

VIRGINIA FIRE SERVICES BOARD

June 3, 2016

A regular meeting of the Virginia Fire Services Board was held at the VDFP Headquarters in Glen Allen, VA. Mr. Walter Bailey served as Chair.

BOARD MEMBERS PRESENT

Walter Bailey – Chair – Virginia State Firefighter’s Association
James ‘Randy’ Wheeler – Vice-Chair – Virginia Municipal League
Ron Reynolds – Virginia State Fire Marshal
H. Lee Day – Virginia Fire Services Council
Dawn E. Brown – Insurance Industry
Robert Miner – Virginia Chapter of the International Association of Arson Investigators
John Ainslie – Virginia Board of Housing & Community Development
Jeff Bailey - VA Chapter of the International Society of Fire Service Instructors
David Layman - Virginia Fire Chiefs Association
Bettie Reeves-Nobles – General Public
James “Robby” Dawson – Fire Prevention Association

BOARD MEMBERS ABSENT

Bettina Ring – Virginia State Forester
Vacant – Industry (SARA Title III & OSHA) Representative
Vacant – Association of Counties
Vacant – Virginia Professional Firefighters Association

AGENCY MEMBERS PRESENT

Brook Pittinger	Mohamed Abbamin	Erin Rice
Melvin Carter	Dave Jolly	Brenda Scaife
Theresa Hunter	Tim Hansbrough	Tom Berry
Dereck Baker		

GUESTS PRESENT

Mike Maenner	Ed Rhodes	Scott Garber
Mike Matthews	Gerald E. Pruden	
Luk Nuar	George Hollingsworth	
Dean Farmer	Brad Owens	

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES IN THE AGENDA

Public Comments

Consent Agenda

- A. Approval Of The Minutes Of The Previous Meeting
 - i. Fire Education and Training Committee
 - ii. Fire Prevention and Control Committee
 - iii. Administration Policy and Finance Committee
 - iv. Full Board

Report from the VDFP Executive Director

Report from the VDFP Deputy Executive Director

Report Fire Education and Training

- A. Report From the VDFP Branch Chiefs
- B. Report from the Training and Education Committee
- C. Unfinished Business
 - i. Training and Education Update
 - 1. Fire Officer I, II, III, IV/Teaching Pre-Requisites
 - 2. DPO and DAO Curriculum/Delayed Until January 1, 2017
 - 3. EVOC Update
 - 4. Hazmat Awareness and Operations Update/NFPA Standard
 - 5. Live Fire Training Certification Class / Work in Progress
 - 6. HMO/HMA Test Reading Policy Change
- D. New Business

Fire Prevention and Control Committee Business

- A. Report From The Department of Forestry
- B. Report From The State Fire Marshal
- C. Report From The Codes and Standards Subcommittee
 - i. **Update:** Memorandum of Understanding between the Fire Services Board and the Board of Housing.
- D. Unfinished Business
- E. New Business

Administration, Policy and Finance Committee Business

- A. Grants and Finance Report from the VDFP Chief Administrative Officer
- B. Report From The Burn Building Committee

- C. Unfinished Business
- D. New Business
 - i. Presentation – Fire Dynamics
 - ii. Charles City Fire and EMS Study (Review/Approval)
 - iii. Franklin County Fire and EMS Study Request

Comments from the Chairman, VFSB

Full Board Business

- A. Unfinished Business
- B. New Business
 - i. Report of the Nomination Committee
 - ii. Election of Chairman Pro-Tem
 - iii. Election of Officers
 - iv. FY17 Rules and Procedures Re-signing
 - v. FY17 Memorandum of Understanding Re-signing
 - vi. Committee Assignments

PUBLIC COMMENTS

Chairman Walter Bailey thanked the board members and attendees for their commitment to public safety.

Dean Farmer advised that his locality, Farmville County has completed the construction of its burn building. A ribbon cutting event will be conducted in the near future. Notification will be sent.

CONSENT AGENDA

Topic: Consent Agenda

Motion: To approve the Consent Agenda / Minutes.

Discussion: Motion to accept was made.

