

## STATE FIRE COMMISSION MEETING

• WV State Fire Marshal's Office • Charleston, WV •

February 10, 2017

The official business meeting was called to order at 09:01 a.m. by Chairman Grant Gunnoe.

### ROLL CALL:

#### Commissioners Present

Dave Camp, Carl Eastham, Doug Estep, Grant Gunnoe, Phil Hart, Thomas Keefer, Jim Oldaker, Ted Shriver, Vic Stallard, and Virgil White.

#### Commissioners Absent

Doug Mongold, and Carl Sizemore.

### MOMENT OF SILENCE:

Chairman Gunnoe noted and asked fellow Commissioners, Staff and audience participants to observe a moment of silence in honor of former Commissioner Robert 'Bob' Miller and former WV State Fire Marshal Sterling Lewis.

### APPROVAL OF MINUTES:

Commissioner White made a motion to accept and approve the minutes of the December 7, 2016 Special Commission Meeting. Commissioner Eastham seconded the motion. The ayes and nays have been taken on a voice vote, the motion passed.

Commissioner White made a motion to accept and approve the minutes of the December 9, 2016 Commission Meeting. Commissioner Eastham seconded the motion. The ayes and nays have been taken on a voice vote, the motion passed.

### COMMITTEE REPORTS:

#### • Fire Department Services Committee

Commissioner Oldaker read the Committee Report from Meeting – February 9, 2017 as follows:

Call to Order

Commissioner Oldaker called the meeting to order at 10:01 a.m.

Roll Call

Members present: Camp, Hart, Oldaker and Gunnoe in place of Sizemore.

Members absent: Sizemore and Mongold.

Quorum reached.

Old Business

New Fire Department Evaluation System Update –

Assistant State Fire Marshal Bradley Scott spoke and stated that applications have gone out and are starting to come back already. Assistant State Fire Marshal Scott spoke and stated he has been in review of these and has one application that the Commission will need to review.

Marshal Tyree spoke in regards to the one Fire Department Evaluation in question and the concerns being life safety issues. Commissioner Gunnoe and staff spoke regarding the testing / grading of these evaluations and working with the Fire Departments to make certain they meet the requirements for the funding application and Department issues.

Commissioner Gunnoe asked how that process takes place in regards to Committee first or full Commission. Staff responded Committee's first and the first available meeting thereafter reviewing. Assistant State Fire Marshal Scott spoke regarding some of his communications with the Chief's and the revisions needing made on some of these applications. Assistant State Fire Marshal Scott is keeping great communication and feels the process is operating smoothly thus far.

Discussion evolved around that specific Department in reference and being on the agenda in order for action being able to take place.

Randolph / Upshur Dual Aid Area Review Update –

Assistant State Fire Marshal Scott spoke and stated that he went and met with the Chief's from the 2 Departments along with the 911 Directors from both. Marshal Scott reviewed his report and the agreement(s) reached among the Departments.

Mr. Mike Higham was in attendance and read aloud his letter he distributed to the Commissioners of the Committee.

Commissioner Camp asked questions in regards to what Departments respond to what emergencies. Staff addressed and answered those questions.

Commissioner Gunnoe asked questions to Assistant State Fire Marshal Scott in regards to the new mutual aid agreement received between the 2 Departments of concern and for the Citizens within the counties and area. Assistant State Fire Marshal Scott responded confidently that both these Departments are in agreement and both 911 facilities have the capabilities to perform the duties detailed within.

Commissioner Camp made a motion to recommend the topic to the full Commission for discussion and approval of the mutual aid agreement, second by Commissioner Gunnoe. With all the ayes and nays having been taken on a voice vote, the motion passed.

Bartow Frank Durbin / Cass Review of Public Meeting –

Assistant State Fire Marshal Scott spoke again and reviewed his report for the Committee from the Public Meeting. Marshal Scott stated that the meeting overall appeared to be productive and went well. It is the intentions of Cass VFD to utilize the facility as a storage. Marshal Tyree read aloud a letter however that was received within the Inspection Division asking for a waiver of particular requirements and permit the Department to house Emergency apparatus within.

Assistant State Fire Marshal Scott spoke regarding this letter and noted the newspaper article also in conjunction with the meeting that took place. It was noted and discussed that no such intentions were perceived prior to receiving this letter of request.

Marshal Tyree stated the WVSFMO will respond to the letter in denial of any exemptions. It is noted that Commissioner Hart joined the Committee Meeting at 10:31 a.m.

New Business

Moundsville VFD Complaint – Assistant State Fire Marshal Scott spoke regarding the complaint that went directly to the Governor's Office and forwarded to the WVSFMO.

Discussion evolved around the question of there being an actual complainant named and staff determined yes. Commissioner Camp made mention and that we have a duty to send staff to investigate. Commissioner Gunnoe asked staff if that was normal practice. Staff confirmed, yes. Commissioner Gunnoe asked the procedure or policy in reference to how the WVSFMO handles complaints. Marshal Tyree stated that normally the office and staff act on any complaints then follow up to the Commission. Commissioner Gunnoe suggested that WVSFMO staff write a letter and investigate the complaint.

Attorney General Findings Regarding Hamlin VFD Complaint –

Counsel Celeste Barber spoke and reviewed the report of Investigator Bennie Cogar with the Office of the Attorney General that was provided. The report recommends closure of the investigation.

Commissioner Gunnoe made a motion to recommend dismissal and closure of the complaint based on the Investigation Report provided by the Attorney General's Office, second by Commissioner Camp. With all the ayes and nays having been taken on a voice vote, the motion passed.

Berwind VFD Gear Concerns –

Assistant State Fire Marshal Scott spoke and stated that when the complaint come in to the office of the WVSFM, he called and talked with the Berwind VFD Chief. He was informed by the Chief that the Department intends to purchase new Bunker gear. Assistant State Fire Marshal Scott stated that Marshal Tim Provaznik had last completed the Departments last evaluation in 2015 and there was no noted deficiencies in bunker gear.

Ralph McNemar made mention of an opportunity that a Department can obtain up to 4 sets of gear through Globe and an offer they have.

Commissioner Gunnoe made a motion to recommend to the full Commission that the WVSFMO contact the complainant and encourage communication with the Chief in regards to gear, second by Commissioner Hart. With all the ayes and nays having been taken on a voice vote, the motion passed.

Consideration of New Talcott VFD Phase 1 Approval –

Assistant State Fire Marshal Bradley Scott spoke and stated that the WVSFMO had received the application from Talcott VFD Phase 1.

Commissioner Gunnoe made a motion to recommend to the full Commission Approval of the application, second 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 the Committee with the following applications for Fire Officer I and II.

