

**Fire Training Center Meeting
January 28, 2009**

The Fire Training Center committee met on Wednesday, January 28 at 7:00 p.m. at the Fire Training Center in Melfa.

Committee Present: B. W. James
 Aaron Warren
 Jason Loftus
 K. W. Ainsworth
 Mike Rudder
 Charles Pruitt

Members Absent: Ben Byrd
 Terry Gwaltney
 Steve Wilson

Call to Order

The meeting was called to order at 7:00 p.m. at the Fire Training Center (FTC).

Approval of Minutes

Motion was made and passed to approve the December minutes.

Facility Reports/Status

Received estimate from Jim Wert in the amount of \$11,232. Jason will attend meeting at Chief's Conference to ask VDFP to use the previously awarded grant money to do the necessary repairs to make the facility available for "cold" training purposes.

No issues on classroom building or grounds.

Financial Report

Expenditure guideline provided for review.

Bylaws

A discussion was held regarding the need for bylaws or a committee charter.

Old Business

The site plan was approved for the location of the propane simulator, propane supply, and an area for the possible new burn building.

Old Business Continued

It was discussed that Public Works could possibly to the berm dirt removal project.

K. W. and C. Ray will handle the propane prop placement and berm removal projects.

Steve Wilson and Hollye Carpenter spoke to the Northampton County Administrator and they were willing to pay 1/3 of the cost of the plaque with Accomack paying the remaining 2/3.

K. W. made a motion, seconded by Aaron that the plaque should be split 50/50 between the two counties.

Reorganization of the Fire Training Center Committee was discussed. There will be five representatives from Accomack County and four from Northampton County with the option to increase their membership to five. A discussion was held.

New Business

Budget submittal for the new burn building was discussed.

EVOC 3 & DPO will begin on February 28th. No other classes are funded for this fiscal year.

K. W. questioned if the ACDPS website could be used to advertise training announcements.

A yearly training plan was discussed and will be proposed by B. W. in two months. He will also present a draft training budget for FY10.

A general discussion about training classes was held.

K. W. questioned the \$1,000 provided by each company. It was discussed that a plan needed to be developed listing specifications for spending of the funds.

Next Meeting

February 25th at 7:00 p.m.

Adjournment

The committee adjourned at 9:08 p.m.

Fire Training Center Meeting February 25, 2009

The Fire Training Center committee met on Wednesday, February 25th at 7:00 PM at the Fire Training Center in Melfa.

Committee Present: Ainsworth, K.W.
Gwaltney, T.
James, B.W.
LeCato, J.
Loftus, J.
Pruitt, C.
Rudder, R.
Warren, A.

Members Absent: Byrd, B.
Wilson, S.

Call to Order

The meeting was called to order at 7:00 PM at the Fire Training Center (FTC) by Loftus

Approval of Minutes

Motion was made and passed to approve January minutes by Ainsworth

Facility Reports/Status

Berms to be removed by public works in the future

VDFP to award \$11,500.00 to subcommittee burn building improvement in order for “cold” training purposes. Loftus will have a meeting on March 18th. Requesting an extension of the grant funds.

Discussion pertaining to a possible propane simulator was mentioned as well the selection of the tank: above ground. Pruitt assigned to check fuel prices.

County Budget discussed pertaining to the burn building. Burn building has to be added to the stimulus packet.

Facility Report/Status--Continued

Training Plan-- presented by James, B.W.

EVOC-completed

DPO- scheduled

ANFA: Balance \$11,535.08

Outstanding bill due to E.S. Printer discussed

Bagwell, J. to begin NIMS 300 class on March 21, 2009. Bagwell requests \$600.00 to be withdrawn from the training account to fund NIMS 300 class. Request granted to Jody Bagwell's NIMS 300 class. Also \$500.00 will be granted to an upcoming NIMS 300 class that is to take place in Northampton County. A motion was then carried by Warren that as of July 1st, 2009, no other classed will be funded no more than \$500.00 each county (Accomack & Northampton) or a total of \$1000.00 unless otherwise brought forward to the training committee prior to VDFP-VDEMS class scheduling. Motion was seconded by James, B.W.

Further discussion was taken on account of NIMS classes. James, B.W. submitted a NIMS Matrix to members present. A suggestion that only suitably trained persons teach NIMS classes.

James, B.W. submitted a fire training contact list to the committee as well as he has a Fire Department contact group for electronic mail (email)

VDFP course catalogs have been distributed to companies

Discussion about training needs—Surveys

-HTR OPS, Heavy Vehicle Rescue, Rope Rescue 1, Officer Classes

Discussion that Accomack County and Northampton County will separate funding

James, B.W. states he will have a draft of training plan in March 2009

Warren discussed a questionnaire sheet to companies about the training levels for the respected departments

Rudder submitted a charter for the training committee review

Financial Reports

No expenditure guidelines for the previous month

Operations Account: Balance \$1,067.00

Burn Building Repair: Balance \$11,500.00

Financial guidelines were discussed. Will make a motion in the following month.

Old Business

LeCato discussed the amount of money the Northampton County Administration is willing to pay for the Fire Training Center Plaque

Motion was made that the said plaque will be funded 1/3 from Northampton County and remaining 2/3 cost will be furnished by Accomack County. Motion was seconded by LeCato. One opposition: Ainsworth. Motion carried.

New Business

10% cut made on ATL budget

Next Meeting

March 25, 2009 at 7:00 PM

Adjournment

The committee adjourned at 8:30 PM

Fire Training Center Meeting

March 25, 2009

The Fire Training Center committee met on Wednesday, March 25th at 7:00 PM at the Fire Training Center in Melfa.

Committee Present: Ainsworth, K.W.
James, B.W.
LeCato, J.
Loftus, J.
Zieger, A.

Members Absent: Byrd, B.
DeYoung, G.
Gwaltney, T.
Pruitt, C. (notified committee prior he would be absent)
Warren, A. (notified committee prior he would be absent)
Wilson, S.

Call to Order

The meeting was called to order at 7:15 PM at the Fire Training Center (FTC) by Loftus

Approval of Minutes

Motion was made and passed to approve February by Loftus with exception that clarification/ amendment will be made to the NIMS funding. Change requested by Ainsworth. February minutes thereby accepted.

Facility Reports/Status

Loftus informed that the process of removing berms is beginning and Pruitt will be having a meeting in the near future to start removal. It was then discussed by the committee to withhold permanently placing the LP gas prop until proper removal of berm has been performed and then a concrete pad is poured for the prop. The concrete pad was discussed to contain fiber reinforcements in lieu of rebar to reduce costs.

