

**UNOFFICIAL
STATE FIRE COMMISSION MEETING
MARTINSBURG, WV
OCTOBER 23, 2009**

The official business meeting was called to order at 8:30 AM by Chairman Charles Eversole. Chairman Eversole thanked everyone for coming to the meeting.

COMMISSIONERS PRESENT:

Charles L. Eversole, Chairman
Chuck Runyon, Secretary
Larry Goodwin
Thomas Keefer
Ted A. Shriver
Bob Sullivan

Bill L. Spencer, Vice Chairman
Dale L. Clayton
Randy James
James L. Oldaker
Carl Sizemore

COMMISSIONERS ABSENT:

Victor Stallard, Jr.

Virgil White

APPROVAL OF MINUTES

Commissioner Runyon made a motion to approve the minutes of August 7, 2009. Commissioner Sullivan seconded the motion. The ayes and nays having been taken on a voice vote, the motion passed.

INTRODUCTION OF GUESTS

Murrey Loflin, WVU-FSE
Lanny Adkins, WVU-FSE
Edward Hicks, Dept.of Education
Ron Brown, NFSA
Bob Nevins, ISO
Phillip Leitma, ISO
Corey Roblee, ICC
Paul Bragg, Martinsburg FD
Richard Hill, City Hospital
James (J.J.) Steiner, Berkeley Springs VFCo
Mike Basile, Spilman, Thomas & Battle
Michael Scott, Clay VFD
Greg Fitzwater, Clay VFD

Rick Rice, RESA 1
David Plume, RESA VIII
Jim Ancell, RESA 5
Roderick Armstrong, RESA 5
Ron Bateman, ISO
Mike Freeman, RESA 7
G. Darby Dean, WVIAEI
Kenny Cline, Charleston FD
John M. Dick, Berkeley County
Patrick Beets, Clay Co. OEM
Trinity Vance, Lizemore VFD

STAFF PRESENT:

Sterling Lewis, Jr., State Fire Marshal
Nancy Olson, Secretary
Debbie Hudson, Secretary
Carol Nolte, Deputy Fire Marshal
Mike Trabert, Assistant Fire Marshal

Tony Carrico, Deputy Fire Marshal
Joe Leake, Deputy Fire Marshal
Reed Cook, Deputy Fire Marshal
Robert Light, Jr., Assistant Fire Marshal

Chairman Eversole thanked the Hedgesville Fire Department for their hospitality in hosting the 100th Anniversary Reception for the Fire Marshal's Office at their new fire station. It was very nice.

David Plume, RESA 8, Public Service Training, stated he wanted to welcome the Fire Commission to the Eastern Panhandle. He stated that RESA 8 was presenting the Fire Commission a travel mug and a flashlight which was a token of their appreciation for traveling to their area.

UNFINISHED BUSINESS

Mr. Ed Hicks, WV Department of Education, showed a video on Hazardous Materials Incidents regarding training on Haz Mat Awareness. This is a two hour program but this video is only a 14 minute preview of the complete video.

After the video was shown Mr. Hicks introduced Mr. Dan Blackwood, of the Department of Education. He introduced others who were involved with the making of this video.

Commissioner James asked how this video was going to be distributed. Mr. Hicks stated the six (6) regional coordinators will be receiving numerous copies with instructor's guides to distribute to fire departments as well as EMS and any other requests received.

NEW BUSINESS

Clay County Fire Department Boundaries

Fire Marshal Lewis stated the Fire Marshal's Office led by Deputy Fire Marshal Carrico has met with all interested parties, the counties, the fire departments and has gone over all boundary changes. In the packets is a copy of the resolution that was passed by the Clay County Commission adopting and recommending that these boundary changes be done. It is staff's recommendation that the Fire Commission accept the County's recommendation and pass this.