Darrell Gates	Waverly VFD	FO1 & FO2
Terry Hefner	Waverly VFD	FO1 & FO2
Ryan Craddock	Spruce River VFD	FO2
Jennings Page	Valley VFD	FO2
Mark Brown	Wilderness VFD	FO1
Jimmy Wooten	Jefferson VFD	FO1
Cain Maynard	Kermit VFD	FO1
Danny Reynolds	Milton VFD	FO2

Commissioner Hart made a motion to recommend approval to the full Commission of all the aforesaid FO1 and FO2 applications, second by Commissioner Camp. With all the ayes and nays having been taken on a voice vote, the motion passed.

Assistant State Fire Marshal Scott noted that all applications are reviewed by WVSFMO staff and Commissioners prior to the Commission Meetings and approvals.

Other

Assistant State Fire Marshal Bradley Scott made mention of a letter of disavowal was received by the WVSFMO this morning, February 9, 2017. He concluded the topic is on the Disciplinary Committee for discussion and potential action.

Commissioner Hart made a motion to adjourn at 10:56 a.m., second by Commissioner Camp. With all the ayes and nays having been taken on a voice vote, the motion passed.

Commissioner Stallard made a motion to accept the committee's report, seconded by Commissioner Eastham. With all the ayes and nays having been taken on a voice vote, the motion passed.

• Recruitment and Retention Committee

Commissioner Hart read the Training Committee Report from Meeting – February 9, 2017 as follows:

Call to Order

Commissioner Hart called the meeting to order at 11:12 a.m.

Roll Call

Members present: Camp, Hart, Oldaker, and Estep.

Members absent: None.

Quorum reached.

Old Business

Discussion Involving Workgroup - Marshal Tyree spoke and recommended that the workgroup set a meeting that could even be arranged for a teleconference meeting.

Commissioner Gunnoe spoke regarding the Committee and making such a full standing Committee given the need within the state. Commissioner Gunnoe suggested that the Training Modular Workgroup move to include this Committee for feedback and participation given the purpose as a whole.

Marshal Tyree spoke and noted that the Legislative Session began February 8, 2017. He suggested the sooner a workgroup meeting takes place the better, given something may come up in regards to Legislation. It was discussed that Marshal Tyree will set the date and send out the information for a teleconference. Further discussion was made that a follow-up meeting could thereafter be set at or right after the April 2017 Commission meeting. Commissioner Hart suggested moving forward with the workgroup meeting to take place within the next couple weeks.

4H Volunteer Firefighter Model – Mark Lambert spoke regarding this program and how Jefferson County has a 4H program and offers an example program. Marshal Tyree and Chief Deputy Sharp spoke and briefly discussed how the programs operate under the 4H programs much like Scouts and etc. These could be potential program to model and reach out to for recruitment and retention.

New Business

Commissioner Hart asked if there were any other interests or items for discussion. It was noted there were none.

Commissioner Oldaker made a motion to adjourn at 11:22 a.m., second by Commissioner Camp. With all the ayes and nays having been taken on a voice vote, the motion passed.

Commissioner Eastham made a motion to accept the committee's report, seconded by Commissioner Camp. 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 – February 9, 2017 as follows:

### Call to Order

Committee Chairman Commissioner White called the meeting to order at 11:33 a.m.

### Roll Call

Members present: White, Eastham, Estep, and Keefer.

Members absent: Stallard.

Quorum reached.

### Approval of Agenda

Commissioner Eastham made a motion to approve the agenda, second by Commissioner Estep. With all the ayes and nays having been taken on a voice vote, the motion passed.

### Unfinished Business

Modular Workgroup - Commissioner White stated the Workgroup had met during the month of January. There was a lot of discussion and input. Discussion evolved that there would be 4 modules. Noting that module 4 puts you through as FF1.

Discussion was in depth regarding the limits, the steps of the modules, and the hours within each. CW Sigman was in attendance and spoke regarding members being able to provide assistance at different stages. Discussion focused on examples of completing modules and the timeframes before advancing to the next. The modules wouldn't necessarily expire, just progress. Group audience discussed the need for modules given that participants may not be able to complete certain steps such as physical exams, hours to dedicate and etc.

Discussion was in depth. Questions and comments from audience members spoke and provided feedback. CW Sigman noted this is a small step in the right direction to making things better. Sure it may not be a perfect answer at this time but it's a step.

Discussion evolved around tests at the end of each module vs. testing at the end. RESA and WVFSE stated that is for the Commission to decide and set.

Further discussion evolved around Workers Compensation. Questions regarding claims with participants at certain modules, inside vs outside assistance and etc.

The topic of attire, headgear and etc. was discussed regarding how individuals on scene identify levels or module participants.

Questions arose regarding changing the code and rules. Counsel Barber and Counsel Connolly spoke regarding the changes and the requirements thereof. The timely processing of such and the steps that need to take place prior.

Commissioner White asked about the need for another workgroup meeting. Commissioner Gunnoe suggested that you have as many questions and concerns addressed and put into the forefront.

Commissioner Estep made discussion regarding the need to get the topic before Legislation this year and not put it to the back burner and await another whole year. Commissioners discussed that the workgroup would meet and then following up with a Special Commission Meeting.

Fire Marshal Academy Update –

Mark Lambert spoke that a meeting had taken place between the WVSFMO and WVFSE. It is projected to release sometime in the year 2018. Marshal Tyree confirmed that it is the plan to facilitate in 2018. The group intends to meet again on April 19<sup>th</sup> and will then report to the Committee and Commission during the April Commission Meetings.

#### New Business

Cabell County Fire Chief's Association Letter –

Commissioner White read aloud the letter received and allowed feedback from RESA and WVFSE. Ralph with RESA spoke and stated they offer 2 certificates at this time for completing Firefighter I and Hazmat Operations. The timeline to complete both is within 1 year of completing Firefighter I. Commissioner Estep provided an example of a member his Department currently has and the ongoing issue.

Commissioner White suggested having the WVSFMO draft a letter in response and submit to the Cabell County Fire Chief's Association and advise the Chief that the topic will be added to the April Committee and Commission Meetings and further information is needed. It would be requested that this individual be in attendance during such meetings.

Staff / Counsel Update – It is noted no updates from Staff or Counsel.

WVFSE – Mark Lambert spoke about a Mountaineer Blue mobile vehicle. Such vehicle is not in service yet but coming. No date yet set but there will be a women's Firefighter weekend at the Academy this fall. Something to keep in mind and be looking for.

RESA / WV Dept. of Ed – Commissioner Gunnoe spoke regarding an email he received the other day encouraging all members to reach out and contact Legislators to support RESA and iterate the services they provide to the training of the Fire Service.

Robbie Bailey – Made mention of Commission Roundtable. Mr. Bailey stated to let him know if anyone else is interested and he can make the travel arrangements and etc. He stated vendor participation is up this year and it looks to be great.

WVSFA – Glen Whittington spoke about Departments closing due to no members and the need for recruitment and retention.