Facility Report/Status--Continued

LP gas prop has arrived. Prices are being investigated as to which LP distributor is worth providing to the facility. Prices from Suburban Propane, Bagwell Oil, and Sharpe Energy have been quoted with prices ranging between \$1.29 and \$2.09. Suggestions were then made to also price Virginia LP gas and also Pep-Up. It was then discussed about contracting which persons would run the piping for the prop. Discussion was made agreed on to find persons who are highly qualified and are aware of the purpose of the prop and how it will be used.

Loftus reports Dale's Electric has been notified regarding projects

The progress on providing the plaque for the FTC facility has taken no action within the previous month.

In regards to the repairs needing to be done to the existing burn building, in the year of 2007, TSG evaluated the building which then reported back with a list of all remedial repairs. The VDFP then quoted the repairs to be an estimated \$129K. Loftus stated that therefore he contacted Amanda Wood, Grant & Local Aid Manager (e-mails provided at meeting) in which she informed him that the following repairs would need to be made:

- Cracking & Spalling in CMU & Mortar
- Cracking in Floor & Roof Slab
- Missing of NFPA Signage

Loftus then questioned if these repairs were made that the \$11,500.00 grant would then be extended and requested an official letter stating those requirements stand true. The request was refused to send any official letters by Ms. Wood. The committee then decided to use the granted \$11,500.00 to make repairs in hope that it will eventually stand true.

James, B.W. stated that other repairs are also needed such as leaks, fixing railings, and repairing the windows. A statement was made that these repairs made need to come "out of pocket" with long term goals of having a new burn building and then using the existing and ongoing repaired building as a cold burn building for training opportunities.

The need for repairs for the railing on the roof was discussed as well as waterproofing the flat roof and having a window that can be laddered. Loftus then assigned Ainsworth & Pruitt to investigate and provide the committee with a list of all repairs needed on the existing burn building.

Facility Report/Status--Continued

Suggestion was then made by the committee to contract Jim Wert Construction the future for the repairs. Loftus stated that he would take care of the signage aspect of the repairs. It was then suggested by James, B.W. that a sign also be made stating a list of PPE that should be worn around the vicinity of the building such as: turnout gear, helmet, gloves, etc.

A meeting will be held on April 17th with the VDFP to see if the grant will be extended for the repairs. In the meantime, it was questioned by Ainsworth that we could use money from other accounts to begin some repairs. It was then suggested by Loftus that we do not exceed the amount of \$15,000. Ainsworth was then assigned the task of finding additional ways of getting money funded.

Training Plan

James presented the committee with a list/handout of potential or requested training opportunities we could provide on the Shore. It was then discussed the priority of which classes would be yearly or every other. As suggestive list was made by James, B.W. that top four (4) priorities he views now are as follows:

- HTR Vehicle Tech
- Rope Rescue
- Basic Pumping
- Fire Attack
 - Intermediate
 - Evolutions
 - Integrated

Suggestion was considered and also took inconsideration that the Fire Attack courses would be a useful class on Tangier Island.

Training Plan—Continued

Loftus therefore made a potential schedule of training courses:

YEAR A

EVOC
FFI, FFII
HAZMAT OPS
HTR OPS
BASIC PUMP OPS

YEAR B

EVOC
FFI, FFII
HAZMAT OPS
HTR OPS
DPO

Specialty Curriculum:

YEAR A

HTR TECH
ROPE RESCUE
OFFICER I
INSTRUCTOR II
LP GAS EMERGENCIES
ARSON

YEAR B

AERIAL OPS
FIRE ATTACK
FARM MACHINERY
OFFICER II
INSTRUCTOR I
ISO

Suggestion then made to begin training the trainers so there can be more in-house training

Financial Reports

Budget for 2009/2010 provided

Income:

Training Fees	\$18,400.00
Book Fees	\$200.00
Non-affiliation Training Fees	\$1,500.00
Vending	\$280.00
Transfer from ANFA	\$11,387.44

Financial Reports-- Continued

Expenses:

Administration & Office Supplies	\$275.00
Training Manuals & Class Materials	\$2,500.00
Training Center Materials & Expenses	\$1,300.00
Non-Funded & Reimbursable Training	\$8,000.00
Instructor Costs (Local)	\$3,000.00
Vending, Refreshments, & Galley	\$450.00
Misc Training Expenses	\$400.00
Live Burn Expense (Annual Fire Academy)	\$6,600.00

Total Income: \$31,767.44

Total Expenses: \$22,525.00

Available for Capital Projects: \$ 9,242.44

Policies & Procedures

Charter

Committee discussed the need to start enforcing non-affiliated person/organizations to pay their share for training courses. Next months agenda (financial) will include the plan to start enforcing these dues and possible being effective as of July 1, 2009. James then stated he will begin to identify which companies need to be enforced with the \$1,000.00 levy.

Discussion was then held about who will appoint chairman. Ainsworth then gave the thought that the commission shall appoint the chair and not the county administrator. It was then said by the remaining committee that the committee has the chairman's vote unless there is a tie in which the county then decides. Argument then made that committee does not hold the nine (9) person majority vote.

Motion was made by Loftus that the charter hereby be adopted and approved. It was therefore 1st by James, B.W. and 2nd by Loftus. All in favor except one opposition by Ainsworth.

Old Business

None

New Business

None

Next Meeting

April 29, 2009 at 7:00 PM

Adjournment

Motion for adjournment by Loftus, 1st LeCato, 2nd Zieger
The committee adjourned at 09:12 PM

Fire Training Center Meeting
April 29, 2009

The fire training center committee met on Wednesday, April 29, 2009 at 07:00 PM at the Fire Training Center in Melfa.

Committee Present: Ainsworth, K.W.
James, B.W.
LeCato, J.
Pruitt, C.
Rudder, M.
Wilson, S.
Zieger, A.

Members Absent: Byrd, B.
DeYoung, G.
Gwaltney, T. (notified committee prior he would be absent)
Loftus, J. (notified committee prior he would be absent)
Warren, A. (notified committee prior he would be absent)

Call to Order

The meeting was called to order at 07:05 PM at the Fire Training Center (FTC) by Pruitt

Approval of Minutes

Motion was made and passed to approve March by Pruitt. March minutes thereby accepted.

Facility Reports/Status

Pruitt informed committee that the process of making the building signage is underway and are being made.

Fire Academy 2009 status was then discussed, Pruitt stated that there will be two more classes to take place in May, Two burns @ MFRI's and then the HAZMAT course will follow.

The process of removing the berms will be done by county employees such as Pruitt, himself, & other such as Greg Lewis was stated. Public works was not acting upon it themselves to begin the process so Accomack Department of Safety will handle this project per Pruitt.

