

March
April
Cancelled

Regional Fire Training Center Committee

~~March 27, 2013~~

~~May 7, 2013~~
7:00pm

Location: Fire Training Center

☒ Indicates additional documentation attached.

AGENDA

I. Call meeting to Order

II. Roll Call

III. Adoption of Agenda

IV. Consideration of Minutes

-January meeting minutes. ☒

V. Action items from last meeting

-See Action Item Report ☒

VI. Facility Use and Requests for use

-Facility usage report ☒

VII. Facility Reports

A. Burn Building

1. VDFP Inspection 5 year report completed
2. Burn Building Drawing at VDFP

B. Classroom

1. Ice machine installed
2. Smart board delivered
3. Copier machine?

C. Grounds/Prop

1. Water Tank delivered 6 weeks
2. Flashover and LP Gas Pad extension
3. LP Gas tank service work

VIII. Training Delivery

A. FY2012-13

1. Fire Academy 25 students
2. VDFP Requests
3. HTR Introduction to Rescue completed
4. May Day, LP Gas, and Rural Water Supply classes online
5. Optional Training/ Seminar?

IX. Financials

A. FY2013 Facility funds ☒

B. FY2013 Training Funds ☒

1. FY2013

X. Policy and Procedure

XI. Sub-Committees

XII. Old Business

Grant writing

Fire Explorer Program

Fund Drive Letter (removed)

LODD Memorial

New FTC members

Classroom expansion

Floor covering

XIII. New Business

XIV. Committee Member Comments

XV. Adjournment

Eastern Shore Regional Fire Training Center

January 2013 Minutes

The Fire Training Center Committee met on Wednesday January 23, 2013 at 1900 hours at the Fire Training Center in Melfa, Virginia

Committee Members Present

Robert Hill
Jim Myers
Charles Pruitt
Jim LeCato
K.W. Ainsworth
Mick Sharpe

Committee Members Absent

Adam Zieger notified
Phillip Kelly notified
Steve Wilson notified
Mike Turner notified

Call To Order:

The January 2013 meeting was called to order by Acting Committee Chairman, Charles Pruitt at 1900 hours. The November 2012 minutes were reviewed and approved with the following correction: *Jim LeCato made a motion to approve the minutes not Jim Myers.* Motion to approve minutes with correction made by Sharpe and seconded by LeCato. Motion approved.

Consent Agenda:

The January Agenda was presented by Pruitt with no additions. A motion was made by Myers, seconded by Sharpe to accept this month's agenda. Motion approved.

Usage report:

Pruitt noted the following classes are scheduled:

1. May Day Firefighter
2. HTR: Vehicle Extrication
3. Rapid Intervention
4. LP Gas Emergencies
5. Rural Water
6. Basic Pump

Facility Reports:

Burn Building:

Pruitt informed the committee about the new burn building design and a couple of items were noted as follows:

1. The plans are finished and emailed to the committee to review for errors and omissions.
2. The contractor had concerns for water needed for the concrete work and etc.

Classroom Building:

Pruitt informed the committee of the following:

1. The ice machine has been hooked up and is making ice.
2. The smart board has been ordered and should be in by the next meeting.
3. Pruitt brought the need for a new copy machine with duplex capability that has been requested by some of the newer groups that have started using the facility. He then presented a quote for 2 copiers to the Committee. One for around \$1200 and one around \$1400. A motion was made by KW and seconded by Myers to purchase a new copier for no more than \$1,500 as approved by Billie Jean and Ben Byrd. The motion was approved unanimously.

Grounds:

Pruitt reported the following items:

1. Reported about the in ground tank and that they found a used tank for \$12,000 but it has to be relocated, drained and serviced. This would cost as much as a new tank. So instead of buying the used tank, he recommended buying the new tank. The options for an in ground, above ground and used tank were presented to Committee to decide. A motion was made to purchase a 20,000 gallon in ground tank with any extra money that may be required (that the Grant doesn't cover) will be borrowed from the capital fund and repaid in July from the Aid-to-Locality monies received from the state was made by KW and seconded by Jim LeCato. The motion was approved unanimously.
2. Pruitt suggested that we build a pad behind the flashover prop to house the forcible entry props so that we can use the garage for the newly donated fire engine. A motion was made by KW and seconded by Hill to build the new pad behind the flashover prop and a new pad for the propane prop for a cost of no more than \$2,000. It was approved unanimously.

