

**Regional Fire Training Center Committee**  
**March 25, 2015**  
**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**
  - October and February 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
    - Greenbackville Live Burn Exercise, Fire Academy Usage
  - B. Classroom
    - Additional projection screen ordered
  - C. Grounds/Props
    - 1. LODD memorial ( funding)
    - 2. Training Engine ( pump test )
- VIII. Training Delivery**
  - A. FY2015 - 16
    - 1. VDFP Training Classes 2015-16
    - 2. Hands on training classes
- IX. Financials**
  - A. FY2014-15 Facility funds☒
  - B. FY2014-15 Training Funds ☒
    - 1. FY2015
    - 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  
February 18, 2015 Minutes***

The Fire Training Center Committee met on Wednesday October 8, 2015 at 1900 hours at the Fire Training Center in Melfa, Virginia

Committee Members Present

Charles Pruitt  
Jim LeCato  
Greg Deyoung  
Mick Sharpe  
Steve Wilson  
Adam Ziegar

**Call To Order:**

The February 18, 2015 meeting was called to order by Committee Chairman, Charles Pruitt at 1900 hours. The October 8, 201 minutes were reviewed and approved by Wilson, seconded by LeCato.

**Consent Agenda:**

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

**Facility Reports:**

Burn building has been used by Exmore, Painter, and Only Fire Companies to conduct live burn exercises and hose line training.

Public Works had completed the cleaning of the classrooms which included steam cleaning the carpets.

LODD memorial project ongoing

Water Tank project completed

Training Engine awaiting pump testing in the Spring

**Training Delivery Reports:**

VDFP Training Request for the 2015-16 year will be discussed at the March meeting. Discussion about some other training classes needs for the remainder of the year. Motion made by Adam Ziegar and seconded by Jim LeCato to investigate a reimbursable ITR Vehicle Rescue Class for later June, EVOC, LP Gas, and DPO class.

**Financials:**

Charles Pruitt presented the financial report which indicated that the FTC had funds available to sponsor 3 reimbursable classes.

**Policy and Procedure:**

No discussion.

No information provided

**Old business:**

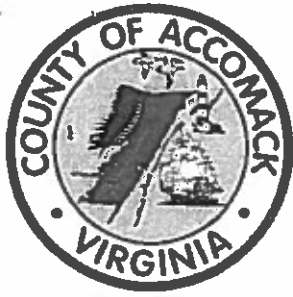
No discussion

**New Business**

**No discussion**

**Adjournment:**

A motion was made to adjourn by Shrarpe, seconded by LaCato. The October 2014 meeting adjourned at 2025 hours.



# County of Accomack Department of Public Safety

*"Together We Make a Difference"*

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www.acdps.net

Fire & Rescue ~ Emergency Management

**Date:** March 25, 2015  
**To:** Regional Fire Training Center Committee  
**From:** Charles Pruitt, FTC Chairman  
**Subject:** Items requiring action Feb. - March 2015

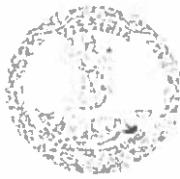
Enclosed is a list of the action items from Meeting.  
Please let me know if I have omitted any items or have error.

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1. Post approved minutes from the June. meeting
  - a. Completed
2. Complete/Post Draft Minutes from them Oct. & Feb. monthly meeting
3. Prepare Agenda for next meeting
  - a. Completed
4. Training Center Project Work
  - a. Logistics for the Fire Academy, Fire Officer 1, MCI class, and Fire Officer 3
  - b. Coordinate PW repairing sink in Mens Restroom
  - c. Coordinate Live Burn Exercises for Exmore, Onley, and Tasley
  - d. Fill vending machine
  - e. Budgetary work

Fiscal Year 2014-15 Training Center Usage Log

Training Hours Month of	ICS 300	wildland fire course	MCI 1 & 2	Fire Inst 1	May Day Firefighter Down	CPR	First aid	EVOC	Fire Academy	Fire Inst 2	Fire Officer 1	Fire Officer 3	MCI Co. Officer	May Day Firefighter RIT	HTR Module 2	TIMS	Haz Mat Tech	EMT	DPS Live Burn	Regional Haz-mat Team	Hunter Safety	Sheriff Office	EMS continued	CERT
	18	3		40	16	4	4	16	0	32	36	24	16	16	16	4	64	0	8	8	16	20	60	2
New Church	9	9		10	10	12	12	10	1	1	3	5	4	3	6	4	1	0	4	4	10			
Greenbackville				1					7															
chincoteague		1							2															
atlantic																								
Saxis																								
Bloxom	3	1		1	3				4	1	1													
Parksley				1	1			3	1	4	3													
Tasley		1																						
Onancock																								
Melfa		1			2				2	1														
Wachapreague		3						1	3															
Painter		4						1	2															
Public Safety	3	2		2				1	2	2	4						9							
Exmore		1		1				2	1		1													
Northampton									3															
Eastville									3															
Chertion									2															
Cape Charles																								
Cape Charles Rescue																								
Northampton EMS	2							3																
Onley		1							8															
Oakhall																								
Tangler																								
Regional Haz-mat																								
Outside Region																								
Other	8																							
TOTAL	95	15	10	6	9	0	0	10	38	8	10	0	0	0	0	0	9	30	18	0	33	36	60	0



