

**Regional Fire Training Center Committee**  
**April 23, 2014**  
**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**
  - March 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
  - B. Classroom
    - Show Case Reimbursement
  - C. Grounds/Props
    - 1. LODD memorial
    - 2. Water Tank Project
    - 3. Training Engine
- VIII. Training Delivery**
  - A. FY2013-14
    - 1. VDFP Training Classes 2014-15
    - 2. Task Force One Training (May 16<sup>th</sup> thru. 18<sup>th</sup>)
    - 3. Fire Technology Program (ESCC)
- IX. Financials**
  - A. FY2013 Facility funds☒
  - B. FY2013 Training Funds ☒
    - 1. FY2013
    - 2. 1,000.00 Levy fund
- X. Policy and Procedure**

**XI. Sub-Committees**

**XII. Old Business**

**XIII. New Business**

**XIV. Committee Member Comments**

**XV. Adjournment**

*Eastern Shore Regional Fire Training Center  
March 26, 2014 Meeting Minutes*

The Fire Training Center Committee met on Wednesday March 26, 2014 at 1900 hours at the Fire Training Center in Melfa, Virginia.

Committee Members Present

Mick Sharp  
Adam Zieger  
Greg DeYoung  
Charles Pruitt  
Jim LeCato  
KW Ainsworth  
Philip Kelly

Committee Members Absent

Mike Turner  
Robert Hill (notified)

**Call To Order:**

The March 2014 meeting was called to order by Committee Chairman Charles Pruitt at 1900 hours. The January 2014 minutes were reviewed and approved with a nomination by Sharp and seconded by LeCato.

**Consent Agenda:**

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

**Usage report:**

Pruitt noted the following classes are to be held:

1. The usage log was updated to show the upcoming classes.
2. Attendance remains low but there have not been any cancelled classes so far this year.

**Facility Reports:**

**Burn Building:**

1. Pruitt informed the committee about the (3) ACDPS, (2) Saxis Academy and the (2) Fire Academy burns scheduled during April.
2. The pallets will be picked up this week for the upcoming burns.

### **Classroom Building:**

Pruitt informed the committee of the following:

1. An additional phone line was installed and the wireless router was repaired to correct the Internet problems.

### **Grounds:**

Pruitt reported the following items:

1. The pump tank has been started. Some of work is being done at Truitt's shop and will be brought the site. The tank is scheduled to be buried once the rain clears up.
2. The donated engine has been licensed and tagged. The next step is to perform the pump test.
3. The LODD memorial construction is underway. The committee wants to send out a press release to start selling engraved bricks as a fund raiser.

### **Training Delivery Reports:**

Pruitt states the following classes have been proposed for funding by VDFP.

#### Accomack County

1. Instructor II
2. Officer II
3. Fire Attack essentials
4. Mayday Firefighter Down
5. Mayday RIT

#### Northampton County

1. Intro to Technical Rescue
2. Vehicle Rescue
3. Rope Rescue I
4. Confined Space I
5. Surface Water Rescue I

### **Financials:**

#### Training Funds (FY2014)

Pruitt discussed the training funds for 2013-14 and stated that we have spent \$2,956.54 out of the training budget with a balance of \$20,043.46 left in the Training Levy fund.

The committee voted to allow a budget of \$12,000 to fund the Taskforce 1 training weekend.

On a motion from LeCato and seconded by Sharp, it was decided to reimburse K.W. for the display case being used in the hallway of the classroom.

**Policy and Procedure:**

The new repelling policy was adopted on a motion by K.W. and seconded by Sharp.

**Fallen FF Committee:**

LODD Memorial has \$8,000 to begin construction. The Committee decided to send out a press release and begin selling engraved pavers to help fund the rest of the memorial.

**Scout Committee:**

No discussion was held.

**Old Business:**

1. The committee is still looking for any old photos.
2. Doug from Emergency Management said he would teach an introductory class.

**New Business:**

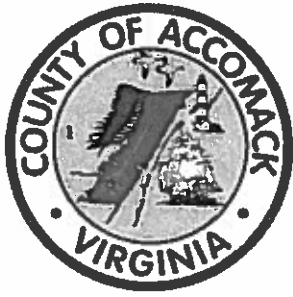
1. The Eastern Shore Community College is thinking of offering a Fire Science Degree and would like us to help us advertise.
2. Pruitt submitted grant paperwork for display of building materials.
3. K.W. is to file for a grant for a Hydrant cut away.
4. Firefighter I & II Train-the-Trainer is scheduled for May 10th.
5. K.W. asked about having a ribbon cutting at the Family day.

