

# **VIRGINIA FIRE SERVICES BOARD**

Board Meeting  
June 16, 2023  
Virginia Department of Fire Programs  
10:00 AM

## **Minutes**

The Virginia Fire Services Board meeting was held at the Virginia Department of Fire Programs in Glen Allen, Virginia. The meeting was called to order by Chair Keith Johnson and a quorum was present.

### **BOARD MEMBERS PRESENT**

Keith Johnson, Chair – Virginia Fire Chiefs Association  
Abbey Johnston, Vice Chair – Virginia State Firefighters Association  
Dennis Linaberg – Virginia Chapter of IAAI  
Bettie Reeves-Nobles – General Public  
James Calvert – Industry Representing SARA Title III/OSHA  
Ben Reedy – Insurance Industry  
Steve Sites – Virginia Municipal League  
Donald Hart – Virginia Association of Counties  
JM Snell II– Housing and Community Development  
Walt Bailey – Virginia Fire Services Council  
Jess Rodzinka – Virginia Professional Firefighters Association  
Ernest Little – Virginia Fire Prevention Association

### **BOARD MEMBERS ABSENT**

R. Scott Garber – Local Fire Marshal  
Jerome Williams – Certified Fire Service Instructor  
John Miller, on behalf of Rob Farrell – Virginia State Forester

### **AGENCY MEMBERS PRESENT**

Nicholas Nanna, Deputy Director  
Theresa Hunter, Interim Assistant Chief of Administration  
Jamey Brads, Chief of Training and Operations  
Billy Hux, Chief State Fire Marshal  
Amanda Kennedy, Learning Development Division Manager  
Spencer Willett, Government Affairs Manager

### **GUESTS PRESENT**

Brandon Proffitt	Thomas Andrews	Travis Ford
Chris Shaver	Mike Watkins	Eddie Ferguson
Greg Schacht	Michael Barakey	
Josh Irvine	James Dickens	
Nathan Ramsey	Jeremy Bennett	

### **CHANGES IN THE AGENDA**

Chair Johnson added an additional item under New Business to hear a report from Board Clerk Spencer Willett.

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## **PUBLIC COMMENTS**

No public comment

## **CONSENT AGENDA**

- a. Approval of the minutes of the previous meeting (February 2023)  
**Motion:** To approve the February 2023 Minutes of the Virginia Fire Services Board  
**Motion:** Hart, **Second:** Little  
**Discussion on the Motion:** None  
**Vote:** Unanimous  
**Action:** Minutes approved

## **REPORT FROM VDFP EXECUTIVE DIRECTOR**

Deputy Director Nicholas Nanna presented the report on behalf of VDFP Executive Director Brad Creasy.

The new Secretary of Public Safety and Homeland Security, Terry Cole, began June 1. He recently met the Director and Deputy Director at Virginia Department of Fire Programs (VDFP) to learn more about VDFP. The agency is advertising for Chief of the Virginia Fire Marshal Academy (VFMA), which will be retitled as an Assistant Chief Fire Marshal under the State Fire Marshal's Office (SFMO). Tablets for online testing are currently being tested in house before that project moves forward. The first class to utilize online testing will be in October. Charlotte County continues towards completion of Modular FF I. All heavy/technical rescue courses are being updated and the site visit for reaccreditation will occur in January 2024. The VDFP website redesign is still being developed and a consultant has been brought on. Logistics is working with groups like Nozzle Forward, Water Thieves, and others to provide these classes to firefighters through VDFP. The Director has a goal to add four new courses by 2024.

Johnson asked about the new Secretary and how he intends to build his team at the Governor's Office. Nanna explained that the meeting referenced in his remarks was meant as a fact-finding mission regarding the agency and specifics were not discussed.

## **FIRE PREVENTION AND CONTROL COMMITTEE**

- a. Report from the Fire Prevention and Control Committee Chair

Committee Chair Ernie Little gave an update on the meeting that occurred the morning of June 16th. The MOU/MOA between the Board of Housing and Community Development (BHCD) and the VFSB is under review. The committee plans to review the document and resubmit to BHCD. The Fire Prevention and Control Plan is also being reviewed. The plan is to reach out to other states and establish a workgroup composed of board members, Community Risk Reduction Coordinator Ken Brown, and a member of the SFMO. The group will look at the

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purpose and format of the plan.

b. Report from the Virginia State Fire Marshal

Chief State Fire Marshal Billy Hux presented a report on the State Fire Marshal's Office. Chief Hux's report included the addition of the Virginia Fire Marshal Academy under the State Fire Marshal's Office, an update on the NFPA 1031 class changes, and an update on the changes for the NFPA 1033 class. Chief Hux spoke about basic law enforcement training and the location of the training. An environmental investigations course was canceled because of a lack of instructors. This is being remedied and four additional classes are being offered in 2023.

The SFMO is hiring four positions to backfill the positions created for the special operations division. The primary duties for the special operations include explosives, fireworks, the hotel/motel task force, and possibly joining Virginia Department of Emergency Management SAR teams. Chief Hux explained that there was an effort to have one State Fire Marshal in each VFMA class. Radios have been integrated into the office and are issued to every State Fire Marshal. Radios also create interoperability capabilities with localities.

June 30th is the last day to complete annual mandates. Chief Hux spoke about a plan to meet with a representative from DHCD to create a better working relationship.

c. Report from the Department of Forestry  
No report from the Department of Forestry

d. Report from the Codes and Standards Subcommittee  
Little stated that BHCD expects a December adoption of the 2021 code cycle.

Johnson spoke about the May 8<sup>th</sup> BHCD meeting and that public comment has closed regarding changes. The next BHCD meeting is July 17<sup>th</sup> where the 2021 codes will be finalized.

Keith Johnson provided an update on two workgroups. SB1046 created a workgroup to discuss the inclusion of fire marshals under Title 9. This workgroup is slated to meet soon. Garrett Dyer is representing the VFSB on the workgroup. Johnson spoke with Scott Garber, who represents local fire marshals on the board, prior to making this appointment for the workgroup. SB1305 Agritourism Event Structure Technical Advisory Committee continues to meet with Chris Barry representing the VFSB. This committee is examining potential code requirements for areas that are open to the public at agritourism businesses. SB1305 requires written emergency plans, a fire extinguisher, and signage that states the area does not meet the building code.

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- e. Unfinished Business  
There was no unfinished business.

- f. New Business
  - i. Fire Prevention and Control Plan

## **LIVE FIRE TRAINING STRUCTURE COMMITTEE**

- a. Report from the Live Fire Training Structure Committee Chair  
Committee Chair Bettie Reeves-Nobles gave an update on open burn building projects across the Commonwealth. Open projects are located in Fluvanna County, Hanover County, and the City of Lynchburg.
- b. Unfinished Business  
There was no unfinished business.
- c. New Business
  - i. City of Suffolk Grant Extension  
Fire Chief Mike Barakey and Deputy Chief James Dickens spoke about the project and provided handouts outlining site plans. The city requested an extension for one year and project completion of the project in July of 2025. Deputy Chief Dickens also spoke about the significant investment made by the City of Suffolk.

James Calvert asked about the environmental impact study and whether this impacted the site plans. Dickens clarified that some changes were made based on this study, including the location of the burn building in the master plan.

Steven Sites asked about the requirements of the local building official. Chief Barakey said the building permit will be in hand by Fall 2024. The local official is considering the structure as an outside utility structure. Sites desired to make sure that Suffolk would have sufficient time to complete the project.

Chief Barakey spoke about the involvement of Theresa Hunter and thanked her for her assistance.

Spencer Willett advised the chair that a vote needed to be taken before proceeding.

**Motion:** To approve the one-year extension of the Live Fire Structure grant for the City of Suffolk

**Motion:** Calvert, **Second:** Bailey

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**Discussion on the Motion:** None

**Vote:** Unanimous

**Action:** Extension approved

- ii. City of Richmond Grant Extension  
Assistant Chief Travis Ford spoke about the plans for a new training center and going through the City of Richmond's internal process. This approval process has added time to the project, resulting in the extension request.

Johnson asked when the extension would end. Hunter stated it was a 12-month extension.