## Virginia Department of Fire Programs

**Melvin Carter**  
Executive Director

**Brook M. Pittinger**  
Deputy Executive Director

Division 5 – Hampton  
102 Pratt Street, Suite 101  
Fort Monroe, Virginia 23561  
Phone 757/ 848-5828  
Fax 757/ 848-5813  
**K.A. Muhleman**  
Division 5 Chief

**To:** VDFP Division Training Coordinators  
**From:** VDFP Division 5 Chief  
**Date:** 02/17/2015  
**Subject:** FY 2015/2016 FUNDED SCHOOL REQUESTS

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It is time that we start to plan for the 2015-2016 fiscal training year. As you know, the planning that we did for the past years not only enabled us to budget out funds effectively but to provide many of the classes that were requested. This would not have been possible without the help of the fire departments across the state.

As we have done in the past, we would ask that requests for training come from ONE source within your county or city. This may be your association or training division, or whatever arrangements you wish to make. However, the request must cover all the departments within your jurisdiction. This will prevent duplication and insure that all departments have equal opportunity to join in the planning. Please see Doc 5 Locality Contact List for this person.

Please get together as soon as possible and start to plan what state funded training you would like to see offered in your locality during the 2015/2016 year and when you would like to hold it. With the fiscal position of the Commonwealth being very short through the next biennium, it is imperative that we work together to make sure your courses are a go. As with past years directive from our Executive Director, if a course is scheduled and cancelled, the course will be lost and funds reallocated once all bills are paid.

We will also be consulting the Needs Assessment reports your Department Representative submitted earlier this year o match and qualify requests.

Attached with this document you will find a course selection (Doc 3 Course List 2015) form, select your top two to five picks in priority format and E-mail me your selections, **THIS INFORMATION MUST BE BACK TO ME NO LATER THAN April 1, 2015.** Your help is vital; jurisdictions that plan now will have first priority when funding is budgeted for training. Keep in mind however, that funding CANNOT

be guaranteed for each school requested. we can only try to meet as many requests as possible. Each year requests greatly exceed funding available for training. **YOU MUST PLAN NOW!** Please ensure once you have made your selections that these courses take priority on your training calendar to be accomplished. Allocation not used during the present year will not be approved as additional training for FY16 training year. **As you may have already seen through the Governor of Virginia's Office, budget cuts over the next few years will be a reality, therefore I would urge you and your committees to schedule your training as soon as possible after the new fiscal calendar begins in July.**

I have included a sheet on the agency policy for funding allocations to local jurisdictions for training. Please read this carefully to be sure you understand your obligations concerning funded fire training. Note that funds that are not used in a timely fashion can and will be reallocated by VDFP for other jurisdictions or programs. With this in mind, you must carefully follow through with your plan.

All Technical Recue Classes for this year will be handled directly from the Technical Rescue Division of the agency and are not listed on this years' menu. This list of classes and letter is included in this package as well. (Doc 6 2015 TR Funded Request)

During the last fiscal period, we instituted a Training Contact E-mail list that will assist in the distribution of materials and flyers throughout the year. If you would, please include an E-mail address on the course request list so we may keep this list current.

If you have any questions or if I can be of any assistance with your planning please contact me in the VDFP Division Office. I look forward to working with you during the coming year.

Thank you for your speedy return of the information requested within this document. If you would like me to attend your county/city Fire Chief or Training committee meeting please request and I would be more then happy to attend as scheduling allows. In an effort to reduce United States Postal Service mailing delays I would urge you to communicate your requests on the attached form and submit by E-mail back to the Division Chief's agency email address.

Respectfully submitted,





## **Virginia Department of Fire Programs** **2015-2016 Funded School Request Format**

Yearly, monies are allocated to each Virginia Department of Fire Programs Division Office for disbursement to the City/Counties in the designated area. The following information is a guide to the flow of information through the Division Office.

It is the responsibility of each City/County Training Contact to choose two to five courses per year maximum to be funded through the Department of Fire Programs. All other courses requested will be the responsibility of the locality to fund or have presented in the Non-funded format.

All Technical Rescue Courses will be awarded from the Technical Rescue Division of the agency and based upon the Needs Assessments that your Department Representatives submitted earlier this year.

### First Quarter Flow Chart

February – Information forwarded electronically to the City/County contact person requesting the locality to choose courses for the upcoming new fiscal year.

April 1 – Request for courses from the locality are due back in the Division Office for review. Heavy and Technical Rescue course being the exception, all courses assigned may begin after August 1.

April 1-May 15 – Division Office compiles requests and begins a training course budget flow sheet for Branch Chief of Operations.

June 1 – Preliminary Budget is submitted to Branch Chief of Operations for review and approval.

