

## VIRGINIA FIRE SERVICES BOARD

April 15, 2016

A regular meeting of the Virginia Fire Services Board was held at the City of Staunton City Council Chambers at 9:00 am in Staunton, 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 – Acting - Virginia State Fire Marshal  
Robert Miner – Virginia Chapter of the International Association of Arson Investigators  
Jeff Bailey - VA Chapter of the International Society of Fire Service Instructors  
Dawn E. Brown – Insurance Industry  
David Layman - Virginia Fire Chiefs Association  
Bettie Reeves-Nobles – General Public  
Bettina Ring – Virginia State Forester  
Peter Svoboda – Virginia Professional Firefighters Association  
H. Lee Day – Virginia Fire Services Council

### BOARD MEMBERS ABSENT

James “Robby” Dawson – Fire Prevention Association  
John Ainslie –Virginia Board of Housing & Community Development  
Vacant – Association of Counties  
Vacant – Industry (SARA Title III & OSHA) Representative

### AGENCY MEMBERS PRESENT

Brook Pittinger	Mohamed Abbamin
Melvin Carter	Dave Jolly
Theresa Hunter	Brenda Scaife
Robert Magnotti	Timothy Hansbrough

### GUESTS PRESENT

Ronnie Coleman	Michael Bert	Jeff Flippo
Jonathan Wright	Dean Farmer	Denny Linaburg
Jason Campbell	Ed Rhodes	Scott Garber
David Haynes	Carol Rhodes	Mike Ayers
Bobby Bragg	John Miller	Seth Mowles
Jason Ferguson		

### 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. Status Updates of Recommendations (Presentation by VDFP)
    - a. Fire Officer Series Pre-requisites
    - b. EVOC Reciprocity Process
    - c. TTT MOU Process
    - d. Reading of VDFP Test (HMA and HMO)
    - e. DPO, DPA, Rural Water Supply Update
    - f. Live Fire Training Certification Class
    - g. LP Gas Pilot/Update
    - h. VDFP Online Forms Update
- D. New Business
  - i. 18 Month Training Calendar

### 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. **Review:** Fire and Building Codes - update and adoption schedule.
  - ii. **Discussion:** Memorandum of Understanding between the Fire Services Board and the Board of Housing.
  - iii. **Discussion:** Proposed Statewide Fire Prevention Code Amendments.

- iv. **VDFP Executive Director Update:** State Fire Marshal's Position.
- D. Unfinished Business
- E. New Business

**Administration, Policy and Finance Committee Business**

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

**Regional Grant Applications**

- i. Spotsylvania County – Extension
- ii. Accomack County – Regional Grant Application
- iii. Bedford County – Regional Grant Application
- iv. Botetourt County – Regional Grant Application
- v. Chilhowie (Town) – Regional Grant Application
- vi. Farmville (Town) – Regional Grant Application
- vii. Galax (City) – Regional Grant Application
- viii. Hampton (City) – Regional Grant Application
- ix. Harrisonburg (City) – Regional Grant Application
- x. Lynchburg (City) – Regional Grant Application
- xi. Martinsville (City) – Regional Grant Application
- xii. Newport News (City) – Regional Grant Application
- xiii. Roanoke (City) – Regional Grant Application
- xiv. Spotsylvania County – Regional Grant Application
- xv. Bristol (City) – Regional Grant Application

**Burn Building Request**

- i. Montgomery County - Award
- B. Unfinished Business
- C. New Business

**Comments from the Chairman, VFSB**

**Full Board Business**

- A. Unfinished Business
- B. New Business
  - i. Nominating Committee

**PUBLIC COMMENTS**

Chairman Walter Bailey thanked the board members and attendees for their commitment to public safety. City Manager, Stephen F. Owen welcomed everyone to Staunton. As Staunton's 15th City Manager, he cited that the City is happy to host the Virginia Fire Services Board.

## 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;

- **Retirement:** Similar to other agencies, VDFP has several employees that are retiring. The agency continues to pursue an effective recruitment strategy to ensure its practice of hiring qualified personnel.
- **Rigorous budget development and management of spending:** The Agency continues to pursue efforts to ensure a higher level of accountability.
- **Focus on community risk reduction (CRR) related to fire deaths around Virginia:** VDFP continues to work on reducing community risk related to fire deaths.
- **Public private partnership emphasizing CRR:** In an effort to achieve community risk reduction, VDFP is encouraging public/private partnership.
- **Focusing on all facets of safety (hiring a full time safety officer):** VDFP is going to hire a full-time safety officer to monitor conditions, activities, and operations during training.
- **Agency customer relations (internal/external):** Agency continues its effort to enhance communication both internally externally.
- **Continuous improvement of Communication:** VDFP continues to ensure effective communication.