**Motion:** To approve the one-year extension of the Live Fire Structure grant for the City of Richmond

**Motion:** Bailey, **Second:** Johnston

**Discussion on the Motion:** None

**Vote:** Unanimous

**Action:** Extension approved

- iii. Goochland County Grant Extension  
Deputy Chief Mike Watkins presented on the request. Goochland was not able to secure a permit by July 1, so an extension is being requested. Captain Brandon Proffitt explained that the county has issued a purchase order and signed the design layout produced by Draeger. The plans are going through third party approval. Goochland Fire expects 30-60 days for permitting.

**Motion:** To approve the one-year extension of the Live Fire Structure grant for Goochland County

**Motion:** Bailey, **Second:** Hart

**Discussion on the Motion:** None

**Vote:** Unanimous

**Action:** Extension approved

Donald Hart apologized for interrupting the meeting.

- iv. Rockbridge County Grant Award Update  
Chief Nathan Ramsey of Rockbridge spoke about opting out of the renovation grant received by Rockbridge County in 2018. He highlighted the good support from VDFP and The Structures Group. He hesitates to ask for an additional extension because of rising costs and the current issues with the county's architecture and engineering firm. Chief Ramsey stated that county is looking at other options and thanked the Board for

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their support. He also noted Augusta County and their support.

Johnson asked VDFP staff if a grant award has ever been returned. Hunter stated this had not occurred and that the money would be placed back into the Live Fire Training Structure budget.

**Motion:** To approve Rockbridge County to opt out of their renovation grant awarded in 2018.

**Motion:** Johnston, **Second:** Johnson

**Discussion on the Motion:** None

**Vote:** Unanimous

**Action:** Accept Rockbridge's Request to Opt-Out of the 2018 Grant.

Reeves-Nobles asked about bringing these votes to the Full Board. Chair Johnson and Board Clerk Spencer Willett clarified that the business had already been handled by the Full Board in the previous motions.

## **FIRE EDUCATION AND TRAINING COMMITTEE**

- a. Report from the Fire Education and Training Committee Chair  
Committee Chair Scott Garber was absent from the meeting.
- b. Report from the Chief of Training  
Chief of Training and Operations Jamey Brads provided the report. *The attached report provides further detail.*

Reeves-Nobles asked about how much time someone needed to stay on the roll as an Adjunct Instructor to remain an employee. Brads answered that teaching one class, or technically one hour, in 12 months keeps adjunct instructors on the roll as employees.

Reeves-Nobles asked how many times someone can test for a VDFP course. Brads stated two, with a third option by locality request and approval. Calvert asked if remedial training was still required for a third test. Brads stated that was the case and explained how new analytics provided by online testing will assist with retesting. Reeves-Nobles asked if there was a timeline for retesting. Brads explained the 90-day retest rule but further explained there is flexibility with the modular program being piloted in Charlotte County. Deputy Chief Watkins asked if instructors would be able to get information related to the students score with the new online testing. Brads stated that VDFP does not have the personnel to look at each test and determine which questions were failed. This can be done on an individual basis. Johnson clarified that localities receiving scores is the goal, which Brads confirmed as online testing is implemented. Brads stated the goal is to give instructors more permission to see scores as the testing is implemented.

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Reeves-Nobles asked if anyone had their photo request rejected. Brads said yes and explained that some students do not want their photo on social media or on agency related materials.

Calvert questioned the development of electric vehicle (EV) fire training required by legislation. He asked if the training would be about EV vehicles only or an overall holistic training on EV/battery emergencies. Calvert also asked about the duration of the training. Brads said less than four hours is expected and that the training would be holistic to meet the requirements of the legislation and the needs of the fire service.

Brads spoke about the rising issue of no-show students at VDFP classes and the increasing number of withdrawals that occur with too little time to replace the student in the class. This creates vacancies in classes that are sought after but cannot be filled because students withdrew just prior to the class beginning in the 48-72 hours before the class.

Reeves-Nobles asked about how many students were on the waiting lists for the class referenced by Brads. He stated 15, which could not attend because of the withdrawals occurring so close to the class starting.

Johnson asked if the local agency is notified if the student withdrew. Brads did not provide an answer but stated that Cornerstone notifies the student at various intervals of the upcoming class. Johnson spoke about putting people in classes and that local departments often have to cover that position by hiring overtime.

Brads also spoke about the National Fire Academy no show policy and how no-show students are suspended for two years. Reeves-Nobles questioned if people are notified of suspension. Brads offered clarification on the suspensions only being for classes held at the National Fire Academy.

Calvert commended Training and Operations on the podcast released. Calvert asked about a posttest at the instructor college mentioned in Brads' report. Brads spoke to the posttest and that the agency was in the analysis stage. Calvert asked about latency issues with the online testing. He further asked if using the community college system's IT infrastructure would increase the speed. Brads specified that a single server is being used instead of the cloud server recommended by the company. This led to the latency issue, not the system itself.

Calvert spoke about remediation of students who fail testing. He stated that online testing can assist this if scores are known to instructors. Calvert also commended Division Chief Price for his hard work.

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Amanda Kennedy spoke about how mechanisms are in place to assist in identifying areas of weakness for students.

Ford asked if there was a mechanism for localities to determine who from their department applied for a class, such as a train-the-trainer, without approval of the department. Brads stated he would look into the issue to determine what VDFP can do to assist departments with this.

Chair Johnson clarified that questions should be directed towards Board business.

- c. Unfinished Business  
There was no unfinished business
- d. New Business  
There was no new business

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

- a. Report from the Administration, Policy, and Finance Committee Chair  
Committee Chair Abbey Johnston spoke about the good work the committee has been doing, specifically related to legislative gains.
- b. Report from VDFP Administration  
Assistant Chief of Administration Theresa Hunter presented on Aid-To-Locality funding, open burn building projects, the FY23 Live Structure budget, and proposed FY24 Live Structure budget. *See attached reports from VDFP Administration*
- c. Unfinished Business
  - i. Virginia Fire Services Board Studies Review
    - 1. Sussex Update
    - 2. Town of Lebanon Update

Johnston stated that the Virginia Fire Services Board has completed their recommendations for the Sussex County Fire and EMS Study, but the Office of EMS has not submitted recommendations to be included. She also highlighted that the Town of Lebanon was looking for a review of their system, not a full-fledged study. Walter Bailey concurred with this and stated that Lebanon has not contacted him to move further.

Willett concurred with Johnston regarding Sussex County and stated the report should be completed for the September meeting.

- ii. Governor's Fire Service Awards  
Johnson spoke about how he hopes the new manual will streamline the



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process for the Governor's Fire Service Awards. Willett requested that the VFSB vote on the manual.

**Motion:** To approve the Governor's Fire Service Awards Manual

**Motion:** Johnston, **Second:** Johnson

**Discussion on the Motion:** None

**Vote:** Unanimous

**Action:** Manual Approved

iii. Virginia Line of Duty Death Notification

Steven Sites spoke about the need to identify line of duty deaths or deaths in the fire service. He spoke about how notification is often informal and found through social media or word of mouth. Sites suggested that the Board consider some type of notification be made when a death occurs.

Johnston suggested the Board send a letter each time a death occurs.

Johnson spoke about the difficulty of this and the need to include a death of any active fire service member. Line of Duty Death status is often not legally conferred for a significant amount of time pending an investigation. Including retirees or former volunteers would be a significant challenge. Johnson worried that the Board could possibly miss sending a letter and offend a family or department.

iv. Fire and EMS Study Updates

Willett provided an update on the Fire and EMS Study Manual. This manual is not complete and will not be produced for board approval until the HB2175 Workgroup concludes in the Fall.

Walt Bailey provided an update on the Pulaski County Fire and EMS presentation. He stated that an outside contractor also produced a study for Pulaski County for approximately \$50,000. The recommendations made by the contractor were almost identical to the ones made by the VFSB. This supports the strong work being done by VDFP and the VFSB, along with the Office of EMS and Department of Forestry. Ben Reedy spoke about working with this contractor on future studies. Bailey suggested they be invited to a future committee meeting.

d. New Business

There was no new business

## **COMMENTS FROM THE CHAIR OF THE BOARD**

Chair Keith Johnson thanked VDFP for the Virginia Fallen Firefighter and EMS Memorial Service. Johnson also spoke about the new Secretary of Public Safety and

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Homeland Security. He informed the Board that fire service stakeholders are seeking a meeting with Secretary Cole to introduce themselves and advocate for the fire service. The Virginia Fire Chief's Association are leading that effort.