June 29 – Budget information is received in Division Offices for disbursement as courses are requested.

July 16 or thereafter – VDFP receives SCC notification of fund transfer for Training, we will advise localities by electronic notification or mail of approved training for FY14.

Budget process is monitored throughout the fiscal calendar year August 1- June 15 of the following year.

Once the locality receives notification of approved courses, all funded courses must have a 60 day lead time; non-funded courses are required to have 30 day lead time. Electronic Course request forms may be found on the VDFP website at [www.vafire.com](http://www.vafire.com) under State Forms page.

## 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.

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Host Agency Agreement

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Date

# Virginia Department of Fire Programs Technical Rescue Division

The VDFP- Technical Rescue Division is in the process of putting together the FY- 2015 funded technical rescue course schedule. These courses have no bearing on funded courses that you request through your local division office.

If you would like to host a technical rescue courses during the 2016 fiscal year, please fill out the form on the next page and return to me by C.O.B on April 24, 2015 by fax, email, or us mail.

Once all requests have been received, the technical rescue division will review all request and determine the best location for the courses to be hosted based on the number of request received, logistical needs/ support, and the needs assessment.

Organizations that host a course will be given 10 spots in that course for members of their organization with the remaining spots being available on a first come/ first serve basis online. If chosen to host a course, more information will follow.

Should you have any questions please feel free to contact me.

Timothy W. Hansbrough



Division Chief – Technical Rescue

1005 Technology Park Drive  
Glen Allen, VA 23059

Phone- 804-249-1990

Email: [timothy.hansbrough@vdfp.virginia.gov](mailto:timothy.hansbrough@vdfp.virginia.gov)

Fax: 804-371-3209

**Virginia Department of Fire Programs**  
Desired funded Technical Rescue Courses- FY 2015-2016

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

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Jurisdiction/ Department: \_\_\_\_\_

County: \_\_\_\_\_

VDFP Division Area: \_\_\_\_\_

Please chose your first, second, and third course choices that you would like to host during the 2016 fiscal year.

# 2015 Course List

Class Descriptions	StdYear	CourseCode	Hours	Choice
ARFF - RESPONSE TO AVIATION ACCIDENTS FOR FIRST RESPONDERS	14	HA4	12	
BASIC PUMP OPERATIONS - 16-HOUR TRAINING PROGRAM	8	SS1	16	
CREW LEADER	8	CL0	32	
DRIVER / OPERATOR PUMPER CERTIFICATION COURSE NFPA 1002-08	8	SJ2	56	
DRIVER/OPERATOR-AERIAL CERTIFICATION COURSE NFPA 1002-08	8	SJ1	40	
EMERGENCY VEHICLE OPERATION - CLASS 1	10	VO1	16	
EMERGENCY VEHICLE OPERATION - CLASS 2	10	VO2	16	
EMERGENCY VEHICLE OPERATION - CLASS 3	10	VO3	16	
FARM MACHINERY EXTRICATION	2	RV3	16	
FIRE INSTRUCTOR I - NFPA 1041-12	12	GZ1	42	
FIRE INSTRUCTOR II - NFPA 1041-12	12	GZ2	24	
FIRE INSTRUCTOR III NFPA-1041-07	7	GZ3	28	
FIRE OFFICER I - NFPA 1021-09	9	CW0	70	
FIRE OFFICER II - NFPA 1021-09	10	CX2	30	
FIRE OFFICER III - (NFPA-1021-09)	9	CY0	45	
FIRE OFFICER IV - NFPA 1021-09	9	CZ0	45	
FIREFIGHTER I - NFPA 1001-13	13	UZ1	160	
FIREFIGHTER II - NFPA 1001-13	13	UZ2	57	
HAZARDOUS MATERIALS AWARENESS & OPERATIONS NFPA 472-13	13	MA7	32	
HAZARDOUS MATERIALS AWARENESS NFPA 472-13	13	MA5	8	
IM - H-467/ICS 400 - ADVANCED ICS FOR CGS, COMPLEX INCIDENTS AND MACS	8	ID4	16	
IM - ALL-HAZARDS LOGISTICS SECTION CHIEF	10	IH4	40	
IM - ALL-HAZARDS PLANNING SECTION CHIEF	10	IG3	35	
IM - COMMAND AND GENERAL STAFF FUNCTIONS IN THE LOCAL IMT	8	ID5	45	
IM - E-956 ALL-HAZARDS LIAISON OFFICER	11	IG4	16	
IM - E-956 ALL-HAZARDS SAFETY OFFICER	11	IG6	32	
IM - EMS: FUNCTIONS IN THE INCIDENT COMMAND SYSTEM (W166)	12	NM0	16	
IM - F-160 - ICS FOR EMS	5	IC9	16	
IM - H-465/ICS 300 - INTERMEDIATE ICS FOR EXPANDING INCIDENTS	8	ID3	20	
IM - ICS PLANNING AND FORMS	7	IS6	8	
IM - IUCMCI	5	IC7	16	
IM - Q316 - INTRO TO COMMAND AND GENERAL STAFF	5	IS3	14	
IM - R-831 COMMAND & CONTROL OF INCIDENT OPERATIONS	10	IS9	48	