## REPORT FROM THE DEPUTY EXECUTIVE DIRECTOR

Brook Pittinger provided the following report:

- **Fallen Firefighter Memorial Service:** Beginning this year, the Friday night wreath laying ceremony will be in honor of all fallen public safety heroes being honored on the Public Safety Memorial. The ceremony will be coordinated by VDFP and VSP and will begin at 630 pm. The full Fallen Firefighter Memorial Service will take place at 12 noon on

Saturday, June 4. Additional information and instructions for Board members will be provided.

- **Legislative Update:**

- 5 Additional DFP Positions: The Agency's request to increase our maximum employment level (MEL) by five (5) full time positions (FTEs) has been approved and will become effective July 1, 2016 (FY17). The Agency will be examining the re-org road map, as well as our strategic planning efforts for FY17/FY18 to determine the best utilization of these positions.
- Caboose Bill Funding: The Governor has signed the Caboose Bill (Chapter 732) and budget execution transactions to reflect the Governor's/General Assembly actions have been posted and transmitted. From a VDFP standpoint, the posted transactions show the appropriation increase for the new Public Safety Data Management System in the amounts shown in the table below:

<b>Program #</b>	<b>Appropriation</b>	<b>Fund</b>
<b>562</b>	<b>\$76,890</b>	<b>General Fund</b>
<b>744</b>	<b>\$115,335</b>	<b>Non-General Fund</b>

- **Board Travel Related Items:**

- Travel Vouchers: Please ensure you are completing your travel voucher using the on-line fillable forms. Hand written travel vouchers should be limited.
- Hotel Cancellations: It is the responsibility of the Board member/traveler to cancel their hotel reservations once they are within 48 hours of the planned travel event. You should include notice to DFP, but the traveler should handle hotel cancelations once within the 48 hour window.

**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:

**Division Updates**

**NIMS:** Since the last report to the VFSB in February 2016 the following courses and programs have been conducted through the IMS Division: ICS-300 (2); and ICS-400 (1); and EMS Functions in the Incident Command System (1).

**CGSFLIMT Program:** The CGSFLIMT program scheduled in February was cancelled/postponed until later in 2016 at the request of local officials due to impending winter weather condition forecast during the dates for the class. The Agency will continue to maintain contact regarding rescheduling

**Command & General Staff Functions:** The Division Chief has finalized arrangements to deliver a Command & General Staff Functions in the Local IMT (CGSFLIMT) program in Hampton, VA. The program is scheduled for delivery on a “broken schedule” on the following dates; April 28-29, 2016, May 12-13, and 19-20, 2016.

**Continuity of Operations (COOP) Workshop:** The Division Chief coordinated preparations, logistics, and delivery of a Continuity of Operations (COOP) workshop and tabletop exercise conducted by FEMA on March 15, 2016 for the Hampton Roads regional fire departments. The program was delivered under the auspices of FEMA Regions II and III on behalf of VDEM. The program was conducted in the Virginia Beach Department of Public Utilities training facility. More than fifty individuals comprised “teams” of senior fire and associated local departments representing seven localities and three military installations in the region participated in the activities of the day. Consensus responses following the exercise were extremely positive.

**When is Your Team A Team Workshop:** The Division Chief, accompanied by QA Chief Dave Jolly attended the Virginia Emergency Management Symposium in Newport News held between March 29 to April 1, 2016. They jointly delivered a workshop entitled “When is Your Team A Team” to a very receptive and interactive workshop audience.

**Scheduling of Advanced And Position Specific Training Plans:** The division chief continues coordinating and scheduling advanced/position specific training plans with IMT organizations within FEMA Region III. This includes 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.

**Support of ICS Training:** The IMS Division will make every effort to support local need of ICS training. Usually, course requests should be made with the understanding that funded courses must be open for general registrations to any interested 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.