## **FULL BOARD BUSINESS**

### a. Unfinished Business

#### i. HB 2175 Workgroup Update

Willett provided an update on the HB2175 Workgroup. The Virginia Fire and EMS Needs Assessment and Survey was released on June 9<sup>th</sup> and asks localities about funding, staffing, and other fire and EMS issues. The final report for the workgroup is due October 1<sup>st</sup>.

Bailey commended the strong work by VFSB member Donald Hart and the Director of Intergovernmental Affairs for the Virginia Association of Counties Jeremy Bennett with the workgroup.

#### ii. Community College FF I & FF II Program Update

Calvert spoke about using community college programs to do online testing. Calvert also stated that some community colleges are attempting to include FF I and FF II in their curriculum. He stated that there would be an update coming in the next few weeks.

#### iii. Online Testing Update

Chief of Training and Operations Jamey Brads provided this update during his report.

### b. New Business

#### i. Virginia Public Safety Memorial Update

Johnson spoke about the issues surrounding the inclusion of new names on the Virginia Public Safety Memorial in Richmond. The names have not been updated in four years and the Virginia Public Safety Foundation is not using the LODA process to determine who goes on the wall. Johnson questioned how this was the case if the foundation's standards state that LODA will be used.

**Motion:** To send a letter to the Virginia Public Safety Foundation inquiring about the addition of names to the memorial wall and ask the foundation's chair to attend the VFSB meeting in September.

**Motion:** Johnson, **Second:** Calvert

**Discussion on the Motion:** None

**Vote:** Unanimous

**Action:** Approved, letter will be sent to the Virginia Public Safety Foundation

#### ii. Update from Board Liaison Spencer Willett

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VFSB Clerk and Liaison Spencer Willett provided an update on board matters. A sign was ordered to announce board meetings at conferences and was on display outside the meeting. Badges were ordered for board members to wear at conferences. These badges are property of the agency and must be returned when a board members service ends. Copies of NFPA 1402 and 1403 were provided to members of the Live Fire Training Structure Committee. Additional microphones and other AV equipment is on order for the board's use. Willett commended Antonino Crew, IT Manager with VDFP, for his assistance.

Willett also informed the board of upcoming changes to VFSB documents related to Executive Order #19 (2022). These are being included in VDFP's Uniformed Regulatory Report and will be on the board agenda in September. Willett also informed the board of other regulatory changes related to the VFSB.

iii. Virginia Fire Service's Board Elections

Chair Johnson moved that a chair pro tem be appointed for elections.

**Motion:** To elect Bettie Reeves-Noble as Chair Pro Tem

**Motion:** Johnson, **Second:** Bailey

**Discussion on the Motion:** None

**Vote:** Unanimous

**Action:** Reeves-Noble assumes Chair Pro Tem

Chair Pro Tem Reeves-Nobles called for nominations for Chair of the Virginia Fire Services Board.

Nominations for Chair of the Virginia Fire Services Board:

Walt Bailey nominates Keith Johnson.

No further nominations were made. Chair Pro Tem Reeves-Nobles called for a vote for Chair of the Virginia Fire Services Board. The Board unanimously selected Keith Johnson as Chair of the Virginia Fire Services Board.

Chair Pro Tem Reeves-Nobles called for nominations for Vice Chair of the Virginia Fire Services Board.

Nominations for Vice Chair of the Virginia Fire Services Board:

James Calvert nominated Abbey Johnston.

No further nominations were made. Chair Pro Tem Reeves-Nobles called for a vote for Vice Chair of the Virginia Fire Services Board. The Board

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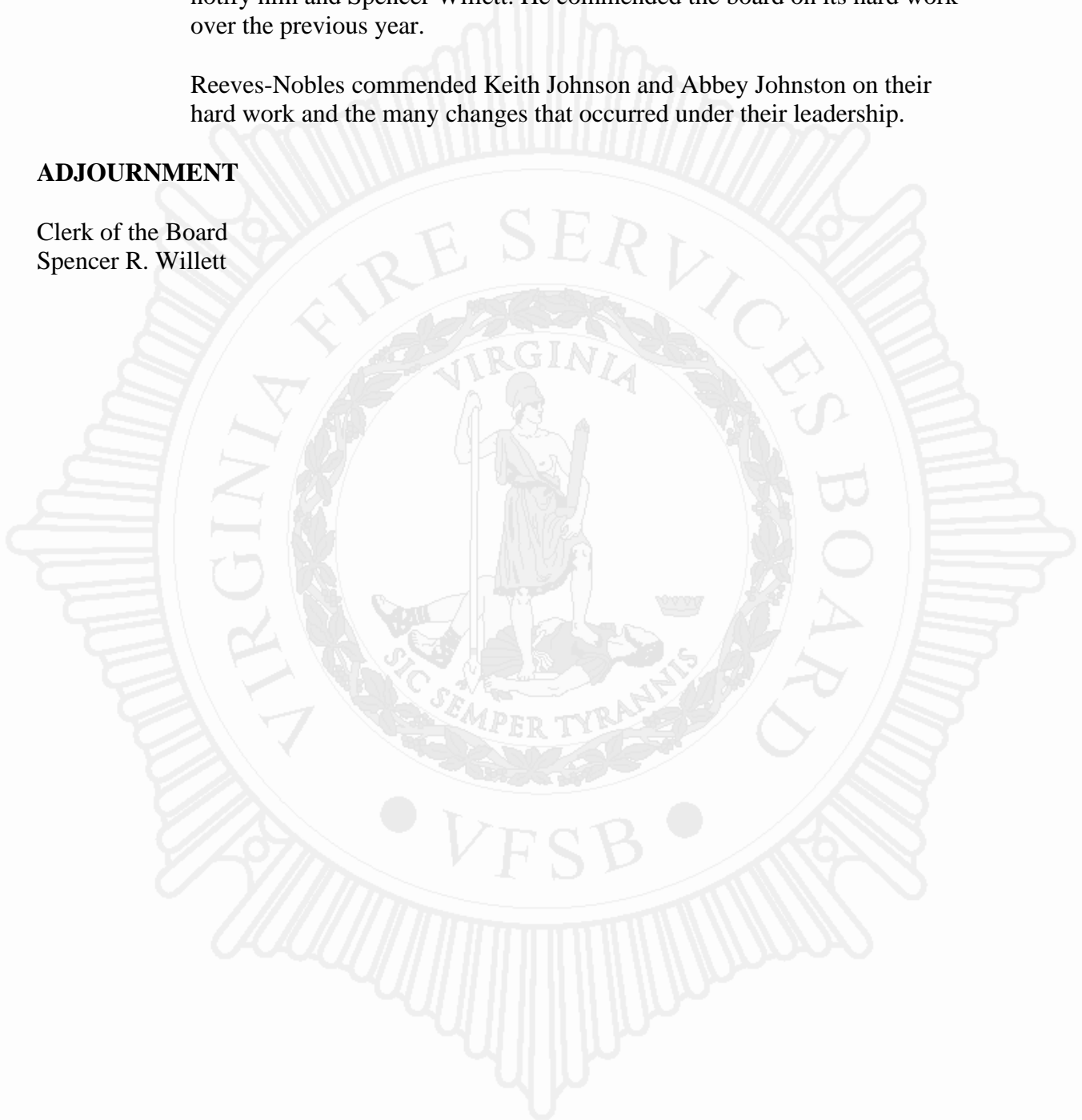
unanimously selected Abbey Johnston as Vice Chair of the Virginia Fire Services Board.

Chair Johnson asked that Board Members who wish to change committees notify him and Spencer Willett. He commended the board on its hard work over the previous year.

Reeves-Nobles commended Keith Johnson and Abbey Johnston on their hard work and the many changes that occurred under their leadership.

