

STATE FIRE COMMISSION MEETING
Stonewall Jackson Resort • Roanoke, WV •

December 15, 2017

PLEASE NOTE:

The following minutes have been provided and are considered unofficial, until they are submitted for approval at the next scheduled meeting.

The official business meeting was called to order at 09:00 a.m. by Chairman Grant Gunnoe.

ROLL CALL: by Chief Deputy State Fire Marshal Sharp

Commissioners Present

Edward George, Grant Gunnoe, Dave Camp, Carl Eastham, Doug Estep, Martin Hess, Doug Mongold, Ted Shriver, Thomas Keefer, Phil Hart, Jim Oldaker and Virgil White. It is noted that Counsel Stacy Nowicki is present as well.

Commissioners Absent

Carl Sizemore.

APPROVAL OF MINUTES:

Commissioner Eastham made a motion to accept and approve the minutes of the October 13, 2017 Fire Commission Meeting and Special Fire Commission Meeting December 13, 2017. Commissioner White seconded the motion. The ayes and nays have been taken on a voice vote, the motion passed.

COMMITTEE REPORTS:

• Fire Department Services Committee

Commissioner Mongold read the Committee Report from Meeting – December 14, 2017 as follows:

Fire Department Services Committee Meeting Report Meeting Minutes

December 14, 2017

Call to order

Commissioner Mongold called to order the regular meeting of the Fire Department Services Committee at 10:00 AM on December 14, 2017 at Stonewall Jackson Resort, Roanoke, WV.

I. Roll call

The following commissioners were present:

Dave Camp

Grant Gunnoe
Phil Hart
Doug Mongold
Jim Oldaker

The following commissioners were absent:
Carl Sizemore.

II. Old business- None

III. New business

a) Fire Officer I and II Applications

Assistant State Fire Marshal Bradley Scott asked the Commission and audience if anyone had any questions regarding the applications for the following:

Joel Fernet	FO 2	Fayetteville VFD
Mark Bass	FO 2	Montgomery VFD
Richard J Rose	FO 1	Whitesville VFD
Tom Scott	FO 2	Green Sulphur Dist. VFD
Joshua Williams	FO 1 & 2	Chesapeake VFD

There were no questions. Commissioner Camp made a motion to approve these applications, seconded by Commissioner Hart. With all the ayes and nays having been taken on a voice vote, the motion passed.

b) Fire Departments to be Recertified

Assistant State Fire Marshal Bradley Scott presented a list of departments that met all requirements to be recertified:

- Coal City Raleigh County
- Pipestem Summers County
- Forrest Hill Summers County
- Summers County Summers County
- Jumping Branch Nimitz Summers County
- Green Sulphur Dist. Summers County
- Dunlow Wayne County
- Bradley Prosperity Raleigh County
- Sophia Area Raleigh County
- Hooverson Heights Brooke County

- Wellsburg Brooke County

Commissioner Hart made a motion to approve these applications, seconded by Commissioner Camp. With all the ayes and nays having been taken on a voice vote, the motion passed.

Assistant State Fire Marshal Bradley Scott presented a list of departments that needed to be recertified for having perfect evaluations:

- Baker Heights Berkeley County
- Back Creek Valley Berkeley County
- South Berkeley Berkeley County
- Hedgesville Berkeley County
- Bedington Berkeley County
- Berkeley County Fire Prevention Unit Berkeley County

Commissioner Oldaker made a motion to approve these applications, seconded by Commissioner Camp. With all the ayes and nays having been taken on a voice vote, the motion passed.

IV. Adjournment

Commissioner Mongold moved to adjourn the meeting at 10:07AM, seconded by Commissioner Hart.

Commissioner Eastham made a motion to accept the report. It was seconded by Commissioner White. With all the ayes and nays having been taken on a voice vote, the motion passed.

• Recruitment and Retention Committee

Commissioner Phil Hart read the Committee Report from Meeting – December 15, 2017 as follows:

Recruitment and Retention Committee Meeting Report Meeting Minutes
December 14, 2017

Call to order

Commissioner Hart called to order the regular meeting of the Recruitment and Retention Committee Meeting at 11:00 AM on December 14, 2017 at Stonewall Jackson Resort, Roanoke, WV.

V. Roll call

The following commissioners were present:

Doug Estep
Edward George
Grant Gunnoe

Jim Oldaker
Martin Hess

VI. Old business

- a) Commissioner Hart asked for an update on the Service Award Challenge Coins and Chief Deputy Fire Marshal Sharp showed a proof that was created as a sample of what a 5year service award coin might look like and explained the process of design and purchasing of the coins. Marshal Tyree discussed the proposed years to be used in the design of the coin to include 5, 10, 15 and 20 years of service.

Commissioner Hess made a motion to have coins created for recruitment and retention in 5, 10, 15 and 20year designs, seconded by Commissioner Estep. With all the ayes and nays having been taken on a voice vote, the motion passed.

- b) Fire Marshal Tyree discussed having a “Recruitment and Retention” speaker brought to the Fireman’s Association Convention August 2018. He stated that this coming Saturday there will be a meeting of the WV Fireman’s Association to discussion if they would like to include this speaker at their convention in August 2018.

VII. New business

- a) The Subcommittee of the Volunteer Fire Departments and Emergency Medical Services at the West Virginia Legislature will be holding a series of listening sessions at the following locations on the dates listed below. Members have been invited to hear concerns and potential solutions from citizens and volunteers in your area related to the challenges facing VFD and EMS.