Vote: Unanimous

Action: Motion Carries

REPORT FROM THE VDFP EXECUTIVE DIRECTOR

Melvin Carter provided the following report;

Chief Carter advised the agency continuous efforts to ensure the public receives superior customer service. Below are some updates;

- **Increased Diversity:** Agency continues to diversify its adjunct instructor hiring process.
- **Recruitment of State Fire Marshal:** Agency is conducting a three week national level recruitment effort. Similar to our other recruiting efforts presently through VDFP, the Agency is continuing to apply perfectionism in its pursuit to hire and retain top uncompromised talent.
- **Evidence Based Decision-Making:** VDFP continuous to provide quality service in light of more complex demands while being sensitive to resource.
- **Listen to Customers:** Leadership continues to encourage all staff members to continuing enhancing their ability to be cognizant of stakeholder needs.
- **Website Update:** VDFP's website is currently being updated to make the site more user friendly.
- **Safety:** Encouraging both staff and stakeholders develop a culture of safety in an effort to bring enlightenment to Cancer Awareness & Prevention along with Mental Health.
- **Stakeholder Relationship:** VDFP will continue to have a visible presence around the Commonwealth.
- **Community Risk Reduction:** As of today, Friday, June 3 – there are 37 fire fatalities in the Commonwealth. VDFP will actively ensure to reduce fire fatalities through various fire prevention initiatives.

REPORT FROM THE DEPUTY EXECUTIVE DIRECTOR

Brook Pittinger provided the following report:

Registered Apprenticeship Program:

- Donna Carvana is the consultant DFP is working with.
- Carvana is creating a works processes (advises the apprentice what they have to do) for all three positions (firefighter, fire inspector, fire marshal) to establish the program.
- VDFP will be meeting with Ms. Carvana so she can explain how many hours an apprentice needs to complete and answer any questions the Agency may have.
- VDFP will get \$1,000 for each apprentice (we can have up to 10.)

Budget Reduction: The Agency will be reviewing the General Fund budget in preparation for potential budget reduction requirements for FY17.

Fallen Firefighter Memorial Service: The 19th annual Fallen Firefighter & EMS Memorial will be held on Saturday, June 4, 2016 beginning at 12 noon at the Richmond International Raceway in the Main Exhibit Hall.

FIRE EDUCATION AND TRAINING COMMITTEE BUSINESS REPORT FROM THE VDFP BRANCH CHIEFS

OPERATIONS AND TRAINING
REPORT FROM THE VDFP OPERATIONS AND TRAINING/TECH SERVICES

Tim Hansbrough provided the following report:

Funded Course Scheduling/ 18 Month Calendar

Calendar Deadline: The Agency has been working to put the 18 month funded training calendar together. We anticipate that the calendar will be out sometime in the August time frame

Division Updates

- **Division 1:**
 - Working with Virginia Clean Cities Initiative for a delivery of hybrid vehicle training program - TtT in October.
 - Metro Richmond Regional – September 2016
 - Tri-City Regional – March 2017
 - Caroline Regional – April 2017
 - We seem to have had a spike in injuries for the last quarter, with 6 injuries occurring in March. There were minimal common factors.
- **Division 2:** Rockingham Regional Fire School was held between April 23 -24, 2016 in Harrisonburg. There were 70 Students in 6 classes.
 - Written and Skills Test Administrator and EVOG TTT Updates held on March 14, 2016 at the Frederick County Public Safety Building.
 - DPO (Jones & Bartlett) Pilot Class held at the Rockingham Regional Fire School – 15 Students.
 - 1403 Compliance Officer Class held in Winchester on May 21, 2016
 - Division Chief and ARFF Division Chief working on revision of the Course Coordinator Program
- **Division 3:** A Class B burn building in Farmville Training was done on May 17th for the Cadre that will be responsible for running the building.
 - Campbell County was awarded a Grant for a Flashover Simulator that should be here around July. The Agency has been working together to get a list of requirements for simulator instruction.
 - Central Virginia Firefighters Association conducted its first Regional School in ten years, the school was successful.
- **Division 4:** Michael Parris has been hired as the new Division Chief. He started his position on May 25, 2016 and will be working to meet with all the stakeholders over the next several months.
- **Division 5:** Division Chief is currently vacant. The Agency will work to begin filling this position after July 1, 2016.
- **Division 6:** Chief Price has been working to facilitate the EVOG T-t-T process and has been working with the Division Chiefs to ensure the Agency meets the needs of the locality.

