Fire Education and Training Committee Thursday, October 1st, 2020 Virtual Meeting through Google Hangouts 2:30pm

<u>AGENDA</u>

- 1. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE
- 2. ROLL CALL
- 3. SIGN-IN SHEET FOR GUESTS
- 4. CHANGES IN AGENDA
- 5. PUBLIC COMMENT
- 6. CONSENT AGENDA
 - A. Approval of the minutes of the previous meeting
- 7. COMMENTS FROM COMMITTEE CHAIRMAN

8. UNFINISHED BUSINESS

- A. Fire Department Rosters Update (FY 2019 Strategic Training Plan)
- B. Liberty University Fire Administration Crosswalk Program Update
- C. NFPA 1403 Compliance Update

9. NEW BUSINESS

- A. Five Year Strategic Training Plan Goal 3 Implement Fire Instructor of the Year Program One per Division (FY 2019)
 Objectives Develop Criteria/ Eligibility for Fire Instructor of the Year Program.
 - i. Nominations for the Award must meet the following criteria.
 - 1. Has longevity and well-rounded experience in the fire service and in fire service education.
 - 2. Exemplifies leadership qualities as an educator.
 - 3. Demonstrates dedication, dependability and unselfishness in the training of others.
 - 4. Uses his or her educational skills to not only train members of the fire service, but also educate the general public in fire prevention. The nominee has made a significant contribution to fire service training at either the local or state level.
 - ii. Develop an application process for Fire Instructor of the Year. Submissions will be submitted via email or by letter to the Divisions

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Chiefs who would make the decision based on their knowledge of the Instructors contributions.

- iii. Develop submission time frames for potential award recipients. The program would be advertised in September/October 2020 timeframe and accept submissions from October – November 2020. This would allow the presentations in December 2020 to kick this award off and then do the 2021 awards at the Virginia State Firefighters Conference/First Responders Conference.
- iv. Commonwealth Fire Instructor of the year will be chosen from Division Fire Instructor award recipients. Award individual Division Fire Instructor of the Year annually at the Virginia Fire Chief's Conference while also awarding Commonwealth Fire Instructor of the Year award annually at the Virginia State Firefighters Conference.
- v. The Award would be named the Charlie Singleton Fire Instructor of the Year Program in recognition of Chief Singleton's Life Long Dedication to the Commonwealth of Virginia's Emergency Services.

Chief Charles "Charlie" Calvin Singleton began his Fire Service Career in 1952 when he joined the Vienna Vol. Fire Department and served in many capacities and received multiple accolades for his service until 1981 when he moved to Ebony Va. He is a current Life Member with VVFD. Charlie joined the Ebony Vol. Fire Dept. and also served in various capacities, one being chief for 14 years. Still an active member at EVFD he was chosen as their 2019 Firefighter of the Year. In July 2005 he was appointed by the Amherst County Board of Supervisors as Chairman of the County Emergency Services Council. In July 2012 e received the President's Award from the Virginia State Fire Chiefs Association. Charlie served on the Virginia State Firefighters Association Legislative Committee from 1983. In 2014 he was awarded the Lifetime Achievement Award by the National Fire Services Council. This award is presented to the fire service instructor who best exemplifies the qualities of this esteemed fire service professional.

- B. NFPA Standard Revision Cycle Update
- C. VDFP Training Status Update i. NFA Weekend Cancelled
- D. Five Year Strategic Training Plan Update/Revisions

10. ADJOURNMENT

Fire Education and Training Committee Friday, February 20, 2020 Virginia Beach Convention Center 2:45pm

A regular meeting of the Fire Education and Training Committee was held at the Virginia Beach Convention Center in Virginia Beach, VA at 2:45 pm on Thursday February 20, 2020. Fire Education and Training Committee Chair, James Calvert facilitated this meeting. The committee had a constituted Quorum.