Facility Reports/Status—Continued

A discussion was then brought forward by Ainsworth about the ongoing repairs needed on the burn building. Ainsworth questions the usability of the existing hatches & railings. Pruitt states that the hatches and railings will be inspected as well and then there will be an estimate provided by Jim Wert Construction for the installation of an A-frame metal rail to throw ladders & a mesh catch as well as the previously stated repairs such as:

- Cracking & Spalling in CMU & Mortar
- Cracking in floor & Roof Slab

Ainsworth then made a motion that the County develops an agreement to inspect the building yearly to prevent build-up of damages/defects. Motion 2nd by James. It was then voted on with the result of all for & none opposed. Motion carried. James stated he would look into it further to arrange the yearly inspections

Pruitt informs committee that the L.P. prop is o site & would show anyone interested. Berms to be removed prior to installation.

Training

James reports with a handout of possible courses requested frequently through the public as of March 25, 2009. James stated he would be sending a copy of the provided handout to the individual stations in both counties to get their opinions as to what their individual stations request most. James also stated he is going to try providing this handout via E-mail since the previous year only two (2) station officers other than LeCato and James attended a training meeting.

James adds that funds given to date for courses have already been given. Those courses have already been delivered.

Financial

Report given by James of Training Center Funds

Fund Balance (Savings) as of 06/30/08	\$134,020.88
Unbudgeted FY09 Money	\$ 33,902.00
Total Fund Balance	\$167,922.88

Fiscal Year 2009
July 1, 2008-June 30, 2009

Revenue for FY09

Estimated interest	\$ 300.00
Actual Northampton Contribution	\$ 6,700.00
Actual Fire Programs ATL	\$74,390.00
Total	\$81,390.00

Financial—continued

<u>Budgeted for FY09</u>	\$47,488.00
<u>Expenses</u>	\$ 0.00
Actual (FY08 YTD detail)	
Encumbered	\$ 0.00
Remaining for FY09	\$22,132.49
<u>Grant</u>	\$11,500.00 (Holding)
*VDFP Grant (\$11,500.00)	

Policies & Procedure

Rudder reports charter provided in handout.

Committee discussed the need to enforce dues. Suggestion made that each county commission will have the authority & scope to enforce the \$1,000.00 per station dues or the suggested amount of \$625.00 in region/ \$50.00 out region per student of non-paying stations/agencies. Also a suggestion made that a department that wishes to pay who has not, must pay one year down, and current year as well.

Discussion was then brought forward on how the committee will enforce other outside of the companies/agencies who wish to use the FTC for HAZMAT, NIMS, or even possible Hunter Safety Courses. LeCato then stated “What is fair for one, is fair for all.” Everyone shall pay the same fees.

LeCato reported that Northampton County has paid their dues

Ainsworth suggests we enforce Accomack County adopt the same as Northampton County and pay \$16,000.00. Motion made by Ainsworth, No 2nd, Motion dies. James says county will question the need of the dues and what they will be used for.

Additions or subtractions to enforcements: Provided in handout, a statement was made that fund to be used “solely for capital improvements & fund balance at the ESRFTF.” Ainsworth asks that the word “solely” be removed. Committee agrees, amendment will be made.

Suggestion made by Pruitt that committee table enforcements to another month so that options can be looked into further & gives M. Rudder the chance to speak with Mr. Miner. Amendments will need to be made to Charter one the decisions for enforcement are made.

Old Business

Per Jason Loftus (absent) through Pruitt, plaque has been ordered. Copy of ordered plaque was provided in handout.

James notes the granted \$11,500.00 can only be spent only on repairs for making the building burnable. Committee questions whether repairs are worth making. Therefore, the suggestion was then made by Ainsworth to purchase burn trailers. Pruitt then questions the ability to throw ladders on them. Ainsworth clarifies they do make models that are ladder throw able. Wilson volunteered himself to check into getting literature about the burn trailers. Pruitt states he will contact VDFP and find a location where a burn trailer is being simulated and try to schedule a visit.

James also adds to the subject that a mobile burn trailer could be beneficial because it could be funded/granted because it has the capabilities of being moved regionally for other areas training.

New Business

Ainsworth announced to the committee that Donnie Kellam had twenty-three (23) years & Bill Mariner had twenty-two (22) years on the committee. Ainsworth suggests a plaque or possible resolution be made & presented to them at the Board Meeting or Fire Academy graduation. Committee decided upon a Resolutions & Mike Rudder volunteered himself to handle the task.

Member Comments

None

Guest Comments

None

Next Meeting

May 27, 2009 at 07:00 PM

Adjournment

Motion for adjournment made by Zieger, 1st by Wilson, 2nd by Rudder. The committee adjourned at 08:18 PM

No Meeting in May

Fire Training Center Meeting **June 24, 2009**

The Fire Training Center committee met on Wednesday, June 24th at 7:00 PM at the Fire Training Center in Melfa.

Committee Present: Ainsworth, K.W.
Loftus, J.
Pruitt, C.
Rudder, M.

Members Absent: Byrd, B. (advised committee prior)
DeYoung, G.
Gwaltney, T. (advised committee prior)
James, B. W. (advised committee prior)
LeCato, J.
Warren, A.
Wilson, S.
Zieger, A.

Call to Order

The meeting was called to order at 7:08 PM at the Fire Training Center (FTC) by Loftus

Approval of Minutes

No May meeting was held therefore, no approval of minutes made.

Facility Reports/Status

Loftus reports the bronze plaque is done and has been paid 2/3 by Northampton County. A decision was then made by the committee to place the plaque at the entrance of the FTC building on the left side after the facility has been painted.

The berms have been removed, the removal of the tree debris was discussed, and the area where the concrete pads will be placed for the LP prop. Jim Wert has been notified per Loftus. Wert states he will complete the project prior to the deadline. Committee is still waiting on the estimate for pagenite. Loftus explains these costs will fall under the \$11,500.00 grant before July 31, 2009.

Facility Report/Status—Continued

Loftus also reports that the burn building signage has been delivered to the Accomack County Department of Public Safety office and has been paid under the grant as well.

A discussion was then made by Pruitt as to what LP company will be used for the LP props and who will make the installation. Pruitt reports that all prices are relatively the same and all companies are offering rack price. Ainsworth suggested Pep-up and Pruitt suggested Virginia LP through Joe Harrison. The committee then decided through discussion to choose Virginia LP. Pruitt said he would handle further in taking the steps for installation and delivery of LP.

Loftus suggest that crush and run be purchased and be place around finish LP prop. Prop to be place at the approach and behind the prop in order to reduce erosion during fire attack. Committee agrees.

