
- Yes
 - No

FIRE AND EMERGENCY MEDICAL SERVICES STUDY SELF-ASSESSMENT QUESTIONNAIRE

- 29. Does your jurisdiction/locality have a centralized data collection system?**
- Fire - VFIRS
 - EMS - PPDR
 - EMS - VPHIB

POPULATION AND STUDY

- 30. What is the daytime population of the area being served?**
- 31. What is the nighttime population of the area being served?**
- 32. Have you had a similar study conducted within the past five years?**
- Fire
 - EMS
 - Other
- 33. What prompted your request for this study? Please provide detailed comments below.**

VIRGINIA FIRE SERVICES BOARD



RULES OF PROCEDURE

Preamble

(To be Published)

Article I Name and Offices

Section 1.1 **Name.** The name of the organizations shall be the Virginia Fire Services Board (VFSB).

Section 1.2 **Offices.** The principle office for the Virginia Fire Services Board shall be located within the offices of the Virginia Department of Fire Programs.

Article II Purpose, Powers and Duties

Section 2.1 **Purpose, Powers and Duties.** The Virginia Fire Services Board shall function as a policy board within the Virginia Department of Fire Programs. The Virginia Fire Services Board shall have the specific powers and duties enumerated by [§ 9.1-203 of the Code of Virginia](#) and other duties enumerated by [§ 38.2-401 of the Code](#). Section [9.1-202 of the Code](#) designates the Virginia Fire Services Board as one of the Commonwealth of Virginia's policy boards and as such it has the characteristics of any policy board, commission or council as described in [§ 2.2-2100 of the Code](#).

Article III Members

Section 3.1 **Members.** There shall be fifteen (15) members of the Virginia Fire Services Board appointed by the Governor, subject to confirmation by the General Assembly as follows: one (1) representative of the insurance industry; two (2) members of the general public with no connection to the fire services, one (1) of which shall be a representative of those industries affected by Superfund Amendments and Reauthorization Act (SARA), Title III and the Occupational Safety and Health Administration (OSHA) training requirements; and one (1) representative from each of the following organizations: the Virginia Fire Chiefs Association, the Virginia State Firefighter's Association, the Virginia Association of Professional Firefighters, the Virginia Fire Services Council, the Virginia Fire Prevention Association, the State Chapter of the International Association of Arson Investigators, the Virginia Municipal League, the Virginia Association of Counties; a local fire

marshal as defined by § 27-30; and a certified Virginia fire service instructor. Of these appointees at least one shall be a volunteer firefighter. In addition to the gubernatorial appointees, the following persons shall serve as ex officio members of the Virginia Fire Services Board: State Forester and a member of the Board of Housing and Community Development to be appointed by the chair of that Board.

Article IV Officers

Section 4.1 **Number and Title.** Members of the Virginia Fire Services Board shall elect annually from its membership two (2) officers a Chair and a Vice-Chair.

Section 4.2 **Election.** The officers shall be elected for a term of one (1) year at the annual meeting (June) of the Virginia Fire Services Board. Newly elected officers shall assume their respective offices at the first scheduled meeting following the election.

Section 4.3 **Nominees for Election.** When more than (1) person is nominated for election as an officer voting shall be conducted by a Nomination Committee. The Chair Pro-Tem shall appoint a two (2) member Nomination Committee to conduct the election and report the results.

Section 4.4 **Removal.** Members of the Virginia Fire Services Board may vote to remove an officer, i.e. the Chair or Vice-Chair, when it is determined that the best interests of the Virginia Fire Services Board are not being served. The vote for removal will be by two-thirds (2/3rds) of the members present.

Section 4.5 **Replacement.** A special election may be conducted at any meeting of the Virginia Fire Services Board to replace an officer, i.e. the Chair or Vice-Chair, who has been removed, incapacitated or resigned.

Section 4.6 **Duties and Authorities.** The officers shall perform specified duties and shall have the power to exercise specific authorities as provided by these Rules of Procedure.

