

AFSC Fall 2017 Meeting Minutes

Purpose of Meeting:	Fire Standards Council Fall 2017 Meeting		
Date:	September 25, 2017	Location:	Alaska State Firefighter Conference Harrigan Centennial Hall at 330 Harbor Drive Sitka, Alaska 99835 Web participation: GoToMeeting access
Time:	0900 – 1700		
Minutes Version	171005 V0		
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I. Call to Order –Chair – Dan Grimes	0912	
<ul style="list-style-type: none"> • House rules – Chair – Dan Grimes - Review • Coffee, cell phones, breaks. 		
II. Roll Call - Chair – Dan Grimes		
Seat A/ Brian Long - Present Seat B/ Christian Hartley - Present Seat C/ Sara Garcia- Vice Chair - Present Seat D/ Jerome (Jake) Bender - Present Seat E/ James (Bryan) Crisp - Present Seat F/ Chris Steeves - Present Seat G/*Arlen Skaflestad Absent, 11am	Seat H/ *David Lundin Seat I/Benjamin (Ben) Endres- Present Seat J/ *David Gibbs Seat K/ David Tyler - Present Seat L/ Dan Grimes Chair - Present BFAST Fire Trng Administrator- Gordon Descutner - Present AFSC Clerk- Lisa Shield - Present	*Absence Excused
III. Approval of Agenda – Chair – Dan Grimes – Action		
Seek a motion to approve Motions: 1 st <u> Hartley </u> 2 nd <u> Steeves </u> Outcome: Approved		
IV. Approval of Minutes – Chair – Dan Grimes - Action		
A. March 24, 2017 Minutes Seek a motion to approve Motions: 1 st <u> Crisp </u> 2 nd <u> Long </u> Outcome: Approved		
V. Visitor Recognition- Chair – Dan Grimes- Action		
Arlie Colvin – Unalaska/Dutch Harbor Fire Chief Dickie Moto – NABFD & Kotzebue Fire Department Steve Schreck – ORFP Abner Hoage – Fire Chief Ketchikan & AFCA		
VI. Review Statute & Mission/SWOT Grid– Chair – Dan Grimes – Review		
Specific to today’s meeting: 18.70.350 #3 Employ an administrator #4 Charge and collect fees determined by the Council to be necessary. 18.70.355. Certification optional: No mandate from the State for FF to be certified. Tyler- Regulations are easier to adopt than statues. Grimes – Yes thank you.		

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<p>VII. Review Strategic & Operations Plan – Chair – Dan Grimes – Report</p> <p>Last revised in the fall of 2016.</p> <p>Executive Notes- the following are the basis for discussion within this agenda.</p> <p>SG1/O2/T1: Hire additional AFSC admin staff. Previous discussion focus was about adding a PCN under the AFSC, but the FY18 budget cut one of the two positions. One new position is now a return to previous staffing levels.</p> <p>SG1/O2/T3: Expand electronic database portal</p> <p>SG1/O2/T3: Target Rural Alaska Fire Service Needs</p> <p>SG2/O2/T1: Adopt NFPA 1072 2017 edition</p> <p>SG2/O3/T1: Draft basic firefighter for rural needs</p> <p>SG2/O3/T2: Draft AFSC directive for Rural Fire Protection Specialist</p> <p>SG2/O3/T1-3: Rural FF and modular FF certification</p> <p>SG4/O2/T1-2: Maintain in-state accreditation and currency</p> <p>SG6/O1/T1: Draft regulations for fire service certification</p> <p>SG7/O1/T1: Consult, cooperate, and partner with others for statewide fire service support</p> <p>SG8/O1/T1-2: Set fees determined by the council to be necessary</p>	
<p>VIII. Administrator’s Report – Administrative Staff – Gordon Descutner</p>	
0930	
<p>A. Communications Report</p>	
<p>B. Budget Report</p> <ul style="list-style-type: none"> • \$128.5k reduction (55%) w/\$107.1k UGF remaining <ul style="list-style-type: none"> ○ PS \$104.7 ○ YTD receipts \$73.9k (w/\$68.3k carryforward) ○ All additional spending for shared DPS, travel, supplies, audit, equipment, subscriptions, memberships are receipt funded • Governor’s original FY18 budget- this is the original with a 3% reduction and does not reflect the actual 55% reduction • FY17 Profit/Loss revenues of \$23.5k (above the expenditure) • Surplus of \$68k carry-forward in AFSC year-end report (cumulative from previous years carryforward) <ul style="list-style-type: none"> -Total profit less total expense. Loss of UGF will create nearly 100% reliance on receipt funds to sustain all other expenditures <p>Hartley – If we don’t have GF do we have enough to come out of receipts?</p> <p>Descutner – Yes, we don’t want to carry forward too much each year. Only get what we need to use.</p> <p>Shield – We can carry forward all the receipts that we don’t use.</p> <p>Tyler – I don’t see an issue with carry forward in terms of the legislative process.</p> <p>Descutner – Right now we are ok with upcoming expenses. Will be working with SFM to make a plan to sustain AFSC ops with the loss of that position.</p>	