Loftus reports the LP prop should be installed and usable by the Fall of 2009. Discussion was also made that Policies and Procedure be made and established for training of the prop. Ainsworth then asks that annual PM (Preventative Maintenance) be made for the LP prop. Loftus states he will look into further about maintenance and testing of the prop.

Ainsworth ask committee the possibility of using mini grants to build a Rehab Facility equipped with a shaded area, bleachers, and some type of cooling agent such as fans. The committee agrees and it was then decided the committee would look into further as what would be needed to complete such facility.

Training Plan

Loftus reports that the \$1,000.00 per station/company will be sent by July for the fiscal year of 2010. Jason states he will get together with B. W. James about billing.

Loftus reports to committee the request for a Vehicle Rescue Technician Class. Loftus then discussed the amount of supplies and materials needed for the class such as:

- 200- 4"x 4"x 2' Cribbing
- 50- 6"x6"x3' Cribbing
- Minimum of 3 C or D type buses
- Cement trucks
- Hydraulic Equipment

Loftus to look into further and price supplies and material needed.

Training Plan—Continued

Ainsworth reports the need for an ICS training course as well as the annual EVOC and HazMat courses.

Ainsworth then asks that an e-mail server or list be established in or for committee member, companies, and individuals don't get left out on training opportunities.

Loftus makes request that in future that for example ACDPS holds a class such as a car fire simulator. Committee then approves as long as adequate water flow is made on concrete to reduce the chance of spalling and cracking of the concrete underneath the burning vehicle.

Financial Reports

None

Policies & Procedures

None

Old Business

None

New Business

None

Next Meeting

July 29, 2009, 7:00PM at the Fire Training Center

Adjournment

A motion for adjournment was made by Ainsworth, 2nd by Pruitt, all in favor.
Committee adjourned at 7:55PM

Fire Training Center Meeting
July 29, 2009

The Fire Training Center committee met on Wednesday, July 29th at 7:00 PM at the Fire Training Center in Melfa.

Committee Present: Ainsworth, K.W.
Byrd, B.
Gwaltney, T.
Loftus, J.
LeCato, J.
Pruitt, C.
Rudder, M.
Warren, A.

Members Absent:

DeYoung, G. (advised committee prior)

James, B. W.
Wilson, S.
Zieger, A.

Call to Order

The meeting was called to order at 7:04 PM at the Fire Training Center (FTC) by Loftus

Approval of Minutes

A motion was made to approve June minutes with needed corrections noted. June minutes therefore approved

Facility Reports/Status

Loftus reports all work to be completed by Jim Wert prior to July 31, 2009 which will fall under the \$11,500.00 grant. Loftus also reports all pagenite has been put in place and all cracks have been filled.

Facility Report/Status—Continued

Ainsworth states repair on garage section is still leaking after contractors attempt to seal & caulk. Ainsworth then made the suggestion to the committee that the roof be seal coated with epoxy/rubber bladder (leaking at 1st & 2nd seam over sensor control). Loftus states he will speak with Jim Wert and see if there is anything else he can do but, committee does agree as a whole that the repair must not go unseen and may need research the costs of seal coating the roof with a rubber bladder.

The suggestion was then made by Byrd that an A-Roof be placed on building but, idea was immediately omitted after thought of ladder throwing during training would be difficult and unsafe.

Continued from the leak over the garage area, Ainsworth showed concern that the heat sensor unit has been ruined from long term moisture from the leaking area. Ainsworth and Pruitt both stated the conduit has been rusted beyond safe and accurate use. The suggestion was then made that the conduit be replaced/repaired & be tested by an electrician. Loftus then put upon himself that he would research what would need to be done and would send an e-mail to the committee about the repairs needed. A motion was then made by Byrd to replace the damaged wires prior to calibration sensor tests. Motion was 1st by Loftus, 2nd by Pruitt. Motion carried.

Pruitt advised committee that the repairs to the classroom are underway and that the facility has already been painted. He also stated that public works is also aware of small cracks and holes that need filling.

Pruitt also advised the committee that the LP Prop would be set up in approximately 1½-2 weeks. Loftus then stated that once installed the committee will have to draw up a plan about usage, training, credentials, and preventative maintenance (PM)

Pruitt States the request for an SCBA maze has been brought to his attention. Pruitt suggests the large container sitting by burn building be emptied of all materials and be placed in smaller trailer. Suggests a maze be built in the larger, then empty trailer in order for beneficial training prior to burn days in the academy and beneficial for any companies who would like to train in it. The committee agrees as a whole that a maze in some way or form should be made. Warren was then given the task to research the supplies, materials, and the cost of building such a maze.

A discussion was then brought forward about the rehab facility that would supply shade, a sitting area, and cooling fans. Ainsworth made a motion the committee apply for a mini grant in the amount of \$10,000 to build the rehab facility. Motion was 1st by Loftus, 2nd by Byrd

Training Plan

LeCato reports it has been requested to him to have an HTR Awareness course. Loftus stated he would contact James about the scheduling of courses.

A discussion was then brought forward about the HTR Tech course that has been discussed in previous meetings. Committee still awaiting pricing of materials and the availability of items needed.

Financial Reports

Loftus reports

Training Center Funds

Fund Balance (Savings) as of 06/30/08	\$138,020.88
Unbudgeted FY09 money	\$ 33,902.00
Total Fund Balance	\$167,922.88

Fiscal Year 2009

<u>Revenue for FY09</u>		\$81,390.00
(estimated) Interest	\$300.00	
(actual) Northampton Contribution	\$6,700.00	
(actual) Fire Programs ATL	\$74,390.00	
Total	\$81,390.00	

Budgeted for FY09 \$47,488.00

Expenses \$ 0.00
Actual (FY08 YTD detail)

Encumbered \$ 0.00

Remaining for FY 09 \$22,132.49

Grant

*VDFP Grant \$11,500.00 \$11,500.00 (holding)

Loftus also reports \$1,000.00 per company dues have been sent out and are being paid for. Loftus reports Accomack County to follow.

Policies & Procedures

Enforcement/Collection of FTC dues

Gwaltney questions the committee's control over the unpaid companies who sign up for courses online through VDFP and will be seated prior to those who have paid their \$1,000.00 company dues. Committee agrees they cannot control or limit those persons from being seat prior to those paid.

Loftus brings forward the idea that VDFP funded courses for non-paying companies be charged the costs of their materials/books need for the course and pay the amount by dividing the number of students multiplied by 25% of the course cost. Committee agrees. Loftus states he will make revisions and have for August agenda to vote upon.