Section 4.7 **Chair.** The Chair shall call meetings of the Virginia Fire Services Board and set the agenda for such meetings. The Chair shall have the power to appoint committees, assign responsibilities and appoint a Board member to serve as the VFSB Representative on the Board of Housing and Community Development. The Chair shall be an Ex-Officio member of all committees except the Executive Committee and the Nomination Committee. As an Ex-Officio member of a committee, the Chair shall have the same rights as other committee members except the Chair is not obligated to attend committee meetings.

Section 4.8 **Vice-Chair.** The Vice-Chair shall assume the duties of the Chair in his/her absence and shall perform other duties as assigned by the Chair.

Section 4.9 **Appointment of a Chair Pro-Tem.** The Chair of the Virginia Fire Services Board shall appoint a Chair Pro-Tem when the Chair vacates the chair and the Vice-Chair is unavailable during meetings.

Section 4.9.1 **Election of a Chair Pro-Tem.** The Virginia Fire Services Board may elect a Chair Pro-Tem to preside during meetings to remove any officer. The Virginia Fire Services Board shall elect a Chair Pro-Tem during meetings when there is a call for an election.

Article V Meetings

Section 5.1 **Regular Meetings.** There shall be no more than six (6) regular meetings of the Virginia Fire Services Board during each fiscal year (1 July to 30 June). The Chair shall determine the date, time and location of the meetings.

Section 5.2 **Annual Meeting.** There shall be one (1) annual meeting of the Virginia Fire Services Board to be held during June of each year. The Chair shall determine the date, time and location for the annual meeting.

Section 5.3 **Special Meetings.** The Secretary of Public Safety and Homeland Security may call a special meeting of the Board should circumstances dictate. The purpose of the special meeting shall be stated in the written notice of said meeting and concurrent with public notification as required by [§ 2.2-3707](#) of the *Code of Virginia*. Except in the case of emergency, there shall be at least five (5) working days between the date of the written notice and the date of the special meeting.

Section 5.4 **Clerk.** The Executive Director of the Virginia Department of Fire Programs shall recommend the appointment of a Clerk to the Chair of Virginia Fire Services Board. The Clerk will publish the call for meetings and record, publish, distribute, maintain, store and destroy all committee, subcommittee and Virginia Fire Services Board meeting records and minutes in accordance with State law and policy of State Librarian of the Commonwealth of Virginia.

Section 5.5 **Waiver of Notice.** Any member of the Virginia Fire Services Board may waive notice of any meeting before, at or after such meeting. Attendance of a member at a meeting of the Virginia Fire Services Board shall constitute a waiver of notice of such a meeting, except where a member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted nor the purpose of any regular or annual meeting needs to be specified in the notice of such a meeting.

Section 5.6 **Quorum.** A majority of the members of the Virginia Fire Services Board shall constitute a quorum. The Chair shall determine that a quorum is present before calling a meeting to order. The minutes shall reflect the name of the members present. If less than a quorum is present, a majority of the members present at the meeting may postpone or delay the meeting without further notice until a quorum is present.

Section 5.7 **Order of Business – Regular Meetings.** At regular meetings the order of business shall be as follows:

- Call to Order
- Pledge of Allegiance & Moment of Silence
- Roll Call
- Sign-in sheet for guests
- Changes in the agenda
- Public comments
- Consent Agenda

- A. Approval of the minutes of the previous meeting
- Report From The VDFP Executive Director
- Report from the Fire Prevention and Control Committee
- Report from the Live Fire Training Structures (Burn Building) Committee
- Report from the Fire Education and Training Committee
- Report from the Administration, Policy and Finance Committee
- Comments From Chair of the Board
- Full Board Business
- Unfinished Business
- New Business
- Adjournment

Section 5.8 Order of Business – Annual Meeting. At the annual meeting the order of business shall be as follows:

- Pledge of Allegiance & Moment of Silence
- Roll Call
- Sign-in sheet for guests
- Changes in the agenda
- Public comments
- Consent Agenda
- A. Approval of the minutes of the previous meeting
- Report From The VDFP Executive Director
- Report from the Fire Prevention and Control Committee
- Report from the Live Fire Training Structures (Burn Building) Committee
- Report from the Fire Education and Training Committee
- Report from the Administration, Policy and Finance Committee
- Comments From Chair of the Board
- Full Board Business
- Unfinished Business
- Election of Chairman Pro-Tem
- Report from the Nomination Committee
- Election of Officers
- New Business
 - A. Rules and Procedures Approval & Resigning
 - B. Request for Committee Assignments & Chairs
- Adjournment

Section 5.9 **Conduct of Business in Meetings.** All motions offered during meetings shall be repeated by the Clerk of the Virginia Fire Services Board.