Monday, December 11 at 6pm

Northern Panhandle
McMechan Community Association
911 Marshall Street
McMechan, WV 26040

Wednesday, December 13 at 6pm

Eastern Panhandle
South Berkeley VFD Main Station
7556 Winchester Avenue
Inwood, WV 25428

Thursday, December 15 at 6pm

North Central
Elkins Fire Department
216 4th Street
Elkins, WV 26241

Friday, December 16 at 6pm

South Eastern
Summersville Convention and Visitors Bureau

3 Armory Way
Summersville, WV 26651

Marshal Tyree has attended several of these sessions around the state and some of the topics brought up at these meeting include recruitment and retention, training, worker's compensation, cancer presumption and funding recommendations. This sub-committee hopes to create some legislature that will address some of these concerns and make this committee a permanent committee for future legislative sessions.

VIII. Adjournment

Commissioner Hess moved to adjourn the meeting at 11:20AM. It was seconded by Commissioner Oldaker. With all the ayes and nays having been taken on a voice vote, the motion passed.

Commissioner Eastham made a motion to accept the report. It was seconded by Commissioner Mongold. With all the ayes and nays having been taken on a voice vote, the motion passed.

• Training Committee

Commissioner White read the Training Committee Report from Meeting – December 15, 2017 as follows:

Training Committee Meeting Report Meeting Minutes
December 14, 2017

Call to order

Commissioner White called to order the regular meeting of the Training Committee Meeting at 11:37 AM on December 14, 2017 at Stonewall Jackson Resort, Roanoke, WV.

Roll call

The following commissioners were present:

Carl Eastham
Doug Estep
Edward George
Tom Keefer

The following commissioners were absent: None

Old business

a) **Fire Marshal Academy Update**

Fire Marshal Kenneth Tyree discussed the Fire Marshal Academy 2018 Draft document and options for implementation. There was a meeting with Cabinet Secretary Sandy, Rick Staton and others to discuss the possible expansion of fire marshal law enforcement powers. There was also a meeting with Chuck Sadler from the Law Enforcement Professional Standards (LEPS) committee to discuss options for the expansion of these law enforcement powers and questions regarding attending the WV State Police Academy for full law enforcement certification. WV Chapter 29 allows fire marshals to assist other law

enforcement agencies when requested. Other options are being researched and we expect to have some form of a Fire Marshal's Academy in the Fall of 2018.

Fire Commissioner White asked where the location would be for the Fire Marshal's Academy. Marshal Tyree said our intentions would be at the WVU Fire Academy in Weston, WV.

Commissioner White asked how this affects the fire marshal deputization program. Marshal Tyree said the Fire Marshal's Academy would also provide inclusion of the deputization program and would resolve some issues with liabilities, etc. Our thoughts are that municipal fire marshals would have the option to complete separate modules at the Fire Marshal's Academy or could complete the full program.

Commissioner Gunnoe asked about a cost estimate for the Fire Marshal's Academy. Marshal Tyree said we don't have final costs, but they would include lodging, food and course materials. Commissioner Gunnoe asked who from the Fire Marshal's Office would attend. Marshal Tyree said 17-20 people would be attending. Commissioner White asked if future fire marshal employees would be attending this Fire Marshal academy and Marshal Tyree responded yes and that the Cabinet Secretary is recommended that future hires attend the full WV State Police Academy Basic Law Enforcement certification training.

New business

c) Staff/Counsel

Commissioner Virgil White asked about information that was gathered concerning Firefighter Injury Review and Data Collection. State Fire Marshal Kenneth Tyree stated that we hope to create a draft policy where 911 centers would contact the arson hotline and make a report so that we can begin collecting this data. There is a graph include on your tablet drop box that could be used as a template to create a report that can be used to track, review and hopefully prevent some of these firefighter injuries and deaths. The Fire Marshal's Office plans to attend future state 911 meetings to discuss these efforts to collect this data.

d) WVU Fire Service Extension

Director Mark Lambert discussed the State Fire School in Morgantown December 1-3, 2017 and mentioned the two-day fire safety class in February 2018 in Morgantown.

e) WV Public Service Training/WV Dept. of Education

Fire Marshal Tyree was thanked for being the guest speaker at the ASSET conference and Commissioner White for attending to answer questions from statewide instructors.

Public Safety Training Coordinator Robbie Bailey gave information on the 2018 ESCAPE Training Conference at Pipestem February 20-25, 2018. Hopefully the digital brochure will be available right after the holidays. Fire Commissioners were invited to participate in the Fire Commission

Roundtable meeting on Sunday, February 25, 2018 at the ESCAPE conference and they would be provided lodging on Saturday night if they would make a reservation with him.

Public Safety Training Coordinator Jim Shedd discussed the beginning of the Kanawha County Modular 3 Firefighter Training Pilot Program and other future modular training courses that are tentatively planned.

Commissioner Estep asked if the Fire Commission could get a list of those fire departments that have applied and been approved to participate in the Fire Commission Modular Firefighter Training Pilot Program. Fire Marshal Tyree said we will make that list available for those that are current and those that are pending.

Chief Deputy Fire Marshall Sharp asked Asst. Fire Marshal Scott if he had contacted Kanawha County Emergency Manager CW Sigman concerning getting the fire departments enrolled in the Modular Firefighter Training Pilot Program from the Kanawha County course that is presently being taught. He stated that he had discussed this with CW Sigman.

Commissioner Estep discussed the process of fire departments to enroll in the modular firefighter pilot program that show up the 1st night of the modular 1 firefighter pilot program. Ralph Kosar from Public Safety Training asked for some clarification that Commissioner Gunnoe explained briefly concerning enrollment of departments and individuals the 1st night of training.

Adjournment

Commissioner Keefer moved to adjourn the meeting at 12:27 AM, seconded by Commissioner Doug Estep. With all the ayes and nays having been taken on a voice vote, the motion passed.

Commissioner Eastham made a motion to accept the report. It was seconded by Commissioner Keefer. With all the ayes and nays having been taken on a voice vote, the motion passed.