A discussion was then brought forth with the suggestion of non-paying companies pay \$625.00 per student per course for NON-VDFP funded courses. Gwaltney & Byrd suggest that the amount is too much and possibly pay \$250.00 per person per course and will not be limited if it exceed \$1,000.00. Those persons who are out of the region (not dwelling in Northampton or Accomack County) will be subject to pay \$75.00 per person per course.

It was also then discussed about the possibility for non-fire related courses or meetings (hunter safety courses, police department, cub scouts) be held at the facility and the costs they would be charged. Committee then discussed and came to the agreement that the group renting the facility would be charged \$75.00 per session or \$100.00 for 2-5 sessions.

Committee discussed that all money collected will be used for yearly training schedule and to support the yearly training budget.

Old Business

Loftus reports plaque is located at Northampton County current for presentation and will then be moved to Accomack County for another presentation. Once done with will be place on building at entrance of classroom.

New Business

Ainsworth questions committee if there could be a standing order put in place that 30 bales remain in stock that may be purchased without consent of the committee and may be kept stocked. Motion by Byrd, 2nd by Ainsworth. Motion passed.

Ainsworth then asks that the same be adopted for the LP Prop. Committee discussed and disagreed that it always have to be stocked full but, agreed that it could be filled prior to a class being held that would use it without consent of the committee to fill it. Motion by Ainsworth, 2nd by Loftus. Motion passed.

Ainsworth ask to formerly bring forth Northampton Co. & Accomack Co. pay 2/3(AC) & 1/3 (NC) funding on the capital fund. Ainsworth made the motion, LeCato made the 2nd. Motion passed.

Warren states that private drills performed by companies that are not available to all companies should reimburse & pay cost of materials used for their private company course at the FTC. With committee in agreeance Loftus states he will add to the policies and procedures.

Warren also brought forward the concern for the need of instructors who are helping in burn training all be trained formerly and strictly on the same thing to eliminate confusion about instructions coming from multiple instructors. Warren made the motion that instructors not only have Fire Officer 1 & 1403 Awareness but, also possibly take a course that is available by MFRI. Also the suggestion was made to adopt a training course and also an instructor group. Loftus also made a motion that a live burn plan be submitted prior to each burn to ensure the facility is being used safely and properly. Motion made by Warren, 2nd by Byrd. Motion passed.

Member Comment

None

Public Comment

None

Next Meeting

August 26, 2009, 7:00PM at the Fire Training Center

Adjournment

A motion for adjournment was made by Warren, 2nd by Byrd, all in favor.
Committee adjourned at 08:40PM

Fire Training Center Meeting August 26, 2009

The Fire Training Center committee met on Wednesday, August 26th at 7:00 PM at the Fire Training Center in Melfa.

Committee Present: Byrd, B.
James, B.W.
LeCato, J.
Loftus, J.
Pruitt, C.
Wilson, S.
Warren, A.

Members Absent: Ainsworth, K.W. (notified prior)
DeYoung, G. (notified prior)
Gwaltney, T. (notified prior)
Rudder, M.
Zieger, A.

Call to Order

The meeting was called to order at 07:25 PM at the Fire Training Center in Melfa by Loftus.

Approval of Minutes

The motion was made by Byrd and 2nd by LeCato to approve July minutes with the notation of correction needed to strike Warren from having part in undertaking the project of the SCBA maze that was discussed in July. It was then stated that Ainsworth would take that position. Also under July's *New Business*, a correction was noted that an instructor in live burn training should be required Fire Instructor I, not Officer I. Motion therefore approved with needed corrections noted.

Facility Status/Report

Loftus reports as known LP Prop has been installed and minor modifications are still needed on the pad. Loftus stated Public Works will be notified about the modifications needed.

Facility Status/Report--continued

Ainsworth (absent) via Loftus stated he would like to begin to load/stock straw needed for the burn building (30 bales). Ainsworth also stated through Loftus the need to purchase sulfur to place around the building to minimize snakes entering.

Pruitt reports that all interior repairs have been completed inside the burn building and a majority of the outside repairs have been completed as well. He states the building has been pressure washed and will be painted shortly. On September 11th @ 10am repairs will be inspected by Kenny Muhleman. Pruitt also informs the committee that a new window entrance on side A has been place and the Side B been closed in. Also the garage was cleaned out by himself and DPS Staff member Simpson as well as the container where the straw was located Brooms, wheelbarrow, ladders, etc are now located in that container. Pruitt also states that the folding tank will be placed back in the container. Pruitt will clean the outside of building tomorrow and the committee will need to find a proper place for the old pagenite and tracking that is located outside. Loftus states to keep the pagenite because of its value and to check the tracking to see if it in condition worth keeping or disposing of.

Byrd then makes the suggestion that the newly purchase straw be placed on palates in the building to reduce moisture. Committee discussed. Nothing settled.

Loftus reports to the committee that the conduit and electrical repairs will be done by Public Works and that the facility was sprayed with Round-Up today's date.

In reference to electrical work needed, James suggests that the light poles located around the facility be grounded due to frequent lightning strikes causing damage. Loftus states he will mention to Public Works. Byrd also questions the need for outlets for use of the fog machines and other powered equipment. Committee sees it as a hazard due to heavy water spray and moisture in building during training.

Loftus informs the committee that the debris left over from the removal of the berms will be cleaned up shortly by Public works and will be done prior to the HTR Tech Class.

Pruitt states in reference to the temperature control monitor system in the burn building that he has contacted United Control Company and spoke to Bill Ferguson, Mr. Ferguson shall contact him back shortly about calibrating the system.

Loftus informs the committee that the VDFP grant expired on July 31, 2009 and the monies will not be reimbursed to the FTC until the burn building has proof of its inspection which was on mentioned to take place on September 11th @ 10am.

Facility Status/Report--continued

Pruitt reports that the burn building's garage roof still leaks on the outer edge even after the repair attempts were made by caulking the cracks by Jim Wert. Pruitt states the water that comes in contact with the roof does not run off, yet it pools. Suggests rubber membrane be put in place on the roof. Pruitt also states the downside of applying a rubber membrane is that the roof would then have limited access. Loftus then stated his concern about limited laddering the building and that the ladder escape will be void of use. Loftus informs the committee that he has already spoken to Jebb Wilson and Wilson suggested inquiring other contractors for alternative ideas to protect the roof. Warren also suggests a truss type/slight A-Roof be built for runoff. Committee decides as a whole to research alternatives.

Warren expresses concern of crack inside classroom where ants from time to time come in. The committee then decided to continue to spray with insecticide and see if it has any results. If no results, committee will then look into seal coating the classroom floor.

