

AFSC MEETING MINUTES DRAFT

Purpose of Meeting:	Fire Standards Council Fall 2016 Meeting		
Date:	September 19, 2016	Location:	Fairbanks Fire Conference Westmark- Harper Room Telephonic/Web-Based Connection: https://global.gotomeeting.com/join/507647973 Dial +1 (224) 501-3312 Access Code: 507-647-973
Time:	0900 – 1700		
Agenda Version	160818 V0		
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I. Call to Order – Vice Chair – Dan Grimes (Delayed due to Go To Meeting issues)		9:27
<ul style="list-style-type: none"> • House rules – Vice Chair – Dan Grimes - Review • Coffee, cell phones, breaks. 		
II. Roll Call - Vice Chair – Dan Grimes		
Seat A/ Brian Long Seat B/VACANT- Chairman Seat C/ Sara Garcia Seat D/ *Jerome (Jake) Bender Seat E/ James (Bryan) Crisp Seat F/ **Chris Steeves Seat G/ *Arlen Skaflestad	Seat H/ David Lundin Seat I * Benjamin (Ben) Endres Seat J/ David Gibbs 10:03 arrival Seat K/ *Jan Mitchell Seat L/ Dan Grimes - Vice Chair Admin.- Gordon Descutner Admin.- Lisa Shield	*Present via GoToMeeting **Absence Excused
III. Approval of Agenda – Vice Chair – Dan Grimes – Action		
1. Under Technical Advisory Committee- <ul style="list-style-type: none"> • Add NFPA 1403 for standing committee advisory report Dan will be giving for Jason B 2. Amend New Business- <ul style="list-style-type: none"> • Under item B, add Finance Committee Recommendation • Under item C add reciprocity fee review • Shift all others down to subsequent letters Seek a motion to approve Motions: 1 st <u> Crisp </u> 2 nd <u> Skaflestad </u> Outcome: Motion Passes		
IV. Approval of Minutes – Vice Chair – Dan Grimes – Action		
Seek a motion to approve Motions: 1 st <u> Lundin </u> 2 nd <u> Garcia </u> Outcome: Motion Passes		
V. Visitor Recognition- Vice Chair – Dan Grimes – Action		
<ul style="list-style-type: none"> • Roy Browning Central Emergency Services 		
VI. Review Statute & Mission/SWOT Grid– Vice Chair – Dan Grimes - Report		
VII. Review Strategic & Operations Plan – Vice Chair – Dan Grimes - Report		
VIII. Administrator’s Report – Gordon Descutner		
A. Communications Report <ul style="list-style-type: none"> • March 25 minutes posted March 29 (goal to post under 30-days) 		

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<ul style="list-style-type: none"> • Email Listserver conversion eliminated all previous archive emails • Updated Listserver, last 6-7 years of archive are gone • AFSC specific items are only posted to our listserver, not the statewide fire training email list. • FADO Directives updates posted for compliance with NFPA revisions. June 17 deadline, has been updated now, have a couple groups that are taking new test, issue resolved. 	
<p>B. Finance Committee Budget Report</p> <p>Gordon will be working directly with the finance committee from now on. Goal is to keep council informed on general finances but not into specific details unless there are questions.</p> <ul style="list-style-type: none"> • Surplus of \$43k carry-forward (\$25.2k in FY '16 closeout) <p>Lundin – FY15 should be FY16 on page 2, 06a?</p> <p>Descutner – Yes, it's a routine report that is recycled and we missed the date change, we will fix that</p> <ul style="list-style-type: none"> • Total receipts were \$61.4k (+\$25.2 from carryover[\$86.6k]) • Three year trend shows cert issuance dropping from the previous period average • Federal Rcts authority (\$75k) and I/A (\$50k) unrealized due to limitations from prioritization • Personnel services off-set with admin assistant vacancy • Auth/Expend reflect total receipt authority; not typically met because a lack of donations under insurance tax credit (under AS 21.96.075) • Gov FY17 budget Personnel Services (p. 6) increase is off-set by a reduction under services. • AFSC FY16 QB profit loss description <p>Lundin – Is T3 Council Travel ours because we don't have travel?</p> <p>Descutner – We have had executive travel and sometimes office travel is marked as council so we aren't pulling from general funds</p> <p>Grimes – Quickbooks has not been used in the past, it's hard to have historical info.</p> <p>Shield – We have 1-year data now for these reports and are tracking moving forward.</p>	
<p>C. CO Program & Test Management Report-</p> <ul style="list-style-type: none"> • Review CY Test Calendar list • Review cancelled test list • Review CY16 Proctored tests • Review CO activity report since Jan 2015 <p>The AFSC office continues to balance the CO assignment rotation policy with its fiscal management plan and has endeavored to utilize prudent scheduling to minimize assignment costs, as per the Certification Policy Manual instructions.</p>	
<p>D. FY16 Final Cert Report Current Cert Levels, Compliance Chart</p> <ul style="list-style-type: none"> • Review three year averages 	