**ARFF:** The ARFF program has completed an ARFF certification class for Rockingham County Fire & Rescue and an Aircraft Live Fire Training at Norfolk International Airport. The ARFF program has 3 Aircraft Live Fire Training classes, 1 ARFF Certification classes, 4 Response to Aviation Accidents for First Responders remaining for the spring training session and will be supporting 1 Airport Emergency Drill. Additionally, the ARFF Program is updated the ARFF certification class to reflect the 6<sup>th</sup> edition IFSTA manual as well as the changes of the NFPA 1003 *Standard for Professional Qualifications for Airport Fire Fighter*. 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:** See below for updates;

- **Fire Inspector 1031 Program:** The Fire Inspector 1031 program held a school consisting of 2 classes at Virginia Beach during the Conference in February 2016 with 21 students.
- **Environmental Crimes:** Environmental Crimes group conducted a class in Hopewell in March 2016.
- **Public Fire Education:** Public Fire Education had 3 classes in Juvenile Fire Setter programs, Public Life Safety I & II, and is holding a class in Glen Allen and at Caroline regional school.
- **Fire investigator 1033:** The Fire investigator 1033 class conducted a school in Virginia Beach at Camp Pendleton with 18 students.
- **Law Enforcement Class:** The Law Enforcement class will begin in April at AP Hill. Graduation day is June 17<sup>th</sup> at 10 am in Caroline at the community center.

**Regional Schools/ Training**

<b>22<sup>nd</sup> Annual Caroline County Regional Fire School 2016</b>	April 16-17, 2017
<b>Rockingham County Regional Fire School</b>	April 23-24, 2016
<b>The Art &amp; Fog of Leadership- Fairfax Station 403</b>	May 05, 2016
<b>Virginia Department of Forestry Statewide Wildfire Academy</b>	May 25-28, 2016

**ARFF Spring Schedule**

- Hampton/ Newport News Airport** – April 15 – 16, 2016 RAAFR
- Lynchburg Regional Airport** – April 30 – May 8, 2016 ALFT
- Roanoke/Blacksburg Regional Airport** – May 14 – 22, 2016 ALFT
- Page County/Luray Airport** – May 20 - 21, 2016 RAAFR

**Total Programs listed thus far on FSTRS for the Fiscal Year 2016 as of April 1, 2016**

	Entered in FSTRS for FY 2016				As of April 1, 2016		
	Funded	Reimbursable	Non-Funded	Partially Funded	Total Schools	Courses	Total Yearly
	Courses	Courses	Courses	Courses	Ended	Cancelled	Schools Run
<b>Division 1</b>	63	4	38	119	183	18	165
<b>Division 2</b>	40	1	72	157	173	18	155
<b>Division 3</b>	35	8	44	53	92	8	84
<b>Division 4</b>	86	0	4	10	72	10	62
<b>Division 5</b>	72	1	97	72	151	4	147
<b>Division 6</b>	39	10	10	72	82	7	75
<b>Division 7</b>	24	1	83	132	187	8	179

<b>Q/A</b>	50	0	21	0	48	10	38
<b>NIMS</b>	11	0	20	1	23	3	20
<b>Tech Rescue</b>	71	17	92	5	144	9	135
<b>ARFF</b>	22	1	4	2	18	3	15
<b>VFMA</b>	46	0	91	2	115	13	102
<b>Totals</b>	559	43	576	625	1288	111	1177

## REPORT FROM TRAINING AND EDUCATION COMMITTEE

### UNFINISHED BUSINESS

#### Status Update of Recommendations/ Quality Assurance Division

The following is the status of the course development work:

- A. **Fire Officer Series** – The Fire Officer I & II pilot work has yielded several items that need to be finalized prior to the scheduled release date of July 1, 2016. The schedule for Train-the-Trainers will be discussed at the next meeting. Fire Officer III is being piloted to finalize it. Following that, we can move forward with scheduling the TtT. Fire Officer IV is finalized and will be scheduled within the upcoming 18 month calendar. In addition, we are looking at determining who should be instructing these programs as well as the potential timeline. Agency requests that the VFSB provide feedback to Chief Jolly by COB April 30, 2016.
- B. **EVOC Reciprocity Process** – The agency has been in contact with VFIS and McNeal and Company about the utilization of their programs in Virginia. Both are working to schedule programs for us to attend to ensure they are being the general objectives of the VAVRS/VDFP program. We have finalized our review of the Fairfax EVOC program and met with them last week on that review.
- C. **Train-the-Trainer/MOU Process** – The agency is working to develop a flow chart that will outline the steps required for a locality to enter into an MOU with VDFP for the delivery of TtT so a locality can meet their training needs. Since the last meeting the agency has executed a MOU with Spotsylvania Fire & Rescue and has received an inquiry from other localities.
- D. **Reading of HMA & HMO test** – The agency is working to get a written ruling from the Attorney General’s Office on the reading of the HMA and HMO test. The recommendation is to remove the restrictions that disallow tests to be read out loud for students. An update will be provided at the June 4, 2016 board meeting.