Pruitt states the LP prop is in-service and will be announced to the departments. The committee then discussed the storage needs for the appliances used for the prop. A motion was then made by James to purchase a garden cart for the hoses and controls. Motion 2nd by Wilson. Motion passed.

Warren then expresses his concern to place a locking mechanism on the tank valves. Loftus states he would look into further about what can be done to do so.

Pruitt brings back forward the need for crush and run on the LP Props approach and semi-circle surrounding the rear of the prop. Pruitt then made a motion to purchase the crush and run and to install it around the prop as discussed. Motion 2nd by James. Motion passed.

Pruitt suggests to the committee that the large storage container be converted into a SCBA training maze. Pruitt's research estimated the cost in lumber supplies to cost between \$1,500.00-\$2,000. Pruitt also expressed his concern to hopefully begin construction of the maze by October 2009. A motion was then made by Wilson to purchase and build the maze. Motion 2nd by LeCato. Motion passed.

Loftus then reports to the committee that when the berms removed, so was the ventilation prop. Loftus suggests a new one be built. Loftus states he will research estimated costs and design and will bring back forward in the next meeting.

A motion was made by Pruitt to purchase sulfur after discussion of snake problems on the property and facility. Motion 2nd by Byrd. Motion passed.

Training

James reports that we have applied as two separate counties and we will get four (4) funded courses. HTR TECH and Fire Arson Detection are two (2) courses that have been chosen for the curriculum that will fall in the funded in Accomack. Ropes Awareness and Instructor II are also two (2) courses that will be funded for Northampton County. James reports HTR will begin on the first weekend of November.

Loftus then provided in the AGENDA PACKET a graph of courses and how they will be funded. Loftus suggested, with minor modifications that were discussed, that the committee should provide this graph with the invoices that are being sent to the department to show the department when the classes will be delivered and where the funds are going.

A conversation was then made about classes that are funded that can be delivered prior to the end of the calendar year. HTR Tech will be delivered in November. Loftus then suggests Arson for the First Responder be held in October. The discussion for courses in the year of 2010 was then discussed. It was then said to hold Rope Rescue and Operations in March, Fire Officer I in January or February, Fire Instructor II to be in April, and Basic Pumps in May. Loftus will make revisions to graph and will send back via email.

Loftus reports to the committee that materials needed for the HTR Tech class, such as, 2 buses are available, LeCato states he may have 3rd. Pruitt states that he may have his hands on a dump truck located behind the county garage. Pruitt reports for Ainsworth (Absent) that he has spoken with T.W. Block about a cement truck... The owner told Ainsworth she would research into what she had and/or will see what she could find from other companies and would get back in contact with Ainsworth. James hopes to obtain 2 more large vehicles from Bundick Well and Pump. The discussion was then made by James regarding the cribbing supplies needed. Suggest purchasing rough cut wood from OBS and then will be able to store in container at the FTC. Loftus requests James research the cost to have lumber delivered to the FTC. Pruitt and LeCato nominated their selves to help deliver class since James will be on vacation but, states will need to be mainly in charge. LeCato states he will provide forklift to help move vehicles, etc. Loftus questions if VDFP is going to bring the HTR trailer. James will look into that. James also stated he still needs to speak to Parksley for the use of their air truck, and then Tasley and Atlantic for their rescue truck. Loftus questions James in the amount estimated for the total project. Warren motions to allocate \$5,000 for course. Motion 2nd by Wilson. Motion passed.

Loftus also states a survey will be sent to past students to see if classes should be scheduled on weeknights or weekends.

Financials:

Training Center Funds

Fund Balance (Savings) as of 6/30/08	\$167,922.88
Unused FY09 Money	\$14,218.05
Unbudgeted FY10 Money	<u>\$41,167.00</u>
Total Fund Balance	\$223,307.93

Fiscal Year 2010
July 1, 2009-June 30, 2010

<u>Revenue for FY10</u>		\$82,417.00
(estimated) Interest	\$300.00	
(actual) Northampton Contribution	\$6,700.00	
(actual) Fire Programs ATL	<u>\$75,417.00</u>	
TOTAL	\$82,417.00	
 <u>Budgeted for FY10</u>		\$41,250.00
 <u>TOTAL Expenses</u>		\$0.00(as of July 09)
 <u>Encumbered (Aug)</u>		\$0.00
 Remaining for FY10		\$41,250.00

Policies and Procedures:

Loftus then presented the committee with a draft proposal for the \$1,000.00 Levy for Fire Training Needs. Concerns were then brought forward. Byrd suggests a formal use agreement be made and signed by the county on Section XII of procedure draft be made. Warren says IX, Item #2 of the draft proposal should be amended and state a single bill will be submitted annually not on a bi-annual basis. James states on X, Item 2 that enforcing the payment for a funded course should be omitted. Warren it should be kept to help insure open slots for in-region persons. A motion was then made by Byrd to advertise \$200.00 to outside region persons and to those who have not paid their Accomack or Northampton Co. dues. Motion 2nd by LeCato. Motion Passed. A suggestion was also then made by Warren to make a waiting list just incases persons do not show for the course and then it could be advertised via ES 911. A motion was made by LeCato that changes be made to the draft then sent to the fire commission for final approval. Motion 2nd by Wilson. Motion passed.

Policies and Procedures:

Warren brought forward the discussion for a Live Burn Instructor Program. Warren states that instructors will have to fall under certain criteria that fall under the 1403 compliance. Warren states he is researching still and will get back to the committee with a possible plan. Warren states to Loftus to give him until the following month then formulate a subcommittee to put together a set of guidelines, Instructor Levels, 1403 awareness, and possible incident safety officer position.

Old Business

Loftus reports to the committee that the plaque has already been present to Northampton County. The committee elected Ainsworth to receive the plaque on the September 16th meeting.

Pruitt brings forward the construction of the approximate 24' x 16' pole barn & bleachers as well as fans and coolers that will be used as the facility rehab area. Pruitt suggests mini grant be used. Committee agrees.

The committee suggested we request an increase in capital contribution. A motion was made to send D. Eater, the chair of Northampton County, to increase their contribution to 1/3 total costs the total contribution of the fiscal year of 2010. The money is for capital. Motion Wilson, 2nd Lecato. Motion passed.

Loftus states the invoices due for unpaid departments need to be sent out. The Fire Commission has not adopted it but has agreed to bill for the due monies. Bills will go out and results will be posted on the website. Plus 60 day intermittence will be included.

New Business:

None

Member Comment

None

Public Comment

None

Next Meeting

September 30, 2009, 7:00PM at the Fire Training Center

Adjournment

A motion for adjournment was made by Warren, 2nd by Byrd. Meeting adjourned at 9:30PM.