**Committee Member Comments**

K.W. asked everyone to review his capital fund wish list and rank the items so we can create a new capital budget plan.

**Adjournment:**

A motion was made to adjourn by Sharp and seconded by Zieger at 2016 hours.



# County of Accomack Department of Public Safety

*"Together We Make a Difference"*

[www.co.accomack.va.us](http://www.co.accomack.va.us)  
[www.acdps.net](http://www.acdps.net)

Fire & Rescue ~ Emergency Management

**Date:** April 23, 2014  
**To:** Regional Fire Training Center Committee  
**From:** Charles Pruitt, FTC Chairman  
**Subject:** Items requiring action March 2014

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

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1. Post approved minutes from the March. meeting
  - a. Completed
2. Complete/Post Draft Minutes from them March monthly meeting
3. Prepare Agenda for next meeting
  - a. Completed
4. Training Center Project Work
  - a. Issued the Work Order for the Tank Project
  - b. Coordinate Leadership 3 class, Fire Academy and DPS Live Burns
  - c. Clean classroom building
  - f. Prepare Live Burn Plan for fire academy
  - g. Fill vending machine
  - h. Budget preparation
  - i. Meeting with Kevin Holloway regarding EMT academy

Fiscal Year 2013-14 Training Center Usage Log

Training Hours	Month of	TIMS	Fire Inst 1	Fire Instructor II	NFA Leadership 1	CPR	First aid	NFA Leadership 2	NFA Leadership 3	Fire Academy	HTR Module 2	Fire Officer 2	NFA ISO	NFA STICO	Task Force	Basic Pump	NFA Arson Detection	EMT	EMT Enhanced	DPS Live Burn	Regional Haz-mat Team	Hunter Safety	Sheriff Office	EMS continue ed		
New Church	10																									
Greenbackville						1				1																
chincoteague										6																
atlantic										2																
Saxis																										
Bloxom			1																							
Parksley			3																							
Tasley																										
Orancock																										
Melfa																										
Wachapreague																										
Painter																										
Public Safety																										
Exmore																										
Northampton																										
Eastville																										
Chertton																										
Cape Charles																										
Cape Charles Rescue																										
Northampton EMS																										
Onley																										
Oakhall																										
Tangier																										
Regional Haz-mat																										
Outside Region																										
Other																										
TOTAL	95	8	0	0	20	4	0	6	10	31	20	13	8	6	0	0	0	7	18	0	32	36	60	30	60	0

## LOCAL FUNDED TRAINING OBLIGATIONS

It is the responsibility of the locality receiving funded training to insure that all training programs provided by the Virginia Department of Fire Programs proceed as planned and are successful. Certain classes require the host locality to provide a location for the program and all logistical resources that may be needed but cannot be provided by the Virginia Department of Fire Programs. Many of the obligations are listed herein. IF YOU ARE UNSURE OF WHAT IS REQUIRED TO HOST A PROGRAM YOU HAVE REQUESTED, CONTACT YOUR DIVISION CHIEF IN THE VDFP DIVISION OFFICE.

- 1) A Training Request form must be sent to the Division Office a minimum of 60 days prior to each funded program you are to receive. It is good practice to schedule your classes when you receive your fiscal year packet approval.
- 2) It is the responsibility of the host locality to order and provide the necessary books (if any) for all funded programs. These books must be ordered at least 21 days prior to the class. Books can be ordered from the VDFP Bookstore on line. Information may be obtained by calling (804)249-1976. The only exception to this may be the Regional Fire Schools. If you have any questions about which books are required, contact your Division Office. Some required books are only available through the resources section of the Library on the Virginia Knowledge Center.
- 3) VDFP funded training programs are open to all Virginia Fire Service Personnel. They will be advertised on the VDFP website in the Upcoming Events or Division tabs, and in some cases through the Fire Service Training Record System (FSTRS). It is the responsibility of the host locality to insure that all fire departments in your locality are notified in advance of any funded training programs you have been granted. Localities are encouraged to take advanced registration to insure that there will be adequate student enrollment for the class to be held. Regardless, you must insure that all local fire departments are sent this information.
- 4) Many classes and Regional Schools require the use of training facilities such as classroom, burn buildings, and course specific designated areas and equipment. It is the responsibility of the local training contact to make arrangements to use these facilities prior to the course. Some programs may require use of fire apparatus and equipment. It is also the responsibility of the host to arrange to provide any required equipment and/or services (that VDFP cannot provide); this will include Janitorial Services, Lumber, L.P. Gas expenses, and other Contract services.
- 5) If a registration fee is being requested for Regional Schools, the monies received from the registration will be used to fund all outstanding logistical needs. Cost incurred will be listed on the activity completion expense report.
- 5) The VDFP Division Chief shall assign instructors for funded programs. If a locality would like to request a specific instructor for any funded program, you may do so by contacting your VDFP Division Chief. All attempts will be made to honor your request unless an available qualified instructor is found within the same area.