- E. **DPO, DOA, RWS, and BPO** – The final pilot of DPO will start in Rockingham on April 23, 2016 utilizing a different textbook. This is due to the DOA pilot feedback of the textbook not meeting the needs of the program. The schedule for the DPO TtT was tentatively put together at the meeting on April 6, 2016. As most are aware, these programs were being managed by Chief Muhleman who has taken a position with other state agency and will be completed by Chief Jolly. There are several changes in the DPO and DOA program that will require that the localities and instructors work in cooperation for a successful student experience. The two major changes are in hours and pre-course work. The new DPO program will be 40 hours instead of 64 hours and the commentary driving and basic pumping of apparatus will be done prior to the first day of class by the locality.
- F. **Live Fire Training Certification Class** – This program area will be addressed during the budget work for FY-17. Most likely this project will be in conjunction with the safety discussions as the new Chief Safety Officer is hired. This program will be the replacement program for the current NFPA-1403 Compliance Officer program.
- G. **L.P. Gas Update** – The final pilot was completed in Division 6 and there were some minor concerns that are being addressed prior to the rollout of the program July 1, 2016
- H. **VDFP Online Forms Update** – The agency is looking to update the logistical requirements for each of the programs over the next 60 days and replace the documents listed on the website currently. The Division Chief's will be working on updating the forms for each of the programs and they will be updated as the program is reviewed or as the website is updated.

#### **NEW BUSINESS**

##### **Topic: Funded Course Scheduling/ 18 Month Calendar**

**Motion:** N/A

**Discussion:** Calendar Deadline: The deadline for funded course submission has passed. VDFP will work on compiling all of the data received and work together collectively to create a funded training schedule for the next 18 month beginning July 1, 2016 through December 31, 2017.

**Vote:** N/A

**Motion Action:** N/A

#### **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;

**VDOF Chief of Operations:** Agency management was recently restructured, following the retirement of one of our Division Directors, adding a new Chief of Operations position which was filled by Ed Zimmer. Ed was formerly the Regional Forester of the agencies Central Region. Under the new management structure, the VDOF's new Chief of Operations reports to Deputy State Forester and has direct oversight of the agencies three field Regions, as well as three of the agencies six divisions. This new structure will help to improve integration between regional operations and agency program areas, to ensure they are mutually supportive and interdependent. Having this position dedicated to the core programs that are implemented by the field will further enhance and help support field operations. Under the new management structure, the Chief of Operations and the Chief of Administration will be working hand in hand with the State Forester and the Deputy State Forester to improve agency operations and program delivery both internally and externally.

**Dry Hydrant Program:** The contractor is working to finish up the new installations for FY 16 and everything has gone well with the program this year. We have received a total of 36 new applications and 4 repair requests for FY 17, which is down in numbers from what we have seen over the last few years, but this is right in line with our available funding. The approvals will be processed and mailed out over the next two weeks and a more detailed accounting of the final results for FY 16 and the planned projects for FY 17 will be available at the next Fire Board meeting.

**Volunteer Fire Assistance Grants (VFA):** A total of 166 fire departments across the Commonwealth have applied for Volunteer Fire Assistance (VFA) grants from the Virginia Department of Forestry (VDOF). The VFA program funding comes from the U. S. Forest Service and is designed to increase the wildland fire fighting capacity and capability of the nation's volunteer fire departments. The VDOF passes 100% of the total program funding to volunteer departments across the state using a simple but effective competitive grant application process to determine the departments with the greatest need. Volunteer departments must provide a 50% cash match for the available funding. Requests for personal protective equipment, tools, communication, and training totaled more than \$800,000 this year. Approvals will be going out within the next week to allocate just under \$200,000 in total funding for this year.

**Spring Wildfire Season 2016:** So far this year, the DOF has responded to 236 wildfires which burned 2813 acres. The fires damaged or destroyed 6 homes along with 11 other buildings. The total of all wildfire damages from the spring, which include home and other improvements, along with timber related damages, were valued at just over one million dollars. The bigger story may be that the VDOF response efforts helped to protect 195 homes and 183 other buildings with a total value of almost 26 million dollars!  
The largest wildfire of the spring season was the 856 acre Duty Logging fire, which occurred in Buchanan Co.