- **Division 7:** Arlington has new Fire Chief, James Bonzano (internal candidate). Manassas City will have a new chief that comes from Prince William, Rob Clements (Battalion Chief from PWC).
- **NIMS:** Since the last report to the VFSB in April, the following courses and programs have been conducted through the IMS Division: IS-700 (intro to NIMS) (2); IS-800 (Intro to NRF) (1); ICS-100 (2); ICS-200 (2); ICS-300 (2); and ICS-400 (1); EMS Functions in the Incident Command System (1); and ICS for the Fire Service (1).
- **Command & General Staff Functions:** The Command & General Staff Functions in the Local IMT (CGSFLIMT) program scheduled for Hampton in April and May was cancelled/postponed until FY 2017 to allow local police dept prospective registrants to gather pre-requisite documentation.
- **Advanced and Position Specific Training:** The division chief also continues coordinating scheduling of advanced and position specific training plans with IMT organizations within FEMA Region III, including teams currently in Pennsylvania, Maryland, and Virginia as well as the NCR IMT based in northern Virginia. This initiative is intended to maximize the use of limited funds throughout the region for delivery of position-specific and advanced command training. On-going discussions among the various states and their team leaders may result in work to develop a region-wide joint training venture in 2016. As this effort progresses, the VFSB will be kept apprised of the progress.
- **Local Need for ICS Training:** The IMS Division will make every effort to support local need for ICS training. Generally course requests should be made with the understanding that funded courses must be open for general registrations to any interested and qualified students. Host localities for classes are generally accorded a negotiated minimum number of seats. Any locality or region seeking specific NIMS, ICS, or related training should contact the IMS Program office not less than 60 days prior to requested dates.
- **Technical Rescue:** Work groups are being formed to review current programs.
- **HTR Course:** Development of advanced HTR course offerings, (currently working on (4) programs with additional thoughts in the wings)
- **Swift-Water Workgroup:** Swift-water workgroup has been formed and has had initial conversations
- **Inventory Control:** Inventory control system is being discussed.
 - Current cache of equipment being brought up to standard.
 - Additional equipment being researched for new and updated programs.
 - Working closely with Division level rescue in regards to support and training.
 - Upgrading of the current fleet of trailer, to include replacements and upgrades.
- **ARFF:** The ARFF program has one class remaining in its spring training cycle, a Response to Aviation Accidents for First Responders class is to be conducted on June 3 & 4 at Blue Ridge Regional Airport. Since March, the ARFF Division has conducted two ARFF certification classes, 4 Aircraft Live Fire Classes, and supported one Airport Emergency Drill. Three Response to Aviation Accidents for First Responders were cancelled due to insufficient student enrollment. The ARFF Chief continues to serve as a committee

member of the Central Virginia Fire Chiefs Operations Committee Foam Work Group and the VDEM Flammable Liquid Work Group.

- **VFMA**

- **Fire Inspector 1031 Program:** The Fire Inspector 1031 program was held a school in Fairfax County in February with 25 students.
- **CFFI Classes:** VFMA conducted 2 CFFI classes this quarter, one in Caroline and the other in Waynesboro.
- **Public Fire Education:** Held 3 classes in Juvenile Fire Setter programs, Public Life Safety I & II, and classes were in Glen Allen and at Caroline regional school.
- **Fire investigator 1033:** The Fire investigator 1033 school in Richmond will begin on June 6, and be held at the PSTC.
- **Law Enforcement Class:** The Law Enforcement class is currently in the process at AP Hill. The class is doing very well and all students are progressing thru the rainy environment. There are 29 students in the class. They are from James City, Virginia Beach, Norfolk, Henrico, Richmond, Prince William, Wytheville, Harrisonburg, Fredericksburg, Hopewell, Loudoun County, and Hampton. Graduation day is June 17th at 10 am in Caroline at the community center.

Regional Schools/ Training

ARFF Spring Schedule: Blue Ridge Regional Airport- Response to Aviation Accidents for First Responders June 3 and 4, 2016.