Commissioner Keefer made a motion to recommend to full Commission the report of the Module Training progress and foresee the addition of such topic in either a Special Commission Meeting or April. Second by Commissioner Estep. With all the ayes and nays having been taken on a voice vote, the motion passed.

Marshal Tyree spoke regarding the upcoming Public Safety Expo and noted that the WVSFMO will offer training Monday through Thursday with training for staff, inspectors, and investigators. He noted that on Friday there will be a Fire Safety Submit and they would like to have 100 individuals participate. Marshal Tyree stated there will be 2 classes, one of a morning and one of the evening. Marshal Tyree stated he believes it is going to be a successful and very beneficial event for all in the Fire Service. He also noted there will be a half-day session on Saturday for something different but again that will be very beneficial for the Fire Service, Public Education and Community risk Reduction Assessment. More information is pending and forthcoming. Marshal Tyree hopes to obtain the support of each of the Commissioners.

Commissioner Eastham made a motion to adjourn at 12:57 p.m., second by Commissioner Keefer. With all the ayes and nays having been taken on a voice vote, the motion passed.

Commissioner Gunnoe had Commissioner White read aloud the motions again and discussed a possible pilot program regarding the Training Modules. Commissioner Gunnoe stated the workgroup will continue to meet and put together a potential packet of which will be discussed during the April Committee and Commission Meetings then also see if perhaps there is any new Legislation regarding the same. Commissioner Stallard asked about the packet and drafts prepared thus far. Commissioner Gunnoe detailed the materials can be found within the Commission packet and noted it is a work in progress and merely drafts. Discussion evolved around implementation of a pilot program.

Commissioner Stallard asked questions to the group as a whole regarding automobile accidents, gas leaks and etc. Commissioner Stallard posed the question 'Would these starting module participants respond to these type of incidents?' Commissioner Stallard further asked are these type of issues addressed in these updates? CW Sigman discussed responses in Kanawha County and again emphasized it is a work in progress and while it may not be the perfect answer, it is a step in the right direction. Discussion continued around continuing education and training, not letting up on that. CW Sigman stated that he believes a pilot program is a great opportunity to work and work those bugs out that may develop.

Commissioner White made a motion to accept the committee's recommendation to have the Committee continue to meet and develop the topic then add the topic to the April 2017 Committee and Commission Agendas, seconded by Commissioner Estep. With all the ayes and nays having been taken on a voice vote, the motion passed.

Commissioner Stallard made a motion to accept the committee's report, seconded by Commissioner Oldaker. 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 – February 9, 2017 as follows:

### Call to Order

Chairman Commissioner Shriver called the meeting to order at 2:10 p.m.

### Roll Call

Members present: Camp, Shriver, Oldaker, and Keefer.

Members absent: None.

Quorum reached.

### Approval of Agenda

Commissioner Shriver asked if any changes to the agenda. There are none.

Commissioner Camp made a motion approve the agenda. Seconded by Commissioner Keefer, with all the ayes and nays having been taken on voice vote, the motion passed.

### Old Business

Provisional Status Updates – Division Deputy Fire Marshal Allan Casto spoke and stated that all Provisional Status holders are in good standing and updates have been provided as required. Marshal Casto stated that no updates or reports are due until April for the first quarter. Marshal Casto did make note that the Town of Ridgley had provided a letter update of which was provided to the Committee.

Commissioner Keefer made a motion to recommend the continuation of all Provisional Statuses to the full Commission, Friday February 10, 2017. Seconded by Commissioner Oldaker, with all the ayes and nays having been taken on voice vote, the motion passed.

Consideration of Municipality Home Rule Board Rulings – Counsel Connolly spoke on behalf of Counsel Barber and stated that the current Status Report on Case Held Abeyance expires February 13 and Counsel Barber will be sending a letter asking for an extension. It is noted there is not action required, informational purposes.

### Legislative

Status of Governor's Bill Modifying WV Code Chapter 29 Article 3 – Marshal Tyree spoke and stated that this Rule along with the Junior Firefighters 21-6-2 have been submitted to DMAPS and the Governor's Office. Both were approved and are on their way before Legislation.

Status of Fireworks Rule 103-4 – Counsel Connolly spoke and stated this was filed and approved back in December 2016.

Status of Junior Firefighters 21-6-2 – Update provided about with the Status of Governor's Bill Modifying WV Code Chapter 29 Article 3.

### New Business

Consideration of Michael Godbey – Employed by the Town of Sophia Provisional Status – Division Deputy Marshal Allan Casto spoke and stated that the Division had received a request from Michael Godbey. Additional paperwork has also been provided by the Town. Marshal Casto has foresees no issues therefore recommends approval from the Commission.

Commissioner Keefer made a motion to recommend approval of provisional status for Michael Godbey with the Town of Sophia to the full Commission, second by Commissioner Camp. With all the ayes and nays having been taken on a voice vote, the motion passed.

#### Delegation

Chairman Shriver asked if there was any individual in attendance wishing to speak. It was noted there was none.

Commissioner Keefer made a motion adjourn at 2:17 p.m., second 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 committee's report, seconded by Commissioner Hart. 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 – February 9, 2017 as follows:

#### Call to Order

Chairman Commissioner Eastham called the meeting to order at 2:20 p.m.

#### Roll Call

Members present: Eastham, Shriver, and Gunnoe in place of Mongold.

Members absent: Mongold and Stallard.

Quorum reached.

#### Approval of the Agenda

Commissioner Shriver made a motion to approve the agenda, second by Commissioner Gunnoe. With all the ayes and nays having been taken on a voice vote, the motion passed.

#### Old Business

Consideration of 2016-011 Hanover VFD (Wyoming Co.) – Assistant State Fire Marshal Bradley Scott spoke and stated that Hanover VFD had satisfied all the deficiencies within the department and it is staff's recommendation to recertify.

Consideration of 2016-014 Waverly VFD (Wood Co.) – Assistant State Fire Marshal Bradley Scott spoke and stated that Waverly VFD had satisfied all the deficiencies within the department and it is staff's recommendation to recertify.

Consideration of 2016-021 Roderfield VFD (McDowell Co.) – Assistant State Fire Marshal Bradley Scott spoke and stated that Roderfield VFD had satisfied all the deficiencies within the department and it is staff's recommendation to recertify.

Commissioner Shriver made a motion to recommend recertification of following ... Hanover VFD, Waverly VFD, and Roderfield VFD, second by Commissioner Gunnoe. With all the ayes and nays having been taken on a voice vote, the motion passed.

Consideration of 2016-020 Panther VFD (McDowell Co.) – Assistant State Fire Marshal Bradley Scott spoke and stated that the WVSFMO received a letter from Panther VFD Board of Directors stating that the Board had voted to dissolve effective February 9, 2017. The letter further stated that all assets would be turned over to laeger VFD. Assistant State Fire Marshal Scott further noted that laeger VFD Chief Paul Hare, Jr., had also submitted a letter stated it intends to utilize the Panther VFD as a substation and would recruit and utilize the members from the aforesaid Department.