**Statewide Wildland Fire Academy:** The DOF's 16<sup>th</sup> annual interagency statewide wildland fire academy is coming up once again next week at Longwood University in Farmville. This year's

academy has a total registration of 280 students. This year, a total of 10 basic and intermediate level wildfire suppression and incident management courses are being offered for local, state and federal wildland firefighters from across Virginia as well as from 5 other states. 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 February 25 report and includes only significant items as highlighted to the Secretary of Public Safety and Homeland Security. 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 April 4, 2016**

Type of Inspection	Total Number
Life Safety Code Inspections	704
Regular Fire Prevention Inspections	4916
State Construction Inspections	974
Fire Prevention Complaint Inspections	70
Cigarette Program Inspections (RCIP)	409
Operational Permits	267
***Total Complete CIKA Inspections to date in CY 2016 (complete buildings)*	27

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

**Fire Fatalities:** As of April 11, the SFMO has recorded 30 civilian fire fatalities since January 1, 2016. The USFA total is 27 as of April 11, 2016. SFMO figures are based on news reports as are the USFA. VFIRS and NFIRS are sometimes inconsistent in the numbers since they may not have been updated or reported. Three of the fire fatalities have not been reported to the USFA are indicated below:

- **Virginia:**
  - A fire death in Warren County on January 15, 2016
  - A fire death in Accomack County on February 15, 2016
  - A person was found dead in a fire in Clintwood, Dickenson County on March 6, 2016.
  - **New Fire Fatalities:**
    - April 6, 2016 in Roanoke County, a male of underdetermined age died in a fire. The fire is under investigation.
    - April 4, 2016 in Bassett at Henry County, a 79 year old female succumbed to a fire. The fire is under investigation.

- April 1, 2016 in Roanoke City, a victim was discovered in fire. The death was reported as accidental and is due to combustibles too close to cooking.
  - **History:** During the same time frame in 2015, 31 fatalities were reported.
- **Virginia Fire Marshal Academy:** On April 5, 2016, a Department of Juvenile Justice fire safety class utilizing the Burn Cells was conducted. The Director of the Dept of Criminal Justice was in attendance. On April 6, 2016, Chief Bailey addressed the International Association of Arson Investigators in Waynesboro. There were 60 students in attendance.
  - A Youth Fire Setting Prevention, Level II, training class for 18 students was held in Glen Allen, April 5-6, 2016.
  - A 10 week Law Enforcement for Fire Marshals Class started April 11, 2016 at Fort A.P. Hill.
  - A Fire Inspector 1031 class will be held in Fairfax beginning April 18, 2016.
- **Tornado Response in Tidewater February 25, 2016:** In response to a rash of tornadoes in Virginia, the Tidewater Regional Supervisor and an Assistant Fire Marshal conducted damage assessment surveys in Essex County on February 25, 2016. Efforts included taking pictures and providing documentation. 176 residents were assessed. Work was done in coordination with the Virginia Department of Emergency Services, and the local Middlesex Emergency response team. Assistance was also offered to the Appomattox County Building Official regarding damage to a structure in that County. Staff also assisted the Town of Waverly. SFMO staff worked with Chesterfield Fire & EMS, Henrico Fire & EMS, Tappahannock VFD and EMS, Virginia Department of Game and Inland Fisheries, National Guard, Virginia State Police, local police agencies and VDEM.
- **Urbanna Marina Fire February 29, 2016:** Staff responded to Urbanna at the request of the Middlesex County Fire Chief to assist with a fatal fire at Dozier's Marina. There were two fatalities, one male, and one female. It was reported to be suspected as arson, and is under investigation.
- **High School Building Code Training in Abingdon March 4, 2016:** State Fire Marshal staff worked with representatives of the Virginia Building and Code Officials Association, the International Code Councils High School Technical Training Program (HSTTP), area high schools and community colleges in developing a new program where high school students in four trade programs are trained in building codes related to their trade, and take part in a Certificate program. The kick-off event was well attended. This program is an excellent way to facilitate and promote safe building construction, not presently available in Virginia schools.
- **Vision 20/20 Community Risk Reduction Fairfax March 10-12, 2016:** VDFP and State Fire Marshal staff attended the Vision 20/20 Symposium in Fairfax on March 10-12, 2016. This event was attended by more than 200 people. Several Community Risk

Reduction (CRR) programs were showcased throughout the two and half days from all over the United States. CRR, while it is not a new concept, has proven instrumental in reducing fire deaths and injuries. The Symposium was valuable in that the SFMO and Vision 20/20 is currently implementing a Community Risk Reduction Program in partnership with the Red Cross. 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.