• Legislative, Codes & Regulatory Committee

Commissioner Shriver read the Legislative, Codes & Regulatory Committee Report from Meeting – December 15, 2017 as follows:

Legislative, Codes and Regulatory Committee Meeting Report Meeting Minutes
December 14, 2017

Call to order

Commissioner Ted Shriver called to order the regular meeting of the Legislative, Codes and Regulatory Committee Meeting at 1:43 PM on December 14, 2017 at Stonewall Jackson Resort, Roanoke, WV.

Roll call

The following commissioners were present:

Dave Camp
Jim Oldaker
Martin Hess
Tom Keefer
Ted Shriver

The following commissioners were absent: None

Old business

a) Consideration of Municipality Home Rule Board Rulings

Discussion by Commissioner Ted Shriver concerning the Municipality Home Rule Board ruling held over on abeyance. Marshal Tyree affirmed that the ruling was still held in abeyance. No action is needed at this time.

b) Status of Governor's Bill Modifying WV Code Chapter 29 Article 3

Status of Junior Firefighters 21-6-2

Consideration of 29-3B, Electrician's Statute

State Fire Marshal Kenneth Tyree stated that these bills are currently pending at the Governor's Office. Fire Marshal Kenneth Tyree stated that once approved, necessary legislative sponsors would be found to move these forward in the legislative process.

c) Provisional Licenses Update

Deputy Fire Marshal Allan Casto reported on the following provisional license updates:

The City of Princeton – Mr. Smith – Licensed in September 2017 Completed
Berkeley County – Mr. Ross – No Scheduled Test Date
City of Fairmont – Mr. Metz – No Longer Employed – Status Revoked
City of Martinsburg – Mr. Snyder – Scheduled to Test December 16th
City of Richwood – Mr. Vannoy – Pending Update Status
City of Ridgeley – Mr. Lambert – Scheduled to Test in February 2018
City of Sophia – Mr. Godbey – No Scheduled Test Date
City of St. Albans – Mr. Brightwell – Scheduled to Test in January 2018
City of St. Albans – Ms. Ray – Scheduled to Test in January 2018
City of Wheeling – Building Official Currently Certified; Building Inspector Scheduled to Test Dec 28th

New business

a) Home Inspectors Rule Meeting

Deputy Fire Marshal Allan Casto reported on this meeting as follows:

CONCERNS AT THE INITIAL MEETING:

Training Providers

- a) Approval process
- b) Requirements for providers

- c) Certification of provider providers
- d) Provider certification for a limited time frame and renewable after review
- e) Certification of the provider's instructors

Home Inspectors

- a) Background check to renew license
- b) What level and/or type of felony to be use to prohibit licensure
- c) Update what classes will be considered for C.E.U.s

ACTION ITEMS OF THE INITIAL MEETING:

- A. WVSFMO - Letter to all listed providers to verify that they still in business
- B. WVAHI to research and develop language for rule changes
- C. WVAHI to have changes completed and submitted to the SFMO by January 16,2018 for counsel review.
- D. WVAHI to have meeting with membership on proposed changes (February 9th & 10th 2018) WVSFMO Staff requested to attend.
- E. WVSFMO – Develop an annual report form to be placed on the website.
(Fillable pdf)

b) Consideration of City of Weirton Fire Prevention Code

Weirton Fire Chief Jerry Shumate and Captain Masterantoni explained how they developed their fire prevention code through modeling the Morgantown Fire Prevention Code. Counsel Nowiki had made some suggestions that needed revised to clarify some language and match up with the state fire code. Wierton Fire Prevention Code Version 8 is the latest document with edits and it is available for review by the commission. Also, this will be on the January 2018 Wierton City Council agenda for their review.

Commissioner Oldaker made a motion to recommend the approval of the Wierton Fire Prevention Code Version 8 to the full Fire Commission for approval at tomorrows meeting, seconded by Commissioner Keefer.

c) Provisional Licenses

Deputy Fire Marshal Allan Casto reported on these provisional licenses and will keep track of their progress.

- Berkeley County – Ms. Duchesne
- Berkeley County – Mr. Tucker
- The City of Madison – Mr. Stephen Byus
- The City of Martinsburg – Mr. Snyder
- The City of Poca – Mr. Milam

Adjournment

Commissioner Martin Hess moved to adjourn the meeting at 1:59 PM, second by Commissioner Camp.

Commissioner Keefer made a motion to accept the report. It was seconded by Commissioner White. With all the ayes and nays having been taken on a voice vote, the motion passed.

• Disciplinary Committee

Commissioner Eastham read the Disciplinary Committee Report from Meeting – December 15, 2017 as follows:

Disciplinary Committee Meeting Report Meeting Minutes
December 14, 2017

Call to order

Commissioner Eastham called to order the regular meeting of the Disciplinary Committee Meeting at 2:06 PM on December 14, 2017 at the Stonewall Jackson Resort in Roanoke, WV.

Roll call

The following persons were present:

Edward George
Martin Hess
Doug Mongold
Ted Shriver

Commissioner Carl Eastham moved to approve the agenda. Commissioner Shriver made a motion to approve. It was seconded by Commissioner Hess. With all the ayes and nays having been taken on a voice vote, the motion passed.

Old business-None

New business

a) Departments Requesting 180 Days

Commissioner Shriver made a motion to go into executive session at 2:10PM, seconded by Commissioner Mongold. With all the ayes and nays having been taken on a voice vote, the motion passed.

Commissioner Shriver made a motion to come out of executive session at 2:34PM, seconded by Commissioner Hess. With all the ayes and nays having been taken on a voice vote, the motion passed.

