

Virginia Fire Services Board

Administration, Policy, and Finance Committee

Tuesday, June 11, 2024

Virginia Department of Fire Programs

1005 Technology Park Drive, Glen Allen, VA 23059

1:00 PM

MINUTES

A regular meeting of the Administration, Policy and Finance Committee was held at the Virginia Department of Fire Programs in Glen Allen, Virginia. The meeting was called to order by VFSB Vice Chair Abbey Johnston, and a quorum was present.

COMMITTEE MEMBERS PRESENT

Abbey Johnston, Committee Chair – Virginia State Firefighter’s Association
Keith Johnson – Virginia Fire Chief’s Association
James Calvert – Industry (SARA Title III/OSHA)
Steve Sites – Virginia Municipal League
Ben Reedy – Insurance Industry
Donald Hart – Virginia Association of Counties

COMMITTEE MEMBERS ABSENT

Bettie Reeves-Nobles – General Public
Walt Bailey – Virginia Fire Service Council

AGENCY MEMBERS PRESENT

Theresa Hunter, Chief Administrative Officer
Jamey Brads, Chief of Training and Operations
Ken Brown, Coordinator of Community Risk Reduction
Spencer Willett, Government Affairs Manager
Will Merritt, Marketing and Communications Manager

GUESTS PRESENT

CHANGES IN THE AGENDA

No reported changes to the agenda.

PUBLIC COMMENTS

No public comment provided.

Virginia Fire Services Board

Administration, Policy, and Finance Committee

Tuesday, June 11, 2024

Virginia Department of Fire Programs

1005 Technology Park Drive, Glen Allen, VA 23059

1:00 PM

CONSENT AGENDA

Motion: To approve the minutes of the previous meeting (February 2024)

Motion: Hart, **Second:** Calvert

Discussion on the Motion: None

Vote: Unanimous

Action: Minutes approved

REPORT FROM VDFP ADMINISTRATION

Chief Administrative Officer Theresa Hunter provided an update on the live structure budget for 2024, the proposed budget for 2025, and other funds under the supervision of the board. All fiscal year 2024 Aid to Locality payments were processed and six localities forfeited funds totaling \$90,000.

COMMENTS FROM THE COMMITTEE CHAIR

Committee Chair Abbey Johnston thanked staff at VDFP and the committee members for their hard work throughout the year. She stated that participation by board members is key and prioritizing engagement with stakeholders, meeting attendance, and participation in studies is of high priority.

UNFINISHED BUSINESS

a. Town of Lebanon Fire Report

Motion: To approve the Town of Lebanon Fire Report as presented.

Motion: Calvert, **Second:** Reedy

Discussion on the Motion: None

Vote: Unanimous

Action: Report approved, sent to VFSB for approval.

NEW BUSINESS

a. VFSB Lifetime Achievement Award

Spencer Willett provided information on the award, which was created years prior by the board to recognize individuals who made outstanding contributions to the fire service and the Commonwealth of Virginia. Willett highlighted award criteria developed by VDFP and the annual request for nominations from the board. The first award would be expected at the June VFSB meeting in 2025. Ken Brown also provided the names of the current recipients recognized on the plaque. A missing name identified by VDFP will be added at the start of the new fiscal year.

Virginia Fire Services Board

Administration, Policy, and Finance Committee

Tuesday, June 11, 2024

Virginia Department of Fire Programs

1005 Technology Park Drive, Glen Allen, VA 23059

1:00 PM

b. Patrick County Fire and EMS Study Request

Motion: To approve the Patrick County Fire and EMS Study request

Motion: Hart, **Second:** Calvert

Discussion on the Motion: None

Vote: Unanimous

Action: Request approved, recommend to the VFSB

Donald Hart questioned when the study would take place. Willett stated that he and Walt Bailey would meet with the locality and discuss scheduling the study. Willett expects that the study will take place either at the end of July or in August prior to the start of legislative season in the fall.

ADJOURNMENT

Clerk of the Committee

Spencer R. Willett