

## **VIRGINIA FIRE SERVICES BOARD**

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Full Board Meeting

Friday, October 2nd, 2020

Meeting held electronically through Google Hangouts

10:00am

A regular meeting of the Virginia Fire Services Board was held on October 2nd, 2020 at 10:00 am. This meeting was held electronically through Google Hangouts as a result of the State of Emergency initiated by the Honorable Ralph Northam, Governor of Virginia. Board Chair, Walter Bailey facilitated this meeting and the Board had a constituted Quorum.

### **BOARD MEMBERS PRESENT**

David Collins Hankley	Harry L. Day
James Alan Calvert	Dennis Linaburg
James Moore Stokely	Jerome Williams
Bettie Reeves-Nobles	Keith H Johnson
Walter T Bailey	Robert Farrell
Ernest H Little	James Davis Poindexter
Scott Garber	Rick Gregory (Left the meeting early and did not cast a vote for Chairman or Vice Chair)
Stephanie L Koren	

### **COMMITTEE MEMBERS ABSENT**

N/A

### **GUESTS PRESENT**

Larry Gwaltney	Matthew Lopez
Rick Roatch	John Evans
Rocco Alvaro	

### **AGENCY MEMBERS PRESENT**

Travis Rickman	Brook Pittinger
Micheal Parris	Briant Atkins
Theresa Hunter	Bill MacKay

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### **CHANGES IN THE AGENDA**

The Chairman Walt Bailey proposed three additions the first addition was to add under Fire Prevention and Control to add the appointment of the three members to the Statewide Fire Prevention Code Development Committee. Under Training we need to add a spot for the Charlie Singleton Award for Fire Instructor of the Year. Next, under Live Structure add the language for a One Year No Cost Extension for Scott, Hanover, and Fluvanna. Lastly add Items A and B Amendments to the Live Structure Policy for the Live Structure Committee. With no objection the additions to the agenda were approved.

### **PUBLIC COMMENTS**

No public comments were offered during the meeting.

### **CONSENT AGENDA**

Approval of the previous meeting minutes motioned for approval was made by Ernie Little and seconded by Rick Gregory, unanimous agreement from the committee to approve the previous meeting minutes and liaison reports.

### **AGENCY REPORTS**

#### **REPORT FROM THE VDFP EXECUTIVE DIRECTOR**

Brook Pittinger gave the report for the Executive Director as he was out for his daughter's wedding. She stated that the agency was successful in receiving and AFC Grant for a Mobile Prop which is something that we are putting together with help and input from localities that may need to use it. The Agency Conference and Education Grant Program has been awarded and went to 5 organization and or localities in the total amount of \$85,500 to support their training and Education. ATL funds have been disbursed with the increase that was approved by the board. This week the agency also took possession of a new mobile burn prop for the VFMA which is a burn room that help teach cause and origin, the old prop will still be used in addition and for other training opportunities. As everywhere has been consumed by COVID and the agency has worked incredibly hard to

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make sure that the agency is complying with COVID restrictions and is being safe during this time. The Agency is also taking measures to continue training during these uncertain times and all of our classes and trainings have been outfitted with masks and sanitizer to make sure everyone is safe and taking the proper preventive measures. The agency has been watching the Special Session and did identify SB568 which would have allowed schools to waive fire drills in schools due to COVID. The bill is in the house but we do not believe that it will move forward. The bill does cause some concern as schools go back in to session that all of our children remain safe and are able to safely and expediently exit a building in the case of a fire.

The Chairman had two follow up questions first being that the division chiefs have done a great job reporting COVID outbreaks and he wanted to know if the agency knew how many firefighters in the state have contracted COVID while performing their duties. Mrs. Pittinger replied that the number we have does not identify whether or not they contracted COVID on the Job or at home. The other clarification was related to training and the money that was not used due to COVID. Mrs. Pittinger explained that the agency operates off a line of credit and that we draw down funds based upon need. The Agency did use the money that was already drawn down to help with COVID supplies and repairs for training trailers.