- **Longwood Preparation Meeting March 16 for Vice Presidential Debate:** The Western Regional Supervisor and Assistant Fire Marshal attended a meeting at Longwood University regarding the upcoming Vice-Presidential debate scheduled to be held on October 4, 2016. The meeting included a campus tour to show additional areas that could be utilized for a holding area, press, Secret Service, and food service. Attendees included the Department of General Services, SFMO, Longwood personnel, Secret Service, and the Vice-Presidential Production Committee.
- **George Mason University Flamethrower Incident March 17, 2016:** The Northern Regional State Fire Marshal Manager received notification of an incident at George Mason University (GMU) Jefferson Hall (dormitory) involving the use of a flamethrower on March 17, 2016. Contact with Virginia State Police (VSP) Division 7-Fairfax was made to alert them of the incident. A meeting with GMU officials confirmed that residents of Jefferson Hall had created a flamethrower by using an aerosol can that contained a flammable material (liquid and/or gas) with a lighter. An investigation is underway.
- **State Fire Marshal's Office All-Hands Meeting March 29-31, 2016:** The State Fire Marshal's Office All-Hands meeting was held in Glen Allen March 29 through 31, 2016. Training on social media, evidence collection, warrants and legal procedures, and National Fire Protection Association (NFPA) 13 Standard for the Installation of Sprinkler Systems were presented. SFMO staffs were sworn in by Judge Marla Decker on March 31, 2016.
- **2015 Virginia Building and Fire Code Work Groups:** SFMO staffers have been attending work group meetings in preparation for adopting the 2105 codes in 2017.

#### **REPORT FROM THE CODES AND STANDARDS SUBCOMMITTEE**

The Fire Prevention and Control Committee held a meeting on Thursday, April 14, 2016. Below are the contents discussed;

**Topic: Review: Fire and Building Codes - update and adoption schedule.**

**Motion:** N/A.

**Topic Discussion:** Robby Dawson explained the process. He added that a NOIRA – notice of regulatory action is initiated, public commenting is followed, and lastly, public hearing is held. Anyone can submit code changes. Mr. Dawson added that the current process is not clearly defined for the establishment of workgroups, their activities, or membership. The following information was provided;

**Public Hearing:** The public hearing is scheduled for July 18, 2016 – which involves participation from VFSB and BHCD.

**Motion Action:** N/A.

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

**Motion:** N/A

**Topic Discussion:** Robby Dawson cited that the current MOU/MOA states that the BHCD shall notify VFSB notice of intended regulatory action, prior to publishing. This step was not taken prior to the March 21 BHCD meeting where the NOIRA was approved.

Mr. Dawson stated VFSB has not been formally notified of the current code development process or established meeting schedule by BHCD. It was further discussed that the MOA should be amended to include all activities related to code development.

Moreover, the group cited that the development of statewide fire prevention code should be removed from the DHCD/BHCD. When the SFMO was transferred to VDFP, the authority of statewide code development did not transfer out. Additional discussion will be brought up on this matter at a later date.

Chairman Bailey will be reaching out to Anthony Clatterbuck, chairman of the Board of Housing, to begin discussing the MOU revision.

**Vote:** N/A

**Motion Action:** N/A

**[Enclosure 18]**

**Topic: Discussion: Proposed Statewide Fire Prevention Code amendments**

**Motion:** N/A

**Topic Discussion:** There was a discussion on “consensus” as it relates to code amendments. Mr. Dawson indicated that he was informed during one of the previous meetings that if, even one individual disagrees on an amendment – there are no consensus for a specific code change. This has not been formally documented in any DHCD process to date.

The definition of “consensus” needs to be established.

**Vote:** N/A

**Motion Action:** N/A

**Topic: VDFP Executive Director Update: State Fire Marshal’s Position.**

**Motion:** N/A

**Topic Discussion:** Chief Carter stated that the agency will be doing a national level recruitment for the State Fire Marshal’s position. He indicated that Deputy Fire Marshal, Ron Reynolds will be the interim State Fire Marshal.

**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 April 1, 2016. [Enclosure 1]

**Aid to localities**

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

**Conference and Education Grant**

- FY17 – the applications must be post marked before May 1 of each year.

**Regional Fire Services Grant**

- Application submission ended on March 1, 2016.

## **VDFP Smoke Alarm Grants**

- Grant program will be forthcoming to distribute fire alarms.

## **REPORT FROM THE BURN BUILDING COMMITTEE**

Chairman of the Burn Building Subcommittee, Bob Miner provided the following update from the committee's most recent meeting held on Thursday, April 14, 2016.