COMMITTEE MEMBERS PRESENT

James Calvert James Poindexter Walter Bailey James Stokely Jerome Williams Scott Garber

BOARD MEMBERS PRESENT

Keith Johnson David Hankley Bettie Reeves-Nobles

COMMITTEE MEMBERS ABSENT

Lee Day

GUESTS PRESENT

Larry Gwaltney

AGENCY MEMBERS PRESENT

Travis RickmanBrook PittingerMike ReillyBrenda ScaifeTheresa HunterBill MacKay

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Briant Atkins Garrett Dyer Jeff Liebhold

CHANGES IN AGENDA

N/A

PUBLIC COMMENT

No Public Comments

CONSENT AGENDA

The motion was made to approve the previous meeting minutes by Walt Bailey and properly seconded. The committee approved the previous minutes unanimously

COMMENTS FROM COMMITTEE CHAIRMAN

The chairman gave accolades to the cornerstone team for a great job on presenting at the conference and for their overall contribution to the additions of the strategic plan as it relates to the advancement of training trough technology. The committee had no official business but will be discussing parts of the VFSB Fiver Year Plan and movement on those goals that are currently being pursued.

UNFINISHED BUSINESS

A. **Topic:** Live Fire Training Certification Class Update/transition from the 1403 Compliance Officer curriculum (FY 2019 Strategic Training Plan)

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Comments: This was discussed as possible negative impact on localities in multiple aspects. The changes made to the NFPA to become compliant may have effect on the smaller localities who cannot afford the changes needed to stay in compliance.

- B. Topic: Fire Department Rosters Update (FY 2019 Strategic Training Plan)
 Comments: The Chairman discussed how they drafted a letter to send out to try and get fire departments to update their website and ways for us to push out this letter.
- C. Topic: Firefighter I Curriculum Update

Comments: VDFP staff discussed that they would be meeting in the coming weeks to help implement the updated training. This group will be updating the curriculum for online and in person classes. The Chairman of the committee talked about the current number of hours that a class takes. VDFP staff is working to update this curriculum and stated that our curriculum sets the standard and localities are able to go further as they see fit in expanding upon our training.

D. Topic: Liberty University Fire Administration Crosswalk Program Comments: The Chairman asked for an update from Brook Pittinger and she reported that they were still progressing forward on the incentive as it relates to including our curriculum in their training at Liberty University. The Chairman really believes in this initiative and believes that it will be a great thing to continue to push.

NEW BUSINESS

- A. Topic: FY 2019 Strategic Training Plan Updates
 - I. Goal 3- Implement Fire Instructor of the Year Program One per Division (FY 2019)
 - II. Goal 9 Increase the availability and awareness of training programs throughout the Commonwealth. (Annually)

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Comments: The Chairman asked for updates on these items of the strategic plan Chief Mackay responded that it was in the talks and that it may be possible to roll out at our next meeting. The Chairman gave the agency accolades in the implementation of cornerstone which will aide in the effort of this Goal.

- B. Topic: NFPA Standard Revision Cycle 2019 Comments: The chairman asked for an update on the revisions which were included in the Training and Operations report with implementation dates for compliance to new NFPA standards. Staff stated that it is working to make sure that this is being completed within the time frames.
- C. **Topic:** Pro-Board & IFSAC Accreditation updates **Comments:** Chairman asked about the status of the agency and Briant Atkins reported that the agency was accredited through IFSAC for 16 levels and the Pro-Board will be meeting on Monday.
- D. Topic: Governor's Service Award Recognition for awards related to training Comments: The Chairman gave accolades to two of the Governor Fire Service Award recipients for Bedford County Fire and Rescue and the Smyth regional training academy which was given to the Chilhowie Department who accepted the award.

ADJOURNMENT

Motion was made to adjourn the committee by Walt Bailey and seconded by Bettie Reeves-Nobles committee adjourned at 3:24pm

Clerk of the Committee: Travis Rickman **REVIEWED BY:**

Brook Pittinger

VIRGINIA FIVE YEAR STRATEGIC TRAINING PLAN



Fiscal Years 2020 to 2024

Effective August 1, 2019

Prepared by: Virginia Fire Services Board Virginia Department of Fire Programs

Message from the Fire Education and Training Committee Dr. Jimmy Calvert, Chair

We are pleased to present the Five-Year Strategic Training Plan for the Virginia Fire Services Board. This plan outlines the Virginia Fire Services Board's critical goals and objectives related to fire service training. This plan shall serve as a guide for enhancing existing training services while building on new initiatives to assist the Virginia Department of Fire Programs and Virginia's Fire Services Stakeholders in meeting their goals of saving lives and protecting property.

