

# **REGIONAL FIRE TRAINING COMMITTEE CHARTER**

Approved by RFTC March 26,2009

## **I. Purpose**

The purpose of the Regional Fire Training Committee (RFTC) is to develop, coordinate and facilitate Interagency Fire Management and All Risk Management training to meet the needs of Eastern Shore of Virginia (ESVA) Fire & Rescue Companies.

## **II. AUTHORITY**

Accomack County Fire & Rescue Commission approval  
Northampton County Fire & Rescue Commission approval

## **III. MEMBERSHIP**

A. The RFTCC will consist of representatives from the following sources:

- Accomack County Fire & Rescue Commission (ACF&RC) shall appoint 5 representatives, serving 2 year terms.

- Northampton County Fire & Rescue Commission (NCF&RC) shall appoint 4 representatives serving 2 year terms.

B. Other agencies, organizations and institutions may be contacted to consult, advise, or assist the RFTC as determined by the members.

## **IV. FUNCTIONS**

The RFTCC shall:

A. Serve as a forum for discussion of fire and risk management training and qualification issues affecting Eastern Shore of Virginia fire and rescue agencies, and make recommendations to resolve issues and problems.

B. Evaluate fire and risk management training courses, training aids, advanced training technologies and qualification systems; and recommend applications, uses and implementation schedules to the respective County Fire & Rescue Commissions.

C. Develop, annually, an interagency Training Schedule for presentation. Locally sponsored courses will be published as an addendum to the schedule (only courses open to member participation will be included).

D. Undertake any other fire and rescue training and qualification standards tasks as directed or requested by the respective County Fire & Rescue Commissions.

## **V. ORGANIZATION AND STRUCTURE**

A. Accomack County Administrator shall appoint the Chair of the RFTC Committee. The Chair shall only vote in break of a tie vote.

B. A quorum of five (5) members of the RFTCC, with at least one representative from each County, is required to conduct official business.

## **VI. TASK GROUPS**

A. The Training Delivery Group shall be established, with a chair elected from its members, to develop and implement training courses.

B. The Facility Group shall be established, with a chair elected from its members, to develop and implement plans concerning the Regional Fire Training Center grounds and buildings.

C. Additional task groups (and their chair) may be established by the Committee to address specific, non-recurring issues that require significant effort with a smaller group, but can be resolved within a finite time period.

D. Other agencies, organizations and institutions may be contacted to consult, advise, or assist the Task Group as determined by the members.

E. Task Group reports and recommendations must be submitted to the RFTCC for approval and/or further action.

## **VII. MEETINGS AND REPORTS**

A. Meetings of the RFTCC will be held as often as necessary, but at least quarterly. The Chair is responsible for scheduling these meetings.

B. The Chair is responsible for arranging meeting facilities, providing advanced meeting agenda, preparing timely reports of the meeting minutes, and preparing and presenting any reports to, or requested by, the County Fire & Rescue Commissions.

## **VIII. FINANCIAL SUPPORT**

A. Accomack County, through the Department of Public Safety, is the current fiscal agent of the Regional Fire Training Center.

B. The RFTCC authorizes all payments from funds allocated to the Regional Fire Training Center.

C. The *Regional Fire Training Center Financial Guidelines* established the funding requirements and methods of distribution. Additional funding request must be approved by the County Fire & Rescue Commissions.

**IX. APPROVAL**

This charter is effective as of the date signed and approved by the respective County Fire & Rescue Commission Chairman. The charter will be revised only upon recommendation of a majority of the RFTC members and approval by the County Fire & Rescue Commission Chairman's.

Approval: \_\_\_\_\_  
Chair, ACF&RC

Date: \_\_\_\_\_

Approval: \_\_\_\_\_  
Chair, NCF&RC

Date: \_\_\_\_\_

## **Regional Fire Training Center Financial Guidelines**

### **Scope:**

The purpose of this document is to outline the relationship, funding and guidelines for and between Accomack County, through the Department of Public Safety and the Accomack County Fire/Rescue Commission and Northampton Fire/Rescue Commission with regard to the fiscal accommodations for operating costs, capital costs and training costs of the Regional Fire Training Center.