### **Regional Grant Applications**

#### **Topic: Spotsylvania County - Extension**

**Motion:** Motion to extend Spotsylvania's burn building project for 90 days.

**Topic Discussion:** Jeff Bailey spoke on behalf of Spotsylvania County requesting a 90 day no cost extension.

**Vote:** Passed

*\*\*\*\* Jeff Bailey abstained from the vote.*

**Motion Action:** Unanimous

#### **Topic: Accomack County – Regional Grant Application**

**Motion:** Motion to award \$30,500 for a vehicle fire trainer.

**Topic Discussion:** Locality seeks funding for a vehicle fire trainer.

**Vote:** Unanimous

**Motion Action:** Motion Carries

**[Enclosure 4]**

#### **Topic: Bedford County – Regional Grant Application**

**Motion:** Motion to for SCBA Maze simulator for \$14,000.

**Topic Discussion:** The prop will be used for the training grounds.

**Vote:** Passed

*\*\*Lee Day has abstained from the vote.*

**Motion Action:** Motion Carries

**[Enclosure 5]**



**Topic: Botetourt County – Regional Grant Application**

**Motion:** Motion to award the County \$50,000.

**Topic Discussion:** Funds for hose line training system cylinder fire prop stove fire prop and digital fire training systems.

**Vote:** Unanimous

**Motion Action:** Motion Carries

[Enclosure 6]

**Topic: Chilhowie (Town) – Regional Grant Application**

**Motion:** Motion to grant vehicle fire trainer \$46,100.

**Topic Discussion:** Grants locality funds for vehicle fire trainer.

**Vote:** Unanimous

**Motion Action:** Motion Carries

[Enclosure 7]

**Topic: Galax (City) – Regional Grant Application**

**Motion:** Motion to grant \$23,000.

**Topic Discussion:** Locality seeks funding for its Fire Training Tower Prep and Painting.

**Vote:** Unanimous

**Motion Action:** Motion Carries

[Enclosure 8]

**Topic: Hampton (City) – Regional Grant Application**

**Motion:** Motion to award \$50,000 for Fire Training Tower Repairs.

**Topic Discussion:** Locality seeks funding for its Fire Training Tower Repairs.

**Vote:** Passed

*\*\*\* Dave Layman, Randy Wheeler and Bettie Reeves-Nobles abstained from this vote.*

**Motion Action:** Motion Carries

[Enclosure 9]

**Topic: Harrisonburg (City) – Regional Grant Application**

**Motion:** Motion to award \$13,500.

**Topic Discussion:** Locality seeks funding for;

1. Forcible Entry Door Simulator (\$7,000).
2. Padlock Simulator (\$175)
3. K 12 SAW Prop (\$875)
4. Window Bar Prop (\$2,000)
5. Well Breach Prop (\$2,500)

**Vote:** Unanimous

**Motion Action:** Motion Carries

**[Enclosure 10]**

**Topic: Lynchburg (City) – Regional Grant Application**

**Motion:** Motion to award \$38,500 for a Flashover Simulator.

**Topic Discussion:** Locality seeks funding for a Flashover Simulator.

**Vote:** Passed

*\*\*\*Lee Day abstained from the vote.*

**Motion Action:** Motion Carries

**[Enclosure 11]**

**Topic: Martinsville (City) – Regional Grant Application**

**Motion:** Motion to award Martinsville \$20,000 for installation of existing compressor.

**Topic Discussion:** Locality seeks funding for the installation of its existing compressor.

**Vote:** Unanimous

**Motion Action:** Motion Carries

**[Enclosure 12]**

**Topic: Newport News (City) – Regional Grant Application**

**Motion:** Motion to award \$50,000 for Vehicle Fire Trainer.

**Topic Discussion:** Locality seeks funding for a Vehicle Fire Trainer.

**Vote:** Passed

*\*\*\* Dave Layman, Randy Wheeler and Bettie Reeves-Nobles abstained from this vote.*