## **ADJOURNMENT**

Clerk of the Board  
Spencer R. Willett



### FY-2023 Fire Programs Fund Aid to Localities Payments

Pay Cycle	Date Pymt. Requested	No. of Localities	% of Localities	Amount	% of Funds
1	9/24/22	126	39.1%	\$15,966,245	43.9%
2	12/23/22	50	15.5%	\$6,186,264	17.0%
3	3/17/2023	46	14.3%	\$2,572,046	7.1%
4			0.0%		0.0%
5			0.0%		0.0%
Funds Released		222	68.9%	\$24,724,555	67.9%
Total Funds Not Released		100	31.1%	\$11,684,646	32.1%
ATL Total		322	100.0%	\$36,409,201	100.0%



# COMMONWEALTH of VIRGINIA

## Virginia Department of Fire Programs

L. Brad Creasy  
EXECUTIVE DIRECTOR

Nicholas Nanna  
DEPUTY DIRECTOR

June 5, 2023

Dear Board Members,

As the coordinator of the Virginia Fallen Firefighters and EMS Memorial Service, I want to update you on the status of the Commonwealth Public Safety Memorial at Capitol Square.

Prior to the COVID-19 pandemic, VDFP and other partners would host an event on the Friday evening prior to the Memorial Service to offer families an opportunity to see their loved one's name on the Memorial.

The Virginia Association of Chiefs of Police took over management of the Virginia Public Safety Foundation in January 2020. Due to changes on the Board of Directors and other factors, the VPSF began requiring the submission of an application and supporting documentation. In the words of the Communications Manager for the VPSF, "simply being approved for LODA death benefits is NOT the sole criteria for being approved for the wall. We need the applications and supporting documentation to edify the decision to engrave a name for posterity." The VPSF standards for inclusion of names at the Commonwealth Public Safety Memorial are included at the end of this letter.

The first names to be engraved on the Memorial since 2019, were engraved in early May 2023 of which, one was a firefighter — Christopher Griffin (Norfolk Fire-Rescue).

The VPSF is working to streamline the application process. VPSF President, Nancy Rodrigues, anticipates that the revised process will be ready in September and has offered to attend the September VFSB meeting to explain the updated process.

Based on my records, there are 25 fallen firefighters and EMS professionals who appeared on the LODA rosters between 2020-2023 that have not been engraved on the wall.

Once the new application is available, I suggest VDFP staff, with assistance from VFSB members, make it a priority to brief the departments below to get as many of the applications submitted as possible.

**2023:**

- Gary Campbell, Spotsylvania Fire, Rescue and Emergency Management
- TyVaughn Eldridge, Chesterfield Fire & EMS
- Robert Nelms, Fries Fire and Rescue
- Jeffrey Rizzo, Loudoun County Fire and Rescue
- Kimberly Schoppa, Fairfax County Fire and Rescue
- James Sturgill, Pound Volunteer Fire Department
- Gregory Thomas, Danville Fire Department
- Michael Webb, Callaway Volunteer Fire Department
- Herbert Wilcox, Rocky Mount Fire Department

**2022:**

- Todd Landreth, Norfolk International Airport Fire Department
- Sean Land, Virginia Beach Fire Department
- Lawrence J. Phipps, Sr., Hanover Fire-EMS
- Lyndell Woods, Fort Lewis Volunteer Fire Department

**2021 & 2020:**

- Charles Woods, Adwolfe Volunteer Fire Department
- John Laronda, Altavista Fire Company
- Joseph Mary, Richmond Department of Fire & Emergency Services.
- Robert Thomas, Fieldale Volunteer Fire Department
- Rubin O. Lineberry, Jr., Dublin Volunteer Fire Department
  
- Dennis L. Brent, Charlottesville Fire Department
- Eddie T. Vick, Stony Creek Volunteer Fire Department/Sussex County
- Kenneth W. Smith, Madison County Volunteer Fire Department
- Owen L. Lewis, Jr., Rocky Mount Volunteer Fire Department
- Tommie L. Collier, Crozet Volunteer Fire Department
- Vivian T. Crawford, Scruggs Volunteer Fire and Rescue
- William H. Moore IV, Amelia County Volunteer Fire Department

It is my hope that together, we can get these fallen heroes, who qualified under the Line of Duty Act, engraved on the wall built for them.

Sincerely,



Will Merritt  
Public Information Officer  
Virginia Department of Fire Programs



## **Standards for the inclusion of names at the Commonwealth Public Safety Memorial**

The memorial is intended to honor public safety officers who have died in the line of duty.

“Public safety officer” is defined by the Line of Duty Act (LODA). (§ 9.1-801)

Inclusion shall be determined as a result of the investigation completed by Virginia State Police following an officer’s death. (§ 9.1-403)

Cases investigated by Virginia State Police and determined not to be a line of duty death (LODD) shall not be included.

A census shall be conducted to collect for further investigation names which do not appear on the LODA roster provided by the Department of Accounts.

Cases that do not appear on the Commonwealth’s LODA roster shall be reviewed by a panel appointed by the Secretary of Public Safety and consisting of no fewer than five individuals representing various branches of public safety service. The panel shall be administered by Virginia Public Safety Foundation (VPSF).

The panel shall apply, to the best of its ability, the standards outlined in the LODA. This is to include killed in action and presumption cases. (§ 9.1-402)

Knowing that a full investigation of each case is not possible, panelists will review supporting materials submitted as part of the census, including incident reports, agency files, obituaries, and other news articles.

The LODD Panel will make one of three determinations for each record: approved, determination postponed due to a lack of information, and does not meet standards.

Agency chiefs will be notified of the panel’s decision in a letter which will describe the process that can be taken to file an appeal.

Agency chiefs will be the only persons permitted to file an appeal. A family member may initiate an appeal but must coordinate with the corresponding agency chief and may only file an appeal if the request to do so is denied by the agency.

The Public Safety Memorial Commission, appointed by the governor, will review appeals until the memorial is completed and the commission dissolved, at which time the LODD panel will consider appeals.



# FY2023 Live Structural Budget:

Carried forward Balance from FY22	3,742,374
FY23 Annual Appropriation	975,000
VFIRS FY22 Carryover	17,300
<b>Total FY 23 Funding</b>	<b>4,734,674</b>

	Total Project Awarded	Prior Year Payments	FY23 Estimated Payments	FY23 Actual Payments	Obligation Balance
<b><u>Burn Building Construction Projects</u></b>					
FLUVANNA, County FY18	480,000	112,500	0		367,500
HANOVER County FY20	450,000	112,500	337,500		337,500
SUFFOLK County FY21	480,000		112,500		480,000
GOOCHLAND County	480,000		112,500		480,000
RICHMOND City	480,000		112,500	-	480,000
	<u>2,370,000</u>	<u>225,000</u>	<u>675,000</u>	<u>0</u>	<u>2,145,000</u>
<b><u>Burn Building Renovation / Repair Projects</u></b>					
ROCKBRIDGE County (renovation) FY19	445,204		445,204		445,204
Shenandoah County (repair) FY21	13,621		13,621	6,700.40	6,921
Lynchburg City (repair) FY22	38,849		38,849		38,849
Virginia Beach City (repair) FY22	34,549		34,549		34,549
Bedford County (repair) FY22	49,627		49,627	49,627.00	0
Buckingham County (repair) FY23	8,820		8,820		8,820
	<u>590,670</u>	<u>0</u>	<u>590,670</u>	<u>56,327.40</u>	<u>534,343</u>
<b>Impingement Project (Repair-Thermal Lining FY22)</b>	<b>732,284</b>		<b>366,142</b>		<b>732,284</b>
Estimated full compliance over 5 years, per yr cost	732,284	0	366,142	0	732,284
<b><u>Regional Fire Services Training Facilities Projects</u></b>					
Accomack County FY22	50,000		50,000	50,000	-
Richmond City FY22	50,000		50,000		50,000
Rockingham County FY23	50,000		50,000		50,000
Bedford Town FY23	19,203		19,203	19,203	-
	<u>169,203</u>	<u>0</u>	<u>169,203</u>	<u>69,203</u>	<u>100,000</u>
<b><u>DFP BBldg Supt - A/E Contract</u></b>					
DFP BBldg - Inspections A/E Contract	525,000	-	250,000		525,000
DFP BBldg - Consulting	75,000		75,000	48,728	26,273
DFP (DIRECT) BBldg - Mobile Burn Cells	0	-	0	-	-
	<u>600,000</u>	<u>0</u>	<u>325,000</u>	<u>48,728</u>	<u>551,273</u>
<b>NEW Construction Projects</b>	<b>2,370,000</b>	<b>225,000</b>	<b>675,000</b>	<b>0</b>	<b>2,145,000</b>
<b>RENOV / REPAIR Projects</b>	<b>590,670</b>	<b>0</b>	<b>590,670</b>	<b>56,327</b>	<b>534,343</b>
<b>Impingement Project (Repair-Thermal Lining)</b>	<b>732,284</b>	<b>0</b>	<b>366,142</b>	<b>0</b>	<b>732,284</b>
<b>RFSTG Projects</b>	<b>169,203</b>	<b>0</b>	<b>169,203</b>	<b>69,203</b>	<b>100,000</b>
<b>DFP <u>direct</u> BBldg Support</b>	<b>600,000</b>	<b>0</b>	<b>325,000</b>	<b>48,728</b>	<b>551,273</b>
<b>Total Multi-Year Awards</b>	<b><u>4,462,157</u></b>	<b><u>225,000</u></b>	<b><u>2,126,015</u></b>	<b><u>174,258</u></b>	<b><u>4,062,899</u></b>