Commissioners discussed the requirement of the County Commission providing approval of such change of assets in addition to other requirements such as laeger VFD submitting plans of the substation to the WVSFMO. It was suggested that the WVSFMO reach out to the Chief of laeger VFD notifying them of such requirements and bring that topic to the April 2017 Commission Meeting.

Commissioner Gunnoe made a motion to recommend acceptance of the Panther VFD disolvement to the full Commission February 10, 2017. Seconded by Commissioner Shriver. With all the ayes and nays having been taken on a voice vote, the motion passed.

Consideration of 2016-028 Mannington VFD (Marion Co.) – Assistant State Fire Marshal Bradley Scott spoke and stated that the Department had requested an extension during the December 2016 Commission meeting to allow members to complete the necessary course work and training of Fire Officer certification. Assistant State Fire Marshal Scott noted that the participants are scheduled to test this coming weekend therefore the Department is requesting an extension to the April 2017 Commission Meeting.

Commissioner Gunnoe made a motion to recommend to the full Commission an extension to the April 2017 Commission Meeting for to Mannington VFD to allow completion time to resolve training deficiencies, second by Commissioner Shriver. With all the ayes and nays having been taken on a voice vote, the motion passed.

#### New Business

Commissioner Shriver made a motion to enter into Executive Session at 2:36 p.m., second by Commissioner Gunnoe. 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 3:08 p.m., second by Commissioner Gunnoe. With all the ayes and nays having been taken on a voice vote, the motion passed.

It is noted that Commissioner Stallard joined the Committee meeting at 3:08 p.m.

Commissioner Shriver made a motion to find probable cause on 2017-001. Second by Commissioner Gunnoe with all the ayes and nays having been taken on a voice vote, the motion passed.

Commissioner Shriver made a motion to recommend a 180 day extension to correct deficiencies for Tygart VFD. Second by Commissioner Gunnoe with all the ayes and nays having been taken on a voice vote, the motion passed.

Consideration of 2016-010-HI - Commissioner Shriver made a motion to recommend the topic to the full Commission tomorrow, February 10, 2017, second by Commissioner Stallard. 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 2017-001-HI. Second by Commissioner Stallard with all the ayes and nays having been taken on a voice vote, the motion passed.

Commissioner Shriver made a motion to recommend having Counsel serve a Cease and Desist letter on the violator. Second by Commissioner Gunnoe with all the ayes and nays having been taken on a voice vote, the motion passed.

Consideration of Tornado VFD Complaint Letter - Commissioner Shriver made a motion to recommend to the full Commission that the WVSFMO perform an evaluation upon Tornado VFD due to the complaint being received. Second by Commissioner Stallard 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 after coming out of the 180 day period as follows.

Pickens VFD  
Valley Head VFD  
Valley VFD

Commissioner Shriver made a motion to recommend recertification of following ... Pickens VFD, Valley Head VFD, and Valley VFD, second by Commissioner Stallard. With all the ayes and nays having been taken on a voice vote, the motion passed.

Commissioner Shriver made a motion to adjourn at 3:18 p.m., second by Commissioner Stallard, with all the ayes and nays having been taken on a voice vote, the motion passed.

Commissioner Shriver noted a change to the motion for Consideration of 2016-010-HI. The Motion should reflect the following ...

Consideration of 2016-010-HI - Commissioner Shriver made a motion to table the topic to the April 2017 Commission meeting to allow the WVSFMO time to follow up, second by Commissioner Stallard. With all the ayes and nays having been taken on a voice vote, the motion passed.

Commissioner Shriver made a motion to accept the committee's report, noting the changes, seconded by Commissioner White. With all the ayes and nays having been taken on a voice vote, the motion passed.

• Operations Committee

Chairman Gunnoe stated that the Operations Committee did not hold a Committee Meeting on February 9, 2017, but would rather like for the Staff to provide their full reports now.

Marshal Tyree addressed the Commissioners and group. He noted that Division Deputies will provide their reports and he will close. Marshal Tyree pointed out that the WVSFMO had hired and added Mr. Tim Rock to the Public Education Section.

Deputy Fire Marshal Allan Casto spoke for Fire Department Services. Mr. Casto broke down the division into 3 sections within Fire Department Services (Regulatory and Licensing, Public Education and Fire Department Services). Mr. Casto briefly detailed the duties included within each section of his Division.

Marshal Casto provided the following Regulatory and Licensing Section Numbers for the period of December 01, 2016 to December 31, 2016:

Total Licenses Issues: 267  
Total Certifications Issued: 10  
Total Applications Processed: 99  
Total Permits Issued: 49  
Online Renewals: 28

Marshal Casto provided the following Regulatory and Licensing Section Numbers for the period of January 1, 2017 to January 31, 2017:

Total Licenses Issues: 255  
Total Certifications Issued: 7  
Total Applications Processed: 202  
Total Permits Issued: 28  
Online Renewals: 34

Marshal Casto provided the following Regulatory and Licensing Section Numbers for the period of January 1, 2016 to December 31, 2016:

Total Licenses Issues: 18,359  
Total Certifications Issued: 275  
Total Applications Processed: 2,655  
Total Permits Issued: 965  
Online Renewals: 6,206

Marshal Casto provided the following Fire Department Services Recent Activity Chart for the period of 2016 and January 2017:

FIRE DEPARTMENT SERVICES							
RECENT ACTIVITY							
2016/2017							
	DEC 2016	JAN 2017	TOTAL	2016 YTD	FY2016	CY2015	FY2015
<b>FIRE DEPT EVALUATIONS</b>	0	1	1	54	104	86	92
DEPTS RECERTIFIED	12	0	12	76	137	93	63
DISCIPLINARY	7	0	7	70	138	76	59
180 DAYS	4	0	4	76	155	154	85
<b>EMERGENCY VEHICLE PERMITS</b>	DEC	JAN					
TOTAL PROCESSED	34	53	87	627	1,263	543	555
APPARATUS	15	17	32	177	334	146	144
PRIVATE	19	36	55	450	929	397	411
DEACTIVATED	38	47	85	613	1,203	747	829
APPARATUS	10	11	21	115	218	132	106
PRIVATE	28	36	64	509	895	615	723
<b>NFIRS</b>	DEC	JAN					
TOTAL REPORTS SUBMITTED	6,747	1,914	8,661	121,167	186,114	129,898	130,634
90 DAY GRACE	0	52	52	247	508	181	147
OUT OF GRACE	7	30	37	267	541	170	146
* FUNDING LOSS	8	0	8	22	28	11	1
NFIRS CLASSES TAUGHT	0	0	0	3	7	11	8
COUNTIES REPRESENTED IN NFIRS	0	0	0	18	43	31	20
NUMBER OF NFIRS STUDENTS	0	0	0	54	123	79	60
<b>FIRE OFFICERS</b>	DEC	JAN					
TOTAL SUBMITTED	4	6	10	61	97	82	59
FIRE OFFICER 1	2	3	5	24	37	36	23
FIRE OFFICER 2	2	3	5	37	60	46	36
<b>FOIA REQUESTS (AS OF 7/1/16)</b>	DEC	JAN					
REQUESTS SUBMITTED	4	19	23	66			
REPORTS PROCESSED	9	166	175	106			
<b>*3RD QTR FUNDING LOSS 12/30/16</b>							
CAPON VALLEY VFD 16101							
FOLLANSBEE VFD 05105							
FRANKLIN VFD 36101							
KEYSTONE VFD 27108							
MEADOW BRIDGE VFD 10104							
SILVER HILL VFD 52114							
SMITHFIELD VFD 52112 <b>CLOSED</b>							
SPRINGFIELD VALLEY VFD 14107							