# 2015 Course List

IM- NIMS/ICS FOR EMS	5	NC7	12
IM- R317 - COMMAND & GENERAL STAFF FUNCTIONS IN ICS	5	IS4	48
MAYDAY FIREFIGHTER DOWN- AWARENESS	8	OD7	6
MAYDAY FIREFIGHTER DOWN- OPERATIONS	2	OD2	16
MAYDAY TECHNICIAN - RAPID INTERVENTION COMPANY OPERATIONS	12	OD6	16
NFA - POLITICS AND THE WHITE HELMET (W121)	11	NM2	12
NFA - BUILDING CONSTRUCTION - COMBUSTIBLE	2	NF7	12
NFA - BUILDING CONSTRUCTION - NON-COMBUSTIBLE	2	NF5	12
NFA - COMMAND AND CONTROL WILDLAND/URBAN INTERFACE OPS FOR CHIEFS	8	NI8	16
NFA - COMMAND AND GENERAL STAFF FUNCTIONS - PRACTICAL EVOLUTIONS	6	ISO	8
NFA - COMMISSIONING NEW OCCUPANCIES (W0215 )	14	NE1	16
NFA - DECISION MAKING FOR INITIAL COMPANY OPERATIONS (DMICO)	12	NK5	12
NFA - EMERGENCY RESPONSE TO TERRORISM: BASIC CONCEPTS	98	NS3	16
NFA - ES SERIES:EXERCISING LEADERSHIP TO FACILITATE CHANGE(W0521)	14	NE2	16
NFA - EXERCISING LEADERSHIP THROUGH DIFFICULT CONVERSATIONS	14	NB1	16
NFA - FIRE SERVICE SAFETY CULTURE: PROTECTING FF FROM FF? (W0349)	14	NE3	16
NFA - HEALTH AND SAFETY OFFICER (HSO)	9	NS2	12
NFA - I-200 - ICS FOR SINGLE RESOURCES & INITIAL ACTION INCIDENTS	6	IS2	8
NFA - ICS FOR HIGHRISE INCIDENTS	6	NC9	12
NFA - INCIDENT SAFETY OFFICER (ISO)	9	NS1	12
NFA - INTRO TO WILDLAND/URBAN INTERFACE FIREFIGHTING	6	NT1	12
NFA - IS-700 - NATIONAL INCIDENT MANAGEMENT SYSTEM INTRODUCTION	5	NI1	4
NFA - IS-800 - NATIONAL RESPONSE PLAN TRAINING COURSE	6	IS8	3
NFA - LEADERSHIP I: STRATEGIES FOR COMPANY SUCCESS	10	NJ1	12
NFA - LEADERSHIP II: STRATEGIES FOR PERSONAL SUCCESS	10	NJ5	12
NFA - LEADERSHIP III: STRATEGIES FOR SUPERVISORY SUCCESS	10	NJ6	12
NFA - MANAGING AND LEADING CHANGE	6	ND6	12
NFA - MANAGING IN A CHANGING ENVIRONMENT (HANDOFF COURSE)	6	ND4	12
NFA - MITIGATION ADVOCACY FOR SMALL DEPARTMENTS	11	NV1	12
NFA - NIMS/ICS FOR THE FIRST RESPONDER	5	NC1	16
NFA - PREPARATION FOR INITIAL COMPANY OPERATION (PICO)	5	NK6	14
NFA - SHAPING THE FUTURE	11	ND3	12
NFA - STRATEGY AND TACTICS FOR INITIAL COMPANY OPERATIONS	4	NK7	16
NFA - THE NEW FIRE CHIEF I (W0760)	14	NB2	16