Training Delivery Reports:

Pruitt reported that the Fire Academy has started. He then reported that the seminar has low registration and that we are not getting any vendors to show up. The committee needs to decide whether or not to have the seminar next year due to the cost with such a low turnout.

Financials:**Training Funds (FY2012)**

Pruitt discussed the training funds for FY2012. The Training Center has \$12,479 from the training levy as of this meeting with a projected balance of \$10,521. It was decided to leave it on the books until the end of the year just in case some is needed for the new burn building. This has not changed from last month because no money was spent.

Policy and Procedure:

No discussion was had.

Fallen FF Committee:

Still out to the local Fire commission's awaiting their fund drives.

Scout Committee:

Ainsworth will find out more information from them and report back to the committee.

Old Business:

1. The fence is able to be relocated but does not need to be done for construction purposes.
2. Ainsworth reported that the grant writing is still being negotiated.
3. Boy Scouts are still considering doing the fire explorer program.
4. Pruitt also suggested the use of an employee to help promote the fire training center for outside safety programs.
5. The fund drive letter has been sent out on behalf to help cover the costs of the LODD Memorial. All monies are to be sent to the County for use only on the memorial. Our original letter has been put on hold until the LODD fund drive is over.
6. Ainsworth sent pictures to the EasternShoreFire.com as previously discussed. It cost him \$80 dollars. A motion was made by LeCato seconded by Sharpe to refund him the money he spent to convert slides to digital photos. It was approved unanimously.

New Business:

1. Pruitt announced the new members Robert Hill, Philip Kelly and Mike Turner to the committee.
2. The EMS Council is having a meeting in February and we are on the agenda to present the idea of the Council helping us get grants to build an addition to the classroom building so they can have an accredited site for EMS testing.
3. Pruitt presented an idea to put a floor covering in the classroom.

Committee member comments:

Myers brought up the idea of making a patch to show that you have received training from the Fire Training Center. He said he would look into the cost of getting the patches made.

Adjournment:

A motion was made to adjourn by Sharpe and seconded by LeCato at 2045 hours.



County of Accomack Department of Public Safety

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Fire & Rescue ~ Emergency Management

Date: March 27, 2013
To: Regional Fire Training Center Committee
From: Charles Pruitt, FTC Chairman
Subject: Items requiring action January

Enclosed is a list of the action items from Meeting.
Please let me know if I have omitted any items or have error.

1. Post approved minutes from the January meeting
 - a. Completed
2. Complete/Post Draft Minutes from them November meeting
 - a. Completed
3. Prepare Agenda for next meeting
 - a. Completed
4. Training Center Project Work
 - a. Assist with installation on Ice Machine
 - b. Smart Board delivered
 - c. Order the water tank from Haz Mat Grant
 - d. Coordinate the classroom activities
 - e. Coordinate the delivery of cars for HTR class
 - f. Clean classroom building

Virginia Department of Fire Programs Course Request for Funding Questionnaire

Name of County / Locality _____
 Contact Person _____
 Telephone # w/area code _____
 E-mail Address _____

*** Please review the locality responsibility sheet for logistical needs furnished by the locality

Course Offering	Hours	Selection
BASIC PUMP OPERATIONS	16	
COMMUNICATING W/ CHILDREN	16	
DRIVER/OPERATOR - AERIAL	48	
DRIVER/OPERATOR - PUMPER	64	
EMERGENCY VEH. OPER. COURSE (request level)	16	
FARM MACH. SAFETY & EXTRICATION	16	
FIRE ATTACK ESSENTIALS	16	
FIRE ATTACK INTERMEDIATE	16	
FIRE ATTACK EVOLUTIONS	16	
FIRE ATTACK IFG OPERATIONS	16	
FIRE FIGHTER I	144	
FIRE FIGHTER II	54	
FIRE INSTRUCTOR I	40	
FIRE INSTRUCTOR II	32	
FIRE INSTRUCTOR III (Six Month program w/pre-assignment)	32	
FIRE OFFICER I	64	
FIRE OFFICER II	40	
FIRE OFFICER III	40	
FIRE OFFICER IV (Offered in pre-designated locations)	45	
HAZ MAT OPERATIONS	32	
L.P. GAS EMERGENCIES	16	
MAYDAY FIRE FIGHTER DOWN	16	
MOTORSPORTS EMERGENCY RESPONSE TRAINING	16	
NFA FIRE ARSON DETECTION F.RES.	14	
NFA BUILDING CONSTRUCTION	12	
NFA LEADERSHIP I - STRAT. COMPANY	12	
NFA LEADERSHIP II - PERSONAL SUC.	12	
NFA LEADERSHIP III - SUPERVISORY	12	
NFA NIMS - ICS for First Responders	12	
NFA INCIDENT SAFETY OFFICER	12	
NFA - DIMCO Decision Making	12	
NFA - PICO - Preparation for Initial Company Operations	12	
NFA - Strategy and Tactics for Initial Company Operations	12	
RURAL WATER SUPPLY	16	
STRUCTURAL FIRE BRIGADE	16	

