

MINUTES OF MEETING

Purpose of Meeting:	Fire Standards Council Fall 2013 Meeting		
Date:	September 23, 2013	Location:	Downtown Marriott Hotel 820 West 7th Avenue Anchorage, Alaska 99501
Time:	9 am – 5 pm		
Minutes Version	130923 V4		
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I. Call to Order - Chair – Buddy Lane		0930	
House rules – Chair – Buddy Lane - Review Coffee, cell phones, breaks.			
II. Roll Call - Chair – Buddy Lane			
*Seat A/Greg Coon- Vice Chairman Seat B/Bryan (Buddy) Lane- Chairman Seat C/ Sara Garcia Seat D/ Stephen Jones Seat E/ Bryan Crisp Seat F/Chris Steeves Seat G/ Arlen Skaflestad	Seat H/ Robert Dennard Seat I/ John Downes Seat J/ David Gibbs *Seat K/ Jan Mitchell Admin.-Gordon Descutner Admin.- Aubrey Raby	*Absent/ excused	
III. Approval of Agenda – Chair – Buddy Lane - Action			
A. Moved to accept by Skaflestad seconded by Downes with no additions. Passed in unanimous.			
IV. Approval of Minutes – Chair – Buddy Lane - Action			
A. 2/4/2013 B. 3/20/2013 C. Moved to approve minutes by Downes and seconded by Dennard. Passed in unanimous			
V. Visitor Recognition- Chair – Buddy Lane- Action			
A. Dan Grimes			
VI. Review Statute & Mission/SWOT Grid– Chair – Buddy Lane - Report			
A. Descutner new statute that reflects the seat change for Ak Fire Chiefs and Ak Professional FF went into effect September 1 but is not updated electronically yet.			
VII. Review Strategic Plan – Chair – Buddy Lane - Report			
A. Descutner- Upcoming changes to the strategic plan reflect suggestions made by the administrative board.			
VIII. Administrator’s Report – Administrator – Gordon Descutner		0945	
A. Communications <ul style="list-style-type: none"> • IFSAC meeting held this last weekend and the AFCA and ASFA funded the evening activity at the Snow Goose. Buddy Lane and Arlen Skaflestad were in town to support logistics. Very successful meeting and well received by attendees. • Information broadcasts limited to essential emails. Archives of statewide communication available on the state list serve website. • GoToMeeting working excellent for teleconference replacement. 			

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	<ul style="list-style-type: none"> • OAll position- Aubrey Raby is moving to a promotion within the Department of Public Safety. Templates in place for training future incumbent. Position has not been posted due to administrative planning for position development. Anticipated office challenge will be certification issuance, updates to CO program, and misc updates to program documents. Tests will be supported and graded as primary focus. Lane- If someone contacts you because they have not received their certificate, or have not been getting the attention they need in the next two weeks. Let them know if is a one person office right now, and they are in a triage mode with a focus on getting tests out and graded. Turn in your travel paperwork today, since Raby will be leaving. Descutner- basic administrative functions are similar to other departments, so some support will be rendered from outside the AFSC to tide us over until a perm person is hired. Please double check your pay info for accuracy. Will be working with our HR representative on the job duties of the OAll and make recommendation for what the position should be reposted at based on duties once the database is finished. • Commissioner Masters is leaving on October 15th. We have been very included and supported in this administration. We don't know who the new commissioner will be. We are sorry to see him go.
B. Budget Report	<ul style="list-style-type: none"> • Limited changes to existing budget with slight increase due to negotiated contracts (1% in effect for FY14) • Increase in fees will generate approx. \$7-8K in addition receipts. Skaflestad – Is this July to July? Descutner- State fiscal year it is July to June. This increase will help offset the higher travel costs of recent years. • Statutory Designated Receipt Authority adjusted by to allow \$50k in RSA and \$75k in Federal Grant receipts. The \$75k was re-appropriated from DFLS authority. Did not get the Federal grant we had applied for. Fire Chiefs will be making a new approach to the Insurance fee source for training monies. Skaflestad – Has there been any help from FLS office? Descutner- yes, we have gained a potential \$75k increase in re-appropriated DFLS authority thanks to Fire Marshal Kelly Nicolello. • Anticipate database annual maintenance of approximately \$6k for system maintenance. May be a shared cost with other groups using the database with total divided amongst admin users. This database is how we are trying to increase the services given to the public.
C. CO Manual/Program Update	<ul style="list-style-type: none"> • Updating CO Manual based on committee discussions- The committee's recommended changes have been imbedded in the CO manual. Mostly a change in administrative procedures. There are now several paragraphs on code of conduct, based