Total Programs listed thus far on FSTRS for the Fiscal Year 2016 as of May 30, 2016

	Entered in FSTRS for FY 2016				As of May 30, 2016		
	Funded Courses	Reimbursable Courses	Non- Funded Courses	Partially Funded Courses	Total Schools Ended	Courses Cancelled	Total Yearly Schools Run
Division 1	65	11	53	140	269	18	251
Division 2	44	1	72	163	280	18	262
Division 3	36	8	45	61	150	8	142
Division 4	94	0	4	10	108	10	98
Division 5	72	1	130	73	276	4	272
Division 6	40	14	11	78	143	7	136
Division 7	28	1	104	138	271	8	263
Q/A	50	0	21	0	71	10	61
NIMS	12	0	20	1	33	3	30
Tech Rescue	74	19	106	5	204	9	195
ARFF	22	1	4	2	29	3	26
VFMA	48	0	108	2	158	13	145
Totals	585	56	678	673	1992	111	1881

REPORT FROM TRAINING AND EDUCATION COMMITTEE

UNFINISHED BUSINESS

Training and Education Update

The following is the status of the course development work provided by Dave Jolly:

A. Fire Officer Series: The Fire Officer Series programs have been piloted at least a couple times per level, minus the Fire Officer III program. The feedback cited that the program, although aligned to the standard does not meet the needs of the Company Officer. The VFSB has discussed the need to improve the quality of the program and the experience of the instructors who present the programs.

a. Recommendations –

- i. To delay the release of the new program until January 1, 2017.
- ii. To assign two additional SME's to committee to help address the concerns of the fire service about the programs. Update the program to not only cover the standard but to meet the needs of the fire service. As an example:
 1. Role playing by participants.
 2. Use of simulation for strategy and tactics.
- iii. Review the current instructors and develop a written matrix to evaluate the instructors to facilitate a uniformed way of instructor selection for teaching the program.
- iv. To continue to offering the current program but utilizes the new IFSTA Company Officer, 5th edition textbook. Develop a matrix to assist current instructors make the necessary transition for the new material.

B. DPO and DAO Curriculum/Delayed Until January 1, 2017: The DPO and DOA series programs have been piloted several times. There were various feedbacks that showed weaknesses on the program. The course, although it meets the standard - does not meet the specific needs of localities and students.

a. Recommendations:

- i. To delay the release of the new program until January 1, 2017.
- ii. To assign two additional SME's to each committee to help address the concerns of the fire service about the programs. Update the program to not only cover the standard but to meet the needs of the fire service.
 1. More practical time so students can have more opportunity to pump different type of scenarios; such as multiply lines, different size lines, etc.
 2. Teach more about troubleshooting of fire ground pump problems.
 3. Ensure that program meets the localities expectations.

- iii. Review the current instructors and develop a written matrix to evaluate their ability to facilitate along with a matrix that guides the process in which instructors are selecting.
 - iv. To continue offering the current program, must utilizes the new IFSTA Pumping and Aerial Apparatus, 3rd edition textbook. Have a matrix developed to assist current instructors the ability to make the necessary transition to the new material.
- C. EVOC Update:** The EVOC program updates have been scheduled in most divisions. The new program will be activated on July 1st. Only those current instructors that have taken the update will be able to teach the program moving forward. Distribution of the program material will occur once we get it back from the vendor.
- D. HMO/HMA Test Reading Policy Change:** As previously advised, the Virginia Department of Fire Programs Instructor's Manual outlines that any student/candidate has the ability to have "the Firefighter I or II tests read to them if they have problems with reading, comprehension, or dyslexia." A test proctor will then be assigned to the student or the student may bring someone to read for them. The responsibility of the test proctor will be to read each question followed by each possible answer. At no time should the test proctor over emphasize any of the potential answers or add additional wording to assist the candidate with selecting the appropriate answer. The policy dictates that "certification courses, such as Hazardous Materials, Fire Investigation and Fire Instructor which require adequate reading comprehension, are not approved courses for auxiliary reading assistance. Following a counselor's question related to the legal authority VDFP's decision to deny a student's requested accommodation to have the Hazardous Materials test read – the agency sought the opinion of the Office of the Attorney General (OAG). Per the OAG's response - under the ADA, the VDFP legally bound to make accommodations for students by holding classes in accessible buildings, extending testing times, providing readers and other applicable accommodations for its training examinations.
- a. **Result:** Beginning July 1, 2016, the VDFP will afford the option of any student/candidate to have the examination read for **all** training courses.