Section 5.10 **Voting.** Each member of the Virginia Fire Services Board shall have the sole privilege of voting on all matters submitted to them at all regular, annual and special meetings. Each member shall cast one (1) vote at meetings where they are present. There shall be no proxy votes or votes by designees or substitutes.

Section 5.11 **Presumption of Assent.** A member of the Virginia Fire Services Board who is present at a meeting at which an action on any matter is taken shall be presumed to have assented to such

action. A dissent shall be entered into the minutes of the meeting or a written dissent to such action is filed with the Clerk before the meeting is adjourned.

Section 5.12 **Debate.** Members of the Virginia Fire Services Board shall confine debate to the merits of the pending question once it has been brought before the Board. Members shall address their remarks to the Chair.

Section 5.13 **Closed Meetings.** The Commonwealth of Virginia has a policy which states that the affairs of government shall be conducted in the open. Therefore, all meetings of the Virginia Fire Services Board will be open to the public, unless stated otherwise. As a public body, the Virginia Fire Services Board may hold meetings that are closed to the public, but only for the purposes specified in § [2.2-3711](#), (A) of the *Code of Virginia*. A step by step procedure to conduct a closed meeting is specified in § [2.2-3711](#) of the *Code*.

Article VI Executive Committee

Section 6.1 **Members.** The Executive Committee of the Virginia Fire Services Board shall consist of the following members: the Chair, the Vice-Chair and the Chairs of the Standing Committees. The Chair may vote to resolve a tie vote. The Chair may appoint one additional Board member to the Executive Committee, as needed.

Section 6.2 **Authority.** The Executive Committee, during the interval between meetings of the Virginia Fire Services Board, shall have the authority to consider all policy matters that are deemed to require action where the Board has given no instructions or directions. The Executive Committee shall not have the authority to alter, amend nor repeal these Rules of Procedure. All actions taken by the Executive Committee shall be reported to the Virginia Fire Services Board at its next meeting.

Section 6.3 **Quorum.** A majority of the members of the Executive Committee shall constitute a quorum.

Section 6.4 **Order of Business.** At meetings of the Executive Committee the order of business shall be as follows:

- Call to Order
- Pledge of Allegiance & Moment of Silence
- Roll Call
- Sign-in Sheet for Guests
- Changes In Agenda
- Public Comment
- Consent Agenda
 - A. Approval of the minutes of the previous meeting
- Comments from Chair of the Board
- Unfinished business
- New business

Section 6.5 **Voting.** Each member of the Executive Committee shall have the sole privilege of

voting on all matters submitted to them. Each member of the Committee shall cast one (1) vote. There shall be no proxy votes or votes by designees or substitutes.

Section 6.6 **Presumption of Assent.** A member of the Executive Committee who is present at a meeting where a vote is taken on any matter is presumed to have assented to such action unless a dissent is entered into the minutes of the meeting or a written dissent is filed before the meeting is adjourned.

Article VII Committees

Section 7.1. **Standing Committees.** There shall be four (4) standing committees of the Virginia Fire Services Board: The Committee on Administration, Policy and Finance; the Committee on Fire Education and Training; the Committee on Fire Prevention and Control and; the Live Structure Committee. No committee shall have the authority to amend, alter or repeal these Rules of Procedure, to appoint or remove any member of a committee or to amend, alter or repeal any resolution or motion of the Virginia Fire Services Board. Members of committees shall serve at the pleasure of the Chair of the Board. The Chair of the Board shall appoint the Chair and members of all committees, except that the Vice- Chair of the Board will be Chair of Administration, Policy and Finance.