### **FIRE EDUCATION & TRAINING COMMITTEE**

#### **A. Report from the Training and Education Committee**

Jimmy Calvert reported that the committee was held on October 1<sup>st</sup> with one motion to approve. Jimmy updated the board on the NFPA standard revision cycle that is moving forward and asked Chief Mackay who clarified that the agency is currently working through that cycle. The other item was the Virginia Training status update, the agency has handled the pandemic well and has taken tremendous steps to ensure that we can continue training which resumed in July. The National Fire Academy Weekend had been canceled but Chief Mackay has helped to still offer these programs through cornerstone to help continue training. The last thing was the Five Year Strategic Plan and the board and agency have completed about 50% of the items. Mr. Calvert called for board members to offer up new goals to help the agency and board to continue to accomplish and move forward.

#### **B. UNFINISHED BUSINESS**

N/A

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### C. NEW BUSINESS

#### I. Topic: Five Year Strategic Plan: Implement a Fire Instructor of the Year Program

Motion: A substitute Motion was made to provide for the Implementation of the Fire Instructor of the Year Program in Honor of Charlie Singleton for both Career and Volunteer Instructors to be decided by the Agency Training Division chiefs from around the Commonwealth. This motion was properly seconded by Keith Johnson.

Topic Discussion: Jimmy discussed that this award would be selected by the Agency Division Chiefs who would submit names and then those names would be presented to the board for final selection. The timeline would be similar and fit along with the Governor Fire Service Awards selection committee. The last thing the committee discussed was to have the award be named after Charlie Singleton. The Chairman asked for clarification if there was any other things that needed to be done to make this award official Brook stated that once the award was approved by the board the agency would write a decision brief to send the Secretaries office for final approval. The Clerk of the Board clarified that the motion from the committee was, "To explore the implementation of the Fire Instructor of the Year Program in honor of Charlie Singleton." Jimmy Calvert expressed that he would like to amend the motion to implement the award rather than explore the option. Keith Johnson explained that he would like to see this implemented.

Vote: Unanimous to approve

Motion Action: To take steps to implement this into the Governor Fire Service Awards for implementation for a Fire Instructor of the year in Honor of Charlie Singleton.

### **FIRE PREVENTION & CONTROL COMMITTEE**

#### A. Report From The Department of Forestry

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The state forester gave the report that he was proud of the way that they have remained in operation for field staff. Fire situation out west where Virginia has sent firefighters and is looking to help increase the amount of registrants to aide which has been low at this time. They are also sending individuals down to Alabama to aide in hurricane relief.

### B. Report of the Code and Standards Subcommittee

Ernie Little reported that the subcommittee has been working on the 2018 changes to the Statewide Fire Prevention Code Fire where the fire service has made roughly 2000 amendments to the 2018 code which 900 were carried forward as consensus items the remainder is remained no consensus and will be discussed at the Statewide Fire Prevention Code Development Committee meeting. There are some dates that they would like the board members to be aware of, First on October 19th there is the Statewide Fire Prevention Code Development virtual Meeting. The other meeting is on December 14th which is the Joint Meeting of the VFSB and BHCD that is very important for as many board members to attend.

## **UNFINISHED BUSINESS**

### I. **Topic:** Amendment to the VFSB Rules of Procedures

**Motion:** To move this item forward to the next meeting for a second reading per the boards Rules of Procedures.

**Topic Discussion:** The Chairman of the Fire Prevention and Control Committee discussed why this change was necessary and how this change will aid the board in advancing the Code and Standards subcommittees work with the Statewide Fire Prevention Code. He clarified that we would be making the change strictly for the subcommittee changing the constituted quorum from a majority to 5 members of the committee. Ernie Little asked the clerk of the committee if he had missed anything and the clerk clarified that this change would allow for the committee to have more flexibility. He also determined that after further review that for this change to take affect that there would

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have to be two readings of this proposal on the agenda before it could be approved at the next meeting. This was the second reading of this amendment.