Fire Training Center Meeting
September 30, 2009

The Fire Training Center committee met on Wednesday, September 30th at 7:00 PM at the Fire Training Center in Melfa

Committee Present: Ben Byrd
Jason Loftus
Aarron Warren
BW James
Steve Wilson
Adam Zieger
KW Ainsworth
C.Ray Pruitt
J. LeCato

Member Absent: Greg DeYoung (notified prior)
Terry Gwaltney (notified prior)
Mike Rudder (notified prior)

Call to Order

The meeting was called to order at 7:00 PM at the Fire Training Center in Melfa by Loftus

Approval of Minutes

The motion was made by Byrd and 2nd by Warren to approve the August minutes

Facility Status/Report

Pruitt gave report on garage roof repair. Pruitt had requested three bids from contractors Jim Wert Construction, Crutchley Construction, and Daniel Pruitt Construction. Daniel Pruitt Construction was the only bid present at the meeting. Copy of the bid will be provided with the minutes. After discussion from the committee it was decided to have two addition bids presented with Daniel Pruitt at the next meeting. Pruitt will present these bid at the next meeting.

Pruitt gave the report about the burn building. Ken Muelheim VDFP inspected the burn building on September 11, 2009 and was satisfied with the repairs and would forward the information to Amanda Wood VDFP. Pruitt also reported that the additional repairs had been preformed i.e.; sealing and painting the entire building. Pruitt did bring to the attention of the committee that Jim Wert had not completed the window repairs to the burn building. Motion made by Ainsworth and seconded by LeCato to have Jim Wert contacted and informed to have repairs to window completed no later than Oct. 8th. If the

repairs were completed by the above date Jim Wert would be billed to have another welder to completed the work. Pruitt would report on the job at the next meeting. Facility Status/Report cont.

Pruitt reported that the electrical repairs had been done at the facility by Dales Electric Service. The electrician had indicated concern with the power box located in the garage area of the burn building. The power box does have significant rust to the top because of the leaking roof. The committee decided to have the box checked again after the roof repairs.

Loftus reported to the temperature testing of the sensors located in the burn rooms. The sensors were tested on September 22, 2009 by Loftus and Pruitt. After testing found that all sensors were within calibration. Byrd did suggest that the data recorder be labeled indicating the sensors that are missing.

Pruitt was asked to have public works perform caulking around the outside to the classroom. Pruitt will report on this at the next meeting.

Motion made by Ainsworth and seconded by James to purchase a refrigerator for the classroom building. The refrigerator will have an ice maker, and cost not to exceed \$500.00.

Ainsworth brought up the idea of adding a kitchen, and break out room to the classroom building. After discussion on this issue it was decided by the committee to have a drawing of the kitchen and break out room presented at the next meeting. Ainsworth and Pruitt will present this at the next meeting.

Pruitt suggested that the door between the classroom and the hallway leading to the utility room be removed because of the inconvenience it causes between the restroom doors. Pruitt had spoken with Tom Willett, Accomack County Building and Zoning about this and he indicated there was no need for this door. Motion made by James and seconded by Byrd to have door removed.

Pruitt reported that the LP Prop was ready for use. The accessories for the LP Prop will be placed in a wheelbarrow which was purchase by Ainsworth. This wheelbarrow will be put in the storage container located at the rear of the burn building.

Pruitt reported that the maze prop was about 50% completed and thanked Joe Donoway, Vince Savona, and Jason Loftus for their assistance in the project. Work will continue in the prop at a later date.

Loftus presented to the committee the water system option of having a supply pipe buried from the Industrial Park to the Fire Training Center. Discussion from the committee and was decided to table the issue until a late date.

Training Delivery Group

James reported that the Fire Instructor 2 class had been approved for April 10th 11th and 24th and 25th.

James reported that the LP Gas Emergency Class is scheduled for December 12th and 13th. James stated that the Arson Class will at capacity and will be held at the Fire Training Center on Oct. 17th and 18th. Pruitt handle the refreshment for the class.

James reported that LeCato had secured the 3rd bus for the HTR class and they will be delivered within a few weeks. The lumber for cribbing to be used in the HTR class has been delivered to the Fire Training Center. James stated that Vince Savona was to cut the wood to cribbing length. Rescue trucks from Tasley and Atlantic Vol. Fire Companies have been secured for the HTR class; also the Air Trailer from Parksley Vol Fire Co. has been secured for the HTR class.

Pruitt reported that Painter Vol. Fire Company will be utilizing the Fire Training Center for HTR Awareness Operations class. This is a VDFP reimbursable class with Painter Vol. Fire Company funding it.

Loftus reported that a Fire Officer 1 class will be held in the months of January and February 2010. Fire Officer 1 schedule will be presented at the next meeting.

Financial Report

Loftus presented the financial report to the committee. Ainsworth had a correction to the report. Ainsworth had submitted a bill to the Fire Training Center for the wheel barrow to be used for the propane prop. The bill was to be \$144.87 not the amount submitted. Loftus and Ainsworth will have this bill corrected by the next meeting.

Policies/Procedures

Accomack County Fire Commission discussed the Fire Training Center (Draft) Policies and Procedure regarding the use of the \$1000.00. The Accomack County Fire Commission decided to table the matter until the next meeting in October at which time it will be voted on.

Northampton County Fire Commission was in favor of the Fire Training Center (Draft) Policies and Procedures regarding the use of the \$1000.00.

Loftus stated that when Accomack and Northampton County Fire Companies had paid their \$1000.00 it would be posted on the ACDPS web page.

Warren presented the committee with discussion regarding a policy for the Live Burn Instructors. A meeting was held on September 28th to start a draft outline for this policy. Warren will present a draft to the Live Burn Instructor Policy at the next meeting.

New Business

Wilson received the Fire Training Center Plaque from the Northampton County Board of Supervisors and Ainsworth received the Fire Training Center Plaque from the Accomack County Board of Supervisors. This plaque will be placed in the classroom for display. Public Works will handle placing the plaque.

Pruitt presented the following dates for the use of the Fire Training Center. Propane in service November 1st, and December 5th. Fire Academy January 3rd through June 2010. Motion made by Warren and seconded by Wilson to allow the use of the facility.

Ainsworth brought to the attention that Accomack County has been funding the entire Fire Academy and he felt that Northampton County should assist in this funding because they at time have had students in the class. Discussion regarding the issue continued with no action to follow.

Ainsworth reported that ANEC has an electrical emergency trailer to be used for training and would be beneficial for the center to contact for the availability. Pruitt will contact ANEC about this possibility.