Section 7.1.1 **The Committee on Administration, Policy and Finance.** This committee shall be responsible for providing information and make recommendations to the Board and the Secretary of Public Safety and Homeland Security concerning legislation affecting fire prevention and protection, and fire services organizations in Virginia; approving the criteria for and disbursement of any grant funds received from the federal government and any agencies thereof and any other source and to disburse such funds in accordance therewith; and investigating alternative means of financial support for volunteer fire departments and advising jurisdictions regarding the implementation of such alternatives. The committee will also oversee the fire and EMS studies coordinator, who will ensure that technical assistance and advice to local fire departments, fire service organizations and local governments are carried out through Fire and Emergency Medical Services studies done in conjunction with the Agency. The committee will also establish policy on financial matters including but not limited to, Aid-To-Localities (ATL), grant funds, and special request of committees. The Chair of this committee will be the Vice Chair of the Board.

Section 7.1.2 **The Committee on Fire Education and Training.** The Chair of the Virginia Fire Services Board shall appoint a Chair to the Fire Education and Training Committee. The Committee on Fire Education and Training shall be responsible for providing information and making recommendations to the Virginia Fire Services Board related to the review and approval of a five-year (5) statewide plan for fire education and training; and advising the Agency on and adopting personnel standards for fire service personnel.

Section 7.1.3 **The Committee on Fire Prevention and Control.** The Chair of the Virginia Fire Services Board shall appoint a Chair to the Fire Prevention and Control Committee. The Committee on Fire Prevention and Control shall be responsible for providing information and making recommendations to the Virginia Fire Services Board and Agency to ensure the development and implementation of the Virginia Fire Prevention and Control plan; advising the Agency on the development a statewide plan for the collection, analysis and reporting of data

related to fires in the Commonwealth; and evaluating all fire prevention and protection programs, and make any recommendations deemed necessary to improve the level of fire prevention and protection in the Commonwealth.

Section 7.1.2 **The Committee on Live Structure.** The Chair of the Virginia Fire Services Board shall appoint a Chair to the Live Structure Committee. The Committee shall consist of six other members and must include at a minimum the following members: the Fire Education and Training Committee Chair (as currently appointed); the Board member representing the Insurance Industry; either a Virginia Association of Counties or a Virginia Municipal League member; and, either a Board of Housing & Community Development or a General Public member. The Committee shall be responsible for assisting the Administration, Policy and Finance Committee with the review and analysis of the Live Fire Training Structure Grant Program.

Section 7.2 **Special Committees.** The Chair of the Virginia Fire Services Board or the Chairman Pro-Tem shall appoint, as the need arises, special committees that go out of existence when relieved by the Chair or when their task is completed and a final report is submitted. The Nomination Committee is an example of such a committee.

Section 7.3 **Subcommittees.** The Chair of the Virginia Fire Services Board shall create subcommittees at the request of committee chairs as the need arises. No subcommittee shall have the authority to amend, alter or repeal these Rules of Procedure, to appoint or remove any member of a subcommittee or to amend, alter or repeal any resolution or motion of the Virginia Fire Services Board. The Chair of the Board shall appoint the Chair and members of the subcommittees. All subcommittee appointees shall serve at the pleasure of the Chair of the Board. Subcommittee members must be members of the Virginia Fire Services Board.

Section 7.4 **Conduct of Business in Committees.** The quorum for a committee meeting shall be a majority of the members of the committee. Meeting of Special Committees shall be conducted in one session. The regular rules of parliamentary procedure shall apply except where special instructions have been given. Motions to close or limit debate shall not be allowed. When a substantive matter is being considered the Chair of a committee may hold a public hearing. All motions or resolutions offered during a subcommittee meeting shall be presented in verbal form with the voting member's last name being announced by the individual or the Chair at the time of introduction. Only committee members shall have the right to debate and deliberate on resolutions or motions. Committee members shall have the sole privilege of voting on all matters submitted to them. Each member shall cast one (1) vote at meetings where they are present. There shall be no proxy votes or votes by designees or substitutes. Per *Roberts Rules of Order Newly Revised*, Committee Chairs may only vote to break a tie or when voting is conducted through ballot. A committee report shall be an official statement providing information, offering a resolution or recommending the adoption of a motion.