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<p>C. CO Program & Test Management Report Descutner/Shield – Review of reports and clarifications.</p>	
<p>D. FY17 Final Certification Report Current Cert Levels, Compliance Chart</p> <ul style="list-style-type: none"> • There are 518 certifications issued to date in 2017. CY/3-Year Average Comparisons; Previous 3-year average ('14-'16) was 1224. 9-year average is 1149 certs issued annually. • Current Standards and Certifications Levels posted to web • 2-Year Compliance Guide is updated 	
<p>E. Legal/Regulations and Ethics Report</p> <ul style="list-style-type: none"> • No legal or regulatory reports • Ethics report for CY17 2nd Quarter filed with no incidents to report 	
<p>F. IFSAC/ProBoard Report</p> <ul style="list-style-type: none"> • The IFSAC audit is scheduled for Nov 7-9, 2017. Through the Executive Board, the AFSC Admin requested and received a 6-month extension, 8-10 thousand dollar estimate <ul style="list-style-type: none"> ○ No IFSAC operational changes affecting AFSC programs occurred since our last meeting. • The ProBoard audit is tentatively scheduled for Nov 14-16, 2017, with the renewal cost estimate of approximately \$2500 <ul style="list-style-type: none"> ○ No ProBoard operational changes affecting AFSC programs occurred since our last meeting. 	
<p>G. AFSC Current Seat Status update</p> <ul style="list-style-type: none"> • All seats are currently filled • David Tyler is currently representing the SFM seat • Dan Grimes, Brian Long, and Chris Steeves were set to expire in October 2017, but I was notified by B&C on 9/18 that all three were reappointed by the Governor • AFSC Public Roster is current online • AFSC Seat Designator breaks down the representation 	
<p>H. Database Management Platform Contract Development update IMPACT Planning Development:</p> <ul style="list-style-type: none"> • Database revision overview • Recent system design/build completion for class/course creation tools for calendar updates to address. This includes adding internal and external classes for statewide view. Functionality will include the ability to register for courses through the calendar and queue information in the database. When applicable, certification application information will populate to limit duplication and speed up processing for test requests • Next phase is the design/build for accreditation management to support the entire in-state accreditation process. Fire department accreditation processing tools will streamline requests resulting in seamless electronic accreditation management 	

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I. Review of administrative action items from previous meeting	
1. AFSC loss of Administrative position (See 18.70.350[3])	
J. Bureau of Fire Accreditation, Standards and Training	
Administrative Operations Update:	
<ul style="list-style-type: none"> • The merger consolidated admin resources to enhance operability between the AFSC and fire training services with a goal to increase the state training role in the development and administrative support for the functions of the AFSC <ul style="list-style-type: none"> ○ Revised Scope of Responsibility under the Office of the State Fire Marshal ○ Operational Staffing Assignments- AFSC admin position was eliminated and the BFAST Fire Training Administrator is overseeing the certification and training components. The Admin Asst II position is the Council funded position and still primarily responsible for testing and certification. • BFAST process and document consolidation underway with the integration of operational priorities to meet constituency expectations, maintain AFSC directives, and provide training support in the current governance environment 	
Break	1018
IX. Technical Advisory Committee- Progress Reports	1035
Standards and Certification Summary- Current List (online) Review	
NFPA 472: Haz Mat- Gordon Descutner (for Tyler Bones) No action to report since the last meeting.	
NFPA 1001: Fire Fighter - Sara Garcia (Related: Apprentice & Basic FF programs) No action to report since the last meeting.	
NFPA 1002: Driver Operator- Gordon Descutner (for Tony Prior) No action to report since the last meeting., but the 2017 edition is ready for adoption under new business	
NFPA 1003: Airport Firefighter- Gordon Descutner (Darcy Perry) No action to report since the last meeting. We will be updating the test bank	
NFPA 1005: Marine FF for Land Based Firefighters- Chris Lau (for Dale Butts) Skill sheets 75% done, Dale is reviewing them	
NFPA 1006: Technical Rescuer- Bryan Crisp Adopted new standard but have had issues with conversion, official NFPA vote for Tentative Interim Amendment (TIA) has not been released	
NFPA 1021: Fire Officer- Chris Lau (for Alex Boyd) No action to report since the last meeting. We have FO II test back to finalize in the test bank. Should be able to be done with it in the spring.	
NFPA 1033: Certified Fire Investigator – Bryan Crisp	