Tim Rock, Public Information Specialist I spoke and introduced himself. He briefed the Commissioners on his background and what he hopes to accomplish as the Public Information Specialist I with the WVSFMO. Mr. Rock reported the following for Public Education:

Media Releases – 6

- WV State Fire Marshals Arrest Man on Arson Charges
- Warning against Mixing Medical Oxygen, Smoking
- State Fire Marshal's Office Sends Safety Warning Ahead of Cold Weather
- Tips Offered for Responsible New Year's Celebrations
- State Fire Marshals Arrest Four People on Arson Charges
- Double Fatality in Mercer County Prompts Safety Warnings

Social Media interactions – 385 new Facebook subscribers since December 1<sup>st</sup>, weekly safety messages are disseminated through Facebook and Twitter.

February Safety Spotlight - Newsletter ready for disbursement

Website Maintenance – 3 sections – (Public Education, Licensing updates, Laws and Fire Services)

Added information in the Public Education section of our website include; *Remembering When*, a fall and fire prevention resource for older adults, a safety poster and escape plan print out, smoke alarm information fact sheet poster.

Partnerships – 3

- *WV Community Action Partnership*, presented to board members of 13 agencies who do home visits for high risk residents. Speaker and vendor opportunities are planned for the future at an annual conference.
- *American Red Cross* – smoke alarm initiative statewide
- *West Virginia Commission for the Deaf and Hard of Hearing*, Deaf Awareness Day in March, bringing awareness to hearing impaired individuals in regards to smoke alarms.

Public Education Network – 3 new members, 94 total members since April 2016.

Public interactions completed – 2:

- Child Fatality Review Team Meeting – Gave WVSFMO Updates
- EMS for Children Advisory Committee Representative – Provided updates on child fire fatalities and ongoing programs and resources.

Ongoing Projects:

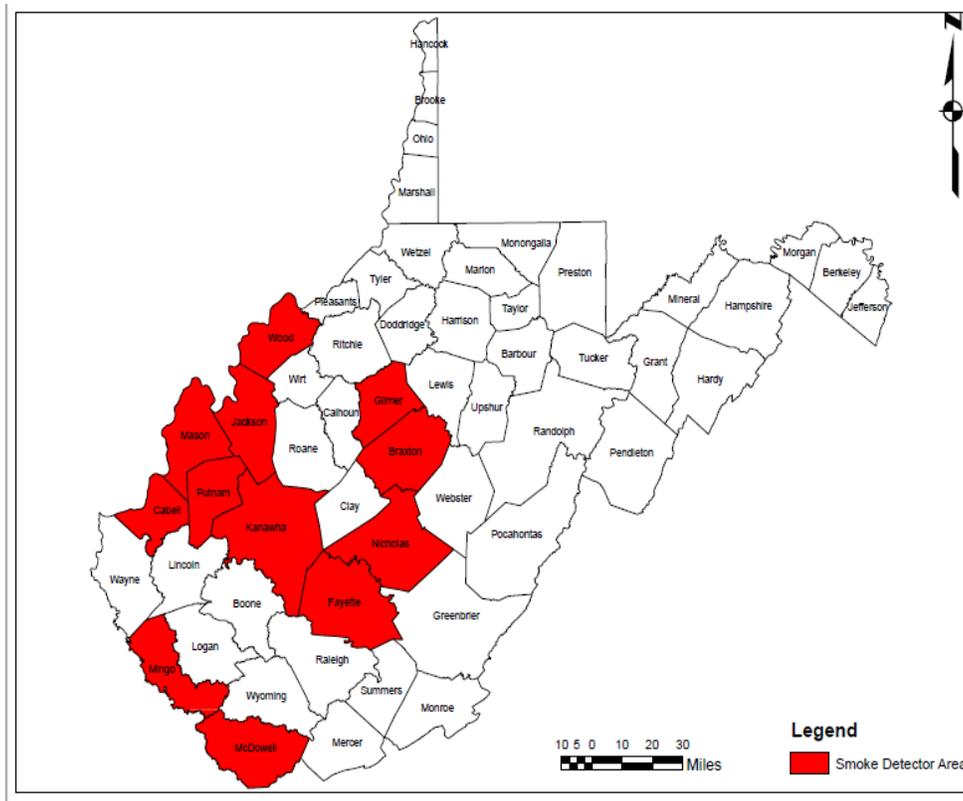
**52 Week Fire Prevention Guide** – The purpose of this document is to provide a 52-week public fire education program as a guide for SFMO fire prevention activities. It is also provided to local fire departments and officials across the state to promote a statewide coordinated fire prevention effort. This plan is anticipated to help in the fight to reduce and prevent fire related fatalities that occur each year in our state.

**WV Safety Summit at Safety Expo** – Provide a meeting place for our Public Education Network partners and fire service professionals around the state to gather and participate in training and important fire safety training and seminars.

**Large Scale Smoke Alarm Initiative** – Logistical planning with the American Red Cross to have a large scale smoke alarm install program for the Governor’s Day of Service.

**ESCAPE 2017** – Teaching Community Risk Reduction, Fire Safety Educator and Prevention Training.

Smoke Alarm Installs:



This map shows where smoke alarm installs programs around the state. Our agency received 1000 smoke alarms from Vision 20/20 Fire Prevention in 2015.

In closing Tim Rock referred to and encouraged all to read the Safety Spotlight Newsletter. He detailed key and important information everyone can use and share within their communities.

Deputy Fire Marshal Joe Leake spoke for the Fire Inspection and Plan Review Division. Mr. Leake described the Divisions job duties in brief detail.