The foundation for this plan was established as a joint venture between the Virginia Fire Services Board, stakeholder groups, and the Virginia Department of Fire Programs staff. Our goal was to develop a strategic training plan that would outline the goals for the next five years and beyond. The plan is to be considered a living document. As current goals are achieved, new goals will be added as needed in order to meet the changing needs of the stakeholder groups. The plan will be reviewed and updated annually. By implementing the plan the stakeholders will be able to continue fulfilling their mission of saving lives and protecting property.

Virginia Fire Services Board

The Virginia Fire Services Board is created within the Virginia Department of Fire Programs pursuant to <u>§ 9-1-202 of the Code of Virginia</u>. Further, pursuant to <u>§ 9.1-203, A, 2</u> of the Code of Virginia the Board is given the authority for this Five-Year Strategic Training Plan, as seen below.

About the Fire Education & Training Committee

The Committee on Fire Education and Training shall be responsible for providing information and making recommendations to the Virginia Fire Services Board on developing a five-year (5) statewide plan for fire education and training, providing technical assistance and advice to local fire departments and fire service organizations and local governments; developing personnel standards for fire service personnel; providing criteria for training schools for fire service personnel and rendering assistance to local fire departments and volunteer fire companies in training firefighters.

About the Five Year Strategic Training Plan

This document provides goals and objectives to address strategic training issues for the fire service in the Commonwealth of Virginia. For the purposes of this document, a goal is a broad statement of the long-term results needed to accomplish the organization's mission and achieve its vision. An objective is a description of the results that, when achieved, move an organization toward its stated goal(s).

The Fire Education & Training Committee, with input from Virginia's fire service stakeholders and the Division Chiefs of the Virginia Department of Fire Programs, has developed this Five Year Strategic Training Plan. This document will be updated *annually* through continued stakeholder feedback and the inclusion of emerging strategic issues in the fire service community.

§ 9.1-203. Powers and duties of Virginia Fire Services Board; limitation.

- A. The Board shall have the responsibility for promoting the coordination of the efforts of fire service organizations at the state and local levels. To these ends, it shall have the following powers and duties to:
 - 1. Ensure the development and implementation of the Virginia Fire Prevention and Control Plan;
 - 2. Review and approve a five-year statewide plan for fire education and training;
 - 3. Approve 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;

- Provide technical assistance and advice to local fire departments, other fire services organizations, and local governments through Fire and Emergency Medical Services studies done in conjunction with the Department of Fire Programs;
- 5. Advise the Department of Fire Programs on and adopt personnel standards for fire services personnel;
- 6. Advise the Department of Fire Programs on the Commonwealth's statewide plan for the collection, analysis, and reporting of data relating to fires in the Commonwealth;
- 7. Make recommendations to the Secretary of Public Safety and Homeland Security concerning legislation affecting fire prevention and protection and fire services organizations in Virginia;
- 8. Evaluate all fire prevention and protection programs and make any recommendations deemed necessary to improve the level of fire prevention and protection in the Commonwealth;
- 9. Advise the Department of Fire Programs on the Statewide Fire Prevention Code; and
- 10. Investigate alternative means of financial support for volunteer fire departments and advise jurisdictions regarding the implementation of such alternatives.
- B. Except for those policies established in § <u>38.2-401</u>, compliance with the provisions of § <u>9.1-201</u> and this section and any policies or guidelines enacted pursuant thereto shall be optional with, and at the full discretion of, any local governing body and any volunteer fire department or volunteer fire departments operating under the same corporate charters.

Five Year Strategic Training Plan

1. Goal 1 – Improve the use of technology within the daily operations of Training and Education. (FY 2019)

<u>Objectives</u>

- 1. Find innovative methods to reduce the total amount of paperwork burden imposed on stakeholders.
 - a. Allow stakeholder to submit training request online.
 - b. Provide electronic course paperwork to the locality and/or instructors.
 - c. Online only student and course registration.
- 2. Reduce the school processing times within the agency.
 - a. Streamline processes to reduce course processing times within the agency.
 - b. Online student feedback
 - c. Online certification printing

Goal 2 – Improve the safe execution, program compliance documentation, and inspection records of NFPA 1403 Compliance in live fire training programs. (FY 2019)

Objectives

- 1. Provide students with safe live fire training evolutions in properly inspected facilities.
 - a. Create required documentation packages that will assist the VDFP Funded Live Fire Facilities in safely performing live fire evolutions and the completion of the required inspections according to NFPA 1403.
 - b. Develop and communicate the execution, documentation, and inspection policy changes/expectations to educate the VDFP Funded Facility Owners on the purpose of the policy change (e.g. safe execution of live fire evolutions, prevention of live fire facility damage due to facility misuse, traceability of live fire facility use and inspection, etc.).