**Motion Action:** Motion Carries

**[Enclosure 13]**

**Topic: Roanoke (City) – Regional Grant Application**

**Motion:** Motion to table the application until further information is obtained.

**Topic Discussion:** Locality seeks \$15,000 for “Hercules” trailer and training equipment.

**Vote:** Unanimous

**Motion Action:** Motion Carries

**[Enclosure 14]**

**Topic: Spotsylvania County – Regional Grant Application**

**Motion:** Motion to grant Spotsylvania County for Flashover Simulator for \$50,000.

**Topic Discussion:** Locality has been awarded funds for flashover simulator.

**Vote:** Passed

*\*\*\*Jeff Bailey abstained from the vote.*

**Motion Action:** Motion Carries

**[Enclosure 15]**

**Topic: Bristol – (City) – Regional Grant Application**

**Motion:** Motion to award \$51,000 for vehicle fire trainer.

**Topic Discussion:** Locality seeks funds for its vehicle fire trainer.

**Vote:** Unanimous

**Motion Action:** Motion Carries

**[Enclosure 16]**

**Topic: Farmville (Town) – Regional Grant Application**

**Motion:** Motion to award Farmville for \$49,111.

**Topic Discussion:** Funds to grant Farmville \$49,111.

**Vote:** Passed

*\*\*\*Walter Bailey abstained from this vote.*

**Motion Action:** Motion Carries

**[Enclosure 17]**

**Topic: Montgomery County - Award**

**Motion:** Motion to extend the locality's bidding process for 180 days.

**Topic Discussion:** In January 2015, Montgomery County was awarded \$480,000.00 for new construction of a Prototype 1, Class A Burn Building.

In accordance to funding, the maximum award is \$450,000 for the construction portion. The locality received an over-estimation which was double the amount allotted to them in January 2015.

Locality will re-bid to ensure it receives comparable estimate. Board will extend the locality's process of getting a reasonable bid for 180 days. The building permit will be due on November 2016.

Project completion date will be November 2017.

**Vote:** Unanimous

**Motion Action:** Motion Carries

#### **UNFINISHED BUSINESS**

No Unfinished Business

#### **NEW BUSINESS**

No New Business

#### **COMMENTS FROM THE CHAIRMAN**

Chairman Bailey acknowledged the VA Association-Volunteer Rescue Squad (VAVRS) President, Kim Craig and Virginia State Firefighter's Association President, Jeff Flippo. Both thanked for having the opportunity to be present for the board meeting.

Michael Berg, Regulations & Compliance Manager at the Office of EMS spoke on behalf of Director Gary Brown. Mr. Berg spoke on the Replica legislation. Berg cited that seven states have thus far signed on with Virginia.

Walt Bailey spoke about the number of meetings the Fire Services Board held. He cited that for 2017, the meeting schedule will be discussed at the June 2016 board meeting in Glen Allen, VA. Mr. Bailey indicated that due to costs associated with these meeting; the board would like to consider dropping at least one meeting from the following;

1. February
2. *April*
3. June

4. August
5. November

The board is considering retiring its April meetings.

Lastly, Rob Magnottie, VFIRS Coordinator for Fire Programs delivered a statistical presentation on fires within the Commonwealth.

**[Enclosure 19]**

**FULL BOARD BUSINESS**

**UNFINISHED BUSINESS**

No Unfinished Business

**NEW BUSINESS**

**Topic: Nominating Committee**

**Motion:** N/A

**Topic Discussion:** Randy Wheeler and Bob Miner have been appointed as the nominating members.

**Vote:** N/A

**Motion Action:** N/A

**ADJOURNMENT**

The Board adjourned at 11:30am.

Clerk of the Committee

Mohamed G. Abbamin

**REVIEWED BY:**



5/2/2016

Melvin D. Carter  
Executive Director

Date

**Enclosures:**

1. **Enclosure 1** - Burn Buildings Cash Obligations/ Availability as of April 1, 2016
2. **Enclosure 2** - FY2015 ATL Report as of April 1, 2016
3. **Enclosure 3** - FY2016 ATL Allocations as of April 1, 2016
4. **Enclosure 4** - FY16 Regional Training Grant Accomack
5. **Enclosure 5** - FY16 Regional Training Grant Bedford
6. **Enclosure 6** - FY16 Regional Training Grant Botetourt
7. **Enclosure 7** - FY16 Regional Training Grant Chilhowie
8. **Enclosure 8** - FY16 Regional Training Grant Galax
9. **Enclosure 9** - FY16 Regional Training Grant Hampton
10. **Enclosure 10** - FY16 Regional Training Grant Harrisonburg
11. **Enclosure 11** - FY16 Regional Training Grant Lynchburg
12. **Enclosure 12** - FY16 Regional Training Grant Martinsville
13. **Enclosure 13** - FY16 Regional Training Grant Newport News
14. **Enclosure 14** - FY16 Regional Training Grant Roanoke
15. **Enclosure 15** - FY16 Regional Training Grant Spotsylvania
16. **Enclosure 16** - FY16 Regional Training Grant\_ Bristol
17. **Enclosure 17** - FY16 Regional Training Grant Farmville
18. **Enclosure 18** - VFSB-BHCD MOA – 09172012
19. **Enclosure 19** - Staunton Board Mtg VFIRS - Statistics Presentation