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	<p>on DPS policy. There is also an ADA compliant policy update, requires reasonable adjustments that do not change the core requirements. Either a letter from a doctor or a documented history of a disability. Will roll that out as soon as possible, but probably not before the end of the year.</p> <ul style="list-style-type: none"> • Workshop for CO updates being done this week. Looking at doing a GoTo Meeting workshop. South East region is very short on CO list. • Will be developing additional testing procedures to address online testing 	
	<p>D. FY 2013 Certification Report</p> <ul style="list-style-type: none"> • 1282 total certificates issued • Up from 1121 in FY12 • Some carryover from previous years • Anticipate cleaner numbers for FY14 due to implementation of new database • Have doubled the certificates issued annually since FY07. • Steeves- Are the retests mostly HazMat? Descutner- Yes. We continue to do statistical assessments and have determined the test questions are valid. Steeves- Their department saw that having old trainers have not updated their training material to reflect current standards. Lane- Hears the main problem is the breadth of resources available, difficulty is to narrow information down. • Skaflestad- Hoonah had the same problem and found that it was just a lot of information to process all at once, the students remembered they had covered the information. Raby- Statistically the dedicated HazMat classes have a higher pass rate than the combined FFI/HMO classes. Descutner- Modes of shipping, shipping papers and all radiological objectives are the areas students have difficult with the written exam. 	
	<p>E. Legal/Regulations and Ethics Updates</p> <ol style="list-style-type: none"> 1. No ethics issues to report 2. Only legal change was the seat designator changes discussed earlier. 	
	Break	1030
	<p>F. Review of administrative action items from previous meeting</p> <ol style="list-style-type: none"> 1. Certification Directives update <ul style="list-style-type: none"> • LBMFF- Dockside Awareness, Marine I/II • Basic FF program hosted on both AFSC and TEB webpage. AFSC will remove from Certifications webpage until directive update is completed (TEB Ownership) 2. AFSC Seat Status <ul style="list-style-type: none"> • AFCA and AKPFFA pending action by the Boards and Commissions office. Went into effect Sept 1st. 	

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	<ul style="list-style-type: none"> • Greg Coon will be reapplying. • Chris Steeves did reapply and has interviewed. • We do have a seat filled by a South West representative now, this is important for geographical diversity. • Steeves- Some past members have not received letters for their service. Descutner- Correct, that will be addressed shortly. • Lane- The firefighter association representatives serve until their term is up? Descutner- Doesn't know if any of the associations can change rep out before term expiration. <p>3. Test Bank Selection Process</p> <ul style="list-style-type: none"> • Draft a policy/process for consistent selection of future banks • Reference single or multiple text? Pro's vs Con's • Single text are easier to vet and some of the text developers provide free test banks. Cheaper book costs because we can use groups that use the text being vetted. Managing several single text test banks is more complicated. Will be able to use provided banks on our online testing portal. • Multiple text are easier for the departments to choose the text that they like best. We have to buy test banks that cost over \$600 each. We have to buy copies of all texts being reviewed for all review groups. Inconsistencies in terminology between texts that are incongruent in question bank. PTS denies us the right to use their test banks on our own online testing portal. • Online test capability option (permissions from test provider) • Board recommends that individual committees make the recommendation by level of certification. 	
IX.	Technical Advisory Committee- Progress Reports	1125
	Standards and Certification Summary- Current List Review	
	A. Next NFPA Revision dates indicate when standards are being updated next, which will require updates to our test banks and directives.	
	Committee Lead list review	
	A. Designated Leaders are best point of contact for more information on who else is serving with them.	
II.	Lunch	1130
III.	Council Body Photo	1315
	Introduce Jan Mitchell with DFLS-TEB	