### **Background:**

Accomack County through the Department of Public Safety is the current fiscal agent of the Regional Fire Training Center. A Regional Fire Training Center Committee authorizes all payments from funds allocated to the Center. Yearly revenues include \$6,700.00 from Northampton County and \$50,390.00 (net FY09) from Accomack County. These funds are targeted for Capital projects and improvements

To assist with both training delivery and capital project at the regional training facility, the fire commissions of Northampton County and Accomack County have approved to request from each department the sum total of \$1,000 to be paid to the Fire Training Center Committee for use on annual training costs, with the sum of unspent funds to be used as capital funds in the following year.

### **Fiscal Guidelines and Constraints:**

Accomack County through the Director of Public Safety and/or his/her designee shall be the sole fiscal agent for the aforementioned funds and as such, the following systems or guidance shall convey:

- All expenditures shall follow the current Accomack County Procurement policy (see county policy).
- Once funds are collected, they shall become that of Accomack County and used in the express manner in which they were collected for.
- Accomack County shall bill and collect funds described for Fiscal Year (FY010) [July 1, 2009 – June 30, 2010]. Accomack County shall NOT collect funds for years prior or for any department that is considered in the rears.
- The Department of Public Safety shall provide bills to Accomack County Fire and EMS companies on an annual basis. Collection results shall be posted on at [www.acdps.net](http://www.acdps.net).
- The Department of Public Safety shall provide a single bill to the Chair of the Northampton Fire and Rescue Commission for the sum of \$7,000.00. Should, in the future, Northampton Fire Commission vote for an alternative billing process,

an addendum to this agreement shall be executed. Collection results shall be posted on at [www.acdps.net](http://www.acdps.net).

- Accomack County nor the Department of Public Safety, shall be responsible for collection enforcement, non-payment enforcement, or policies that should derive from non-payment that shall be the purview of the respective Fire/Rescue Commissions.

**Current Regional Fire Training Center Funding(CAPITAL):**

For the existing funds Capital Funding stream (NH \$6,700.00 & ACC \$50,390.00(net ~ FY09) the following expenditure authorization shall be in place:

- Expenditures up to \$1,000.00 The RFTC Chairperson may authorize. Authorization shall be in writing, emails or any other form acceptable to the Director of Public Safety shall be accepted.
- Expenditures over \$1,000.00 - The RFTC may authorize. Authorization shall be in writing, emails, meeting minutes or any other form acceptable to the Director of Public Safety shall be accepted.
- Standing authorization shall be granted to the Department of Public Safety for: Electric costs, mowing costs, extermination costs, and other related expenditures that would hold the County negligent if repairs were not made in a timely fashion.
- A budget shall be established for the operational costs of the Fire Training Center by January of any given year by the RFTC and be submitted to the Director of Public Safety. Any unspent operational funds shall rollover into the capital fund account.
- A portion of Accomack County contribution shall be used to provide the an Aid to Locality payment to the Departments of Greenbackville, Atlantic, and New Church consistent with the payment received by departments associated with incorporated towns. Total contribution in FY09 \$74,390.00 less \$8,000 per department(\$24,000.00) equal net of \$50,390.00

**Fire Department/Commission Funding Revenues:**

For the new funds of \$1,000.00 dollars per Fire & EMS company for training, operational, and capital costs:

- All funds collected shall be place in the regional Fire Training Center account(293.3202) and sub-divided from all other funding in a sub-category titled "TRAINING"
- The budget sub-category "Training" will be further broken down into appropriate line items for expenditure coding.
- All funds collected from Fire and EMS departments shall be placed into the Regional Fire Training General Funds to be allocated by the Regional Fire Training Committee for either Operations or Capital and approved in the manner described above.

- All unspent funds at the end of any fiscal year, regardless of origin, shall become a part of the Capital Improvement Fund, subject to authorization and appropriation by the FTC Committee.

Authorization for expenditure from the Training Line item shall conform to the following:

- Expenditures up to \$1,000.00 The FTC Committee Chairperson may authorize. Authorization shall be in writing, emails or any other form acceptable to the Director of Public Safety shall be accepted.
- Expenditures over \$1,000.00 - The FTC Committee shall authorize. Authorization shall be in writing, emails, meeting minutes or any other form acceptable to the Director of Public Safety shall be accepted.

**Fiscal Reporting:**

All funds collected and expended shall be subject to freedom of information Act (FOIA).

- The Department of Public Safety shall provide the following information via [www.acdps.net](http://www.acdps.net):
  - Monthly expenditure guidelines for the FTC
  - Reports, as needed, of companies that have paid
  - Total amount in the Fire Training Center Capital Fund
- Other information can be obtained, as needed, by contacting the Department of Public Safety.