NEW BUSINESS

No New Business

REPORT FROM THE DEPARTMENT OF FORESTRY

State Forester Bettina King was unable to attend the meeting. John Miller spoke on her behalf. Mr. Miller provided the following information;

Dry Hydrant Program: The contractor is working to complete all of the projects for FY 2016, and while it is just too close to the end of the contract year to report on the final numbers for FY 2015, everything has gone well once again this year. Silver Creek Incorporated will once

again be our statewide contractor for the program in FY 2017. For FY 2017, the VDOF is going to be able to add in some additional wildfire hazard mitigation grant funding received from the U.S. Forest Service to complete every request that has been received for FY 2017. The tentative approvals for FY 2017 include 32 new dry hydrant installations and 8 repairs of existing hydrants.

Volunteer Fire Assistance Grants (VFA): The Volunteer Fire Assistance Program (VFA) provides federal financial assistance from the U. S. Forest Service through the Virginia Department of Forestry to help organize, train and equip fire departments in rural areas to suppress fires. The VFA definition of rural area is one whose fire department response area includes less than 10,000 citizens. A total of 144 fire departments from across the Commonwealth applied for the \$197,000 in funding that are available in this year's program.

Spring Wildfire Season 2016: Thanks to a very wet spring, the VDOF's spring 2016 wildfire season turned out to be one of our lighter seasons in recent history. The VDOF responded to 389 wildfires that burned a total of 6,906 acres of forestland across the Commonwealth, with a majority of that activity occurring during the final two weeks of April. The agency response efforts this spring protected 758 homes and 646 other structures with a total value of more than \$91 million dollars. Escaped debris burning continues to be the primary cause of wildfire in Virginia. The most significant fire of the spring season was the Rocky Mount fire, which occurred mainly on Shenandoah National Park in Rockingham County. The Rocky Mount fire burned 10,326 acres, approximately 256 acres of that total was on privately owned land. A total of 381 homes and other structures were protected as part of the overall suppression effort. As always, the VDOF certainly wants to both recognize and express our sincere thanks to the rural fire service across Virginia. Without the effective and efficient response of local volunteer departments throughout the state, there is just no way that the VDOF would ever have the level of success in wildland fire suppression that we often take for granted here in the Commonwealth.

Statewide Wildland Fire Academy: The DOF's 16th annual interagency statewide wildland fire academy was held last week at Longwood University in Farmville (last week of May 2016). This year's academy had a total registration of 293 students and instructors representing 37 different VFD's, 4 different state and federal agencies, 3 state agencies from other states, private forestry consultants and non-profit entities. This year, a total of 8 basic and intermediate level wildfire suppression and incident management courses were offered. The entire academy is funded by a special National Fire Plan Preparedness grant through the US Forest Service.

REPORT FROM THE STATE FIRE MARSHAL'S OFFICE

Acting State Fire Marshal, Ron Reynolds provided the following report:

The following are selected items from the SFMO weekly reports since the April report and includes only significant items as highlighted in the VDFP weekly reports. All weekly reports are available if requested. The report to the Fire Board will normally contain items for FY 2015-2016 beginning July 1, 2015. The table below reflects cumulative totals for FY 15.

Cumulative FY 15 A\O June 1, 2016

Type of Inspection	Total Number
Life Safety Code Inspections	745
Regular Fire Prevention Inspections	4937
State Construction Inspections	1000
Fire Prevention Complaint Inspections	73
Cigarette Program Inspections (RCIP)	420
Operational Permits	267
***Total Complete CIKA Inspections to date in CY 2016 (complete buildings)*	34

*NOTE: CIKA Buildings are counted by calendar year and are cumulative week to week.

Fire Fatalities: As of June 1, the SFMO has recorded 36 civilian fire fatalities since January 1, 2016. SFMO figures are based on news reports as are the USFA. **History:** During the same time frame in 2015, 40 fatalities were reported. The last fire fatality was May 25, 2016 in New Market, Shenandoah County. However, the cause of the death and the fire is under investigation.

Community Risk Reduction (CRR): The SFMO, VDFP, and Vision 20/20 are partnering with the Red Cross in a Community Risk Reduction Program. Using 1458 smoke alarms, of which 1002 were from Vision 20/20, and 456 from State Farm Insurance, the Red Cross is matching that amount targeting installations in areas having the highest incidence of fire and areas most vulnerable. The elderly and lower socio-economic neighborhoods are key target groups for the smoke alarms. The Red Cross has recently partnered with Clark County, Warren County, Woodstock, Danville, Louisa County, Petersburg, and Pittsylvania County. They have provided a matrix of areas in Virginia where they have programs for smoke alarms and home safety visits since July 1, 2015. VDFP is working with them to increase the areas and impact through direct contact and our website.