Mr. Patrick Beets, Clay County Commission and 911 Center, stated that several attempts have been made to get all parties together and sit down and resolve this situation. There was an agreement made at one time but a dispute arose due to some changes in one of the fire departments. The Clay County Commission requested Deputy Fire Marshal Carrico meet with the fire departments and they all agreed that they would take his recommendation. Deputy Carrico recommended that the fire departments go with the map as presented. So the County Commission passed the resolution asking the Fire Commission to please accept the boundary changes so they could use them in their CAD system. They tried to be as fair as possible.

Mr. Michael Scott, Clay VFD, stated because of the topography and the way the boundaries are set out, travel time is a big issue. One of the primary areas in question was the Bomont area near Lizemore. The rest of the area they do agree with it.

Mr. Trinity Vance, Lizemore VFD, stated that about eight months ago, they decided to change the area to half way. He stated he drove the area to check the mileage and times and the H.E. White School was the boundary set. The mileage and

times were almost the same. The area in question is the Valley View/Queen Shoals area and halfway is 18 miles either way. This area is a mutual aid area. Their fire department started in a car wash and now they have five (5) bays. He has a petition with 400 signatures that say they want the Lizemore FD to serve them. He stated they hoped to build a substation in that area. He doesn't feel that the community will be better served if the area is given to Clay FD.

Mr. Beets stated there were no boundaries set in the 911 center. Nothing was on record. They were starting from scratch. The organizations that met knew that the boundary lines would be set as far as the CAD system is concerned. They wanted to get the public fire protection in a timely manner. The area mentioned is a rural area and the reason was the timely response to incidents. They did try to use the halfway mark as much as they could.

Mr. Scott said that the mutual aid agreement stated they just do automatic dual response for structure fires. Any other calls would be only if the first department on the scene requests mutual aid. As for the Queen Shoals area, it typically would take Lizemore FD 10 minutes.

Mr. Vance stated when he drove this area in his own vehicle to Queen Shoals bridge, the road is curvy but there is not a lot of residences in certain areas and they could run this area at a constant speed. It is probably 4 minutes difference. He feels that if they are going to change the boundaries, then all fire departments should be in agreement.

Commissioner Runyon stated he felt that all parties need to be in agreement. He asked if there was any way to resolve this situation. Mr. Beets stated all attempts have been made. There have been a couple of meetings where this has been discussed and also a meeting with Deputy Carrico as requested by the fire chiefs. They agreed to have Mr. Carrico meet and sit down and try to resolve this. They all agreed to take his recommendation. That meeting did occur and that is why the County Commission made the resolution to accept these recommendations. At the last meeting, the County Commission felt they had exhausted all their attempts and they wanted to try to get this resolved because this is the system CAD will be using. The boundaries are not exact, some gave a little, some got a little.

Commissioner Oldaker asked if all the County Commissioners signed it in expectation that all three of the fire departments were in concurrence as well or did they sign it with the intent that it didn't matter whether they were or not. That is my question. Mr. Beets stated they had two different meetings with the fire chiefs to try to get the boundary lines determined and then they had the meeting with Deputy Carrico per their request. After the meeting with Deputy Carrico, the resolution was passed.

Commissioner Sullivan requested that Deputy Carrico state his views on this situation. Deputy Carrico stated he was present at the meeting held in the office in Charleston. All three fire departments were present as well as Mr. Beets. He stated he felt that the county did exhaust all efforts to come to a resolution. He and Fire Marshal Lewis looked at the proposal. They look at ISO ratings, topography and roads. Deputy Carrico stated his recommendation is that the Fire Commission accept the county commission's resolution.

More discussion followed.

Commissioner Sullivan made a motion to accept the recommendation of Fire Marshal staff and mirror the resolution of the Clay County Commission to accept these new boundaries. Commissioner Runyon seconded the motion. The ayes and nays having been taken on a voice vote, the motion passed.

CORRESPONDENCE

None

STAFF REPORTS

Fire Marshal Lewis stated the FY 2009 annual report was handed out. He was very proud of this year's report.