Estimate Cash on hand 5-30-23 4,560,417

**Unobligated 497,517**

# FY2024 Live Structural Proposed Budget:

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

	Total Project Awarded	Prior Year Payments	FY24 Estimated Payments	FY24 Actual Payments	Obligation Balance
<b><u>Burn Building Construction Projects</u></b>					
FLUVANNA, County FY18	480,000	112,500	0		367,500
HANOVER County FY20	450,000	112,500	337,500		337,500
SUFFOLK County FY21	480,000		112,500		480,000
GOOCHLAND County	480,000		112,500		480,000
RICHMOND City	480,000		112,500	-	480,000
	<u>2,370,000</u>	<u>225,000</u>	<u>675,000</u>	<u>0</u>	<u>2,145,000</u>
<b><u>Burn Building Renovation / Repair Projects</u></b>					
Lynchburg City (repair) FY22	38,849		38,849		38,849
Virginia Beach City (repair) FY22	34,549		34,549		34,549
Buckingham County (repair) FY23	8,820		8,820		8,820
	<u>82,218</u>	<u>0</u>	<u>82,218</u>	<u>-</u>	<u>82,218</u>
Impingement Project (Repair-Thermal Lining FY22)	732,284		366,142		732,284
Estimated full compliance over 5 years, per yr cost	732,284	0	366,142	0	732,284
<b><u>Regional Fire Services Training Facilities Projects</u></b>					
Richmond City FY22	50,000		50,000		50,000
Rockingham County FY23	50,000		50,000		50,000
	<u>100,000</u>	<u>0</u>	<u>100,000</u>	<u>0</u>	<u>100,000</u>
<b><u>DFP BBldg Supt - A/E Contract</u></b>					
DFP BBldg - Inspections A/E Contract	525,000	-	250,000		525,000
DFP BBldg - Consulting	75,000		75,000		75,000
DFP (DIRECT) BBldg - Mobile Burn Cells	0	-	0	-	-
	<u>600,000</u>	<u>0</u>	<u>325,000</u>	<u>0</u>	<u>600,000</u>
NEW Construction Projects	2,370,000	225,000	675,000	0	2,145,000
RENOV / REPAIR Projects	82,218	0	82,218	0	82,218
Impingement Project (Repair-Thermal Lining)	732,284	0	366,142	0	732,284
RFSTG Projects	100,000	0	100,000	0	100,000
DFP <b>direct</b> BBldg Support	600,000	0	325,000	0	600,000
<b>Total Multi-Year Awards</b>	<b><u>3,884,502</u></b>	<b><u>225,000</u></b>	<b><u>1,548,360</u></b>	<b><u>0</u></b>	<b><u>3,659,502</u></b>

Estimate Cash on hand 7/1/23 5,544,317

**Unobligated 1,884,815**



GOOCHLAND COUNTY  
DEPARTMENT of FIRE-RESCUE  
and EMERGENCY SERVICES  
PO Box 247 \* Goochland, Virginia 23063-0306  
Phone (804) 556-5304 \* Fax (804) 556-2613

May 16, 2022  
Theresa Hunter  
Interim Assistant Chief of Administration  
Virginia Department of Fire Programs  
1001 Technology Park Drive  
Glen Allen, VA 23059

Ms. Hunter,

Goochland County Fire-Rescue is requesting a one-year grant extension from the Virginia Fire Services Board for the construction of our container-style burn structure.

The extension is requested as we were not able to move forward on the project until the Virginia Fire Services Board reviewed and approved our project in February 2023. The department has completed the procurement process with the Goochland County Purchasing officer, which covers the total cost of the structure to include grant support. The vendor, Draeger, presented initial concept drawings and engineers, as well as a draft timeline for construction.

The department recognizes that the initial building permit will not be in place by the grant deadline of July 1, 2023. We look forward to working with Fire Programs to complete the design review so that we can continue to make progress.

Thank you for your continued support for this project and the Virginia fire service.

Sincerely,

J. Mike Watkins, EFO, MPA, BSN, NRP  
Deputy Chief  
Goochland County  
Department of Fire-Rescue and Emergency Services  
804-310-3592  
mwatkins@goochlandva.us



# Governor's Fire Service Awards Manual

An informative guide for applying for the  
Governor's Fire Service Awards

*Prepared by the*  
Virginia Fire Services Board  
Virginia Department of Fire Programs

## Table of Contents

- Governor's Fire Service Awards Overview
- Authority to Issue Awards
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## **Governor's Fire Service Awards Overview**

The Governor's Fire Service Awards were established in 2002 as a formal recognition of excellence in Virginia's Fire Services. The awards are presented annually to recipients in eight categories. Each category, save the Private Sector Excellence and Civilian Excellence in Fire Service Support, includes a volunteer and career recipient. Those eight categories include:

### **Governors' Award for Excellence in Virginia Fire Services**

**CRITERIA:** An individual or organization that exemplifies an outstanding dedication to helping protect the citizens of Virginia against the devastating effects of fire, not only in their own jurisdictions, but in other areas of the Commonwealth. Individual/organization that demonstrate exceptional dedication to sound management principles and excellence in fire service leadership in their department and within Virginia.

**ELIGIBILITY:** Any individual or organization belonging to a recognized municipal, state or DOD Fire Department, or assigned to a suppression force or team working directly for the Commonwealth of Virginia or the United States Federal Government working within the Commonwealth of Virginia.

### **Governors' Award for Excellence in Community Risk Reduction**

**CRITERIA:** An individual or organization that exemplifies outstanding dedication and service for the furtherance of Virginia Public Fire & Life Safety Education not only in their own department, but in other areas of the Commonwealth as well. An individual or organization that exhibits exceptional commitment to the field of fire prevention; to include the adoption, amendment or interpretation of the Statewide Fire Prevention Code, Statewide Building Code, other related codes or fire prevention principles that would impact not only their own jurisdiction but other localities as well.

**ELIGIBILITY:** Any individual or organization belonging to a recognized municipal, state or DOD Fire Department, or assigned to a suppression force or team working directly for the Commonwealth of Virginia or for the United States Federal Government working within the Commonwealth of Virginia and are engaged in Virginia Public Fire & Life Safety Education.



## **Governors' Award for Excellence in Virginia's Fire Services Training**

*CRITERIA:* Any individual or organization providing lesson plans, support or delivery of programs within the Commonwealth which are fire service related. This award is given to an individual that has shown dedication, ingenuity, and commitment in fire suppression training. Nominees activities must include contributions to the fire training process throughout the Commonwealth of Virginia.

*ELIGIBILITY:* Any instructor belonging to a recognized municipal, state or DOD Fire Department, or assigned to a suppression force or team working directly for the Commonwealth of Virginia or for the United States Federal Government, or organization working within the Commonwealth of Virginia.

## **Governors' Award for Outstanding Fire Department Response**

*CRITERIA:* Any outstanding Fire Department Response made in the last year, that demonstrates mutual aid, integration of multiple system components, interagency interfacing and cooperation, or complex assessment or rescue. This award recognizes personnel that displayed critical decision-making abilities or engaged in similarly noteworthy actions that contributed to the successful outcome of an incident. The nomination must include a copy of the VFIRS report and a specific example showing what/how this was accomplished

*ELIGIBILITY:* Any fire service organization.