Marshal Leake provided the following Fire Safety Inspection & Plans Review Division Numbers for the period December, 2016:

526 Inspections Conducted

116 Plans Reviewed  
15 Occupancy Permits Issued  
261 Licenses Checked

Marshal Leake provided the following full report of the Fire Safety Inspection & Plans Review Division Numbers for the period January thru December, 2016:

7438 Inspections Conducted

1341 Plans Reviewed (Does not count walk-in consultations with architects and designers)

240 Occupancy Permits Issued

3357 Licenses Checked

Fireworks: checked the following during last week of June and first week of July

312 Facilities  
63 Pyrotechnician licenses  
63 Displays

Complaint Investigations:

Investigated seventy-five (75) fire code complaints  
Investigated eleven (11) electrical complaints  
Investigated nine (9) licensing complaints resulting in six (6) citations  
Investigated five (5) fireworks complaints  
Investigated three (3) blasting complaints

Training:

Four (4) divisional personnel attended a Sprinkler/Standpipe Class at the Ohio Fire Academy  
Conducted training for new personnel on legislative rules enforced by this office  
Divisional members attended a one day training on the New Fireworks Rule and NFPA 1124  
Divisional members attended a one day APA fireworks class  
Divisional members attended a one day seminar on the 2014 National Electric Code update  
Divisional members attended four days of training at the Safety EXPO  
Divisional members completed spring semi-annual firearms qualifications  
Five divisional members completed a two day sprinkler design class at the Ohio Fire Academy  
One divisional member attended a one day Pipeline Safety class  
Six members attended a one day electrical code class sponsored by the International Association of Electrical Inspectors  
Two divisional members completed an advance two-week Fire Inspection class at the National Fire Academy  
Three members completed a week long ATF Fire Investigation Class  
New employees completed firearms training and qualifications  
Six divisional personnel attended IAAI electrical fire investigation class in Morgantown  
One divisional member attended radio programming class at the SIRM Conference  
Divisional members completed a two day class on Search and Seizure laws  
Divisional members completed nighttime firearms qualifications

Divisional members attended an eight hour class on fireworks at the WV Fire Marshal's Association in Beckley

Two divisional members attended fire inspection classes at the National Fire Academy

Assisted the Investigation Division on a fire fatality in Mingo County and large loss fire in Tucker County  
Assisted the Investigation Division on a fire fatality in Berkeley and Great Cacapon Volunteer Fire Department station

Assisted the Investigation Division on a fire fatality in Fayette County

Assisted Fire Investigation Division with a fire in Grant County

Assisted the Investigation Division with a fire in Berkeley County

Investigated accidental fire in Cabell County

Investigated an accidental fire in a Wirt County school (heating unit)

Investigated an accidental fire in a Mercer County day care

Investigated an accidental fire in a Wyoming County school

Investigated an accidental fire in a Mercer County nursing home

Investigated an accidental fire in a Putnam County Assisted Living facility

Court hearings:

Braxton County – Regional Jail inmate (guilty plea)

Kanawha County – Regional Jail inmates

Braxton County – Dismissed (due to death of defendant)

Braxton County – Conviction for tampering with sprinkler heads

Obtained warrants for certain inmates at the Potomac Highlands Regional Jail ref. damage to sprinkler system

Citation issued in Mercer County to individual performing electrical work without a license

Obtained criminal complaints for inmates at North Central Regional Jail – tampering with sprinkler heads

Issued citations for performing electrical work without a license in Ohio County (not related to a complaint)

Monitored blasting demolition of bridge in Summers County

Conducted routine blasting check in Jefferson and Monongalia Counties

Conducted explosive magazine inspections in Hampshire County

Set up seismographs and monitored explosion of smoke stack and building across from Moundsville

Conducted follow up evaluations of Benwood VFD and Fork Ridge VFD

Assisted Fire Department Services with an evaluation of East Bank Fire Department

Administered thirty-seven (37) licensing tests

Represented the Office at Romney Fire Department Awards Banquet

Provided a Fire Prevention presentation to Marion County Vo-Tech students

Fire Safety presentation to school maintenance personnel at state conference in Morgantown

Two members served as Judges in a Vo-Tech skills competition in Monongalia County

Provided an update on the new State Fire Code legislation to the West Virginia Gas Association  
Taught a fire safety/inspection class to Department of Correction personnel  
Taught a two day basic inspection overview class for the Paid Chiefs seminar in Clarksburg  
Participated in the Eastern Panhandle blasting seminar

Monitored Show Choir events in Cabell and Raleigh Counties

Conducted exit checks at various basketball games

Assisted State Police with fireworks seizure in Cabell County

Surveyed flood damage to schools in Kanawha and Nicholas Counties  
Checked on placement of residents from Richwood and Harrisville nursing homes due to flood damage  
Had electrical power disconnected to two marinas in Monongalia County due to electrical damage from flood

WVU Football Stadium game day inspections and after game details  
Marshall University Football Stadium game day inspection details

Marshal Leake provided the following Fire Safety Inspection & Plans Review Division Numbers for the period January, 2017:

640 Inspections Conducted  
134 Plans Reviewed  
18 Occupancy Permits Issued  
249 Licenses Checked

Division Deputy Assistant Fire Marshal Jason Baltic provided the following Investigation Division Numbers for the period December 1 to January 31, 2017:

Total Number of Fires 1DEC16 to 31JAN17 – 87  
Accidental – 14  
Incendiary – 19  
Undetermined – 54

Fatality Total 01DEC16 to 31JAN17 – 18  
Injury Total 01DEC16 to 31JAN17 – 13

Total \$ loss 01DEC16 to 31JAN17 - \$4,643,650  
Educational - \$115,000  
Mercantile - \$0  
Other Structures - \$0  
Outside / Special Properties - \$10,000  
Residential - \$3,520,650  
Storage - \$57,000  
Vehicles - \$22,000

Total \$ loss 01DEC16 to 31JAN17 that are declared Incendiary - \$271,650.00

Total number of fires cleared by arrest or exceptional means – 5

Division Deputy Assistant Fire Marshal Jason Baltic provided the following Investigation Division Numbers for the period January, 2017:

Total Number of Fires 1JAN17 to 31JAN17 – 37

Accidental – 5

Incendiary – 11

Undetermined – 21

Fatality Total 01JAN17 to 31JAN17 – 9

Injury Total 01JAN17 to 31JAN17 – 7

Total \$ loss 01JAN17 to 31JAN17 - \$ 1,438,150.00

Educational - \$0

Mercantile - \$0

Other Structures - \$0

Outside / Special Properties - \$10,000

Residential -\$1,280,150

Storage - \$30,000

Vehicles -\$7,000

Total \$ loss 01JAN17 to 31JAN17 that are declared Incendiary - \$60,150

Total number of fires cleared by arrest or exceptional means – 9

Fire Marshal Tyree gave the overall Operations Report for the WVSFMO as detailed below:

- Thanks to Shawna Goodwin and assistance of other staff members in “spruce up” of office area & Commission meeting room.
- Thank and recognize Steve Connolly, now Deputy Secretary of State for his invaluable contribution to this Commission and the Agency.
- Welcome and recognize our the General Counsel, Celeste Webb Barber, look forward to her work in helping the Agency to grow together and stay on the right track.
- Legislative Session began on Wednesday, February 8<sup>th</sup>.
- Fireworks Bill, 29-3-5b & 21-6-2; the Agency will be actively engaged in answering questions concerning the State of the Fire Service from Workers Comp, Recruitment and Retention, to Training.
- Senate and House Budget Hearings February 23<sup>rd</sup> & 24<sup>th</sup>

- Review of Agency Budget Subject Matter; Special Revenue; Where Revenue comes from; Current Balance; Operational Use-Revenue generated from Previous Year; Agency's Future Forecast (looks great barring any potential sweep of accounts which hopefully the decision makers understand how we operate year to year).
- Concerning the Assistant Fire Marshal Deputization program; recently met with and had others on a Conference Call for Fire Prevention Network meeting; very productive; many things discussed provide copy of meeting minutes to Commission. Plan to schedule first class in 3<sup>rd</sup> week of March centered on review of State Fire Code and NFPA 1 and 101 updates for those interested; beginning steps toward possible Deputization.
- Services Division working with State Treasurer's office on use of "Lock Box" system; this will help to make things more efficient for WVSFMO customers and employees by streamlining the processing of payments and electrician licensing renewal. This will begin in April. Immediately following that launch will be the development portion of Lock Box for Invoicing of Plans Review and Inspection activities. We see great potential with this payment and receipt option.

#### Personnel Staffing:

- New Employee- Tim Rock (Services Division-Public Education Section). Resignation of Greg Hypes (ASFM – Inspection Division).
- We had one promotion in Investigation Division: Tim Chastain to ASFM 2.
- We have 9 vacancies within the agency (2 Investigators, 3 Inspectors, 1 Plans Reviewer and 1 Public Information Specialists; one, OA II in Admin, one Secretary I in Inspection Division; we're hopeful to get all vacancies filled in the next few months.

#### Policy Update:

- 4002 Master Training and Career Progression Plan – cleared with DOP it's use in full for Training portion since the training portion is not included in DOP Job Class Spec; this ultimately will enhance our ability for future parity in pay thru future Pay Plan proposal.
- Community Risk Assessment Report Development/Release: CRR commitment kept. Based on completion we're in receipt of 1000 smoke alarms that will be used as a part of our Smoke Alarm Installation Initiative: "Get Alarmed West Virginia"

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 that.)

#### Visits and Meetings:

- Westover Installation Dinner
- Moorfield Installation Dinner
- Cora Christmas & Recognition Dinner
- Electrician's Rule Stakeholder's (Jan. 12<sup>th</sup>; next mtg Apr. 13<sup>th</sup> @ 10am)
- Fire Prevention Network Mtg (Jan. 12<sup>th</sup>; next mtg=SFC/101 Tng class)
- Modular Firefighter Training Workgroup (Jan 17<sup>th</sup>)
- Fire Marshal Academy Workgroup (Jan. 17<sup>th</sup>; next mtg=Apr. 19<sup>th</sup>)

#### Training:

- WV Public Safety Expo, May 10 – 13, 2017
- WV Fire Safety Summit, May 12, 2017 (Day=6hrs; Evening=4hrs)
- Community Risk Reduction Training for WV Service Organizations, May 13, 2017 (Sat. Am Session)

#### Significant Dates:

- As a part of the Governor's Day of Service; September 16<sup>th</sup>, 30<sup>th</sup>, October 14<sup>th</sup>, regionally located-statewide **"Get Alarmed West Virginia"** Initiatives; American Red Cross, Community Organizations, Colleges and University Students.

Marshal Tyree publicly commended the staff and their contribution to the agency. He closed in stating they have much to do and will continue to progress by prioritizing and addressing every aspect of the agency to make it better.

Chairman Gunnoe asked if there were any questions for Marshal Tyree or the other Division Deputies. It is noted there were none.

Commissioner Eastham made a motion to accept the committee's report, seconded by Commissioner Hart. With all the ayes and nays having been taken on a voice vote, the motion passed.

#### UNFINISHED BUSINESS:

Consideration of 16-002-HI – Lee Harless - Counsel Connolly and Counsel Barber stated Mr. Harless had posted bond but there have been no developments.

Commissioner Shriver made a motion to table the consideration of 16-002-HI Lee Harless to the April, 2017 Commission Meeting. Seconded by Commissioner Eastham. With all the ayes and nays having been taken on a voice vote, the motion passed.

Consideration of Municipality Home Rule Board Rulings Update – Counsel Connolly again spoke on behalf of Counsel Barber and stated that the current Status Report on Case Held Abeyance expires February 13 and Counsel Barber will be sending a letter asking for an extension. It is noted there is not action required, informational purposes.

Consideration of New Fire Department Evaluation System Update – Commissioner Gunnoe noted that the Fire Department Services Committee discussed and addressed the topic. No further action is needed, the Office of the Fire Marshal provided all the updates.

Consideration of Mini-Distillery as Farm Structure When on Agricultural Property – Marshal Tyree and staff spoke. WVSFMO has no regulation over the topic as the facilities operates and qualifies as a farm structure. Commissioners discussed the topic with Counsel in brief and it was determined that no further action is needed by the Commission given the qualification of the facility as a farm structure.

Consideration of 2016-011 Hanover VFD – Assistant State Fire Marshal Bradley Scott spoke and stated that Fire Department Services Committee made the recommendation to recertify Hanover VFD, given they have met and corrected all the deficiencies.

Commissioner White made a motion to accept and approve Recertification of Hanover VFD. Second by Commissioner Eastham with all the ayes and nays having been taken on a voice vote, the motion passed.

Consideration of 2016-014 Waverly VFD – Assistant State Fire Marshal Bradley Scott spoke and stated that Fire Department Services Committee made the recommendation to recertify Waverly VFD, given they have met and corrected all the deficiencies.

Commissioner White made a motion to accept and approve Recertification of Waverly VFD. Second by Commissioner Eastham with all the ayes and nays having been taken on a voice vote, the motion passed.

Consideration of 2016-021 Roderfield VFD – Assistant State Fire Marshal Bradley Scott spoke and stated that Fire Department Services Committee made the recommendation to recertify Roderfield VFD, given they have met and corrected all the deficiencies.

Commissioner White made a motion to accept and approve Recertification of Roderfield VFD. Second by Commissioner Eastham with all the ayes and nays having been taken on a voice vote, the motion passed.

Consideration of 2016-020 Panther VFD – Assistant State Fire marshal Scott spoke and stated that effective February 9, 2017 the WVSFMO had received a letter of dislvement for Panther VFD. It was further noted that the assets will be turned over to laeger VFD.