Fire Marshal Lewis stated the McDowell VFD by their own decision has dissolved. Welch FD is covering the area. They have submitted a request to make the McDowell FD station a substation and increase that area that is already designated for them and it is staff's recommendation to accept this request. Commissioner Runyon made a motion to accept staff's recommendation. Commissioner Goodwin seconded the motion. The ayes and nays having been taken on a voice vote, the motion passed.

Fire Marshal Lewis stated the former chief of Coal City VFD called and said they were going to have to shut the doors due to financial problems. The Fire Marshal requested they voluntarily cease and desist and they were happy to do it. The chief resigned on the spot. Marshal Lewis stated he made a trip to Coal City and met with the former fire chief, the board of directors and the gentleman that he thought maybe could pull them out of this situation. They were given 90 days to bring it out and within 30 days, they had cleaned everything up and were back up and running under the direction of Roger Belt.

The Fire Marshal's Office has sent out the felony law. It is in the packet. If you are a convicted felon, you cannot work in emergency services.

The Fire Marshal's Office had run the rule on FD evaluations in 2006. The new forms are now complete. It is comprehensive, in-depth and on the computer which makes it easier to fill out. There will be data tracking for resources available from the fire departments. They are shooting for December to bring fire departments for recertification.

Fire Marshal Lewis stated firefighter arrests have risen. To date, there are now 32 arrests with 74 charges. There are 7 firefighters indicted for embezzlement and 5 fire departments under investigation by other agencies. It looks like the arrests are going to increase. Discussion followed.

AGENCY REPORTS

Technical and Adult Training, Vo-Tech, Mr. Hicks thanked the State Fire Marshal's Office and staff for their help on the video and posters for the Haz Mat video. He stated they were invaluable in technical assistance.

He stated the ASSET Conference will be held on November 7 & 8 at Canaan Valley Resort. It is a biannual conference. A brochure was handed out to the Commissioners.

He stated the Memorandum of Understanding between Department of Education, WVU Fire Service Extension and the Fire Marshal's Office is up for renewal. It has been working very well. They will be meeting in Charleston in November to go over MOU and see if any changes need to be made.

Training, WVU-FSE, Mr. Murrey Loflin stated that WV Weekend at the National Fire Academy was held October 10 & 11, 2009. They were partnered with the State of Delaware. There were 63 students signed up. They are scheduled for October of next year and will be partnered with Delaware again. Lannie Adkins is program coordinator and set this all up.

He stated the State Weekend at the Fire Academy is scheduled for February 27 and 28, 2010. They will offer two courses. Information will be distributed by mail and email.

Through the US Fire Administration, they are offering a 6 day course, "Incident Command for Hazardous Materials Incidents" at the State Fire Academy and it is scheduled for April 4-9, 2010, Classes are free and they will provide lunch.

Junior Firefighter Camp is scheduled for June 26-July 1, 2010. This will be the fourth year for this camp.

Special Issues, Commissioner Sullivan stated that 32 firefighters charged for arson is unacceptable. It has become an issue and covers the whole state. He stated this committee needs to come up with recommendations for mandatory training for chiefs and fire departments so they can recognize issues within their department. He states there needs to be awareness of these issues.

Another issue discussed in the Committee meeting was the 2006 law that the Fire marshal's Office was presented as part of the Homeland Security package where no member of any fire department (although it encompasses others) can be a convicted felon. Staff has prepared letters to all fire departments informing them of this law. There is no room for felons. Either you are or you are not a felon. Maybe they need to go to the Legislature and specify the felonies.

The last issue discussed was the Craigsville Firefighter fatalities. That report is nearly complete. Staff is waiting to coordinate it with the release of the NIOSH report. Hopely it will be released by the December meeting.

Insurance Services Office (ISO), Mr. Robert Nevins stated that recognition and extending credit for alternate water supplies for hydrants in rural areas, until recently, requests for this was processed through the WV Insurance Commission. The ISO has been asked to assume this responsibility. The Fire Chief or Fire Department will go online to our ISO mitigation website. They will find all the information there. These requests are given a high priority and responded within 75 days.