## **Governors' Award for Private Sector Excellence in Virginia Fire Service Support**

*CRITERIA:* Any private sector or nonprofit entity that has demonstrated exceptional dedication to the success of Virginia Fire Services throughout the Commonwealth of Virginia by promoting outstanding contributions that further the advancement of the Fire Service.

*ELIGIBILITY:* Any private sector or nonprofit organization.

## **Governors' Award for Civilian Excellence in Virginia Fire Service Support**

*CRITERIA:* Any civilian or organization, with no fire service affiliation or are administrative professionals, fire corps volunteers and other policy makers who exemplify an outstanding dedication to helping protect the citizens of Virginia against the devastating effects of fire. This nominee would have participated in projects, programs or committees that support the highest traditions of the fire and rescue service and have had significant impact to the citizens of Virginia.



*ELIGIBILITY:* Any citizen or organization, with no fire service affiliation, or administrative professionals, fire corps volunteers and other policy makers within the Commonwealth of Virginia.

### **Governor's Virginia Firefighter of the Year**

*CRITERIA:* Any paid or volunteer firefighter that exemplifies outstanding performance and dedication within his/her own department to enhance fire safety for the citizens they serve. This individual would demonstrate efforts of furthering the safety, well-being, and care of citizens that promote notable improvements and precautions for fire safety.

*ELIGIBILITY:* Any paid or volunteer firefighter within the Commonwealth of Virginia.

### **Governor's Virginia Fire Chief of the Year**

*CRITERIA:* Any paid or volunteer fire chief that exemplifies outstanding performance and dedication to the fire service. This individual promotes outstanding leadership, innovation, professional development, integrity, along with superior service to the public and a high level of contributions to the fire service as a whole with notable record of service and achievements.

*ELIGIBILITY:* Any paid or volunteer fire chief within the Commonwealth of Virginia.

### **Authority to Issue Awards**

The authority to issue the Governor's Fire Service Awards is derived from the authority of the Governor of the Commonwealth of Virginia. The Office of the Governor delegates the authority to solicit candidates and make selections to the Virginia Fire Services Board and the Virginia Department of Fire Programs. The Office of the Governor and the Office of the Secretary of Public Safety and Homeland Security hold the ultimate authority concerning the Governor's Fire Service Awards.

### **Governor's Fire Service Awards Timeline**

Application Process	Yearlong
Applications Due	December 1 <sup>st</sup>
Materials Sent to First Round	1 Week after Application Due Date
First Round Complete	4 <sup>th</sup> Friday in December
Second Round Complete	First Friday in January
Final List to Governor's Office	Second Tuesday in January





Notification's Made to Department/ Entity	Last Friday in January
Awards Arrive from Supplier	Early February

*This schedule is subject to change depending on the needs of the VFSB, VDFP, and the Office of the Governor.*

## **Role of the Virginia Department of Fire Programs**

The Virginia Department of Fire Programs (VDFP), which serves as the training arm for firefighters in the Commonwealth of Virginia, shall provide both technical assistance and assist in selecting candidates for the Governor's Fire Service Awards. The Virginia Department of Fire Programs shall provide the necessary logistics and staff to assist in making the awards possible. This duty shall fall primarily to the Government Affairs Manager, who should be responsible for coordinating the awards process, maintaining the process, and other duties related to the Governor's Fire Service Awards. The Government Affairs Manager should work in collaboration with the VDFP Public Information Officer and other VDFP staff members to advertise the awards and maintain an application form online.

Technical Duties of VDFP include:

- Advertising the Governor's Fire Service Awards
- Maintaining records of the Governor's Fire Service Awards that comply with all laws and policies of the Commonwealth of Virginia.
- Coordinating the First and Second Rounds of the selection process.
- Communicating with the Secretary of Public Safety and Homeland Security and Office of the Governor.
- Procuring awards from an approved vendor that meets the needs of the Governor's Fire Service Awards
- Coordinating with the Virginia Fire Chiefs Association for the awards presentation.

VDFP shall also be involved in the selection of the award recipients. Historically, VDFP staff and members of the Virginia Fire Services Board (VFSB) worked together to select the recipients of the Governor's Fire Service Awards. Two members of VDFP staff shall serve in the first round of the awards selection process. These two members shall be members of VDFP staff, of which one must have a fire service background. A fire service background is a staff member who previously or currently serves as a firefighter in the Commonwealth of Virginia. The other staff member shall not have an active firefighting background. A single staff member, not involved in the first round, shall also serve on the second-round panel. This staff member shall not have nominated any candidates for the Governor's Fire Service Awards.

These staff members shall be selected by the Executive Director and communicated to the Government Affairs Manager by the 2<sup>nd</sup> Friday in December. The staff members selected cannot



include the Government Affairs Manager. Duties of the VDFP staff members shall be the same as VFSB members as outlined in the First Round and Second Round Procedures section below.

## **Role of the Virginia Fire Services Board**

The Virginia Fire Services Board (VFSB) serves as a policy board appointed by the Governor of Virginia that has the responsibility for promoting the coordination and the efforts of fire service organizations at the state and local levels. The VFSB takes an active role in assisting Virginia's fire service and in the Governor's Fire Service Awards. The VFSB shall be the primary sponsor, in coordination with the Governor, of the Governor's Fire Service Awards. The VFSB shall have the power to make selections for the awards and alter the process in consultation with the Governor. Members of the VFSB who participate in the Governor's Fire Service Awards shall be selected by the Chair and must take an active role in the process.

Two members of the VFSB shall participate in the first-round process as outlined below. Additionally, two more members, who did not participate in the first round, shall serve on the panel in the second round. VFSB members who are familiar with candidates for awards shall use discretion regarding conflict of interest. A member shall recuse themselves from considering nominations in an award category if they have nominated or have a working knowledge of candidates being considering in that category.

The Chair of the Virginia Fire Services Board shall communicate the selected members to the Government Affairs Manager by the 2<sup>nd</sup> Friday in December.

## **First Round Procedures**

First round procedures refer to the initial screening of applications by members of the Virginia Fire Services Board and the Virginia Department of Fire Programs. The first round shall also create a list of the top three candidates in each category for submission to the panel as outlined in the Second Round Procedures. Participating members in the first round include two representatives of VDFP and two members of the VFSB.

The first round shall be a blind screening process. The names of the candidates, names of the department/organization, and other identifying information shall be removed from the application prior to consideration by the members participating in the first round. Members participating in the first round shall also not communicate with each other about their scoring. Each member shall be furnished with each candidate's application and supporting documentation, along with a scoring sheet template. First round members shall score each application using the selection criteria and submit this information to the Government Affairs Manager. All members shall submit their scoring sheets to the Government Affairs Manager by the 4<sup>th</sup> Friday in December. The Government Affairs Manager shall tally the scores and create a



list of the top three candidates in each category. These candidates shall be submitted to the second round. The Executive Director of VDFP and the Chair of the VFSB may request to review the scoring process to maintain transparency.

## **Second Round Procedures**

The second round of the process includes a review of the top candidates, as selected in the first round, by a panel consisting of two VFSB members, two members of the general public, and one VDFP staff member. As noted above, the VFSB and VDFP members shall not have participated in the first round. The panel shall meet by the first Friday in January and select the top candidate from each category. The panel shall be furnished the aggregate scores of each candidate, their application, and supporting documents for review prior to the meeting. The panel shall meet, either in person or virtually, to discuss the candidates and render a decision. Each category will be handled independently, and a silent vote shall be taken once discussion has ceased. The Government Affairs Manager shall be present and oversee the voting. The winner will be announced to the panel once voting has ended. All panel members shall keep the winners confidential until the awards ceremony.

Members of the general public shall not have a fire service background and shall be selected on a first come, first serve basis. VDFP will solicit members of the public to join the panel via an online application. Members of the general public must also be credible and reputable citizens that will honorably represent the Virginia Fire Services Board, Virginia Department of Fire Programs, and the Governor of Virginia. The Virginia Department of Fire Programs and Virginia Fire Services Board reserves the right to deny candidates from the general public if they are not deemed to be credible and reputable.