**Vote:** Unanimous to Approve the amendments

**Motion Action:** To add this amendment to the Boards Policy and Procedures as written

### **NEW BUSINESS**

AT the Committee Meeting it was discussed that the Three official members Ernie Little

Keith Johnson and Scott Garber with serving Dennis Linaburg to serve as an alternate

- I. **Topic:** Appointment of the three members to the Statewide Fire Prevention Code Development Committee

**Motion:** To have Keith Johnson, Ernie Little, and Scott Garber to be the official members and representatives of the Virginia Fire Services Board to serve on the Board of Housing and Community Development's Statewide Fire Prevention Code Development Committee. Dennis Linaburg will serve as the alternate if in the case one member cannot attend due to special circumstances.

**Topic Discussion:** The Chairman discussed that it is very important that we have active members on this committee and believed that the members selected will do a great job.

**Vote:** Unanimous to Approve the appointments

**Motion Action:** To communicate the final members to the Board of Housing and Community Development

- II. **Topic:** Review and approval of the Virginia Statewide Fire Prevention Code edits from the Code and Standards Subcommittee

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**Motion:** To approve the Virginia Statewide Fire Prevention Code edits from the Code and Standards Subcommittee

**Topic Discussion:** The Chairman stated that this was a formality as the process has moved very quickly but wanted to make sure that the board was aware of the amendments.

**Vote:** It was unanimously supported by the committee

**Motion Action:** The Chapters will now be presented to the Board of Housing and Community Development to be considered in the code making process to make changes to the current edits to the Virginia Statewide Fire Prevention Code.

### **ADMINISTRATION, POLICY, AND FINANCE COMMITTEE**

A. Report from Administration, Policy and Finance Committee

James Stokely gave the report that the committee met on October 1<sup>st</sup>.

### **UNFINISHED BUSINESS**

I. **Topic:** Greene County Final Study

**Motion:** To approve the final study as written

**Topic Discussion:** N/A

**Vote:** Unanimous to approve the study

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**Motion Action:** To send to the locality and move forward with the presentation to their Board of Supervisors

**NEW BUSINESS**

I. **Topic:** Gender Neutral VFSB Rules of Procedures changes

**Motion:** To move this item forward to the next meeting for a second reading per the boards Rules of Procedures.

**Topic Discussion:** James Stokely explained that all the amendments did was change the reference of Chairman in the Board's Policy and Procedures to say Chair. James Stokley asked the Clerk to clarify of any other changes and he stated that there was one other change that was identified in the review which was clerical to reflect the way that the Live Structure Committee currently operates and takes out the requirement that the Live Structure Committee meet in Months were there is no full board meeting of the Virginia Fire Services Board. The Chairman of the board asked the Clerk if this would require to readings and the clerk responded Yes. This was a request by Bettie Reeves-Nobles and seconded by the Chairman of the board to make these changes.

**Vote:** No official vote was taken

**Motion Action:** To Place this on the agenda for the next meeting for its second reading and full approval by the board.

II. **Topic:** Aid To Localities use Assessment

**Motion:** To adopt the Category C1 addition as presented by staff.

**Topic Discussion:** The Chairman clarified that a couple of years ago a previous Executive Director approved the use of ATL funds for departments to hire a new position to support training. They could not supplant funds in the locality. Brook Pittinger explained that the Category with the Boards policy is Category 1 (C1) - Training of Fire Services personnel NOT reported in [C6].



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### “Category 1 (C1) - Training of Fire Services personnel NOT reported in [C6] –

- (a) Training expenses such as registration fees and all travel costs associated with attendance and participation in support of the fire services at educational opportunities held within and outside Virginia. Examples include, but are not limited to conference registration/tuition, lodging, mileage, and meals while traveling to the fire services training. Examples also include, but are not limited to support of health and safety initiatives for fire service personnel in compliance with the NFPA Standards. (b) Personnel cost to establish new training positions within the fire services training division. Example includes salary expenses for permanent, temporary, contract, part-time and full time fire training personnel.”