James brought up the idea of purchasing a coffee machine for the classroom. Motion made by Wilson and seconded by Zeigler to have James purchase a coffee machine not to exceed \$500.00.

Old Business

James announced that the wood to be used for cribbing was donated by Paul Jones Lumber and he would send a letter of thank you.

Motion made by Byrd and seconded by Warren to adjourn at 9:15 PM. The next meeting will be on October 28, 2009

Fire Training Center Meeting
October 28, 2009

The Fire Training Center committee met on Wednesday, October 28th at 7:00 PM at the Fire Training Center in Melfa

Committee Present: Jason Loftus
Adam Ziegar
Jim LeCato
C.Ray Pruitt

Member Absent: Aarron Warren(notified prior)
Terry Gwaltney (notified prior)
Ben Bryrd (notified prior)
BW James (notified prior)

Call to Order

The meeting was called to order at 7:15 PM at the Fire Training Center in Melfa by Loftus. Discussion regarding non-official meeting according to By-laws. Items will be ratified at the next meeting.

Approval of Minutes

The September minutes had corrections: Jim LeCato was added to the persons present at the September meeting. Correct spelling of Adam Zieger and Ken Muhleam.

Motion made by Ziegar and Seconded by LeCato to accept minutes of September meeting.

Facility Status/Report

Burn Building (window) project has been completed and Jim Wert has removed the scaffolding.

As of date only one roofing contractor has submitted bids to repair the garage roof. The committee decided to discuss roof options and make a decision at the November meeting.

The break out room project was not reported because of Ainsworth absence. Pruitt will contact Ainsworth on Friday to finalize these plans to have them submitted to Accomack County Building and Zoning.

Motion made by Ziegar and seconded by LeCato to allocate \$2000.00 to the project and start the project once the Building and Zoning approves the plans.

Pruitt reported that the maze prop project will continue on Friday, November 6th. The start time will be 900 hrs. The maze should be completed that day. Anyone interested in helping with this project contact Pruitt.

Pruitt reported that the hallway door had been removed and placed in the utility room. Pruitt has contacted Dales Electric about the front gate light not working properly. Pruitt reported that the refrigerator had been purchased for Vances Appliances and was installed in the utility room. Pruitt reported the work order had been sent to Public Works for caulking to be placed around the classroom.

Loftus submitted documentation regarding the next inspection the burn building which will be in October 2010.

Training Delivery:

Loftus reported that the LP Gas Emergency Class would cost \$3000.00 and he gave details of this class. The committee had discussion of the cost and decided to table this until the November meeting.

Ziegar reported on the HTR Vehicle Class scheduled for November 7th and 8th. There have been 3 schools buses and 1 cement truck delivered to the FTC for this class. Ziegar and LeCato are working on this project and will be completed prior to the class.

Loftus gave a report on the Fire Officer 1 class. The dates for the class are Jan. 23, 24, 30, 31. Feb. 13, 14, 20, 21. The registration for this class will be on the VDFP website.

Financial Report:

Loftus reported that ANFA had deposited \$12,887.44 to the Fire Training account. Loftus reported that \$14,000.00 had been received from the company's \$1000.00 contribution.

Ziegar reported that Northampton Fire Commission had discussed the increase of funding from Northampton County. The Northampton Fire Commission decided to ask the County for addition funding but to do it cautiously because of the financial uncertainty with Northampton County.

Loftus briefly discussed the new SOG manual, and decided to present it at the next meeting in November.

Motion made by Ziegar and seconded by LeCato to adjourn 20:10 hours.

No Meeting in November

Eastern Shore Regional Fire Training Center
December 15, 2009

The Fire Training Center committee met on Wednesday December 15, 2009 at 1900 hours at the Fire Training Center in Melfa

Committee Present: Jason Loftus
Adam Ziegar
Mike Rudder
K W Ainsworth
Jim Lecato
Charles Pruitt

Member Absent: Aarron Warren (notified prior)
Terry Gwaltney (notified prior)
Ben Byrd
BW James

Call to Order

The meeting was called to order at by Jason Loftus. Motion from Jim LeCato and seconded by Adam Ziegar to approve the minutes for the November meeting.

Facility Group

Pruitt presented bids from the Pennisula Roofing, DDP Enterprises, and Steve Cobb Roofing. After discussion from the committee about the roof project a motion from Jim LeCato and seconded by Adam Ziegar was made to award the bid to Steve Cobb Roofing. Jason Loftus will contact Darlene Burton at county purchasing to begin the project.

Pruitt and Ainsworth presented suggestions to the committee regarding moving the cabinets from the classroom to the new kitchen area. This would save the center money instead of purchasing new cabinets. This suggestion met with no opposition, and the cabinets will be moved.

Pruitt brought to the attention of the committee the water problem around the LP Gas Prop. On Dec 5th the Dept of Public Safety utilized the prop for training and experienced large amount of standing water around the prop. The committee to decided to monitor the area and place more stone if needed at a later date.

Ainsworth and Pruitt presented idea suggestions for a new ventilation prop to be installed at the center. This prop would be used by the fire academy students and company drills. Ainsworth and Pruitt will present the cost of the prop to the committee next meeting for approval.

Delivery Group

The committee discussed the success of the HTR Tech Class. Motion made by Jim LeCato and seconded by Adam Ziegar to sent thank you letters to Bundick Well, Ferebee Enterprises, and TW Block for their contribution to the class.

The committee discussed LP Gas class schedule for the training center. Loftus presented the cost of the class to the committee. The cost for the LP Gas class was to exceed \$5,000.00. The committee decided to table the class until other options could be found.

VDFP Grant workshop class scheduled for Dec 17th at the DPS office.

Funding

Loftus presented the Training Levy information to the committee. The following station had not paid the \$1,000.00 to the center. New Church, Saxis, Bloxom, Tasley, and Melfa.

HTR Class has spent \$751.57 towards to class.

Loftus presented the funding statement from the Maze Project. There is \$800.00 left over from the budget for the maze. Motion made by Jim LeCato and seconded by Adam Ziegar to forward the \$800.00 to the classroom project.

Lofus presented the Draft of the Fire Training Guidelines to the committee. The committee will make a final decision the Guidelines at the next meeting.

New Business

Pruitt discussed the ANFA money to be possibly used to purchase or build training props at the center. The committee approved Pruitt to discuss the training prop ideas with ANFA at the next ANFA meeting in January.

Ainsworth brought to the attention the Maritime Training Group. This group has expressed interest in the use of the facility. There have been 2 meetings with the representatives of this group. The committee decided to have the group coordinate its actions with the Accomack County Administrator before the Fire Training Center could make any decisions.

Meeting Adjourned at 2048 hours.