Commissioner Shriver made a motion to find probable cause on 2017-051, 2017-052, 2017-053 and 2017-060 with a second by Commissioner Mongold. With all the ayes and nays having been taken on a voice vote, the motion passed.

b) 2017-005-BCO

Commissioner Hess made a motion to find probable cause on 2017-005-BCO, seconded by Commissioner Mongold. With all the ayes and nays having been taken on a voice vote, the motion passed.

c) Other Disciplinary Issues- None

Adjournment

Commissioner Shriver moved to adjourn the meeting at 2:38PM, seconded by Commissioner Hess. With all the ayes and nays having been taken on a voice vote, the motion passed.

Commissioner Mongold made a motion to accept the report. It was seconded by Commissioner White. With all the ayes and nays having been taken on a voice vote, the motion passed.

• Operations Committee

Commissioner Gunnoe asked about the requested Fire Department Training Hours Required by each state. Fire Marshal Tyree asked that WVU Fire Training Coordinator Mark Lambert; who provided an excel file to the Fire Commission, to discuss the survey information gathered from individual states. Commissioner Gunnoe then questioned the survey information from Pennsylvania concerning required training. Tyler Olsen from ISO was asked to speak on the information from Pennsylvania and he said that there is 140 hours of required training to be a certified firefighter in Pennsylvania, but this is not required by state law to be a firefighter in Pennsylvania.

Fire Marshal Tyree stated that his staff will present their division reports: Deputy State Fire Marshal Allan Casto, Deputy State Fire Marshal Jason Baltic and Deputy State Fire Marshal Clarence Leake and that he will complete with the overall agency operations report.

Deputy State Fire Marshal Casto shared his report on the Fire Service Division for the period of October 1, 2017 through November 30, 2017:

Regulatory and Licensing Section

Total Licenses Issued: 450
Total Certifications Issued: 46
Total Applications Processed: 372
Total Permits Issued: 36
Online Renewals: 98

Fire Service Division for the period of January 1, 2017 through November 30, 2017:

Regulatory and Licensing Section

Total Licenses Issued: 12,455
Total Certifications Issued: 282
Total Applications Processed: 2295
Total Permits Issued: 783
Online Renewals: 5626

Total Consumer Fireworks Certificates Issued

Permanent: 56
Temporary: 193
Wholesaler: 15
Outdoor Storage: 164
Novelties: 150

Commissioner Gunnoe asks if anyone has any questions. No questions were presented.

Deputy State Fire Marshal Baltic shared his report on the Investigation Division for the period of October 1, 2017 through November 30, 2017:

October 1, 2017 to November 30, 2017

Total Number of Fires 1OCT17 to 30NOV17 – 119

Accidental – 16

Incendiary – 21

Undetermined – 68

Fatality Total 01OCT17 to 30NOV17 – 13

Injury Total 01OCT17 to 30NOV17 – 0

Total \$ loss 01OCT17 to 30NOV17 - \$12,000,000

Educational - \$0

Mercantile - \$175,000

Other Structures - \$0

Outside / Special Properties - \$26,000

Residential - \$2,186,500

Storage - \$87,500

Vehicles - \$28,100

Total \$ loss 01OCT17 to 30NOV17 that are declared Incendiary - \$160,100

Total number of fires cleared by arrest or exceptional means – 3

January 1, 2017 to November 30, 2017

Total Number of Fires 1JAN17 to 30NOV17 – 594

Accidental – 92

Incendiary – 122

Undetermined – 309

Fatality Total 01JAN17 to 30NOV17 – 59

Injury Total 01JAN17 to 30NOV17 – 18

Total \$ loss 01JAN17 to 30NOV17 - \$ 29,377,150

Educational - \$1,300

Mercantile - \$1,430,100

Other Structures - \$8,000

Outside / Special Properties - \$36,300

Residential - \$14,826,000

Storage - \$459,150

Vehicles - \$279,300

Total \$ loss 01JAN17 to 30 NOV17 that are declared Incendiary - \$1,283,450

Total number of fires cleared by arrest or exceptional means – 33

Deputy State Fire Marshal Leake shared his report on the Inspection and Plans Review Division for the period of October 1, 2017 through November 30, 2017:

887 Inspections Conducted

241 Plans Reviewed (Does not count walk-in consultations with architects and designers)

19 Occupancy Permits Issued

303 Licenses Checked

Complaint Investigations:

Investigated thirteen (13) fire code complaints

Investigated one (1) licensing complaint

Investigated one (1) electrical complaint

Investigated one (1) blasting complaint

Training:

Ten (10) divisional members attended IAAI fire investigation class in Morgantown

Divisional members received two days training at the Charleston Office – renewed CPR and first aid certifications, required driving training and a Civil Liabilities class.

One divisional member attended Fire Inspection Principles class at the National Fire Academy

Court Hearings:

Fayette County – Conviction for performing electrical work w/o a license

Administered seven (7) licensing tests

Parkersburg warehouse fire and conducted subsequent inspections of various warehouses w/DEP

Assisted the Investigation Division with fire w/fatality in Morgan County

Investigated an accidental fire in a Kanawha County school

Presented a fire safety program to the Charleston West Lions Club

Game Day inspection details at WVU and Marshall and after-hours street detail in Morgantown

Fire Inspection and Plans Review for the period of January 1, 2017 through November 30, 2017:

6714 Inspections Conducted

1462 Plans Reviewed (Does not count walk-in consultations with architects and designers)

185 Occupancy Permits Issued

2737 Licenses Checked

Complaint Investigations:

Investigated ninety-one (91) fire code complaints

Investigated five (5) blasting complaints

Investigated five (5) licensing complaints

Investigated eleven (11) electrical complaints

Investigated one (1) fireworks complaint

Fireworks:

403 Facilities
75 Pyrotechnician Licenses
56 Public Displays
Issued five (5) citations for selling fireworks without a permit
Confiscated fireworks in Raleigh County with an approximate value of \$12,000.00

Training:

Taught three-three (3) day basic fire inspection class for new municipal fire inspectors
Nine (9) divisional members attended a one day seminar on the National Electric Code
Two divisional members attended Fire Protection Principles class at the National Fire Academy
All divisional members attended week-long training in Charleston – EXPO
Seven (7) divisional members attended a one-day fire door inspection class
Five (5) divisional members attended LAST training for Line of Duty Firefighter fatalities
Two divisional members attended an advanced Sprinkler and Standpipe design class at the Ohio Fire Academy
Twelve (12) divisional members attended an advanced electrical class sponsored by the International Association of Electrical Inspectors
All divisional members completed semi-annual firearms qualifications
Ten (10) divisional members attended IAAI fire investigation class in Morgantown
Divisional members received two days training at the Charleston Office – renewed CPR and First Aid certifications, required driving training and a Civil Liabilities class

Court hearings:

Fayette County – Two (2) convictions for unlicensed electrical work
Raleigh County – Fire Code citation – Case continued
Raleigh County – Fire Code citation – one conviction for destruction of property
Raleigh County – One (1) conviction for tampering with fire protection equipment
Kanawha County – Fire Code citation – Case continued
Braxton County – Five (5) convictions for tampering with fire protection equipment
Berkeley County – Two (2) convictions for tampering with fire protection equipment
Raleigh County – Two (2) convictions for selling fireworks without a permit
Raleigh County – Two (2) convictions for violations of the State Fire Code
Fayette County – Conviction for performing electrical work w/o a license

Obtained eleven (11) warrants for tampering with sprinkler heads at Central Regional Jail
Obtained twenty-one (21) warrants for tampering with sprinkler heads at Southern Regional Jail
Obtained two (2) warrants for tampering with sprinkler heads at Potomac Highlands Regional Jail
Issued citation to an individual for performing electrical work w/o a license in Cabell County

Division personnel expended six hundred eighty-three (683) hours assisting with the Boy Scout Jamboree

Administered thirty-four (34) licensing tests

Conducted exit checks at various basketball games

Conducted checks of various fireworks displays

Assisted the Investigation Division in Kanawha and Mingo Counties

Assisted the Investigation Division with fire w/fatality in Greenbrier County
Assisted the Investigation Division with fire w/fatality in Randolph County
Assisted the investigation Division with fire in Morgan County

Investigated fire at South Central Regional Jail
Investigated fires in schools in Kanawha and Mineral Counties

Checked blasting permits in Monongalia County

Presented fire safety/code training at the West Virginia School Service Personnel meeting in Morgantown
Presented fire safety/code training to the Raleigh County school administrators, maintenance and custodian staffs
Presented fire safety/code training at the West Virginia Hospital Engineers conference
Presented a fire safety program to the Charleston West Lions Club

Game Day inspection details at WVU and Marshall and after-hours street detail in Morgantown

Parkersburg Warehouse fire and conducted subsequent inspections of various warehouses w/DEP

Public Education Report- Fire Marshal Tyree:

Media Releases – 4

- Poster Contest Winners Announced
- State Fire Marshals Arrest Two in Kanawha County Arson Case
- State Fire Marshals Make Arrests in Two Mingo Arson Cases
- Barbour County Man Admits to Setting Fires

Social Media interactions – 207 new Facebook subscribers since Oct. 1st, weekly safety messages and news updates are disseminated through Facebook and Twitter.

December Safety Spotlight - Newsletter ready for disbursement with an added special edition to recap our Safety Summit and provide additional information.

Partnerships – 4

- Red Cross
- St. Albans Fire Department
- Kanawha County Emergency Management
- Hansford Center

Public Education Network – 2 new members since October 2017, 107 total members since April 2016.

Public interactions completed – 13

- Smoke alarm installs in Dunbar
- Child Fatality Review Team
- Fire Prevention Week event in Malden
- Fire Prevention talk with Rosedale Elem. and Oak Hill VFD
- Fire Prevention talk with Milton Elem. with Milton VFD
- Fallen Firefighters Memorial

- School visits to poster contest winner and honorable mentions
- St. Albans Veterans parade
- Remembering When, Senior Program at Hansford Center
- Thanksgiving Safety Demo at WCHS
- Smoke alarm installation in Institute
- Christmas Parade in Beckley
- Smoke alarm installation program with Renick VFD

Ongoing Projects:

Get Alarmed West Virginia – Get Alarmed West Virginia is an initiative to get smoke alarms installed in homes across the state. Studies show time and time again that smoke alarms save lives. That is why we have partnered with various fire departments and the American Red Cross to continue to make these free installations available to residents across West Virginia. Our campaign kicked off in conjunction with the Governor’s Day to Serve and ran through Fire Prevention Week.

While getting WV fire departments and volunteer organizations involved during the campaign was a major goal we accomplished, the Get Alarmed West Virginia initiative is also an ongoing effort, designed and implemented to install smoke alarms year-round.

Installations completed: **1,610**

Installations in progress: **1,807**

Total alarms distributed: **3,417**

Second Annual Fire Safety Poster Contest – A panel of judges including West Virginia First Lady Cathy Justice, were Military Affairs and Public Safety Secretary Jeff Sandy, and Betty Jo Jordan, executive assistant to the state schools superintendent at the W.Va. Department of Education selected the winners of the state’s second annual Fire Safety Poster Contest, with the chosen artwork to be featured in a 2018 wall calendar.

This year’s contest attracted entries from 108 students from 33 counties – nearly twice as many students and nearly double the participating counties as the inaugural contest in 2016.