3. Goal 3 – Implement Fire Instructor of the Year Program - One per Division (FY 2019)

Objectives

- 1. Develop Criteria/ Eligibility for Fire Instructor of the Year Program.
- 2. Develop an application process for Fire Instructor of the Year.
- 3. Develop submission time frames for potential award recipients.

- 4. Award individual Division Fire Instructor of the Year annually at the Virginia Fire Chief's Conference while also awarding Commonwealth Fire Instructor of the Year award annually at the Virginia State Firefighters Conference.
 - a. Commonwealth Fire Instructor of the year will be chosen from Division Fire Instructor award recipients.

4. Goal 4 – Transition to a computer-based testing component for written examinations. (FY 2019)

Objectives

- 1. Provide students with test results in a timely manner.
- 2. Provide students with an assessment of strengths and weaknesses of test results.
 - a. Correlate the testing to specific JPR's.
 - b. Provide feedback to students on their overall test results as it relates to the specific JPR's.
- 3. Allow the agency to better understand the pass/ fail percentages within each discipline.

5. Goal 5 – Evaluate the required class hours and testing component of the certification training programs. (FY 2020)

Objectives

- a. Evaluate the current certification class hours in relation to the regulatory requirements and perform an evaluation of possible/needed training program changes.
- b. Seek input from stakeholder regarding the class time and resource requirements and practical and written examination measurements.
 - a. Receive feedback from stakeholder as to whether the written and practical testing should be measured together or independently.

6. Goal 6 – Improve the documentation of the fire department membership rosters for the Commonwealth. (FY 2019)

Objectives

- 1. Update the Virginia Department of Fire Programs Database for the Commonwealth of Virginia fire department membership.
 - 1. Allow the agency to ensure the accuracy of their training database to permit more comprehensive evaluations of the training needs of the Commonwealth Firefighters.
 - 2. Improve the documented membership of the Commonwealth of Virginia Fire Departments to allow for efficient execution of line of duty related fatalities

and disease presumption benefits evaluations (Line of Duty Act § 9.1-400).

7. Goal 7 – Collaborate with the Virginia Department of Education to investigate offering Firefighter I & II curriculums components as part of the Commonwealth Science and Technology Centers. (FY 2020)

Objectives

- 1. Utilize Governor Northam's "Virginia is for Learners" Education Initiative of maximizing the potential of all students to meet the needs of the Commonwealth's Fire Service. With the current projected need of the fire service related to the reduction of volunteerism, this program could assist the training of the next generation of the Commonwealth's Fire Service for both career and volunteer ranks. This initiative could ensure that the Commonwealth's public education system is positioned to achieve equitable academic outcomes for students to become interested in the fire service as a career.
- 8. Goal 8 Investigate partnerships with private industry representatives to obtain alternative means of financial support for volunteer fire departments and advise jurisdictions regarding the implementation of such alternatives. (FY 2021)

Objectives

- 1. Develop an informational program that outlines the importance of the volunteer fire service to the business continuity of members of private industry.
- 2. Communicate the training needs of the Commonwealth of Virginia's Volunteer Fire Service and private industries potential role in meeting this need while enhancing their emergency preparedness and business continuity needs.

9. Goal 9 – Increase the availability and awareness of training programs throughout the Commonwealth. (Annually)

<u>Objectives</u>

- 1. Research and provide feasibility and cost analysis study of training throughout the Commonwealth.
 - a. Determine an approximate cost per year that the agency would incur with increased training.
 - i. Review cost saving strategies to provide additional training at a reduced cost.