  
Host Agency Agreement

3-27-2014  
Date



Virginia Department of Fire Programs  
Course Request for Funding  
Questionnaire

Name of County / Locality Accomack Cty  
 Contact Person Charles Pugh  
 Telephone # w/area code 757-709-9141  
 E-mail Address cpugh@co-accmack.va.us

\*\*\* 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	
FIRE ATTACK ESSENTIALS	16	3
FIRE ATTACK INTERMEDIATE	16	
FIRE ATTACK EVOLUTIONS	16	
FIRE ATTACK IFG OPERATIONS	16	
FIRE FIGHTER I	160	
FIRE FIGHTER II	57	
FIRE INSTRUCTOR I	40	
FIRE INSTRUCTOR II	32	1
FIRE INSTRUCTOR III (Six Month program w/pre-assignment)	32	
FIRE OFFICER I	64	
FIRE OFFICER II	40	
FIRE OFFICER III	40	2
FIRE OFFICER IV (Offered in predesignated locations)	45	
HAZ MAT OPERATIONS	32	
MAYDAY FIRE FIGHTER DOWN AWARENESS	6	
MAYDAY FIRE FIGHTER DOWN	16	4
MAYDAY RAPID INTERVENTION TEAM (RIT)	16	5
MOTORSPORTS EMERGENCY RESPONSE TRAINING	16	
NFA FIRE ARSON DETECTION F.RES.	14	
NFA BUILDING CONSTRUCTION (Comb and Non Comb)	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	

I understand the list provided above is only used as a budgeting guideline tool, and the Virginia Department of Fire Programs has no obligation to furnish funding for all courses selected. Please rank your selections by need, this information will be part of criteria review by the Division Chief

# Virginia Department of Fire Programs

## Desired funded Technical Rescue Courses- FY 2015

1	Introduction to Technical Rescue
3	Rope Rescuer - Level 1
	Rope Rescuer - Level 2
4	Confined Space Rescuer- Level 1
	Confined Space Rescuer – Level 2
	Trench Rescuer – Level 1
	Trench Rescuer – Level 2
2	Vehicle Rescuer – Level 1
	Vehicle Rescuer – Level 2
5	Surface Water Rescuer – Level 1
	Surface Water Rescuer – Level 2

Contact Name: Charles Pruitt / Jim LeCato

Contact Phone: 757-709-9141      cpru:hdco.accomack.va.us

Jurisdiction/ Department: Eastern Shore Fire Trn Ctr.

County: Northampton Cty

VDFP Division Area: Division 5

Please chose your first, second, and third course choices that you would like to host during the 2015 fiscal year.