Section 7.4.1 **Conduct of Business in Subcommittees.** The quorum for a subcommittee meeting shall be 5 members of the subcommittee. The regular rules of parliamentary procedure shall apply except where special instructions have been given. Motions to close or limit debate shall not be allowed. When a substantive matter is being considered the Chair of a subcommittee may hold a public hearing. All motions or resolutions offered during a subcommittee meeting shall be presented in verbal form with the voting member's last name being announced by the individual or the Chair at the time of introduction. Only subcommittee members shall have the right to debate and deliberate on resolutions or motions. Subcommittee members shall have the sole privilege of voting

on all matters submitted to them. Each member shall cast one (1) vote at meetings where they are present. There shall be no proxy votes or votes by designees or substitutes. Per *Roberts Rules of Order Newly Revised*, Subcommittee Chairs may only vote to break a tie or when voting is conducted through ballot. A subcommittee report shall be an official statement providing information, offering a resolution or recommending the adoption of a motion.

Section 7.5 Order of Business in Committee Meetings. At Committee meetings the order of business shall be as follows:

- Call to Order
- Pledge of Allegiance & Moment of Silence
- Roll Call
- Sign-in sheet for guests
- Changes in the agenda
- Public Comments
- Consent Agenda
 - A. Approval of the minutes of the previous meeting
- Report from the Virginia Department of Fire Programs' committee liaison
- Comments from the Committee Chair
- Report from (Subcommittee Chair, where appropriate)
- Unfinished Business
- New Business
- Adjournment

Section 7.5.1 Order of Business in Subcommittee Meetings. At Subcommittee meetings the order of business shall be as follows:

- Call to Order
- Pledge of Allegiance & Moment of Silence
- Roll Call
- Sign-in sheet for guests
- Changes in the agenda
- Public comments
- Comments from the Subcommittee Chair
- Unfinished Business
- New Business
- Adjournment

**Article VIII Parliamentary
Authority**

Section 8.1 **Purpose.** The purpose for parliamentary authority shall be to provide for the orderly conduct of business by the Virginia Fire Services Board.

Section 8.2 **Application.** At all meetings of the Virginia Fire Services Board and at all committee and subcommittee meetings parliamentary procedure shall apply. Parliamentary procedure requires treatment of one matter at a time, extending courtesy and fairness to all members of the Virginia Fire Services Board and letting the majority rule while guaranteeing the right of the minority.

Section 8.3 **Parliamentary Authority.** The parliamentary authority for the Virginia Fire Services Board shall be the rules contained in the current edition of *Robert's Rules of Order Newly Revised*. The parliamentary authority shall be the governing authority in all cases to which they are applicable and in which they are not inconsistent with these Rules of Procedure and any special rules of order the Virginia Fire Services Board may adopt.

Section 8.4 **Parliamentarian.** The Chair of the Virginia Fire Services Board or the Chair of any Committee may appoint a Parliamentarian when appropriate during any meeting. The Parliamentarian shall advise the Chair on all questions of parliamentary procedure.

Section 8.5 **Special Rules.** All formal actions, i.e. motions, will be effective upon their passage by the Full Board, unless otherwise noted. (Per Board motion on February 24, 2012)

Article IX Conflict of Interest

Section 9.1 **Conflict of Interest Defined.** A conflict of interest shall be defined as the competition between the personal economic interests of an individual member of the Virginia Fire Services Board and the economic interest of the Virginia Fire Services Board as defined by the *Code of Virginia*, § [2.2-3100](#) – [2.2-3131](#). A conflict may exist when financial or other material gains are derived as a result of a direct or indirect relationship.

Section 9.2 **Disclosure.** Members of the Virginia Fire Services Board shall disclose any possible conflict of interest to the Board. When a possible conflict is relevant to a matter requiring action, the interested member shall provide all appropriate information. When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the Board, excluding the member concerned with the possible conflict of interest. Any member disclosing a possible conflict of interest may be counted in determining the presence of a quorum.

Section 9.3 **Absence from Discussion.** A member reporting a possible personal conflict of interest shall absent themselves from the discussion of the conflict of interest.

Section 9.4 **Abstinance from vote.** The member determined to have a personal conflict of interest shall abstain from any vote on the conflict of interest matter. The member shall be counted as present in determining a quorum. The minutes of the meeting shall reflect that the member abstaining during any vote on a possible conflict of interest.