First Lady Justice along with Mrs. Jordan committed to helping get all 55 counties involved next year.

Operations Report by State Fire Marshal Tyree:

Mr. Chairman, members of the Commission:

- Please to announce that the Salary Increase was processed and in the employees, checks last Friday.
- **Personnel Staffing:**
 - **New Employee: Kathryn Wolfe** Secretary Services Division; Promotions from two **Reallocations/desk audits** performed gave upgrades to **Kathryn Burns to ASA1** and **Annie Washington to OA3** in Administration Division; **Ron Williams was promoted to ASFM 1** in Inspection Division.
 - **Joshua Thomas**, OAll, Services Division
 - **Resignation/Termination/Retirement: Rudy Raynes**
 - **Administrative Secretary interviews hopefully to be set up within the next two weeks.**

- We have 10 **vacancies** within the agency (5 Inspectors, two Plans Reviewer and one Public Information Specialists; and one OA II in Services Division; and Administrative Secretary position we're hopeful to get all vacancies filled Asap.
 - **New Agency FTE = 58**
- In meeting with the Legislative Rule Making Committee (LRMC) I've learned that all proposals in the future should come having been reviewed for six particular items/concerns: .
- Awaiting Approvals from Governor's Office: Submitted intent to DMAPS on other intended changes to statutes 29-3B, Supervision of Electricians **WHICH WILL NEED TO BE MODIFIED FROM ORIGINAL SUBMITTAL**; 29-3-5b, Energy Code removal; 21-6-2, Child Labor, Junior FF language clarifications.
- Continued **Working on a Fire Marshals Academy program. For SFMO new hires and potentially municipality and political subdivisions who have or would have interest in establishing Fire Prevention Bureaus.** We'll be meeting again sometime this summer, then in the Fall, with program development completed by Feb. 2018 with the 1st class to launch in Fall of 2018.
- **Report on Potential On-line capabilities for Funding Application and Evaluation Form. Fillable PDFs in place; note will be provided in the mailings for those needing paper forms to notify our office and we'll send them saving on our overall mailing.**
 - **We've been awaiting technical assistance from an agency that was willing to help but due to staffing issues has not be able to assist with this project currently. We may be able to move one step further but nowhere near to what we wanted to have completed.**
- **Policy Update:** None
- Fire Department Loss of Funding: Reported by Deputy Casto for this past quarter under Fire Dept. Services.
 - (The two deadlines involved are the quarter deadline and then 90 days later, the grace period deadline. Other than being decertified, not submitting their NFIRS incident reports by the prescribed due date is the only way to lose their funding. It has nothing to do with the 180-day issue. Once they miss the grace period deadline, the money is lost and reallocated to the departments that were in compliance. There is no getting it back after hat.) Share info rec. letters from Treasury; we'll be making an inquiry to see if there are earlier notification/communications that can be provided to help and assist departments to prevent the loss of their distributions. **Legislative Auditor's office has aid and we've made departments aware of it; we'll assist by becoming middle Communicator with Depts. and Legislative Auditors: Melissa Bishop and Nathan Hamilton**

- **Statewide Smoke Alarms installs from Sept. Get Alarmed WV to present:** nearly **1800** and there's another **1800** installations pending; April Red Cross plans resurgence.

- **Visits and Meetings:**
 - Municipal Home Rule Board Meeting has been rescheduled for October 19th in Elkins
 - Statewide Smoke Alarm Initiative.
 - Firemen's Convention, Elkins Forest Festival Firemen's Parade,
 - Presented to **Joint Committee on VFDs and EMS listening session**; Trying to find resolutions and common ground!
 - Total of six meetings: Madison, Morgantown, McMechen, South Berkeley (Inwood), Elkins (last night), Summersville (tonight); I or assigned staff mbr was present at 5 of the six meetings; Morgantown mtg exception due to being strictly EMS related:
 - Primary concerns/questions: Recruitment & Retention; Vocational Tang increase by Co. Boards to put in place FF/EMS tng; Workers Comp; Training Requirements/Cost; Cancer Presumption (increase to Workers Comp); Funding overall: .45%, incentives: monetary and non-monetary

 - Our agency will be making an inquiry to the State 911 Council to make integration and assist where possible and help mitigate potential concerns if they arise concerning Fire Dept. response. **I was given a 12-hour notice for the Raleigh Co. meeting early this month; we'll have someone at the next scheduled meeting**

- Fire Fatality information improvement; restructure collection of information from, FDs, Investigator, Dispatch, & Local Media; more to come on this project. Data Collection and Analysis piece is crucial to the work we're trying to do to educate and reduce these numbers. **Present Draft Protocols in Feb 2018**
 - Graph shared Codes 4 through 7 will be the primary detail of our attention in the future (Review those codes and # of (frequency #))

- Fire Safety Poster Contest Calendar
- Expo Classes: Fire Marshal Track; Recruitment Retention Speaker Request – State Firemen's Convention inquiring
- Wood County/Parkersburg Fire Incident: ASFM Mark Stewart recognized by Governor on December 4th. Notice to you of ASFM Bobby Palmer apprehended an escapee from South Regional; turned escapee over to State Police & US Marshal
- Correctional Center Crisis: Agency to assist with 6 – 8 personnel part-time outside of primary agency responsibilities. Overtime Budget numbers provided to DMAPS for reimbursement for all assistance provided.
- Meeting with LEPS rep concerning Full LE possibilities; suggestions of possible Expansion of powers w/o full L.E. certification.
- Congressional delegation Request for bring S. 829 to floor for a vote:
- Annual Report provided

Inquiry made by leadership pertaining to need for Boards and Commissions provided summary opinion to Cabinet Secretary: *The State Fire Commission is a vital resource and voice for the Fire Service and has representation to address the needs and concerns to them for their protection and safety. They also*

provide a vital resource to the public's concerns for fire, life, and health and safety to all in this State. They promulgate several legislative rules used within the State.