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IV. Public Comment Period	1330
<p>A. General Public Comment not otherwise listed</p> <p>B. Mark Barker- Alaska Fire Chief's Association seat candidate. Was very active and has a great amount of history to bring to the seat. Other candidates are real great folks. If you have questions about history of council and what the thought process was behind why they went a certain way, get with him. Also ask him questions about the Firefighter Memorial.</p> <p>C. Chief Jeff Tucker- On behalf of the Alaska Fire Chief's Association, have put in for funding for several programs. Most recent one was for the Marine Firefighter program. Looking at Fire Officer II, III, IV. There is support behind developing these levels of training. Gibbs- What is the budget for the project, and what is the details of the project, area scope. Tucker- Probably similar to Marine Firefighter program, but with emphasis on doing training in conjunction with conferences.</p> <p>D. Nathan Young – Ask assistance for TO random skills testing as related to certification programs. Right now TO's get an equipment list 3 days before test and don't find out the exact stations pulled until the day of the testing. Would like the council to consider modifying the policy to move the TO to the back side of the curtain with the CO on finding out the skills stations earlier so that they can provide a better testing experience. Also asks us to modify the CO creation process to increase the candidate pool by releasing the CO of financial responsibility in getting checked off. Suggests a self study internet based orientation, then the Step A done in own department, and the Step B elsewhere with travel being paid by AFSC. This would utilize the money currently being spent on getting COs from elsewhere in the state to building up the local CO pool.</p>	
NFPA 472: Haz Mat- Tyler Bones	
A. No changes or activity to report, but the committee will continue working on validating the revised te.st items. Also have an interest in adding the IC and Safety levels	
NFPA 1001: Fire Fighter- Greg Coon-	
<p>A. We have the new standard and already did the comparison between old standard and what has changed. Committee recommends that we use IFSTA sixth edition for the certification test.</p> <ul style="list-style-type: none"> • Garcia makes a motion to accept the recommendation of the committee. Seconded by Skaflestad. • Dennard- Will this change the requirements for classes already in progress? Descutner- If we have already accepted the course notification there will be no change from what the policy was when the class was started. 	

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	<ul style="list-style-type: none"> • Descutner- Based on CCFR's experience they have been using a text not vetted to the test banks and they are at the high end of test scores stats in the state. So we are seeing that there is one a firm correlation to using the exact vetted text and passing scores. Skaflestad- Individual department can choose whatever text they want, but they would need to verify that the information is given to their candidates. Lane- It is the responsibility of the TO to determine what areas need further information bridges, and ensure their students are prepared. Skaflestad- Agrees there is a benefit and that it would be manageable for the TO to review for needed bridges. • Garcia- How long before this would go into effect? Descutner- Not before July 1 because of the amount of time that is involved. Lane- But we want to get the information out there to the public early so they can be researching what bridges were needed to get their candidates best prepared. • Motion as put forth by Garcia is passed in unanimous.
	NFPA 1002/EVD: Driver Operator- Greg Coon
	A. No changes or updates.
	NFPA 1003: Airport Firefighter- Dan Grimes
	A. No changes or updates
	NFPA 1005: Marine FF for Land Based Firefighters- Rich Etheridge
	<p>A. Descutner- All materials for validation have been received and the standard has been slip-cycled so now it is in final draft and slated to become live in 2014. Has the awareness test that was utilized in Sitka for the one test on the board. Recommends we adopt the new standard as soon as we can, and combine the one and two levels to one level as per the revised standard. If we are going to be making an update, he recommends we try to imbed the Dockside Awareness back into the main standard.</p> <ul style="list-style-type: none"> • Dockside Awareness would only require passing the Marine Firefighter written test. Sublevel of certification • Jones- How long would the initial issuance of Dockside Awareness would it be applicable to a Marine Firefighter practical testing? Descutner- 3 years is benchmark. • Skaflestad- Is there a level of certification for Dockside Awareness? Hoonah is planning a class. Descutner- Yes, there is a level and we will support the test.
	NFPA 1006: Technical Rescuer- Bryan Crisp
	<p>A. Waiting on Directive and Skill Sheets development.</p> <ul style="list-style-type: none"> • NPFA is working on breaking down the prerequisite ownership details. • Lane- suggests they add Collapse Rescue level. Steeves- ROCO is going to be IFSAC and ProBoard accredited, will