Office of Emergency Medical Services – No Report.

COMMITTEE REPORTS

Training Committee, Commissioner James. See attached report. Commissioner James requested that the Training Committee come in early on Thursday before the next meeting to work on training issues. Commissioner Runyon made a motion to start at 9:00 AM on Thursday, before next Fire Commission Meeting. Commissioner Spencer seconded the motion. The ayes and nays having been taken on a voice vote, the motion passed.

Commissioner Sullivan made a motion to change the Fire Commission Administrative Policy, titled "Requirements for Fire Departments" to reflect the adoption and inclusion of NFPA 1001, 2008 Edition, regarding minimum training requirements for Fire Fighter 1 to become effective January 1, 2010. Commissioner Spencer seconded the motion. Discussion followed with Commissioner Oldaker clarifying the motion that this would in no way decide the format of the curriculum that will end up being delivered or maybe the possible options. The ayes and nays having been taken on a voice vote, the motion passed.

Commissioner James stated that they are dedicated only on Firefighter I curriculum.

FD Standards Evaluation, Commissioner Oldaker stated there were four applications received for Fire Officer 1 equivalent certification. Three have been approved and recommend the Fire Commission accept them and they are:

Rodger M. Bell, Coal City VFD
Jeffrey A. Minner, Pond Creek VFD
Michael E. Voshel, Williamstown VFC

Commissioner Runyon made a motion to accept the committee's recommendation. Commissioner Goodwin seconded the motion. The ayes and nays having been taken on a voice vote, the motion passed.

Commissioner Oldaker stated the fire department requirements are posted on the website. Need to check on the effective date on the rules.

Recruitment and Retention Committee, Commissioner Runyon stated he had been in contact with the State of North Carolina on their Recruitment and Retention Program. Since they have implemented this program in North Carolina, they have increased the fire service by 18%. He also talked to Virginia and they will be sending a copy of their program. Will continue to work on this during the next Legislative session.

Legislative and Budget – Commissioner Spencer stated things are moving along.

Home Inspectors, Building Code Officials, Building and Fire Code Committees, Commissioner – Commissioner Shriver and Commissioner Spencer met with committee members and were updated by the WV Association of Home Inspectors and Deputy Carrico that there are some associations or agencies out there that are posting this information in regards to continuing education for home inspectors. They

are aware of this and are making sure that those that require certification to become home inspectors as well as gaining continuing education that they gain that from agencies and associations that are licensed to do so.

Procedures and Development Committee and Public Education Committee, Commissioner Clayton stated that for the new members as well as himself, he would like to have a mission statement regarding these committees. Chairman Eversole stated the Procedures and Development Committee was instituted because of some of the policies and procedures that the Fire Commission was using were not written down and didn't have an approved process to follow. They coordinated with Evaluations Committee. He stated a lot of the public education is handled by staff, specifically Deputy Nolte. This committee is strictly a channeling device that coordinates with her to get information out to fire departments. Fire Marshal Lewis requested Deputy Nolte convey exactly what she would need. Deputy Nolte stated the Chairman's description of what staff would like to see in terms of a cooperative effort, specifically public education. Communication between us and the individual fire departments is one of our great needs. Less than two years ago, a survey was sent to all fire departments regarding fire safety public education and only approximately a dozen surveys were returned.

TIME AND PLACE OF NEXT MEETING

The next Fire Commission Meeting will be held at the Vienna FD in Vienna, WV on December 4, 2009.

Commissioner Runyon made a motion to schedule the February meeting for February 18 & 19, 2010 for Charleston. Commissioner Spencer seconded the motion. The ayes and nays having been taken on a voice vote, the motion passed.

GOOD OF THE ORDER

Commissioner Runyon stated that Commissioner Oldaker did a great job on the recent Firefighter Memorial Service. The statute will be moved and next year's service will be at the new site. He welcomed all new commissioners.