**Vote:** Unanimous to approve the amendments

**Motion Action:** To add the amendments to the ATL policy as written

### LIVE STRUCTURE COMMITTEE

A. Report from the Live Structure Committee

N/A

B. Unfinished Business

I. **Topic:** Review cost impact to address NFPA standards change for Impingement Protection Project

**Motion:** Motion to fund at partial compliance at 5 year seconded

**Topic Discussion:** The Chairman discussed that we do have very limited funds and need to choose the smartest way forward and showed that the committee recommended and moved to go with the 5 year interval with partial compliance funding.

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**Vote:** Unanimous

**Motion Action:** Move forward with the guidance of funding the repairs

C. New Business

II. **Topic:** One Year No Cost Grant extension Scott County

**Motion:** Motion to approve the one year no cost extension

**Topic Discussion:** N/A

**Vote:** Unanimous to approve

**Motion Action:** Notify County of the extension that was granted by the Board

III. **Topic:** One Year No Cost Grant Extension Hanover County

**Motion:** Motion to approve the one year no cost extension

**Topic Discussion:** N/A

**Vote:** Unanimous to approve

**Motion Action:** Notify County of the extension that was granted by the Board

IV. **Topic:** One Year No Cost Grant Extension Fluvanna County

**Motion:** Motion to approve the one year no cost extension

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**Topic Discussion:** N/A

**Vote:** Unanimous to approve

**Motion Action:** Notify County of the extension that was granted by the Board

V. **Topic:** Project scope change Prince George County

**Motion:** Motion to table the Project scope change for Prince George County and re-refer to the Administration, Policy, and Finance committee to review the addition to the policy.

**Topic Discussion:** The Chairman stated that we have been trying to get them a training facility since 2016. They have hit a number of road blocks and came to us try and build a joint building on federal property. The Chairman stated that before we do anything Prince George would have to obtain an iron clad lease for 20 years to work with Fort Lee and maintain the building on the property before the board could grant this exception. We cannot have the money out there indefinitely and Prince George needs to come back to the board with a proposal and a lease before we change the policy. Keith Johnson stated that he agreed that when the guard changes in the feral government it comes along with a change in philosophy. Jimmy Poindexter agreed with the efforts of the committee.

**Vote:** Unanimous to table and re-refer to Administration, Policy and Finance if or when Prince George comes back with a proposal.

**Motion Action:** Re-refer to Administration, Policy and Finance and await communication from Prince George with updates.

VI. **Topic:** VFIRS Grant Awards

**Motion:** To approve the VFIRS Grants as brought forward by staff in the full amount

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**Topic Discussion:**

Buchanan County	\$700
Boydton Town	\$700
Christiansburg Town	\$700
Jonesville Town	\$700
Colonial Heights City	\$700
Colonial Beach Town	\$700
Total	\$4,200

**Vote:** Unanimous

**Motion Action:** To Grant the funds to the designated localities

VII. **Topic:** VFIRS Grant

**Motion:** Table and bring forth at the next meeting seconded by James Stokley

**Topic Discussion:** The Chairman discussed lowering the currently budgeted amount for VFIRS funds and devoting that money to the Impingement Project. Staff confirmed that this could be done and the money could be diverted. After some deliberation the Chair stated that he would like to table this to the next meeting and come back with a more concrete solution and path forward to divert the funds and ensure the proper amount to still sustain the VFIRS Grant request.

**Vote:** Unanimous

**Motion Action:** Table and bring forth at the next meeting

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### VIII. **Topic:** Live Structure Policy Change review

**Motion:** Item A: Motion for the Structure to return with a cost analysis proposal for a study to be conducted on tiling in a burn room.

Item B: Motion that the structure group look at the opportunities to increase the number of burns from 10 and bring back studies that have already been completed to the board for deliberation.