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	<p>reciprocity be granted? Descutner- Yes, if we have adopted that level of certification.</p> <ul style="list-style-type: none"> Steeves- How is the ProBoard certification for Incident Safety Officer taking place during this conference? Descutner- If entities are grandfathered in ProBoard there are no limitations to their accreditation and they can test and issue certification anywhere. Mitchell- Students are doing online training and then coming to conference to take the test. Descutner- is going to be following up with the Fire Department Safety Officer Association to try and make a partnership. Garcia- on reciprocity requests, do we check for prerequisite eligibility? Descutner- Yes.
	NFPA 1021: Fire Officer- Robert Dennard
	<p>A. No items to report. In light of Chief Tucker's comments we may want to review making a decision on the test bank policy so the committee can move forward. We are required by IFSAC to adopt new standards within 3 years. The text policy decision is one of the critical decisions to make for being able to make forward motion. Tucker- Any grant money obtained would have a 3 to 4 year cycle, so there would be time to wait for the texts to be updated to reflect the new NFPA Standards.</p> <ul style="list-style-type: none"> We have a spring meeting in February and Descutner can do some committee work and meeting with Tucker to get the committee up and running in preparation for reviewing the new standard when it becomes available. Tucker- Course development will be easier on this than on the Marine Firefighter project. There will be interest in a Train the Trainer. We need to have a balanced criteria for instructor eligibility so that we have a sufficient instructor pool to support the program. Descutner- There are not currently levels of specialty certification supported by the AFSC due to lack of criteria set for eligibility. We need to establish benchmarks for determining competency before we can support special instructor levels. Jones- What about the people involved in the Indiana incident? Descutner- The training is not null and void. Chief should contact him to discuss options. TEEX is accredited and doing training in Alaska. Plan is for Descutner to have boots on the ground and verify their testing tools meet our criteria. These are opportunities, not threats, to the AFSC if we partner before delivery of courses.
	NFPA 1033: Certified Fire Investigator – Robert Plumb
	A. No changes planned for this level of certification.
	NFPA 1035: Fire Life Safety Educator/JFIS- Mahlon Greene
	A. Committee is regrouping and will likely have a report next meeting.
	NFPA 1041: Fire Instructor- Gordon Descutner

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	A. Don't have the test for the new material yet. Need a council committee lead, or recommendation for a committee lead. <ul style="list-style-type: none"> Arlen Skaflestad offered to be the committee lead for Instructor levels. 	
	NFPA 1407/AK RIT- TBD	
	A. Descutner will be locating a new committee chair to replace Brian Davis.	
	AK Rural Fire Protection Specialist- Steve Schreck (Related: Apprentice & Basic FF programs)	
	A. No updates on this. Continue to offer support for the RFP level of certification as part of the VPSO. Mitchell- No updates. <ul style="list-style-type: none"> Money for database came from the VPSO program. The new database will allow them to track that training modularly regardless of location. 	
	Break	1500
	V. Old Business – Chair – Buddy Lane – Reports and Action Items	1515
	A. Database Management Platform <ul style="list-style-type: none"> Delay in the development of AFSC components Will optimize the process by eliminating many of the manual inputs Final completion for November 2013 Gibbs- Long Term support for this product? Descutner- 5 year project. Ownership is under SOA. Gibbs- What recourses do you have to hold the vendor to timeline compliance? Descutner- Will have to check with procurement. 	Descutner- check with procurement on what our leverage options are.
	B. AFCA/ASFA Conference: AFSC Role/Support <ul style="list-style-type: none"> To date it has been limited to ad hoc needs Suggest involvement with preplanning to identify benchmarking opportunities; Ensures CNF approval in accordance with AFSC with focus on track training concept implementation. Support third party certification opportunities (i.e. FDSOA, TEEX) Garcia, Skaflestad, Dennard and Steeves will be staying the full time and offered to help with the Firefighter Competition. 	
	Kelly Nicolello – Glad to see we are adapting to change. List of understanding is everyone is familiar with ISO. Has been completely rewritten and in that they have added numerous NFPA references for training that are going to be required for you to receive your ISO score for operations. So if you have not documented your training, you don't get credit. What is out there for consideration for certification? There may be greater opportunities for adding levels of certification now. There are extra credit opportunities. The local community gets to take credit for what the State has done for community risk reduction steps. This might drive changes in the future. New ISO is available online. Email Kelly for a link if you can't find it. Consider as a potential marketing message. Requirement is they must be trained in accordance with the NFPA standards.	