Balance 10326.05

Expenses

Date	Area	Vendor/Receipt	Description	Non-Grant	ATL	Training	Other
8/1/2012	Misc	Jan Ray Lock Service	Keys	13.5			
8/27/2012	Vestibule	Jim Wert Builders	Vestibule Addition			\$15,435.50	
9/17/2012	Telephone	Verizon	DSL - August	39.99			
9/17/2012	Supplies	BOA - ES Printers	toner for printer			\$37.64	
10/4/2012	Burn Building Addition	Elliott, LeBoeuf & McElwain	burn building addition design		\$2,454.00		
10/17/2012	Telephone	Verizon	DSL - September	39.99			
10/17/2012	Misc	OBS	Mop & Handle	24.28			
10/22/2012	Burn Building Addition	Elliott, LeBoeuf & McElwain	burn building addition site plan		\$1,700.00		
11/9/2012	Building	Adco	Decal for door			\$127.00	
11/16/2012	Books	BOA - VDFP Bookstore	May Day Books			\$52.41	
11/17/2012	Telephone	Verizon	DSL - October	39.99			
12/7/2012	Burn Building Addition	Elliott, LeBoeuf & McElwain	burn building addition site plan		\$13,332.00		
12/16/2012	Telephone	Verizon	DSL - November	39.99			
1/16/2013	Telephone	Verizon	DSL - December	39.98			
1/25/2013	Building	Grainger	vacuum			256.75	
2/2/2013	Seminar	Corner Bakery	Seminar - Refreshments			\$104.04	
2/1/2013	Seminar	Walmart	Seminar - Refreshments			\$48.03	
2/2/2013	Seminar	Walmart	Seminar - Refreshments			\$15.27	
2/2/2013	Seminar	Blarney Stone	Seminar - Dinner for Guest Speaker			\$49.87	
2/20/2013	Books	OBS	return of May Day books			9.62	
2/2/2013	Seminar	Nandua High School	Seminar - Use of building			114.34	
2/14/2013	Seminar	Michael Barakey	Seminar - Guest Speaker			250.00	
2/20/2013	Misc	K. W. Ainsworth	reimbursement - pictures			\$82.48	
2/4/2013	Burn Building Addition	Elliott, LeBoeuf & McElwain	burn building addition design		7520		
2/19/2013	Telephone	Verizon	DSL - January	39.99			

3/18/2013	Telephone	Verizon	DSL - February	59.99			
3/18/2013	Books	BOA - VDFP - Credit	return of May Day books			\$45.00	
3/25	Sipolin	Mark Newman	straw			350.00	
Totals				337.70	25006.00	16537.95	0.00

Eastern Shore Regional Fire Training Center

FY 13 Training Levy Funding

Carry over funding of \$10,240.00 from FY 12

FY12 Budget \$23,000.00

Class		Cost
Basic Pump	Inst. x 2	\$768.00
	Motel room	\$87.00
	Books/misc.	\$150.00
		\$1,005.00
Rural Water Supply	Inst. x 2	\$768.00
	Motel	\$87.00
	Books/misc.	\$150.00
		\$1,005.00
Seminar		\$537.68
Vestibule		\$5,435.00
May Day Firefighter Down Books		\$52.41
OBS return May Day Books		\$9.62
Classroom Sign		\$127.00
KW Ainsworth (photo reimbursement)		\$82.48
Mark Newman (straw)		\$350.00
ES office machine (toner)		\$37.64
Grainger (vacuum cleaner)		\$256.75
VDFP credit May Day Books	add	\$45.00

Total Expenses	\$8943.58	Balance \$14056.42
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Pending expense	Eastern Shore Auto	\$1000.00
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Pending addition	Humphrey Foundation	\$10,000.00
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