- We've had a busy year and lots of great work accomplished: Commend Staff and Thanks Commission for your support! Special Thanks to Chief Deputy Sharp for meeting notes late last night work for today's meeting and pre-meeting preparations that were made.
- Glad to answer any questions!

Commissioner Mongold made a motion to accept the report, seconded by Commissioner White. With all the ayes and nays having been taken on a voice vote, the motion passed.

Commissioner Gunnoe asks if there are any questions.

UNFINISHED BUSINESS:

Consideration of Municipality Home Rule Board Rulings Update- No action is needed from the Commission at this time.

Consideration of Modular Firefighter Training Pilot Program- There was an update to the policy to include a section on "Identification" procedures for Modular Firefighters.

Commissioner Mongold made a motion to accept the addition to the Modular Firefighter Training Pilot Program policy to include a section on "Identification" procedures for Modular Firefighters, seconded by Commissioner Eastham. With all the ayes and nays having been taken on a voice vote, the motion passed.

Fire Marshal Tyree made a clarification of the Modular Firefighter Training Pilot Policy concerning the training agency flexibility in obtaining the paperwork to comply with the policy. Commission Gunnoe said we are willing to be flexible, but the policy would still need to met.

It was asked if the Modular Firefighter Training Pilot Policy and Enrollment forms could be physically mailed in addition to the emails that were sent out. Commissioner Mongold recommended that a notice be included in the 2018 funding letter that is sent out in January.

Consideration of 2017-001-FDS Underage Children Responding to Fire Calls- Assistant Fire Marshal Bradley Scott gave an update of the information that was sent to the fire marshal's office and that no underage children would be allowed to participate in emergency calls.

Commissioner Gunnoe after some discussion with Commission Oldaker would like Counsel Nowicki to research information concerning Junior Firefighters riding in a emergency response vehicle without lights to a scene, etc.

Commissioner Mongold asked Commissioner Camp if Worker's Compensation would cover these instances and his response would be they would look at it closer if an incident occurred.

Commissioner Gunnoe would like to have this topic on the next agenda for discussion

NEW BUSINESS:

Consideration of Firefighter Injury Review and Data Collection. Already discussed in Operations Report.

Consideration of Pocahontas County Fire Board Bylaws- Assistant Fire Marshal Bradley Scott gave a brief review for approval.

Commissioner Keefer made a motion to approve and accept the Pocahontas County Fire Board Bylaws, seconded by Commissioner Hart. With all the ayes and nays having been taken on a voice vote, the motion passed.

Consideration of City of Weirton Fire Prevention Code- Commissioner Shrive gave a brief statement on the committee approval. Commissioner Shriver made a motion to approve and accept the Weirton Fire Prevention Code Version 8, seconded by Commissioner Oldaker. With all the ayes and nays having been taken on a voice vote, the motion passed.

Consideration of 2017-005-BCO Update- Commissioner Eastham made a motion to find probable cause on 2017-005-BCO, seconded by Commissioner Shriver. With all the ayes and nays having been taken on a voice vote, the motion passed. Mr. Matthew A. Ballard will be sent a notification letter concerning his upcoming Hearing information.

Consideration of 2017-051, 2017-052, 2017-053 and 2017-060 to grant 180 day extensions to correct deficiencies as reported in Disciplinary Committee Report.

Commissioner Eastham made a motion to find probable cause on the 2017-051 with a second by Commissioner Shriver. With all the ayes and nays having been taken on a voice vote, the motion passed. Commissioner Eastham made a motion to grant the Clay Volunteer Fire Department 180 day extension to correct deficiencies, second by Commissioner Shriver. With all the ayes and nays having been taken on a voice vote, the motion passed.

Commissioner Eastham made a motion to find probable cause on the 2017-052 with a second by Commissioner Shriver. With all the ayes and nays having been taken on a voice vote, the motion passed. Commissioner Eastham made a motion to grant the Big Otter Volunteer Fire Department 180 day extension to correct deficiencies, second by Commissioner Shriver. With all the ayes and nays having been taken on a voice vote, the motion passed.

Commissioner Eastham made a motion to find probable cause on the 2017-053 with a second by Commissioner Shriver. With all the ayes and nays having been taken on a voice vote, the motion passed. Commissioner Eastham made a motion to grant the Lizemore Volunteer Fire Department 180 day extension to correct deficiencies, second by Commissioner Shriver. With all the ayes and nays having been taken on a voice vote, the motion passed.

Commissioner Eastham made a motion to find probable cause on the 2017-060 with a second by Commissioner Shriver. With all the ayes and nays having been taken on a voice vote, the motion passed. Commissioner Eastham made a motion to grant the Martinsburg Fire Department 180 day extension to correct deficiencies, second by Commissioner Shriver. With all the ayes and nays having been taken on a voice vote, the motion passed.

Commissioner Mongold made a motion to accept and approve the following applications for Fire Officer Training Certifications:

Joel Fernet	FO 2	Fayetteville VFD
Mark Bass	FO 2	Montgomery VFD
Richard J Rose	FO 1	Whitesville VFD
Tom Scott	FO 2	Green Sulphur Dist. VFD
Joshua Williams	FO 1-2	Chesapeake VFD

Second by Commissioner Eastham. With all the ayes and nays having been taken on a voice vote, the motion passed.