Fire Training Center  
FY2014

<u>Non-Grant Funds</u>	<u>Operating</u>	<u>Capital</u>	<u>In Progress</u>	<u>Balance</u>
293.3202.3201.0.31010	0.00	0.00	0	0.00
293.3202.3201.0.33100	0.00	0.00	188	-188.00
293.3202.3201.0.51010	0.00	0.00	0	0.00
293.3202.3201.0.52030	540.00	0.00	777.4	-237.40
293.3202.3201.0.54010	0.00	0.00	310.32	-310.32
293.3202.3201.0.55000	0.00	0.00	0	0.00
293.3202.3201.0.60010	250.00	0.00	0	250.00
293.3202.3201.0.60140	4000	0.00	2056.17	1943.83
293.3202.3201.0.80020	0	0.00	80	-80.00
293.3202.3201.0.82102	0.00	0.00	0	0.00
293.3202.3201.0.82103	0.00	0.00	0	0.00
<b>TOTALS</b>	<b>4790.00</b>	<b>0.00</b>	<b>3411.89</b>	<b>1378.11</b>
<u>Non-Grant Funds - Training (\$1,000 per station)</u>				
293.3202.3201.0101.13000	0	0	0	0
293.3202.3201.0101.82102	0	0	0	0
293.3202.3201.0101.55030	23000.00	0.00	3096.49	19903.51
<b>TOTALS</b>	<b>23000.00</b>	<b>0.00</b>	<b>3096.49</b>	<b>19903.51</b>
<u>Fire Programs Grant - ATL</u>				
293.3202.3201.3203.31010	0	0.00	0	0.00
293.3202.3201.3203.33100	0.00	0	0	0.00
293.3202.3201.3203.36000	0.00	0	0	0.00
293.3202.3201.3203.55000	0	0	0	0.00
293.3202.3201.3203.56040	24000	0	0	24000.00
293.3202.3201.3203.60140	0	0	0	0.00
293.3202.3201.3203.80014	0	0	0	0.00
293.3202.3201.3203.80020	0	0	0	0.00
293.3202.3201.3203.80070	0	0	0	0.00
293.3202.3201.3203.82102	0	0	0	0.00
293.3202.3201.3203.82103	0	0	0	0.00
<b>TOTALS</b>	<b>24000.00</b>	<b>0.00</b>	<b>0</b>	<b>24000.00</b>

**Training Funds**  
**293.3202.3201.0101.55030**

<u>Ordered</u>	<u>Vendor</u>	<u>Description</u>	<u>Invoice #</u>	<u>Amount</u>
7/11/2013	Sharp Energy	tank rental	1007881	60.99 *
8/6/2013	BoA	Smart Board installatic July		58.85 *
8/14/2013	BoA - Cables To Go	cables for Smart Boarr August		236.47 *
9/5/2013	OBS	FTC training manikin	836128	48.99 *
9/19/2013	OBS	hardware for manikin	836413	1.58 *
10/3/2013	BoA - Corner Bakery	pastries	September	39.98 *
10/18/2013	BoA - VDFP Bookstore	Instructor Books	October	574.54 *
10/18/2013	BoA - IFSTA	Instructor Books 8th E	October	125.56 *
10/18/2013	BoA - Corner Bakery	donuts - Traffic Inc. M	October	31.98 *
11/19/2013	BoA - VDFP Bookstore	return - Instructor Bool	November	-98
11/19/2013	BoA - VDFP Bookstore	instructor II books	November	367.58
11/19/2013	BoA - Corner Bakery	donuts - Traffic Inc. Mgt. Class		95.96
11/19/2013	BoA - Cables To Go	cables for project back	November	96.01
1/2/2014	Charles R. Pruitt	Instructor I Class	131227	768
1/21/2014	BoA (Food Lion)	refreshments - Leader	January	22.51
2/18/2014	BoA (VDFP Bookstore)	Officer II Books		525.54
4/16/2014	BoA - Amazon	flag display case	April	139.95

**Total**

**3096.49**

<b>Haz-Mat Props</b>	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	TOTAL
<b>Project Cost</b>		\$58,000	\$3,000									\$61,000
Capital Fund Balance												\$0
Unspent Training Funds												\$0
Annual Revenue												\$0
Operational Funds			\$3,000.00									\$3,000
Grant Funds												\$0
Debt Service												\$0
	\$0		\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000
<b>Burn Building</b>	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	TOTAL
<b>Project Cost</b>					225,000	\$300,000						\$525,000
Capital Fund Balance			\$289,968									\$289,968
Unspent Training Funds			\$2,000	\$2,000	\$2,000	\$2,000						\$8,000
Annual Revenue			\$27,000	\$27,000	\$27,000	\$27,000	\$27,000					\$135,000
Operational Funds					\$11,000	\$11,000	\$11,000					\$33,000
County Funds						\$60,000						\$60,000
	\$0	\$0	\$318,968	\$29,000	\$40,000	\$100,000	\$38,000	\$0	\$0	\$0	\$0	\$525,968
<b>Water System I</b>	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	TOTAL
<b>Project Cost</b>							30000					\$30,000
Capital Fund Balance												\$0
Unspent Training Funds							\$2,000					\$2,000
Annual Revenue							\$11,000	\$7,000				\$18,000
Operational Funds							\$11,000					\$11,000
Debt Service	\$0											\$0
	\$0	\$0	\$0	\$0							\$0	\$31,000
<b>Storage/shelter</b>	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	TOTAL
<b>Project Cost</b>								\$51,000				\$51,000
Capital Fund Balance												\$0
Unspent Training Funds								\$2,000				\$2,000
Annual Revenue								\$27,000	\$11,000			\$38,000
Operational Funds								\$11,000				\$11,000
Debt Service	\$0											\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000	\$11,000	\$0	\$0	\$51,000
<b>Water System II</b>	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	TOTAL
<b>Project Cost</b>										100000		\$100,000
Capital Fund Balance												\$0
Unspent Training Funds									\$2,000	\$2,000	\$2,000	\$6,000
Annual Revenue								\$0	\$16,000	\$27,000	\$27,000	\$70,000
Operational Funds									\$11,000	\$11,000	\$11,000	\$33,000
Debt Service	\$0											\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$29,000	\$40,000	\$40,000	\$109,000
<b>New Capital Considerations</b>												
<b>Fire-Theft Alarm</b>	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	TOTAL
<b>Project Cost</b>	\$10,000											\$10,000
<b>Vestibule for Classroom</b>	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	TOTAL
<b>Project Cost</b>	\$10,000											\$10,000
<b>Carpet for Classroom</b>	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	TOTAL
<b>Project Cost</b>	\$5,000											\$5,000
<b>Change in Fence line</b>	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	TOTAL
<b>Project Cost</b>	\$8,500											\$8,500