A meeting has been scheduled with the VDFP Public Information Officer and the Red Cross Public Affairs Officer for Monday June 13 in Glen Allen to discuss coordination of the Community Risk Reduction smoke alarm project, and how we can best work together to promote the program.

Life Safety Code: On May 12, 2016 a Life Safety Code presentation was provided to 31 representatives of Medical Facilities of America in Danville, covering various fire prevention related subjects. A comparison of the 2000 Edition of the LSC and the 2012 Edition were discussed, through a question and answer session.

SWRO Manager and staff prepared and delivered a presentation on Life Safety Code Common Deficiencies and an update on the CMS Adoption of NFPA 101 and NFPA 99 to approximately 30 people at the Virginia Health Care and the Virginia Centers for Assisted Living Associations Western District's joint annual meeting May 19.

The State Fire Marshal's Office sent six staff members to the NFPA 99 "Health Care Facilities" Life Safety Code class in Columbia, Maryland May 25-27. The cost of the training is reimbursed by the Virginia Dept of Health/Centers for Medicaid and Medicare Services. This was an important class concerning a code that the SFMO enforces as part of the Life Safety Code program.

SWRO Manager and staff prepared and delivered a presentation on Life Safety Code Common Deficiencies and an update on the CMS adoption of the 2012 NFPA 101 Life Safety Code and NFPA 99 Standard for Health Care Facilities to approximately 30 people at the Virginia Health Care, and the Virginia Centers for Assisted Living Associations Western District's joint annual meeting May 19, in Marion.

Virginia Fire Marshal Academy: The Fairfax 1031 Fire Inspector class was held April 18 – May 13, 2016. There were 25 students in attendance. They were from Fairfax, Arlington, Stafford, Washington, D. C., Metropolitan Washington Airport Authority, Alexandria, Manassas, Loudoun and Charlottesville.

A 10 week class "Law Enforcement School for Fire Marshals" at Fort A.P. Hill is underway. It is designed to prepare students who will receive police powers from their jurisdictions. There are 29 students working on defensive tactics. They are from Chesapeake, Richmond, Fredericksburg, Virginia Beach, Loudoun, Fairfax, Hanover, Henrico, Albemarle, Roanoke, Wytheville, James City, and Prince William. This class will end June 17.

Staff attended a Public Safety Workgroup for Autism in Richmond May 26. This group was formed as a result of a JLARC study on the lack of training for Public Safety and others on Autism. There are various groups within this group, Law enforcement, Fire/EMS, Judicial, Magistrates, family and lawyers. Law Enforcement was our first priority and their training is developed and ongoing, A one hour Autism Awareness "video" was produced and offered on EMSAT (through the EMS system). Results from the EMS folks said it was well received with over 100 viewings in the past year. We have discussed working on another more in-depth video in the future. All the other groups have worked on training within their fields.

Staff attended a Brunswick County Firesetter Meeting Friday May 27. JD is working with the Dept of Juvenile Justice (DJJ) to implement this program. This was triggered by a call from DJJ asking for help with three youths that started a fire in an abandoned structure. They are working to get the program going and make it a regional effort, with plans to offer a Youth Firesetting Prevention and Intervention class in July to train more people and gather more team members. JD met with DJJ on Friday for an educational session.

The Virginia Fire and Life Safety Coalition held an educational meeting in Glen Allen on May 12. The topics discussed included organizational business, new logos, Community Risk Reduction/smoke alarm programs, and upcoming seminars.

A Communicating with Your Community (CWYC) class was held in Albemarle County on May 16.

The next 1031 Fire Inspector class begins at the Public Safety Training Center in Hanover County June 6.

1031 Program Discussion: A conference call to discuss improvements to the 1031 Program was held on May 11. It was suggested that more feedback from stake holders is warranted, possibly at the upcoming Spring VFPA Conference, and via the survey tool "Survey Monkey."