## **Application Requirements**

Each application shall include the following documents:

- A completed application form on the VDFP website
- A summary/writeup of the award candidate
- At least one letter of recommendation
- A letter from the highest ranking official (or his/her designee) of the department or entity being represented.
- A VFIRS report for outstanding fire department response.

Additional supporting documents, including resumes, additional letters of recommendation, news articles, awards citations, and any other pertinent information is encouraged. Awards selection group members of VDFP, the VFSB, and the general public will have access to all documents and will make decisions based on all documents available to the selection team.



## Notification Procedures

VDFP staff will give appropriate notice to the highest-ranking official from the department or entity the nominee is representing. The highest-ranking official shall be informed of the award and its nominee. The purpose of this notification is to seek confirmation of the facts and whether the nominee is a member in good standing of the department or entity and will represent the Office of the Governor in a positive manner.

Once confirmation is obtained from the highest ranking official and approval by the Office of the Governor confirming the award recipient, VDFP staff will provide notification to the highest ranking official of the department or entity and the award recipient that they are receiving a Governors Fire Service Award. Details should include the date, time and place of the award ceremony with an invitation to guests.

## Appendix

### 1. Governor's Fire Service Awards Scoring Sheet

Keith Johnson Chair Virginia Fire Services Board	L. Brad Creasy Executive Director Virginia Department of Fire Programs



## Summary of Open Project 6-1-23

### Burn Building Construction Projects: 5 open

FLUVANNA County awarded FY18 480,000

- Procurement solicitation completed in November 2022. Only one bidder for the building, no bidders for the site work. County Administrator is working on securing additional funding for the site work.

HANOVER County awarded FY20 450,000

- Project construction is near completion.

SUFFOLK County awarded FY21 480,000

- Requesting a one year extension. Request is an agenda item for the June Meeting.

RICHMOND City awarded FY23 480,000

- Requesting a one year extension. Request is an agenda item for the June Meeting.

GOOCHLAND County awarded FY23 480,000

- Requesting a one year extension. Request is an agenda item for the June Meeting

### Burn Building Renovation / Repair Projects

ROCKBRIDGE County (renovation) awarded FY19 \$445,204

- Decided to cancel the renovation project due to A&E issues. Listed as an agenda item for the June meeting.

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

- Issued 6 month no cost extension on January 26, 2023. New end date August 17, 2023



CITY OF RICHMOND

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DEPARTMENT OF FIRE  
AND EMERGENCY  
SERVICES

May 11, 2023

Virginia Department of Fire Programs  
1005 Technology Park Drive  
Glen Allen, VA 23059

Executive Director Creasy:

The Richmond Department of Fire and Emergency Services is requesting a 12 month extension to complete the Live Fire Training Structure Grant activities. We have selected the prototype, but are still finalizing the final cost estimate for the Draeger system, in order for us to move forward at this time.

Thank you for your consideration in this matter. If you have any questions, feel free to contact Assistant Chief Travis Ford at 804-564-7425 or via email at [travis.ford@rva.gov](mailto:travis.ford@rva.gov).

Sincerely,

Melvin D. Carter  
Chief of Fire



# County of Rockbridge

*Office of Fire-Rescue & Emergency Management*  
100 Baner Lane Buena Vista, Virginia 24416 Office: (540) 572-4213

May 15, 2023

Virginia Department Fire Programs  
1005 Technology Drive  
Glen Allen Virginia, 23059

RE: Burn Building Grant

Dear Grants and Budget Manager,

On May 4, 2018, the Fire Services Board awarded Rockbridge County Fire-Rescue \$445,204 to renovate the existing burn building located at 11 Vista Links Drive Buena Vista VA, 24416. Since the award date, the Board has granted three extensions. The fifth cursory review was submitted to our A&E firm, Engineering Solutions and Construction Management on August 11, 2022. As of this date, the unresolved items as outlined in the review has not been addressed. In fact, only one response from our A&E firm was recorded in January 2023.

Rockbridge County Fire-Rescue will not be requesting a fourth grant extension due to the following conditions:

- Delay from our contracted A&E firm in correcting cursory review items.
- Increase in construction cost since the award notice, resulting in renovation costs that will potentially supersede the original grant award.

Understanding the need still exists for a regional burn building within our jurisdiction, we will be pursuing a new construction grant in the near future. Rockbridge County Fire-Rescue would like to thank the Virginia Fire Services Board for awarding the original grant in 2018. Given our circumstance and rational, we hope that consideration can be given to our department in the future.

Respectfully,

Nathan Ramsey  
Fire-Rescue Chief  
Rockbridge County



# COMMONWEALTH of VIRGINIA

**Brad Creasy**  
EXECUTIVE DIRECTOR

**Nicholas Nanna**  
DEPUTY DIRECTOR

## *Virginia Department of Fire Programs*

**Billy Hux**  
STATE FIRE MARSHAL

### **Memorandum**

To: Brad Creasy, Executive Director  
Virginia Fire Services Board Members

From: Billy Hux, State Fire Marshal

Date: June 1, 2023

Subject: Report on the Virginia State Fire Marshal's Office

#### **VFMA**

- 1031 Work group
  - The group met early may and will meet again on June 14<sup>th</sup> & 15<sup>th</sup> to complete the update to the exercises, workshops and powerpoints. This information will be in conjunction with the 2018 VSFPC
  - Test Bank will be the next item once the above is completed.
  - First schedule class with these updates is scheduled for Fauquier County in July, with the next class in October at VPSTC.
  - At this time we will continue to use the 4<sup>th</sup> Edition of the Damante's book along with the 2018 VSFPC & Building Code Manuals
- 1033 Program
  - The program has been updated to the current version of 921 and NFPA 1033 Standards, the test bank was gone thru to ensure that all of the questions were still applicable to the current versions.
    - Late January 2023 Completed
- Basic Law Enforcement
  - Work group is planned for July-August timeframe to update lesson plans and enhance our logistics
    - 5 Students from the last class will be added to the work group
  - Workgroups with DCJS to begin shortly (Chief Hux to Comment)
- Environmental Investigations Course



- May2023 (Staunton) class was postponed due to instructor availability
  - Will be scheduled for late Fall 2023
- 4 additional classes to be held in 2023
  - Winchester, Richmond (VPSTC), Chesapeake, Salem

### **SFMO**

- Annual mandates if schools/college's/hospital's/nursing homes are complete
- Expansion of Special Operations (4) New Deputy III State Fire Marshals
  - Divisions 2/4/6/7
  - Primary Duties; Assistant in fire investigations to localities/VSP, Hazmat/Environmental Investigations, Explosives/fireworks, Hotel/Motel Task Force, Night Clubs, VDEM SAR, Primary for summons related issues, Special Event Planning and University related functions
- SFMO involvement in VFMA related classes Statewide
- STARS Radios



MICHAEL J. BARAKEY  
FIRE CHIEF

# CITY OF SUFFOLK

DEPARTMENT OF FIRE & RESCUE  
300 KINGS FORK ROAD, SUFFOLK, VIRGINIA 23434

ADMINISTRATION	(757) 514-4550
EMERGENCY MANAGEMENT	(757) 514-4536
FIRE PREVENTION	(757) 514-4550
FAX	(757) 514-4598

May 10, 2023

Theresa Hunter  
Budget and Grants Manager  
Virginia Department of Fire Programs  
1001 Technology Park Drive  
Glen Allen, VA 23059

Re: Suffolk Department of Fire & Rescue Burn Building Grant

I would like to request an additional extension for the City of Suffolk and the Suffolk Department of Fire & Rescue Burn Building Grant awarded by the Virginia Fire Service Board on March 6, 2020 with an effective date of July 1, 2020 and revised project completion date of July 2, 2024. As of today, the site selected to build the Prototype I, Class A burn building on City-owned property has been surveyed by Kimley-Horn & Associates (KHA) to identify wetlands, the survey was sent to the Army Corps of Engineers, and the City has received certification of the wetlands delineated by the survey. A wetlands permit application was submitted by Woolpert (formerly Waller, Todd & Sadler) on behalf of the City and the final wetlands permit has been issued by the Army Corps of Engineers. Woolpert has concluded the master plan study of the site and has provided the City of Suffolk with final master plan documents, to include identification of the area on the site where the burn building will be located. Woolpert is also serving as the project manager, with architectural drawings by MW Studios and civil site plans by KHA nearing completion.