# 2015 Course List

NFA - TRAINING OPERATION IN SMALL DEPARTMENTS	6	NP2	12
NFA - W273 MARKETING FIRE PREVENTION IN YOUR COMMUNITY	2	NA8	12
NFA - W516 LEADING DIVERSE COMMUNITIES BEYOND CONFLICT	2	ND7	16
NFA - WILDLAND INTERFACE FOR THE STRUCTURAL COMPANY OFFICER	11	NU1	12
NFPA 1403 AWARENESS	12	GZ8	4
NFPA 1403 COMPLIANCE OFFICER	5	GY0	8
PROPANE EMERGENCIES - AWARENESS	13	QA1	4
RURAL WATER SUPPLY 16-HOUR TRAINING PROGRAM	8	SR1	16
TR - CONFINED SPACE LEVEL I - ATTENDANCE	13	RC1	16
TR - CONFINED SPACE LEVEL II - ATTENDANCE	13	RC5	16
TR - INTRODUCTION TO TECHNICAL RESCUE - MODULE 1	13	RI1	8
TR - INTRODUCTION TO TECHNICAL RESCUE - MODULE 2	13	RI2	24
TR - ROPE RESCUE LEVEL I - ATTENDANCE	13	RR1	32
TR - ROPE RESCUE LEVEL II - ATTENDANCE	13	RR5	24
TR - SURFACE WATER, LEVEL I	13	RW1	20
TR - SURFACE WATER, LEVEL II	13	RW2	20
TR - TRENCH RESCUE - LEVEL II ATTENDANCE	13	RT5	24
TR - TRENCH RESCUE LEVEL I - ATTENDANCE	13	RT1	16
TR - VEHICLE RESCUE - LEVEL I	13	RV4	16
TR - VEHICLE RESCUE - LEVEL II	13	RV5	24
TR - VEHICLE RESCUE AWARENESS AND OPERATIONS	11	RV1	16
TRAFFIC IMS FOR THE FIRST RESPONDER	13	22	12
TRAFFIC INCIDENT MANAGEMENT & RESPONDER SAFETY	14	27	8
VFCA CHIEF OFFICER TRAINING	15	CO1	16
VFMA - ARSON DETECTION FOR THE FIRST RESPONDER	14	NG7	12
VFMA - COURTROOM PREPARATION FOR FIRST RESPONDERS	2	NE7	12
VFMA - ENVIRONMENTAL CRIMES	4	FM1	40
VFMA - ENVIRONMENTAL CRIMES AWARENESS	4	FM0	16
VFMA - JUVENILE FIRESETTER I	4	NA1	16
VFMA - JUVENILE FIRESETTER II	4	NA2	16
VFMA - PUBLIC FIRE & LIFE SAFETY EDUCATOR I - NFPA 1035	10	FA1	24
VFMA - PUBLIC FIRE & LIFE SAFETY EDUCATOR II - NFPA 1035	10	FA2	16

**Funded Training Requests  
2015/2016**

<b>Contact</b>	<b>Locality</b>	<b>Returned</b>
C.Ray Pruitt	Accomack County	
Brad Rogers	Brunswick County	
Lawrence Matthews	Chesapeake FD	
Vince Holt	City of Franklin	
Chris Rawlings	Emporia	
Andy Nazak	Gloucester County	
Jason Rook	Greensville County	
W.L. Johnston	Hampton Fire & Rescue	
Jeremy Gibbs	Isle of Wight County	
Miles Pettengell	James City County FD	
Karen Townsend	Matthews County	
Mark Nugent	Middlesex County	
Robert Craft	Newport News FD	
Robert Burton	Norfolk Fire & Rescue	
Jim LeCato	Northampton County	
Joe Breedon	Poquoson FD	
Chandra Dorsman	Portsmouth FD	
Jerry Beaton	Southampton Co. ( & Regional School)	
Richard Stephens	Suffolk FD	
Barry Burns	Surry County	
Eddie Vick	Sussex County	
Jack Crandell	Virginia Beach FD	
Robert Washington	Williamsburg FD	
Paul Long	York County Fire & Life Safety	





# Virginia Department of Fire Programs Training Request/Course Completion Form

VDFP USE ONLY

SCHOOL NUMBER

This form must be used to request training from the VA Dept. of Fire Programs. Complete SECTION A to request training and submit (one) copy to the appropriate Division Office. Once the request has been processed, a copy will be mailed to you. Also, make sure the lead instructor is given a copy. A TRAINING REQUEST MUST BE APPROVED PRIOR TO A SCHOOL. After the training class is completed, the lead instructor will fill out Section B and return it with other school paperwork.

## SECTION A (REQUEST FOR TRAINING)

Check Type of School:

NON-FUNDED

FUNDED

REIMBURSABLE

PARTIAL FUNDED

FUNDED BY LOCALITY

The \_\_\_\_\_ of \_\_\_\_\_  
(Fire Department, Agency, Brigade) (City, Town, County)

wishes to establish a class in \_\_\_\_\_

at \_\_\_\_\_  
(Location where training will be held)

Funded schools will be listed on the VDFP Website. Would you like your course to be listed on the site for open enrollment? YES  NO

Proposed Start Date: \_\_\_\_\_ Proposed End Date: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Estimated Number of Training Hours: \_\_\_\_\_

\_\_\_\_\_  
Name of Person Initiating Request ( Print Clearly) Street Address

\_\_\_\_\_  
City, State, and ZIP Day Time Telephone Number

\_\_\_\_\_  
Contact E-mail Address

*Locality may select "Funded by Locality" option above if course falls below recommended minimum seating allocations. All associated costs will be billed to locality to conduct the course*

## VDFP USE ONLY

TRAINING APPROVED  TRAINING DENIED \_\_\_\_\_  
(REASON FOR DENIAL)

\_\_\_\_\_  
VDFP Division Chief Signature Date

## SECTION B ( COURSE COMPLETION INFORMATION, TO BE FILLED OUT BY LEAD INSTRUCTOR)

Actual School Date ( If Different from request ) Start : \_\_\_\_\_ End: \_\_\_\_\_