FY2011 Annual Capital Revenue \$44,681

FY2012 Annual Capital Revenue \$27,000

August 2011 all figures adjusted to account for loss of ATL funds

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# EASTERN SHORE REGIONAL FIRE TRAINING COMMITTEE

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Revised March 26, 2014

## ESRFTC Wish List

### Haz Mat

- 1- Complete Liquid Pipe/Flange leak prop
- 1- Complete Tank prop and add barrel rack storage fire (propane fired)
- 3- Compressed gas cylinder leak piping/welded joint leak (small air compressor fired)
- 5- MC306, propane and Working fuel oil tanker fill station prop
- 5- Working train tank car
- 2- Natural gas meter and valve assembly (Powered by air compressor)
- 2- Christmas tree (3D) LPG
- 5- Burn pool (LPG version of flammable liquids pit)
- 5- Con-x container to set up variable floor plans to be encounter with home chemicals

### Infrastructure

- 4- Water pumping and distribution system
- 1- Rehab facility with associated water and power lines (misting fans, first aid. Lighting etc...
- 5- Pavement Streets- Concrete all props
- 2- Second class room with breakout rooms, library, multi media, office storage
- 2- Prop/truck, training trailers storage and class "A" fuel storage
- 3- Site wide lighting plan
- 5- Mobile training lab electrical connections and pads
- 1- Central station fire detection and monitoring for the classroom and second classroom if approved.
- 5- Lined pond with farm wind mill to recharge water supply (support future harbor boom, water and/or ice rescue training)
- 3- Recess front gate so most engines will not have to sit in road while gate is being opened.

### Structural training

- 4- Limiting power cables w/transformers not energized around burn building
- 4- Power distribution panel W/typical meters and disconnect (no live power)
- 4- Fire Hydrant and Sprinkler riser cutaways
- 3- Complete functioning fire alarm system mounted on 4x8 plywood display
- 3- Con-X box for basement simulator and Attic simulator
- 5- Install OSHA compliant rails original burn building roof.
- 4- Install roof access to new burn building roof from original burn building stairway exterior.

### EVOC course

- 5- Fire/EMS/Rescue/Haz Mat
- 5- Law enforcement/Chesapeake Bay Driver Training
- 5- School bus/student drivers/AARP
- 1- (Need Board to set aside land. Can be merged into the ground application space for proposed treatment plant.)

### Pumps

- 1- Complete pump operations manifold and return
- 1- Set truck up on annual pump test.

### Extrication/Rescue props

- 5- Fixed combine head
- 5- Working farm tractor PTO
- 3- Embankment-w/guard rails (auto and patient stabilization)
- 2- Confined space- Elevated (above ground) manholes, tanks and storm drain interconnected network W/plat forms.
- 5- Trench Rescue-Elevated (above ground) walk in/walk out trench with fixed walls.
- 5- Grain solo (small) with actual grain or simulated grain inside
- 5- Ladder and or ropes tower w/ varying walls for aerial training (Pole barn style)
- 5- Large pile of concrete and steel entwined to simulate collapsed roof needing shoring and air bags training.

### Priority

- 1= extremely high
- 2= High
- 3= Medium
- 4= Low
- 5= Very Low