In addition to the \$1.52 million allocated by the City in fiscal year 2022 to support the burn building project, the City has allocated \$1.5 million in fiscal year 2023 to provide for the access road and associated infrastructure to our site. To date, total City expenditures associated with preliminary engineering and design related to the burn building project amount to approximately \$130,000.

Though much progress has been made on this project despite various challenges associated with the COVID-19 pandemic, and acknowledging the ongoing challenge of material availability and delivery, the milestones of completion of a valid building permit with construction begun by July 1, 2023 and a project completion date of July 2, 2024 have proven difficult to achieve. Therefore, by way of this letter, the City of Suffolk and the Suffolk Department of Fire & Rescue are respectfully requesting a no-cost extension of 12 months to meet the deadline of completing the project by July 1, 2025. The City of Suffolk anticipates having a building permit secured in September 2023 and thus be able to start construction shortly thereafter.

*"Our Family Protecting Yours"*



MICHAEL J. BARAKEY  
FIRE CHIEF

# CITY OF SUFFOLK

DEPARTMENT OF FIRE & RESCUE  
300 KINGS FORK ROAD, SUFFOLK, VIRGINIA 23434

ADMINISTRATION	(757) 514-4550
EMERGENCY MANAGEMENT	(757) 514-4536
FIRE PREVENTION	(757) 514-4550
FAX	(757) 514-4598

As you consider this extension request, please note that the City of Suffolk and the Suffolk Department of Fire & Rescue remain committed to constructing this burn building prop as promised and as outlined by the letter of award dated March 6, 2020.

Sincerely,

Michael J. Barakey  
Fire Chief



# COMMONWEALTH of VIRGINIA

**Brad Creasy**  
EXECUTIVE DIRECTOR

## Virginia Department of Fire Programs

**Jamey Brads**  
BRANCH CHIEF  
TRAINING & OPERATIONS

### Memorandum

To: Brad Creasy, Executive Director  
Fire Board Members

From: Jamey Brads, Branch Chief  
Training and Operations

Date: June 1, 2023

Subject: Report Training and Operations

The Training and Operations Branch continues to support both funded and non-funded deliveries. Since our last report that was presented in February:

School processing issues in Division 7:

- Chief Brade is getting up to speed in Division 7 and is working with division stakeholders to address the outstanding sessions and concerns. The Accreditation Division continues to provide support for this effort.

The branch continues to work on filling vacancies.

- We have onboarded over 30 new adjunct instructors through redesigned virtual onboarding sessions. These sessions included registering and logging into Cardinal, the state's HR management system, and submitting their first timesheet.

Special Operations Updates

- Updates continue on all HTR foundational programs: Vehicle, Rope, Confined Space, Trench, and Water, at Operations and Technician levels to be reaccredited.
  - The Water program will encompass Surface, Swift, and Watercraft. These updates and changes will begin July 1, 2023.
  - Virtual instructor updates began in May with adjunct instructors and locality instructors will be required to attend relevant sessions.
  - IFSAC and Pro Board will begin their review of the accredited programs in late 2023/early 2024 and will conclude in Spring 2024.

## Logistics Updates

- Much division work continues to be directed towards building out new and servicing existing trailers.
- New trench trailer is approximately 75% complete, however it is in service. In the new fiscal year, we will be installing an onboard generator, cord reel, and junction box, and onboard and external spotlights. Once the additional installations are completed, the trailer will be painted and graphics will be added.
- Working with HTR to get all the trailers to meet new curriculum requirements. Updates should be completed within the next month.
  - We will also be building out a trailer for Tower rescue, a 3<sup>rd</sup> rope rescue trailer, EBSS, and more.
- New watercraft trailer has been purchased and we are approximately 50 days out from delivery. This is a 38ft gooseneck with a dove tail trailer. Once in, we will be installing a “covered wagon” style top and making it an enclosed trailer that will have the ability to slide and open.
- ARFF upgrades have been completed and the unit is functioning. We have been working with the instructors to ensure the trailer and program operates efficiently.
- Confined Space prop and equipment trailer is in the design phase. This will be a 40ft conex box with an enclosed maze and a roof hatch to allow entry. The design is on paper, and we will be building a template to demo in the coming weeks. Once we finalize a design, we will begin construction.
- The division continues to be busy with trailer pulls.
  - April – 43
  - May – 55 scheduled
  - June – 30 scheduled
- All VDFP ladders have been tested and passed inspection.
- Continuing to work on vehicle purchases, currently for SFMO. New vehicles were placed in service for the Executive and Deputy Directors and their old vehicles were moved to the agency pool.
- We have hired a full-time employee to work on Asset Panda, our inventory management system. Additionally, we have met with asset panda and will be meeting with other localities/agencies that use the program to ensure were using the system to its full advantage.
- Logistics has implemented a new form at the warehouse. The Logistics Claim Form will be used daily during inventory. The new form will account for damaged, broken, destroyed, or missing equipment. In addition to item, part number, location, trailer, it will include the total cost of all items in need of replacement.

## Development of the online testing solution continues

- The IT Department has ordered 50 devices for us to use with the Online Testing platform. They have not currently arrived so they can be updated with the access to the software.
- The agency is working with VITA and the online vendor to address some latency in the network speed when logged into the system to take an exam.
- Lastly, the agency is refreshing computers, to include those used for testing development and processing, and therefore we will have to complete this process before we can configure them for the testing software.

## Development of the Modular Firefighter I/II curriculum continues to progress

- Module 2 retesting has been completed. Lead Instructor Chad Reeves met with the county Chief Officers and a schedule has been entered for Module 3.
- Seventeen students were successful with Module 1 & 2. Both the Learning Development and Accreditation staff attended the testing for Module 2.
- The outcome of the skills testing was within the normal skill testing outcomes.
- The outcome of the written testing showed the need to provide some additional assistance to the lead instructor. An analysis was completed of the written testing results by Learning Development and provided to the lead instructor. Follow up meeting was conducted with the lead instructor with positive comments being received.
- To be eligible for certification, students must be successful in all four modules and Hazardous Materials Awareness and Operations
- To properly assess the success of the program we plan to complete additional deliveries using both Hybrid and Instructor Lead deliveries.
- Dinwiddie County will pilot an instructor lead session this year. Once piloted the feedback and data will be evaluated as to the success of this delivery.
- Course materials are being reviewed by the Firefighter SME group as each Module is completed and any needed adjustments will be made.

## Certificates

- T&O staff assisted the Accreditation Division with certificate processing. This redirection of T&O assets allowed the Accreditation division to get back on track with certificate distribution.
  - Currently, the timeframe for a properly processed and closed training session to the printing and mailing of the hard copy certificates is within 10 business days.
  - Accreditation continues to work through improperly processed testing sessions as well as other certificate anomalies. These particular cases take more time.

## Cornerstone OnDemand (CSOD)

- Increased Instructor Permissions: Testing for QR CODE attendance was beta tested at the Instructor Symposium. Both student and Instructor were pleased with the testing of the feature. Students and Staff used the mobile application to scan themselves into the session. Continued testing and training is being developed to provide small test group of instructors increased permissions. QR CODE attendance will be added to the list of those permissions.
- Liability and Photo Release Statements: Beginning July 1 Special Operations will begin using online statements for their session registration. This removes additional paperwork from the student as we continue to move toward more paperless operations.
- Self- Registration Process Approval- An approval process has been developed in the system to prevent and support correct user account creation.
- Upgraded reports have been developed to assist Division offices on supporting the customers' needs.
- Micro Learning and CSOD 101: We have relaunched CSOD 101 as a virtual instructor led training to continue to provide orientation and information on the platform and working to finish our online OnDemand version of the same training.

Some statics that may be of interest:

<b>FY22 (July 1, 2021 – June 30, 2022)</b>	<b>FY23 to date</b>
<b>1,754</b> individual sessions delivered	<b>1,653</b> individual sessions delivered
<b>21,103</b> Students attended training	<b>22,253</b> students attended training
<b>215</b> cancelled sessions	<b>197</b> cancelled sessions
<b>849</b> No-shows	<b>566</b> no-shows
<b>132,695</b> Instructional hours delivered	<b>125,594</b> Instructional hours delivered

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