Article X Changes to the Rules of Procedure

Section 10.1 **Amendment.** These Rules of Procedure may be amended, altered, repealed or replaced at any meeting of the Virginia Fire Services Board by an affirmative vote of a majority of the members present provided that amendment or alteration has been submitted in writing at the previous meeting and notice of such a proposed action is included in the call of the meeting.

Section 10.2 **Technical Corrections.** The Clerk of the Virginia Fire Services Board is authorized to correct article and section designations, punctuation and cross-references and to make such

other technical and conforming changes as may be necessary to reflect the intent of the Virginia Fire Services Board in connection with any amendments to these Rules of Procedure, with review and approval of the Chair of the Board.

Section 10.3 **Review.** The Administration, Policy and Finance Committee and the Clerk of the Virginia Fire Services Board will review these Rules of Procedure prior to the annual meeting. A report and recommendations of this review will be made to the full Board at the annual meeting.

Article XI

Subject Matter Experts to the Board

Section 11.1 **Subject Matter Experts.** The Chair of the Virginia Fire Services Board or Chair Pro-Tem should call for subject matter experts to advise the board as the need arises. These subject matter experts should serve an advisory role to the board and should be selected by the chair with approval of the board. These advisors are not members of the board and have no power to vote or amend any component of the board or act on behalf of the board.

Section 11.2 **Workgroups.** The Chair of the Virginia Fire Services Board or the Chairman Pro-Tem shall create, as the need arises, workgroups of subject matter experts that go out of existence when relieved by the Chair or when their task is completed and a final report is submitted. No workgroup shall have the authority to amend, alter or repeal these Rules of Procedure, to appoint or remove any member of a workgroup or to amend, alter or repeal any resolution or motion of the Virginia Fire Services Board. The Chair of the Board shall appoint the Chair and members of the workgroup. All appointees shall serve at the pleasure of the Chair of the Board. Appointees are not members of the Virginia Fire Services Board but offer expertise to the board when making decisions.

Section 11.2.1 **The Statewide Fire Prevention Code Workgroup** The Chair of the Virginia Fire Services Board shall appoint a Chair to the Statewide Fire Prevention Code Workgroup. The workgroup shall consist of a representative from the Virginia Fire Prevention Association and the state chapter of the International Association of Arson Investigators. The Virginia State Fire Marshal and a representative of the Virginia Fire Marshal Academy shall also be members. Other subject matter experts shall be appointed by the Chair of the Board. The workgroup shall be responsible for advising the Fire Prevention and Control Committee on the review and analysis of the Statewide Fire Prevention Code, pursuant to § 27-97 of the Code.

Rules of Procedure Certification

The undersigned as the Chair of the Virginia Fire Services Board certifies that as such is authorized to execute this certificate and that the foregoing Rules of Procedure consisting of 10 pages including this page constitute the Rules of Procedure of the Virginia Fire Services Board duly adopted on the 1st day of December 2023



12/1/23

Chair, Virginia Fire Services Board

Date

FY-2024 Fire Programs Fund Aid to Localities Payments

Pay Cycle	Date Pymt. Requested	No. of Localities	% of Localities	Amount	% of Funds
1	9/22/2023	107	33.2%	\$15,606,285	38.5%
2			0.0%		0.0%
3			0.0%		0.0%
4			0.0%		0.0%
			0.0%		0.0%
Funds Released		107	33.2%	\$15,606,285	38.5%
Total Funds Not Released		215	66.8%	\$24,924,545	61.5%
ATL Total		322	100.0%	\$40,530,830	100.0%

FY2024 Live Structural Proposed Budget:

Carried forward Balance from FY23	4,560,417
FY24 Annual Appropriation	975,000
VFIRS FY23 Carryover	8,900
Total FY 24 Funding	5,544,317