Commissioner Eastham made a motion to accept the letter of dislvement from Panther VFD. Second by Commissioner Shriver with all the ayes and nays having been taken on a voice vote, the motion passed.

Consideration of 2016-028 Mannington VFD - Commissioner Eastham made a motion to grant an extension until the April 2017 Commission Meeting to Mannington VFD to correct training deficiencies, second by Commissioner White. With all the ayes and nays having been taken on a voice vote, the motion passed.

Consideration of State Fire Marshal's Office Policy and Procedure Updated Manual Approved for Signature Page – Commissioner Gunnoe reviewed the discussion from the Committee.

Commissioner White made a motion to approve the Signature Page and Revision Reference Page to the WVSFMO Policy and Procedure Manual, second by Commissioner Eastham. With all the ayes and nays having been taken on a voice vote, the motion passed.

Consideration of Randolph / Upshur Dual Aid Area Review - Commissioner Oldaker made a motion to accept and approve the updated Dual Aid Agreement between the two Departments as provided by Assistant State Fire Marshal Bradley Scott. Second by Commissioner Estep. With all the ayes and nays having been taken on a voice vote, the motion passed.

Consideration of Bartow Frank Durbin / Cass Review of Public Meeting – Chairman Gunnoe briefed the Committee’s review and stated that no further action is required of the Commission but that the WVSFMO will respond to the letter received in the office adequately.

NEW BUSINESS:

Consideration of Cabell County Fire Chief’s Association Letter – Chairman Gunnoe discussed the topic and the discussion that had taken place during the Committee Meeting. It was discussed that if a participant fails the course within less than 1 year they can retake the exams. It was discussed and briefed that the Training Committee should and would revisit extending the timeframe of 1 year during the April 2017 Committee Meetings.

Commissioner White made a motion table the discussion to the April 2017 Commission Meeting and to have the WVSFMO respond to the aforesaid letter notifying the topic during the April Commission Meetings and require attendance. Second by Commissioner Eastham. With all the ayes and nays having been taken on a voice vote, the motion passed.

Consideration of New Talcott VFD Phase 1 Approval - Commissioner Stallard made a motion to approve Phase 1 of Talcott VFD, second by Commissioner Camp. With all the ayes and nays having been taken on a voice vote, the motion passed.

Consideration of 2016-010-HI - Commissioner Shriver made a motion to table the discussion to the April 2017 Commission Meeting, second by Commissioner Stallard. With all the ayes and nays having been taken on a voice vote, the motion passed.

Consideration of 2017-001-HI - Commissioner Shriver made a motion to find probable cause, second by Commissioner Eastham. With all the ayes and nays having been taken on a voice vote, the motion passed.

Commissioner Shriver made a motion for Counsel to send a Cease and Desist Order on David Haught, second by Commissioner Eastham. With all the ayes and nays having been taken on a voice vote, the motion passed.

Consideration of Attorney General Findings Regarding Hamlin VFD – Chairman Gunnoe stated the Committee report reviewed and covered this.

Commissioner Oldaker made a motion to dismiss the complaint as recommended by Counsel and the Committee given the report of the Attorney General’s findings, second by Commissioner Stallard. With all the ayes and nays having been taken on a voice vote, the motion passed.

Consideration of Tornado VFD Complaint Letter - Commissioner Shriver made a motion to have the WVSFMO Staff perform an evaluation on Tornado VFD based on the complaint letter and noting that an evaluation would be due given the last was completed 5 years ago. Second by Commissioner Eastham. With all the ayes and nays having been taken on a voice vote, the motion passed.

CW Sigman was in attendance and reached out to the Commission asking as the County Fire Coordinator if there was anything he could do to assist in the complaint. Commissioners urged him to reach out to Assistant State Fire Marshal Scott for that Evaluation and Complaint.

Consideration of Moundsville VFD Complaint - Commissioner White made a motion to table the discussion to the April 2017 Commission Meeting to allow the WVSFMO time to investigate the complaint and report back during the April Meeting. Second by Commissioner Eastham. With all the ayes and nays having been taken on a voice vote, the motion passed.

Consideration of 2017-001 - Commissioner Eastham made a motion to find probable cause on 2017-001. Second by Commissioner Camp with all the ayes and nays having been taken on a voice vote, the motion passed.

Commissioner Eastham made a motion to grant a 180 day extension to correct deficiencies for Tygart Valley VFD. Second by Commissioner White with all the ayes and nays having been taken on a voice vote, the motion passed.

Consideration of Provisional Status Updates – Commissioner Stallard made a motion to accept and continue the provisional status for the ongoing individuals / cities with the WVSFMO. Seconded by Commissioner Shriver. With all the ayes and nays having been taken on voice vote the motion passed.

Consideration of Michael Godbey – Employed by Town of Sophia Provisional Status – Division Deputy Marshal Allan Casto spoke and stated that the Division had received a request from Michael Godbey. Additional paperwork has also been provided by the Town. Marshal Casto has foresees no issues therefore recommend approval from the Commission.

Commissioner Shriver made a motion to recommend approval of provisional status for Michael Godbey with the Town of Sophia, second 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 and approve the following applications for FO1 and or FO2 ...

Darrell Gates	Waverly VFD	FO1 & FO2
Terry Hefner	Waverly VFD	FO1 & FO2
Ryan Craddock	Spruce River VFD	FO2
Jennings Page	Valley VFD	FO2
Mark Brown	Wilderness VFD	FO1
Jimmy Wooten	Jefferson VFD	FO1
Cain Maynard	Kermit VFD	FO1
Danny Reynolds	Milton VFD	FO2

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

Commissioner Eastham made a motion to accept and approve Recertification of the following Fire Departments ...

Pickens VFD  
Valley Head VFD  
Valley VFD

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

CORRESPONDENCE:

Commissioners reviewed and set the following dates for future Committee and Commission Meetings ...

April 20 <sup>th</sup> and 21 <sup>st</sup>	Twin Falls State Park
June 15 <sup>th</sup> and 15 <sup>th</sup>	WVSFMO
August 10 <sup>th</sup> and 11 <sup>th</sup>	Moorefield, WV or Morgantown, WV
October 12 <sup>th</sup> and 13 <sup>th</sup>	WVSFMO
December 14 <sup>th</sup> and 15 <sup>th</sup>	Stonewall Jackson State Park

GOOD OF ORDER:

Commissioner Oldaker made mention of the passing of former Commissioner Dale Clayton back in December 2016.

Commissioners, WVSFO Staff gave great thanks to Counsel Connolly for his contribution over the last 2 years and outstanding dedication to the Fire Commission.

Commissioner Keefer made a motion to adjourn at 11:00 a.m., second by Commissioner Estep, with all the ayes and nays having been taken on a voice vote, the motion passed.

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