Total Number Training Hours ( If different from request): \_\_\_\_\_

Total Number of Students Attending Training: \_\_\_\_\_

Enrollment: Number of Career Male: \_\_\_\_\_ Number of Volunteer Male: \_\_\_\_\_

Number of Career Female: \_\_\_\_\_ Number of Volunteer Female: \_\_\_\_\_

*Attach course schedule and preferred instructors to this form for review and approval*

# Eastern Shore Regional Fire Training Center Training Schedule

2014-2015

## 2014 Schedule:

ICS 300	Sept. 26, 27, & 28
Wildland Firefighting Incident Program	Sept. 25
MCI Level I and II	Oct. 4
Fire Instructor I	Oct. 18, 19, 21, 25, 28, & 30 Nov. 6 & 16
May Day Fire Fighter Down!	Oct. 25 & 26
EVOC	Oct. 25 & 26

## 2015 Schedule:

Fire Academy	January thru June
Fire Instructor II	Jan. 10, 11, 24, 25 & Feb. 8
Fire Officer I	March 7, 8, 21, & 22 April 4, 5, 18, & 19 May 2 & 3
MCI I & II Company Officer	April 25 & 26
May Day Fire Fighter RIT	March 28 & 29
Fire Officer III	May 16, 17, 30, & 31 June 6 & 20
HTR: Module II	June 5, 6 & 7
Fire Attack Essentials	(Tangier VFC) TBD

# NFPA 1021-2009 Fire Officer 3 - Syllabus

DAY	DATE	TIME	SUBJECT	BOOK PAGES	STUDENT ACTIONS		
1	5/17/2015	0800-1000	Introduction to Course Student Requirements Student Introductions		Read text before class		
		1000-1200	Research Process	103-109			
		1200-1300	Lunch				
		1300-1700	Human Resources Recruitment Practices (Tab 1)	176-189 Tab 1	Homework Assignment [6.2.2]:		
2	5/31/2015	0800-0830	Current Affairs		Read text before class		
		0900-1030	Human Resources Personnel Assignments (Tab 2) Promotions (Tab 3)	189-191 Tab 2 198-200	Group Assignment [6.2.1] Homework Assignment [6.2.3]:		
		1030-1200	Human Resources  Professional Development Programs (Tab 4)	213-216	Group & Individual Assignment [6.2.5] & [6.2.7] Group Assignment [6.2.4]		
		1200-1300	Lunch				
		1300-1500	Community Relations Strategies (Tab 5)	240-247	Homework Assignment [6.3.1]:		
		1500-1700	Operational Planning Process (Tab 6)	277-290	Group assignment [6.6.3] [6.8.1]:		
		3	6/7/2015	0800-0900	Current Affairs		Read text before class
				0900-1100	Budget Preparation and  Development (Tab 7)	301-312	Homework Assignment [6.4.1] & [6.4.2]
1100-1200	Purchasing Process			312-321	Homework Assignment [6.4.3]		
1200-1300	Lunch						
1300-1400	Purchasing Process Purchasing Process Application			321-325	Group Assignment [6.4.4] & [6.4.5]:		
1400-1530 1530-1700	Record Keeping (Tab 8) Training Development			326-333 333-347	Homework Assignment [6.2.6]:		
4	6/14/2015	0800-0900	Current Affairs		Read text before class		
		0900-1200	Fire Prevention and Life Safety Programs (Tab 9)	353-368	Homework Assignment [6-4.6] & [6.5.1]:		
		1200-1300	Lunch				
		1300-1600	Fire Prevention and Life (Tab 10) Safety Programs	368-383	Homework Assignment [6.5.2]:		
		1600-1700	Emerg Services Delivery (Tab 11)	387-414	Homework Assignment [6.6.1]:		
5	6/28/2015	0800-0900	Current Affairs		Read text before class		
		0900-1200	Emergency Service Delivery	387-414	Homework assignment [6.6.2]		
		1200-1300	Lunch				
		1300-1500	Health&Personnel Safety (Tab 12)	442-464			
		1500-1700	Presentation on Research Paper Final Paper due last day of class		Homework assignment [6.7.1]:		

Fire Instructor 2 Invoice

Course number 454-15188

Lead Instructor April Elmore

Instructor Hours	22.00	Rate	\$ 24.00	=	528.00
Travel and Tolls					318.45
Total					846.50

April Elmore

5009 Westgrove Rd.

Virginia Beach, Va 23455

aelmore@vbgov.com

Fail Safe Testing  
300 Craig Road  
Suite 209  
Manalapan, NJ 07726 US

Phone: (888) 319-3252  
Fax: (732) 656-0110  
billing@failsafeusa.com

**Bill To:**  
Accomack County Eastern Shore Regional Fire Training  
PO Box 102  
Tasley, Virginia 23441



Quote Number: 00000399  
Quote Date: 01/28/2015  
Expiration Date: 02/27/2015  
P.O. Number:

**Ship To:**  
Accomack County Eastern Shore Regional Fire Training  
28598 Beacon road  
Melfa, Virginia 23410

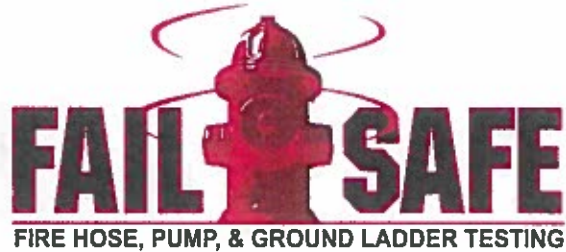
**Contact:**  
Phone:  
Mobile:  
Email:

## QUOTE

Description	Quantity	Rate	Total Amount
<b>Fire Hose Test</b> Annual fire hose testing as per NFPA 1962-2013	1,550	\$0.30	\$465.00
<b>Ladder Test</b> Annual ground ladder testing as per NFPA 1932-2010	5	\$50.00	\$250.00
<b>TOTAL</b>			<b>\$715.00</b>

To Schedule Service, Sign Below and Return to Fail Safe Promptly via Fax, Mail, or Email		
Signature:	Title:	Date:

It is expressly understood that Fail Safe Testing (FST) shall not be liable or accountable under any guarantees or warranties, either express or implied, statutory by operation of law, or otherwise relative to the use of any testing equipment after date of inspection. Furthermore, FST will not be held liable or accountable for any piece of equipment that fails during testing.



February 2, 2015

Dear Valued Customer,

Enclosed please find your 2015 Quote for the services we provided to you in the past.

As you may know, in addition to hose testing Fail Safe also provides NFPA required ground ladder, hard suction, and pump (select areas) testing. **We are pleased to announce that we will also be offering appliance testing in 2015!** If we are not presently providing you with these services and you are interested in receiving a quote, please let us know by placing a check next to the service on the enclosed Customer Information Form.

**We are offering major discounts to current customers if they are able to recommend and combine testing with neighboring fire departments. Please contact us to find out more!**

As the USA's premier fire safety testing service Fail Safe continues to grow. By continuing to add NFPA required testing services, Fail Safe is answering fire department requests to make you job easier by offering a single service that provides the most complete, dependable, and highest quality service for your fire department.

To ensure that our existing customers continue to have their testing performed when it is both timely and convenient for them, **we ask that you either fax or email back the Quote Agreement enclosed with the Customer Information Form as soon as possible.** Upon timely receipt of your signed Agreement, we will schedule your service for about the same time as last year.

If you are no longer the individual that should be receiving this quote, please forward it to the responsible party.

Thank you for your continued patronage. We look forward to serving you again this year.

Sincerely,

Fail Safe Testing



300 Craig Road, Suite 209, Manalapan NJ, 07726

Phone: (888) 319-3252

Fax: (732) 656-0110

info@failsafeusa.com www.failsafeusa.com

***Customer will be charged, and final price adjusted based upon the actual equipment quantity/lengths being tested***

### **Fire Hose & Appliance/Nozzle Testing**

**Customer will be responsible to secure water supply and will bear any associated cost.**

**Customer will be responsible to have a driver available on day of testing.**

**Customer will be responsible to provide a flat, clean, paved testing area ~300ft x 40ft.**

**Customer will be responsible to provide a pump and operator for nozzle testing.**

#### **Job Description:**

- Test all hose, appliance, and nozzles to NFPA 1962-2013
- Provide complete computerized report
- Unpack and repack all hose beds/racks
- Ink stenciled number system on each length or item
- Replace gaskets as needed
- Yearly color code provided one each length or item
- Apparatus inventory report
- Tag all failures out of service

### **Ground Ladder Testing**

**Customer will be responsible to secure water supply required for horizontal bend test and bear any associated cost.**

**Customer will be responsible to have a driver available on day of testing.**

#### **Job Description:**

- Test all ground ladders to NFPA 1932-2010
- Provide complete computerized report
- Return all ladders to apparatus or firehouse
- Place identification number on each ladder tested
- Yearly color code provided one ladder tested
- Tag all failures out of service
- Apply customer or Fail Safe supplied heat sensor labels. Heat sensor labels provided by Fail Safe will be charged to customer at \$2.50 each.

### **Pump Testing**

**Customer will be responsible to provide a flat level surface and a means to fill a drafting tank.**

**Customer will be responsible to have a driver available on day of testing.**

#### **Job Description:**

- Test all fire pumps to NFPA 1911-2012
- Provide complete computerized report

It is expressly understood that Fail Safe Testing (FST) shall not be liable or accountable under any guarantees or warranties, either express or implied, statutory by operation of law, or otherwise relative to the use of any testing equipment after date of inspection. Furthermore, FST will not be held liable or accountable for any piece of equipment that fails during testing.