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	Just had Arson Assn meeting on the 15 th , questions came out about the prerequisite for HMA. Will talk about more with new business.
	NFPA 1035: Fire Life Safety Educator/YFIS- Gordon Descutner (for Mike Warzewick) Adopted by AFSC last meeting. No action to report since the last meeting. Plan to report in spring 2018 meeting.
	NFPA 1041: Fire Instructor- Dan Grimes No action to report since the last meeting.
	NFPA 1403/Live Fire Technician- Gordon Descutner (for Jason Buist) No action to report since the last meeting.
	NFPA 1407/AK Rapid Intervention Technician- Gordon Descutner (for Tony Prior) No action to report since the last meeting. We need to make sure we message info about the similarity to previous RIT test requirements.
	AK Rural Fire Protection Specialist- Steve Schreck (Related: Apprentice & Basic FF programs) Standard was rewritten in JPR format and tested with the last academy. Student demo changed. Old program and new are the same but new changes make it clearer. A big change is with the education requirements for the VPSO's to hire them where they have to have a HS education or equivalent. Endres– New hiring has reduced the number of VPSO's going to academy.
X. Association Reports	1045
	A. Alaska Fire Chief's Association – Grimes No updates from the Chiefs, they have made it clear that alternate funding will be very supported. B. Alaska State Firefighter's Association – Garcia No updates they have made it clear that alternate funding will be very supported. C. Alaska Professional Fire Fighter's Association – Bender No updates
XI. Public Comment Period	1100
	A. General Public Comment not otherwise listed No public comment
XII. Old Business –Chair – Dan Grimes – Reports and Action Items	1110
	A. Live Fire Training Alternative for Eligibility Grimes – Tabled from last meeting. Descutner – Other overreaching priorities haven't allowed time to complete since last meeting. No action. Grimes – What is our role when we are out at a site with training and the department has issues with training? Last audit Proboard concerned that someone can get FF I with never having fought under live fire conditions. We have gotten the word out about this via surveys which will help us and let the audit run its course and proceed accordingly. Revisit after audits.
	B. Alternative Funding Research Update ○ White Paper Revised

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<p>item to be current and others could be old since it never expired. State decided back then that they would require some things. So when we looked at the history to find how this HMA became required we didn't find a specific requirement. AKFIT is built to meet the standard and we have added the HMA. Crisp – Arson board meeting everyone agrees that the HMA does not need to be a pre-requisite and that the HazWoper from CFI.Trainer can be added to the AKFIT.</p> <p>Seek a motion to take out HMA from CFI as a prerequisite and add the Hazwoper class off CFITrainer.net to the AKFIT requirement to meet the hazmat requirement for CFI.</p> <p>Motions: 1st <u>Crisp</u> 2nd <u>Bender</u></p> <p>Discussion: Crisp – Are we only going to allow that class in CFI or any HazWoper?</p> <p>Long – Industry HazWoper greatly exceeds the 4 hour HazWoper on CFI.</p> <p>Descutner – HazWoper training varies greatly, how does AFSC admin differentiate what is a valid certificate without third party validation, like certification seals through IFSAC or ProBoard?</p> <p>Garcia – Are there other parts of AKFIT that can be replaced now?</p> <p>Bender – It specifically requires a knowledge greater than high school level.</p> <p>Steeves – We have industry folks too that are not firefighters that need to meet these?</p> <p>Descuter – Administratively we would have to verify all these HazWoper certs somehow without any meaningful method to validate.</p> <p>Crisp – Let's make this simple like Sara said and just make it one more part of CFITrainer.net and not make any other exceptions.</p> <p>Outcome: Approved as motioned.</p>	
<p style="text-align: center;">A. Firefighter Public Education Requirement</p> <p>Grimes – We moved this to FF I and took it from FF II and it is not in the standard because we had felt at one point that we had too many people that never went to FF II and so wouldn't have gotten Pub Ed. This certification is specific so if we want them to have it we need to have them get it specifically. This is a FF II requirement that had been moved from FF I to FF II and AFSC voted to keep it in FF I. We have had numerous people ask why we do not have it in FF II like the standard.</p> <p>Seek a motion to return Pub Ed requirement to FF II as it is in the NFPA standard.</p> <p>Motions: 1st <u>Hartley</u> 2nd <u>Grimes</u></p> <p>Discussion: Tyler – I agree with what you are doing, but I disagree with NFPA moving it to FF II. The best fire is the one that is prevented. I agree with you that we need to follow the standards.</p> <p>Grimes – I think NFPA moved it to be sure that we have experienced people are doing Pub Ed.</p> <p>Steeves – We put it in FF I because of the fire fatalities and that is the level people were getting trained at. This might be our only chance to get them this training.</p> <p>Tyler – Prevention should be part of our culture.</p> <p>Grimes – This will not prevent them from teaching the prevention part, just not testing.</p> <p>Steeves – I think we are in this room because we are the above and beyond. A</p>	