Commissioner Mongold made a motion to accept and approve Recertification of the following fire departments, noting they are coming out of 180-day extension:

Coal City	Raleigh County
Pipestem	Summers County
Forrest Hill	Summers County
Summers County	Summers County
Jumping Branch Nimitz	Summers County
Green Sulphur Dist.	Summers County
Dunlow	Wayne County
Bradley Prosperity	Raleigh County
Sophia Area	Raleigh County
Hooverson Heights	Brooke County
Wellsburg	Brooke County

Second by Commissioner White, with all the ayes and nays having been taken on a voice vote, the motion passed.

Commissioner Mongold made a motion to accept and approve recertification of the following fire departments, noting these departments had perfect evaluations:

Baker Heights	Berkeley County
Back Creek Valley	Berkeley County
South Berkeley	Berkeley County
Hedgesville	Berkeley County
Bedington	Berkeley County
Berkeley County Fire Prevention Unit	Berkeley County

Second by Commissioner Hess with all the ayes and nays having been taken on a voice vote, the motion passed.

Consideration of Provisional Licenses

Commissioner Shriver stated that these were taken up in committee and no action was necessary by the full fire commission.

Election of New Officers for 2018:

Fire Commission Chairman Gunnoe called for nominations for the Election of New Fire Commissioner Officers for 2018.

Commissioner Eastham made a motion to nominate Grant Gunnoe for the office of Chairman, seconded by Commissioner White, with all the ayes and nays having been taken on a voice vote, the motion passed. Commissioner Oldaker made a motion to accept the nominations and call for the vote, seconded by Commissioner Keefer, with all the ayes and nays having been taken on a voice vote, the motion passed to elect Commissioner Gunnoe as the Chairman for 2018.

Commissioner Eastham made a motion to nominate Doug Mongold for the office of Vice Chairman, seconded by Commissioner Eastham, with all the ayes and nays having been taken on a voice vote, the motion passed. Commissioner Oldaker made a motion to accept the nominations and call for the vote, seconded by Commissioner Keefer, with all the ayes and nays having been taken on a voice vote, the motion passed to elect Commissioner Mongold as the Vice Chairman for 2018.

Commissioner Eastham made a motion to nominate Ted Shriver for the office of Secretary, seconded by Commissioner Mongold, with all the ayes and nays having been taken on a voice vote, the motion passed. Commissioner Keefer made a motion to accept the nominations and call for the vote, seconded by Commissioner Eastham, with all the ayes and nays having been taken on a voice vote, the motion passed to elect Commissioner Shriver as the Secretary for 2018.

CORRESPONDENCE:

Berkeley County Fire Fee Letter- Fire Marshal Tyree summarized the letter sent to the Fire Marshal's Office. Berkeley County would like to use the fire fee to pay for paid personnel to improve response coverage to their community. Commissioner Gunnoe stated that the Fire Commission at this time can not take a position on this issue.

Deputy Fire Marshal Jason Baltic talked about a recent news story of an 8 year old little girl named Kendra Angus that used a fire extinguisher to put out a fire in Jackson County. Channel 3 did a news story on her for saving a home. Commissioner Estep asked that the Fire Commission recognize her somehow and a plaque will be created to present to her.

Glen Whittington discussed that with the upcoming legislature session that we should all be extra aware of legislation that would affect the fire service.

Commissioner Hess discussed the great work of Asst. Fire Marshal Alloway assisting in saving the lives of many people in the apartment building that he lived in by assisting with the evacuation of all the residents beyond thinking of himself and he is to be commended for his good work in the community.

Commissioner Estep said that a representative from the National Fire Protection Association said that no one from West Virginia is participating in the "Fire Wise" community program. Because of this, John Holstein placed this information on the State Fireman's Association website to educate more people on wildland fire prevention and to get better participation. Fire Marshal Tyree stated that the fire marshal's office will be working to have a closer relationship with our forestry partners in the wildfire fire prevention and communication efforts with the public.

GOOD OF THE ORDER:

2018 Fire Commission Meeting Dates & Locations Announced:

- February 8 & 9, WV State Fire Marshal's Office, Charleston, WV
- April 12 & 13, Lewisburg, WV (Holiday Inn Express)
- June 7 & 8, WV State Fire Marshal's Office, Charleston, WV
- August 15 & 16 (Wed & Thur), Canaan Valley Resort, Davis, WV. Prior to WV Fireman's Association Meeting August 16-18.
- October 11 & 12, WV State Fire Marshal's Office, Charleston, WV
- December 13 & 14, Oglebay Resort, Wheeling, WV

Commissioner Gunnoe discussed some suggested changes to the Fire Commission Committee Meeting Schedule:

- Scheduling Committee Meetings at 15 minute intervals. That way scheduled meetings could be delayed, but not started early.
- Commissioner Mongold stated that the order of Committee Meetings could be changed to be more efficient.
- Commissioner Gunnoe discussed the possibility of having Committee Meetings starting at 1pm on the first day making this only a half day for Fire Commissioners. There was some concern that in the past Committee Meetings have went longer than usual and this might create a problem. Commissioner Shriver mentioned that this might also place more burden of the Fire Marshal's staff in preparation after travel time to the meeting and also in the evening to prepare all the Committee Meeting Minutes

No action was taken on the Committee Meeting suggestions.

Commissioner Camp asked that everyone remember Rick Gobble, who is going through some medical issue with thoughts and prayers.

TIME AND PLACE OF NEXT MEETING(S):

Next regularly scheduled Committee Meetings will take place Thursday, February 8, 2018 at the WV State Fire Marshal's Office, Charleston, WV beginning at 10:00 a.m.

Next regularly scheduled Commission Meeting will take place Friday, February 9, 2018 at the WV State Fire Marshal's Office, Charleston, WV beginning at 9:00 a.m.

ADJOURN:

Commissioner White made a motion to adjourn at 10:45 a.m., second by Commissioner Hess, with all the ayes and nays having been taken on a voice vote, the motion passed.