## Customer Information Form

Please scan back to [info@failsafeusa.com](mailto:info@failsafeusa.com) or fax back to 732-656-0110  
 If you would like to complete this form online, please click on the following link:  
[Click here to update information](#)

### Fire Department

**Fire Department:** Accomack County Eastern Shore Regional Fire Training

**FH Physical Address:**

**FH Phone:**

**FH Fax:**

**FH Door Code:**

### Main Contact

**Name:**

**Title:**

**Cell:**

**Home:**

**Work:**

**Email:**

### Invoicing and Mailing

**Attention report to:**

**Title:**

Yes, please email the report to:

Yes, please mail the report to: 28598 Beacon road, Melfa, Virginia 23410

**Attention invoice to:**

**Title:**

Yes, please email the invoice to:

Yes, please mail the invoice to: PO Box 102, Tasley, Virginia 23441

**Purchase Order # (if available):**

**Will you have new hose this year?**

**What is the estimated footage?**

**Will you have any new apparatus this year?**

**How many?**

**Will you be interested in testing the following?**

**Ground Ladders?**

**Hard Suction Hoses?**

**Appliances?**

**Nozzles?**

**Pumps (available in select areas)**

**Comments/Special Requests:**

It is expressly understood that Fail Safe Testing (FST) shall not be liable or accountable under any guarantees or warranties, either express or implied, statutory by operation of law, or otherwise relative to the use of any testing equipment after date of inspection. Furthermore, FST will not be held liable or accountable for any piece of equipment that fails during testing.



1/20/2015	Training	BoA - VDFP Bookstore	Instructor II books				717.08		
1/20/2015	Training	BoA - OBS	UPS Inst. paperwork/cabinet light				19.93		
1/20/2015	Training	BoA - Hampton Suites	Instructor II - hotel				183.10		
2/19/2015	Training	Verizon	DSL - January (2 lines)			105.98			
3/19/2015	Training	Verizon	DSL - February (2 lines)			105.98			
2/3/2015	Training	Xerox	December			38.79			
2/4/2015	Training	Xerox	January			38.79			
3/4/2015	Training	Xerox	February			38.79			
2/20/2015	Training	BoA - Hampton Suites	Instructor II - Lodging				91.55		
2/20/2015	Training	April Elmore	Instructor II - Instruction				846.50		
3/19/2015	Training	BoA - Hampton Suites	Officer I - Lodging				183.10		
3/19/2015	Training	BoA - VDFP Bookstore	Officer I - Books				993.08		
Totals						4660.61	0.00	8044.57	0.00
						4790		23000	
						0		4854	
						129.39		19809.43	

Rollover from Previous Year:

0

4854

Remaining Balance:

129.39

19809.43

Office III \$ 701.08  
Books

Office I Instructor  
April Elmore

# Expenses

Date	Area	Vendor/Receipt	Description	Non-Grant	ATL	Training	Burn Bldg.
7/23/2014	Training	Braden Hall	grading & seeding			600.10	
8/8/2014	Training	Braden Hall	leveling concrete			125.00	
8/8/2014	Non-Grant	Xerox	July	38.79			
8/15/2014	Training	OBS	picture hangers			23.14	
8/15/2014	Non-Grant	Verizon	DSL - July - 2 lines	105.98			
9/19/2014	Training	Truit's Welding	excavation & stone			1850.00	
9/4/2014	Non-Grant	Xerox	August	38.79			
9/10/2014	Training	BoA - Amazon	desk plate for showcase			20.90	
9/16/2014	Non-Grant	Verizon	DSL - August - 2 lines	105.98			
9/16/2014	Training	BoA - Corner Bakery	MCI donuts			15.99	
10/2/2014	Non-Grant	Mark Newman	hay bales	300.00			
10/2/2014	Non-Grant	MES	flowtesting (5)	187.50			
10/6/2014	Training	Thomas Parks	instructor (Exmore/Painter drill)			101.42	
10/4/2014	Non-Grant	Xerox	September	38.79			
10/24/2014	Training	FailSafe	ladder & hose testing			745.00	
10/19/2014	Training	BoA - VDFP Bookstore	Instructor Books			539.54	
11/7/2014	Non-Grant	Xerox	October	38.79			
11/7/2014	Non-Grant	Elliott LeBeuf	Annual Inspection	3000.00			
11/7/2014	Training	Quill	electric pencil sharpener			22.50	
11/12/2014		Air Care	Hose, Caps & Plugs			531.00	
11/19/2014	Training	BoA - 84 Lumber	May Day Class			25.04	
11/19/2014	Training	BoA-OBS	May Day Class			14.99	
11/19/2014	Training	BoA - Amazon	vacuum bags			8.06	
11/19/2014	Non-Grant	Verizon	DSL - September & October (1 line)	158.97			
11/19/2014	Non-Grant	Verizon	DSL - September (1 line)	52.99			
12/8/2014	Non-Grant	Xerox	November	38.79			
12/16/2014	Non-Grant	Verizon	DSL - November (2 lines)	110.98			
12/16/2014	Non-Grant	Localendar	FTC Calendar	9.95			
1/9/2015	Training	Trevor Kirk	MCI instructor			387.55	
1/20/2015	Non-Grant	Verizon	DSL - December (2 lines)	105.98			