- 2. Seek and develop alternative educational opportunities for current and potential students to enhance their professional development through advanced training courses (e.g. National Fire Academy, Department of Homeland Security, etc.).
- 3. Determine and implement alternative learning platforms that would allow students greater access to training.
 - a. Online course availability
 - b. Distant learning opportunities
- 4. Conduct at least seven (7) stakeholder feedback sessions per year to receive input on additional training needs and course opportunities throughout the Commonwealth.
- 5. Pursue grant opportunities to enhance training availability throughout the Commonwealth.
- 6. Improve public/private partnership collaboration to enhance training opportunities.
- 7. Review and collaborate with the Virginia Community College System (VCCS) to provide a crosswalk between VDFP delivered programs and Virginia Community College Programs.
- 8. Utilization of 18 month training calendar
 - a. Provide students with an awareness of training opportunities over the course of 12-18 months.
 - b. Assist the agency with course scheduling amongst the different training divisions.
 - c. Strategically plan and place courses to ensure full course enrollment to better utilize agency funding.

10. Goal 10- Provide up-dated and accurate information on policies and procedures related to training. (Annually)

<u>Objectives</u>

- 1. Update the Department of Fire Program's Training Policies and Procedures manual every five (5) years or sooner.
- 2. Conduct at least 14 Instructor in-service updates annually to provide guidance and receive input to enhance training needs throughout the Commonwealth.
- 3. Keep the most current forms, policies, and procedures located on the agency's website.

Agency Accreditation

Virginia Department of Fire Program's visit for Pro-Board will be in the November 2019 timeframe with IFSAC visitation scheduled for October 2019. The Agency's objective is to be dually accredited with the same levels.

In order to accomplish the reaccreditation effort, the Agency will have to complete an extensive review of all policies as it relates to testing as well as ensure each of the programs has all the required documentation. The first step is to educate the fire service what the accreditation is/is not. NFPA-1000-17 Standard for Fire Service Professional Qualification Accreditation and Certification Systems was updated since the last site visit.

NFPA Standard	No.	Levels to which Agency is Accredited	
Firefighter	1001	Firefighter I, II	
Driver/Operator	1002	Pumper, Aerial	
Airport Firefighter	1003	Airport Firefighter	
Marine Firefighter	1005	Marine Firefighter	
Rescue Technician	1006	Rope Rescue I/II; Trench Rescue I/II; Confined Space Rescue I/II; Vehicle I, II, I/II; Machinery I, II, I/II	
Fire Officer	1021	Fire Officer I, II, III, IV	
Fire Inspector	1031	Fire Inspector I, II, I/II	
Fire Investigator	1033	Fire Investigator	
Public Fire Educator	1035	Public Fire Educator I, II	
Fire Instructor	1041	Fire Instructor I, II, III	
Haz Mat	472	Awareness; Operations Core; Operations Mission Specific: PPE & Product Control	

ProBoard Accredited

IFSAC Accredited

NFPA Standard	No.	Levels to which Agency is Accredited
Hazardous Materials	472	Awareness
Fire and Life Safety Educator	1035	Level I, II
Fire Inspector	1031	Level I, II
Fire Investigator	1033	Investigator

NFPA Standard Revision Cycle

2019-2023 (Revision Date)

The agency is accredited to the Standards that are **bolded**. The goal is to ensure it meets the needs of the first responder community and ensure it is compliant with the applicable NFPA Standard. The revision cycle for NFPA Standards (every three to five years)

2019	2020	2021	2022	2023
1021	1031	1000	1001	1041
Fire Officer	Fire Inspector	Fire Service,	Fire Fighter	Fire Service
Professional	and Plan	Public Safety	Professional	Instructor and
Qualifications	Examiner	and Related	Qualifications	Emergency
(2014)	Professional	Personnel to	(2019)	Services
	Qualifications	Professional		Professional
	(2014)	Qualifications		Qualifications
		Accreditation		(2019)
		and Certification		
		Systems (2017)		
1521	1033	1072	1081	1003
Fire Department	Fire	Haz-Mat/WMD	Industrial Fire	Airport Fire
Safety Officer	Investigator	Emergency	Brigade Personnel	Fighter
Professional	Professional	Response	Professional	Professional
Qualifications	Qualifications	Personnel	Qualifications	Qualifications
(2015)	(2014)	Professional	(2018)	(2019)
		Qualifications		
		(2017)		
1051	1035	1006	1026	1005
Wildland Fire	F&LSE, PIO,	Technical	Incident	Marine Fire
Fighting	YFIS, and YFPM	Rescuer	Management	Fighting for
Personnel	Professional	Professional	Personnel	Land-Based
Professional	Qualifications	Qualifications	Professional	Fire Fighters
Qualifications	(2015)	(2017)	Qualifications	Professional
(2016)			(2018)	Qualifications
				(2019)
1071	1037	1002	1061	1091
Emergency	Fire Marshal	Fire Apparatus	Public Safety	Traffic Control
Vehicle	Professional	Driver/Operator	Telecommunication	Incident
Technician	Qualifications	Professional	Personnel	Management
Professional	(2016)	Qualification s	Professional	Personnel
Qualifications		(2017)	Qualifications	Professional
(2016/2020)			(2018)	Qualifications
				(2019)