**Topic Discussion:** The Chairman clarified that the Board is not looking to spend any money on studies but that the actions made in the committee just ask for the Structure group to bring back a proposal of how much it will cost to do a study for Item A and for Item B for the Structure group to bring back validation from previous studies to support the 10 burns per day requirement.

**Vote:** Unanimous

**Motion Action:** To communicate this to the Structure Group so they can bring back the items at the next full meeting of the Board.

### **COMMENTS FROM THE COMMITTEE CHAIR**

The Chairman stated that COVID is still something that we are working through and he wanted to thank all of our First Responders for all that they have continued to do during this time. He asked for prayers to all of the members of Fire Service that this virus has affected. The Chairman also spoke about Cares Act money that most localities did not know that this money was available to them and that we have been trying to notify them that they do. The Chairman thanked Ernie and Keith for the things they have done with the Statewide Prevention code and stressed the importance of having our board members attend the Joint meetings of the Board of Housing and Community Development on December 14th. Lastly the Chairman discussed

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that 2021 schedule that was sent out and announced that the Chiefs Conference in February is still being planned to have in person.

### **FULL BOARD BUSINESS**

A. Unfinished Business

B. New Business

i. Report from the Nominations Committee

Jimmy Calvert who was a part of the nominations committee was selected as the President Pro Tempore to oversee the elections process. He gave the report from the nominations committee which candidates selected had been distributed previously. Jimmy Calvert stated that the nominations committee which consisted of himself, Bettie Reeves-Nobles, Dennis Linaburg, and Lee Day met on Wednesday, August 26<sup>th</sup> and nominated the following individuals as candidates of election. For Chair, Walt Bailey and Ernie Little. For Vice Chair, Keith Johnson and James Stokely. Mr. Calvert then gave each candidate a chance to address the board before the final vote. He then called on the clerk of the board to explain the process of the elections for the meeting. The Clerk announced that the President Pro tem. Would first call for final nominations from the floor. Upon closing for floor nominations the President Pro Tempore, Jimmy Calvert would then motion for a 10 min recess to allow time for the clerk to receive votes and tally the votes. Since the board was meeting virtually it was decided to hold a ballot election, where each board member would send in their ballot via email to the clerk. The results would then be tallied and results shared with the President pro tempore to announce the final results to the full board upon the ten minute recess.

The President Pro Tempore called for additional Nominations from the floor. There were no further nominations and the candidates for Election were as follows:

Chair

Walt Bailey

Ernie Little

Vice Chair

James Stokely

Keith Johnson

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### ii. Virginia Fire Services Board Officer Elections

The President Pro-temp allowed all of the candidates to address the full board before the board voted. After all members were given a chance to speak the President Pro Temp moved that the board have a ten minute recess and all members email their vote to the clerk at [travis.rickman@vdfp.virignina.gov](mailto:travis.rickman@vdfp.virignina.gov). Since the board was meeting virtually the board chose to email in their votes, so there would be an accurate record of the vote for Chairman and Vice Chairman of the Board. The board had a 10 minute recess at 11:24am to reconvene at 11:34am during that time the Clerk collected all board member ballots by email then reported the results to the President Pro Tempore who reported the following final Results:

#### Chair:

Walt Bailey-8 votes

Ernie Little-6 votes

#### Vice Chair:

James Stokely-6 votes

Keith Johnson-8 votes

\*The Clerk retained official emails of all voting members. (Rick Gregory did not cast a vote as he left the meeting early)

#### Final Comments:

The Chairman honored John C Hicks who passed away due to COVID. Keith Johnson thanked the Board for the Vote of Confidence and also thanked Jim Stokley for his work on the board!

Jimmy Calvert brought up the Governor Fire Services Awards and asked the members to drum up support. Lastly the Clerk asked for feedback from members on the new process of information for meetings and the board members gave great feedback and really liked the new way we are operating.

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**ADJOURNMENT**

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

Clerk of the Committee: Travis Rickman

**REVIEWED BY:**

Brook Pittinger  
Deputy Executive Director

DRAFT