	<u>Total Project Awarded</u>	<u>Prior Year Payments</u>	<u>FY24 Estimated Payments</u>	<u>FY24 Actual Payments</u>	<u>Obligation Balance</u>
<u>Burn Building Construction Projects</u>					
FLUVANNA, County FY18	480,000	112,500	0		367,500
HANOVER County FY20	450,000	112,500	337,500		337,500
SUFFOLK County FY21	480,000		112,500		480,000
GOOCHLAND County	480,000		112,500		480,000
RICHMOND City	480,000		112,500		480,000
HALIFAX County FY24	480,000		0	-	480,000
	<u>2,850,000</u>	<u>225,000</u>	<u>675,000</u>	<u>0</u>	<u>2,625,000</u>
<u>Burn Building Renovation / Repair Projects</u>					
Lynchburg City (repair) FY22	38,849		38,849		38,849
Virginia Beach City (repair) FY22	34,549		34,549		34,549
Buckingham County (repair) FY22	8,820		8,820	8,820.00	0
Roanoke City (repair) FY23	78,909		78,909	78,909.00	0
Wise Town (repair) FY24	12,800		12,800		12,800
Chilhowie Town (repair) FY24	17,800		17,800		17,800
	<u>191,727</u>	<u>0</u>	<u>191,727</u>	<u>87,729.00</u>	<u>103,998</u>
<u>Impingement Project estimated Budget over 5yrs (Repair-Thermal Lining FY22)</u>					
Winchester City (renovation) FY24 award	150,000		150,000		150,000
	<u>732,284</u>	<u>0</u>	<u>150,000</u>	<u>0</u>	<u>732,284</u>
<u>Regional Fire Services Training Facilities Projects</u>					
Richmond City FY22	50,000		50,000		50,000
Rockingham County FY23	50,000		50,000		50,000
	<u>100,000</u>	<u>0</u>	<u>100,000</u>	<u>0</u>	<u>100,000</u>
<u>DFP BBldg Supt - A/E Contract</u>					
DFP BBldg - Inspections A/E Contract	525,000	-	250,000	10,175	514,825
DFP BBldg - Consulting	75,000		75,000		75,000
DFP (DIRECT) BBldg - Mobile Burn Cells	0	-	0	-	-
	<u>600,000</u>	<u>0</u>	<u>325,000</u>	<u>10,175</u>	<u>589,825</u>
NEW Construction Projects	2,850,000	225,000	675,000	0	2,625,000
RENOV / REPAIR Projects	191,727	0	191,727	87,729	103,998
Impingement Project (Repair-Thermal Lining)	732,284	0	150,000	0	732,284
RFSTG Projects	100,000	0	100,000	0	100,000
DFP <u>direct</u> BBldg Support	600,000	0	325,000	10,175	589,825
Total Multi-Year Awards	<u>4,474,011</u>	<u>225,000</u>	<u>1,441,727</u>	<u>97,904</u>	<u>4,151,107</u>

Estimate Cash on hand 11/12/23 5,446,413

Unobligated 1,295,306

Summary of Open Project 11-12-23

Burn Building Construction Projects: 6 open

FLUVANNA County awarded FY18 480,000

- Locality would like a two year extension and building type change. On agenda for December Full Board meeting. This would be their 5th extension request.

HANOVER County awarded FY20 450,000

- Project complete. Ribbon cutting ceremony was in October. Waiting for closeout paperwork.

SUFFOLK County awarded FY21 480,000

- No update to report.

RICHMOND City awarded FY23 480,000

- No Update

GOOCHLAND County awarded FY23 480,000

- Sent in the site and building drawing. TSG's Cursey review was sent to locality with items to be addressed by locality engineer.

Halifax County awarded FY24 480,000

- Award issued September 2023. New building orientation meeting held October 17, 2023.

Burn Building Renovation / Repair Projects

LYNCHBURG City (repair) FY22 awarded \$38,849

- Issued a second no cost extension in August 2023. New end date December 17, 2023

Virginia Beach (repair) FY22 awarded \$34,549

- Project end date November 12, 2023. Received completion notice. Awaiting Division Chief review of repairs.

Town of Wise (repair) FY24 awarded \$12,800

- A repair grant award was issued in June 2023. The locality has until June 2024 to complete the repairs outlined in the application.

Town of Chilhowie (repair) FY24 awarded \$17,800

- A repair grant award was issued in June 2023. The locality has until June 2024 to complete the repairs outlined in the application.

Winchester City (renovation) FY24 awarded \$150,000

- A renovation grant award was issued September 2023. The locality has until September 22, 2024 to complete the renovations outlined in the application.