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<p>lot of departments are not going to teach something that is not on the test. Garcia – Departments can teach this all through the year. Hartley – We are adding something that we don't have as a requirement and we are still teaching it. Outcome: One opposed, motion carries</p>	
<p style="text-align: center;">B. Tracking Changes Within Standards Development</p> <p>Grimes - We do not do a good job tracking changes from one standard revision to the next, and this is a big deal. There are dramatic changes to a standard and we need to watch it so that when we hit a tipping point we can articulate the training needed to keep their certifications current and valid to the standard as it is. I would recommend a committee to track these changes so that we can manage how this tracking is done. Need to be able to compare all the way back. I think this would have solved the issues above so that we weren't making changes on the fly to meet our needs. Tyler – Are you saying a renewal process or continuing education? Grimes – It is both. We need to build a system so that we have a workable solution. Descutner – This is a bigger conversation that IFSAC and ProBoard are having too. NFPA is unable to just give us the tracked changes so it is difficult to see and research. Grimes – We have standing committees but we can improve the reporting to the recommendations. Bender – A report would help us to follow and verify the recommendations' Tyler – I have a meeting with NFPA and can talk to them about this and see if we can get these. Grimes – It is hard to see this because it is just put in the notes. Tyler – I have 3 meetings before the end of the year. Bender – Why should we take this on when we have so many and it is a local jurisdiction issue? Steeves – We certify them to the standard at the time that they tested so I don't think we have the liability. Grimes – Liability, no we don't have it since we specify. However, when we have a standard that has a prerequisite and that prerequisite has one then do we go back and have them get that? Steeves – So you are telling us we have to renew? Grimes – We could make this optional, if you want to get an updated cert you can do this. Garcia – Now you are talking about departments that can't pay the fees to do this. Hartley – You have to have a test to every standard? Grimes – Not a test, it would be the completion and recording of training. This is why I want to have a committee to look at these details. A lot of times we have changes that make it easier. Hartley – How many departments would have to opt out because of cost? Steeves – Would I have to be current on all my prerequisites before moving to a new cert. Grimes – NFPA has put it in there that you need to be current. Descutner – This is a safety issue to be sure that we are keeping our folks safe. We have a template for the reports but we can update it and make it more usable for the Council objectives. Grimes – Having a committee that it can go through will help</p>	

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	<ul style="list-style-type: none"> • NFPA 1001- Remove the Pub Ed component for FFI (Admin) • AFSC Chair to form committee for currency and tracking for admin changes (Chair) • Update and post the strategic plan (Admin) • Update and post the operations plan(Admin) • Meeting Minutes final draft for post (Admin) • Doodle calendar to Council for spring meeting dates (Admin) 	
	XVII. Future Agenda Items - Chair –Review Action Items From Meeting	
	XVIII. Future Meeting Dates - Chair – TBD – Report	
	Chairman Grimes directed administration to send a Doodle calendar invite for the spring 2018 meeting. A final decision will follow Council member input.	
	<ul style="list-style-type: none"> • Spring (DATE TBD) 2018, Anchorage • Fall 2018, 9/24/2018, State Fire Conference in Kenai 	
	XIX. Adjourn - Chair – Action	
	Motions: 1 st <u>Steeves</u>	2 nd <u>Crisp</u>
	Outcome: Approved	
		1445