ADJOURN

Commissioner Runyon made a motion to adjourn. Commissioner Goodwin seconded the motion. The ayes and nays having been taken on a voice vote, the motion passed.

Respectfully submitted,

Sterling Lewis, Jr.
State Fire Marshal

Minutes
W. V. State Fire Commission Training Committee
October 22, 2009, Martinsburg, WV

The Training Committee met at the Holiday Inn at Martinsburg, West Virginia, at 1445 hours. There were twenty five participants. Chairman James distributed the agenda with minutes of the last meeting attached.

The first order of business was an update on the “Hazardous Materials Orientation” course. Ed Hicks of the Dept. of Education displayed the poster to be sent to each department. He stated that the video was complete and is almost two hours long. It can be used as one class or broken into modules. The video has been beta-tested at RESA III with very good reviews. The video, along with the poster, will be distributed by regional coordinators. Bill Wilcox thanked Ed Hicks, Lanny Adkins, Murrey Loflin and the rest of the RESA staff for their work on the project.

Next were the reports of the pilot classes for the new Firefighter 1 curriculum. The initial report is that the pilot courses ran from 80 to 124 hours.

The WVU Fire Extension version used the Jones and Bartlett Publishing 2008 Edition of “*Fundamentals of Fire Fighter Skills*”, Second Edition. The original course hours were 96 but ended up going 112. Students received certifications for the following:

1. Fire Fighter 1 (Pro Board)
2. Hazardous Materials Awareness
3. Hazardous Materials Operations
4. Basic First Aid and CPR
5. Vehicle Extrication Awareness. This last item is unique to the Jones and Bartlett curriculum.

The WVU staff determined that the curriculum in the text involving Hazardous Materials Awareness and Operations could be a “stand alone” course for the requirement of NFPA 472, which is now a requirement for NFPA 1001, 2008 Edition, the new Firefighter 1 requirement. The new requirement that all students participate in a live fire training session was discussed. Blended learning or “Internet” learning is one way to reduce actual in-class contact time. WVU recommends total hours for compliance of NFPA 1001 Firefighter 1, 2008 Edition be a minimum of 120 hours.

The RESA version of the new Firefighter 1 course was broken down. First was the core Firefighter 1 outline. It was not too different from the Firefighter 1 being taught up to this point. The hours totaled 63.5. Mike Freeman, speaking for RESA, then presented the Hazardous Materials Operation portion of the new 1001 standard. This is actually the major change and reason for the increase in total course hours.

- RESA divided the Hazardous Materials addition into Option 1 and Option 2. Options 1 included the lecture for the following:
1. Hazardous Materials Laws and Regulations
 2. Response and Identification
 3. Information Resources
 4. PPE
 5. Protective Actions
 6. Product Control and Air Monitoring
 7. Terrorism Awareness

This Option 1 and the basic firefighter curriculum produced a course of 87 hours. This RESA version and option did not include First Aid, CPR, or Vehicle Extrication Awareness that the WVU version included. Option 2 included the same seven items just mentioned but added 9.5 hours of practical skills. Option 2 came to 95.5 total hours. Once again, this did not include any First Aid, CPR, or Vehicle Extrication Awareness.

Discussion was held for several minutes. In lieu of the many changes with the NFPA Codes, the Fire Commission should only concentrate on the matter at hand, the Firefighter 1 curriculum. Fire Commission Chairman Eversole appointed the entire Training Committee to a sub-committee to address the matter. The education partners, RESA and WVU Fire Extension, then added the following:

1. Lanny Adkins, WVU
2. Murrey Loflin, WVU
3. Bill Wilcox, WV Dept. of Education
4. Ed Hicks, WV Dept. of Education
5. Jim Ancel, WV Dept. of Education

This sub-committee is charged with developing a Firefighter 1 curriculum compliant with NFPA 1001, 2008 Edition, as soon after January 1, 2010 as feasible.

RESA, WVU, and ISO gave reports to the Training Committee. They will present these to the full Commission at the meeting on Friday.

The meeting was adjourned at 1615 hours.