influences the review and updating of VDFP programs.

Currently, the Agency ensures it updates the program and testing within the allotted 24 months of the release of a new edition.

Over the next five years, VDFP expects to be requested on extending its accreditation for standards such as NFPA-1026 Incident Management Personnel and NFPA-1091 Traffic Incident Management.

The Agency's reaccreditation is scheduled for completion by Calendar Year 2019. Therefore, VDFP should identify any new levels within the current standard it is accredited for and/or address the need to extend to a new standard so it can be completed as part of the upcoming submission to the accreditation organizations.

Training funding and Spending Allocations

Approximately \$4.5 million allocated towards training

Training Program Support	\$1.8 Million	42%
Direct Delivery of Training	\$1.8 Million	42%
Office and Equipment Rentals	\$354,000.00	9%
New Training Equipment	\$200,000.00	4%
Equipment Maintenance/ Repair	\$200,000.00	4%

Virginia Fire Service's Board 2020 Meeting Schedule

Date	Time	Meeting	Location	Link:
10/01/2020	10:00am-	VFSB- Administration,	Virtual	Meeting ID:
	10:50am	Policy and Finance	Meeting	https://meet.google.com/oxu-
		Committee	through	zegu-zze
			Google	
			Hangouts	Call-in Phone Numbers (US):
				+1 318-565-6392
				PIN: 696 563 320#
10/01/2020	11:00am-	VFSB- Live Structure	Virtual	Meeting ID Link:
	12:00pm	Committee	Meeting	https://meet.google.com/uec-
			through	jzrr-stk
			Google	
			Hangouts	Call-in Phone Numbers:
			_	(US)
				+1 567-331-1487
				PIN: 369 717 061#
10/01/2020	1:00pm-	VFSB- Fire Prevention	Virtual	Meeting Link ID:
	2:00pm	and Control Committee	Meeting	https://meet.google.com/gpd-
			through	yzag-uff
			Google	
			Hangouts	Call-in Phone Numbers (US):
			_	+1 407-720-4662
				PIN: 928 925 215#
10/01/2020	2:30pm-	VFSB- Fire Education and	Virtual	Meeting Link ID:
	3:30pm	Training Committee	Meeting	https://meet.google.com/hbr-
	-		through	tswn-axy
			Google	
			Hangouts	Phone Numbers (US):
			_	+1 317-798-0442
				PIN: 453 154 304#
10/02/2020	10:00am	Virginia Fire Service's	Virtual	Meeting Link ID:
		Board Meeting	Meeting	https://meet.google.com/ftw-
			through	<u>zmsn-rdz</u>
			Google	
			Hangouts	Phone Numbers (US):
			-	+1 225-414-2887
				PIN: 154 067 487#
10/19/2020	TBD	Statewide Fire	TBD	
		Prevention Code		
		Development Committee		
		3 and 3 with BHCD		
12/14/2020	TBD	Joint Meeting of The	TBD	
, ,		VFSB and BHCD		

Links will be generated and distributed through Commonwealth Calendar and Virginia Department of Fire Programs Website.

This is a public meeting of the Virginia Fire Services Board committee on Administration, Policy and Finance. This public meeting will be conducted electronically, via Google Hangouts Meeting platform, pursuant to Executive Order 51 (2020), as issued and amended by the Governor due to the current state of emergency declared in the Commonwealth of Virginia. Please see the meeting information below to join:

This schedule is Tentative based upon changes to the agendas once they have been developed and finalized by Virginia Fire Services Board Committee Chairs.