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	<p>Descutner- We do have the benefits to cert message and will look at the additional ISO stuff. Was adopted July 1st by insurance commissioner.</p> <p>Steeves- Attended presentation and it is a huge change will be much more beneficial to the Fire Service now.</p> <p>Nicolello- When this database first started the idea was to avoid using the state system because of the heightened security standards.</p> <p>Gibbs- Point was to encourage redundancy of core duties.</p> <p>Descutner- Thanks to Nicolello for help in communicating the benefit of the Chief's helping fund the IFSAC event.</p>	
	<p>C. AFSC/TEB Accreditation Program</p> <ul style="list-style-type: none"> • Report from TEB- AFSC embedded in Strategic Planning Update below 	
	VI. New Business – Chair – Buddy Lane - Reports and Action Items	
	<p>A. Ethics Review Update</p> <ol style="list-style-type: none"> 1. See Gordon or Buddy if you have an ethics conflict. 	
	<p>B. Items not otherwise listed</p>	
	<p>C. Nomination/Election Vice Chairman</p> <ol style="list-style-type: none"> 1. Greg expressed interest in continuing to serve as Vice Chair 2. Skaflestad nominates Greg Coon to Vice Chairman and Downes seconds it. No other nominations. Greg Coon is accepted as Vice Chairman. 	
	<p>D. SWOT Update</p> <ul style="list-style-type: none"> • Review document for discussion. • Gibbs- Suggests every motion be tied back to the SWOT to ensure we maintain focus. 	
	<p>E. Strategic Plan Update</p> <ul style="list-style-type: none"> • S1, O1, T1: Changed cert issuance from 30 to 45 days due to excess workload. Change revoked in anticipation of database issuance eliminating excess of workload. • S1, O2, T4: Database in process with completion in November 2013. Suggested change revoked due to delivery delay. • S1, O3, T1: Under current policy the AFSC is beholden to TEB for audit activities. As such, the local accreditation responsibility should be conducted as a joint process. • S1, O3, T2: Ongoing changes within DFLS/TEB have limited AFSC ability to verify entity preparedness for certification testing and related components specific AFSC scope of responsibility (as defined in AS 18.70.350). AFSC independent policy/procedure would supplement TEB manual and allow autonomy to modify in accordance with changes to AFSC directives. • S1, O3, T3: Under current policy the AFSC is beholden to TEB for audit activities. As such, the local accreditation responsibility should be conducted as a joint process. • S1, O3, T4: The performance measure should be defined based 	

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	<p>on the total number of accredited entities.</p> <ul style="list-style-type: none"> • S1, O4, T1-3: Increasing market changes warrant action to address rapidly changing market. The AFSC governs the procedure for certification and is the <i>Authority Having Jurisdiction</i> for fire service certification in Alaska. By statute the AFSC governs the procedure for certification of fire services training programs and the procedure for certification of individuals who satisfy the minimum training and performance standards established. Changing target dates to the Fall meeting Sept 2014. • S1, O5, T1-3: Distance delivery can be conducted in several different methods through local or out-of state-institutions. The AFSC should establish a policy for facilitating local testing and certification for distance delivery courses. The same principles as above apply but distance delivery should have a specific set of procedures for this medium. Change target dates to the Fall meeting Sept 2014. • S2, O1, T1-3: Updated to reflect upcoming NFPA revision dates. • S2, O1, T4-5: Revised based on priority queue. Discussion of continued viability of Targets? • S2, O5, T2: BFF is potentially a rural need. Reassessment for Objective 5 needed with rural inputs needed. • S3, O1-3: Revised for clarification 	
	F. Motion to accept the changes as discussed made by Crisp, Skaflestad seconded. Passed unanimously.	
VII.	AFSC Plaque Nomination- Members- Action	1600
	A. Recognition of Council Member Service <ul style="list-style-type: none"> • Recognition letters/plaques for Hettrick, Fish, Stevens, Enengga, and Davis 	
	B. Plaque- Outstanding contribution <ul style="list-style-type: none"> • Jodie Hettrick: For management of testing, certification, and Council administrative functions with no dedicated funding. 	
VIII.	Create Priority List – Chair – Buddy Lane - Action	
IX.	Review list of Action Items - Chair – Buddy Lane - Review Responsible person(s) developed from this meeting.	
	A. Descutner item review.	
X.	Future Agenda Items - Chair – Buddy Lane - Review	
	A. Address Nathan Young concerns at next meeting.	

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XI. Future Meeting Dates - Chair – Buddy Lane - Report	
February 10, 2014, Juneau, Alaska September 2014, Kenai, Alaska February 2, 2015, Juneau, Alaska September 2015, Seward, Alaska	
XII. Adjourn - Chair – Buddy Lane - Action	1630
A. Get travel documents submitted to Aubrey by Tuesday 5pm. <ul style="list-style-type: none">• Aubrey Raby farewell. Unanimous thanks for years of high quality support.	