Virginia Employment Commission Educational Fair: Acting SFM Reynolds represented the SFMO-VDFP at the Virginia Employment Commission's Annual Educational & Informational Fair on May 3, at 703 East Main Street in Richmond. Over 200 people were in attendance, and it was a good public education effort, answering questions about smoke alarms, fire extinguishers, kitchen fires, and general fire safety questions, and handing out fire safety brochures and give-a-ways.

Proposed Revenue Recovery for SFMO State Construction Inspections: Acting SFM Reynolds spoke to a group of 120 state agency construction representatives at the Bureau of Capital Outlay Management Forum on May 5. He discussed the proposed hourly fees-cost recovery program for the SFMO construction inspections which could become effective later this year.

Board of Housing and Community Development: Staff attended a Board of Housing and Community Development meeting on May 16th. The Board voted to include the "Binary explosive proposal" as part of the normal course of promulgating the SFPC and not pursue a separate amending effort.

2015 Virginia Building and Fire Code Work Groups: SFMO staffs have been attending work group meetings in preparation for adopting the 2105 codes in 2017. There are significant changes proposed for the fire code. The meetings are facilitated by the Department of Housing and Community Development.

Virginia Fire Prevention Association: The Virginia Fire Prevention Association (VFPA) had their annual Spring Conference in Virginia Beach May 23-25. Executive Director Carter and Acting SFM Reynolds spoke during the conference, and four SFMO staff attended. Two SFMO staff members are officers with VFPA. The topics covered included the Fire Prevention Code and mobile kitchens.

REPORT FROM THE CODES AND STANDARDS SUBCOMMITTEE

Topic: Memorandum of Understanding between the Fire Services Board and the Board of Housing.

Motion: N/A

Topic Discussion: Robby Dawson updated the board in the current collaboration which seeks to modify the MOU between VFSB and BHCD.

Vote: N/A

Motion Action: N/A

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

No Unfinished Business

ADMINISTRATION, POLICY AND FINANCE COMMITTEE BUSINESS

REPORT FROM THE VDFP CHIEF ADMINISTRATIVE OFFICER

Burn Building

- 1) Burn Buildings Cash Obligations/Availability as of May 1, 2016. **[Enclosure 1]**

Aid to localities

- 1) FY2015 ATL Report as of May 1, 2016. **[Enclosure 2]**
- 2) FY2016 ATL Allocations as of May 1, 2016. **[Enclosure 3]**

REPORT FROM THE BURN BUILDING COMMITTEE

During the Burn Building Committee meeting, a presentation was provided by Bill Glover. Bill Glover's presentation focused on the need for VFSB to modify its Burn Building Program. Mr. Glover cites there are funds being utilized for structural engineering surveys that are otherwise not needed.

Walt Bailey asked Mike Matthews with Structure Group, the Agency's A/E Firm to comment on Bill Glover's presentation. Mike Matthews with TSG indicated that the Prototype 1 was a cast-in-place concrete, masonry and mortar facility. The prototype was designed for Class A and Class B fuels. Prototype 2 was pre-manufactured metal building structure that uses Class A and Class B fuels. Prototype 3 was a mobile Class B fuel live fire training facility used by the State in an effort to train localities that have no access to live fire training (burn buildings).

Ken Brown, former VFSB added that the program is a financial assistance program with a focus on the construction of a live burn building structure. VDFP developed three prototype burn building props, as mentioned above. The designs were intended to meet the Firefighter I and Firefighter II minimum trainings requirements.

Both Mike Matthews and Ken Brown added that the VDFP Grant Program Project Manual specifically cites that the prototypes VDFP presents are solely for reference purposes. If a locality seeks to enhance its minimum structure, funds must be offset.

Walt Bailey indicated that in collaboration with the appropriate persons, the Burn Building Committee must meet in advance of the August 2016 board meeting to plan future improvements of the program.

Mr. Matthews concluded that modifications to the program are welcome, especially if it seeks to reevaluate the burn building prop prototypes and their structural reviews with overall intent of saving resources.

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

Topic: Presentation – Fire Dynamics - SLICE-RS Training Objectives.

Motion: N/A

Topic Discussion: Ed Buchannan from Hanover County gave a presentation on SLICE-RS Training Objectives.

[Enclosure 4]

Vote: N/A

Motion Action: N/A

Topic: Charles City Fire and EMS Study (Review/Approval)

Motion: Motion to approve the Charles City Fire and EMS Study.

Topic Discussion: Erin Rice delivered a brief presentation on the Charles City Fire and EMS Study. Following the presentation, the board voted to approve the study's publication.

Vote: Unanimous

Motion Action: Motion Carries

Topic: Franklin County Fire and EMS Study Request

Motion: Motion to approve the initiation of the Fire and EMS Study for Franklin County.

Topic Discussion: Walt Bailey and Lee Day volunteered to take part in the study. VDFP will have Michael Parris, Jamey Brads and Mohamed Abbamin.

Vote: Unanimous

Motion Action: Motion Carries

Topic: Fire and EMS Study Scope and Process

Motion: N/A

Topic Discussion: Randy Wheeler brought up the need to have board members volunteer more of their time to participate on studies. Jeff Bailey suggested for both the Agency and the VFSB to modify or update the study process.

Melvin Carter cited there will be new action taken by the Agency to improve the Fire and EMS Study.

Vote: N/A

Motion Action: N/A

COMMENTS FROM THE CHAIRMAN

Chairman Bailey thanked everyone for their attendance.

FULL BOARD BUSINESS

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

Topic: Report of the Nomination Committee

Motion: N/A

Topic Discussion: Bob Miner delivered the following;

Walt Bailey is seeking the position of Chairman.

Robby Dawson, Dave Layman and Bettie Reeves-Nobles are seeking the Vice Chair position.

Vote: N/A

Motion Action: N/A

Topic: Election of Chairman Pro-Tem

Motion: Motion to select Walt Bailey as Chairman and Dave Layman as Vice Chair of the VA Fire Services Board.

Topic Discussion: Results are as follows;

Walt Bailey has been selected as Chairman

Dave Layman was selected as the Vice Chair of the VA Fire Services Board.

Vote: Unanimous

Motion Action: Motion Carries

Topic: FY17 Rules and Procedures Re-Signing

Motion: N/A

Topic Discussion: Postponed to August 2016 Board Meeting.

Vote: N/A

Motion Action: N/A

Topic: FY17 Memorandum of Understanding Re-Signing

Motion: N/A

Topic Discussion: Postponed to August 2016 Board Meeting.

Vote: N/A

Motion Action: N/A

Topic: Committee Assignments

Motion: N/A

Topic Discussion: Postponed to August 2016 Board Meeting.

Vote: N/A

Motion Action: N/A

Topic: Closed Session – in accordance to Section 2.2 – 3711 (1) (4)

Motion To Begin Close Session: Randy Wheeler, Mr. Chairman, I move that the board go into closed meeting pursuant to section 2.2-3711(1)(4) of the Code of Virginia for discussion or consideration of honorary degrees or special awards concerning: the VFSB Lifetime Achievement Award.

Discussion: Walt Bailey, Chair, indicated the next item on the agenda is a closed meeting. "Before I ask for a motion, I remind my fellow members that going in to a closed meeting are optional. I have been advised that while the planned discussions are properly the subject of a closed meeting discussion, members are free to ask that the discussions be held in the open meeting. With that said, do I have a motion to go into closed meeting?"

Vote: Unanimous

Motion Action: To enter into a closed session.

Motion To Close the Closed Session: Randy Wheeler, Mr. Chairman, I move that the board close the closed meeting pursuant to section 2.2-3711 (A) (10) of the Code Of Virginia.

Discussion: Walt Bailey, Chair, board has completed discussions in closed meeting. Randy wheeler, I hereby move that the board end its closed meeting and certify that, to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the board.

Roll Call Vote: AYES: Unanimous

NAYS: None

Walt Bailey, Chairman of VFSB stated "thank you. Before we proceed, let me remind my fellow members that they are free to ask any questions in open meeting that they asked in closed meeting."

Motion Action: To close the closed session.

ADJOURNMENT

The Board adjourned at 1:43pm.

Clerk of the Committee

Mohamed G. Abbamin

REVIEWED BY:



June 3, 2016

Melvin D. Carter
Executive Director

Date

1. **Enclosure 1** - Burn Buildings Cash Obligations/Availability as of May 1, 2016
2. **Enclosure 2** - FY2015 ATL Report as of May 1, 2016
3. **Enclosure 3** - FY2016 ATL Allocations as of May 1, 2016
4. **Enclosure 4** - Presentation – Fire Dynamics - SLICE-RS Training Objectives

APPROVED