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	<ul style="list-style-type: none"> Review fall certification numbers issued since 2008 Review current standards and certification levels report <p>Gibbs – What happened with Land based FF? We spent over 2 meetings on it. Descutner – We certified two people, but the Marine Dockside Awareness came from that so that portion of certification issuance is productive. We can use this list as a baseline for priorities in the future.</p> <ul style="list-style-type: none"> Review Two-Year Accreditation Compliance list 	
E. Morning Break		10:20
F. Legal/Regulations and Ethics Report	<ul style="list-style-type: none"> Previous Legal/Regulations discussion center's around funding No ethics disclosures or violations to report 	10:34
G. IFSAC/ProBoard Report	<ul style="list-style-type: none"> Both accreditation audits are due in the spring of 2017. Admin will give updates for the Spring Meeting; may need a couple council members help with a mock audit to prepare. Everything on schedule at this point 	
H. AFSC Current Seat Status update	<ul style="list-style-type: none"> Awaiting appointment selection for Chief's seat vacancy Enders' and Garcia's seats expire October 2016 both are interested in re-appointments and have applications in for boards and commissions, no other applicants known. 	
I. Database Management Platform Contract Development update	<p>Gibbs – Any conversations with other state agencies would want to get into a single database?</p> <p>Descutner – No recent discussions with other agencies, lots of meetings at the start but no one else has gotten on board.</p> <p>Gibbs – Can other agencies buy in or subscribe to this system? It is an insane amount of confusion for end users to have 5 databases that are not shared.</p> <p>Descutner – Yes it's possible but it is very complex to make it a reality. Money is one issue, and sharing the information is another. My perspective is that if we had similar functionality through another system that could manage multiple agencies for a reasonable cost then why wouldn't we switch? We should start at the state level and then go down from there.</p> <p>Grimes – Most agencies do not see the benefit of changing their certs.</p> <p>Descutner - Converting to another system can have costs upwards of a million dollars or more. This system has been well under \$100,000 at this point.</p>	
J. Review of administrative action items from previous meeting	<ol style="list-style-type: none"> AFSC Administrative Position Update – In a position where we need to see a job classification resignation. We need to see this match other positions as we are unable rehire this position that can do the work Gordon is doing. <p>Lundin – Why is there a hold up?</p> <p>Grimes – State takes a long time because many units are doing it. Also they are looking at it for the monetary reasons and state doesn't want to do it if it's</p>	

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<p>perceived to cost more money. If there is a reason Gordon has to leave, council will have to run with this hard.</p> <p>Gordon – The problem is the current position description doesn't match duties.</p>	
IX. Public Comment Period	11:00
<p align="center">A. General Public Comment not otherwise listed</p> <p>Dave Boddy retired from Juneau – Concern/confusion re: recertification for FSI He finds the process to be confusing to do a re-cert and is not affiliated with a FD as he is retired and instructs through FD and UAF CTC. Can't get the hours in for teaching. Other people have the same concerns. Growing segment of the fire service as retirees that are trying to stay active by instructing and as we increase our requirements they are unable to do this. DOD certs do not expire and they let them go with the State because they feel they don't need them. State walks a fine line with increasing requirements to maintain a standard and keeping retired instructors.</p> <p>Grimes – 18 months ago we changed it, not IFSAC driven but don't remember the hourly requirements. The way it is written is confusing but it is simple.</p> <p>Descutner - NFPA 1041 does include language about ongoing recurring job performance training for the certification. 2019 the incremental phase will go away. 8 hours a year, 40 hours over 5 years. Professional development is the way we are going in the fire service, and this is a way to keep up with that. These changes will be required in the future for all levels. Teaching anywhere can be counted. Call me and we can talk, it is easier than it may appear.</p> <p>Crisp – 8 hours a year can be done as a carry-over, 40 hours in 5 years.</p> <p>Lundin – We are making it easier by not having only a class attendance for MOI so instructing counts. We want people to meet these through instructing.</p> <p>Dave Boddy – I will call AFSC to get direction on how to go forward.</p> <p>Gibbs – Develop a list of FAQ's to help in the future with articulation of specific questions.</p> <p>Dave Boddy – Less and less people will sit through classes. Thank you for your time.</p> <p>Descutner – There was a time when the TEB would host state workshops for people to get time, but those haven't happened for years. At the state level we don't have the budget to conduct classes that's why we count the instructor delivery time.</p> <p>Dave Boddy – The requirement for having to teach a class and have a certified instructor watch you teach a class, what drove that? Seems silly to have long time known instructors having to be evaluated by someone else.</p> <p>Grimes – All certifications with all instructors need to be evaluated by an instructor, it is a check and balance that needs to be done.</p> <p>Descutner – We shouldn't have one requirement for some people and no requirements for others. Everyone must follow the same requirements.</p> <p>Lundin – We need to be mindful of people who are just letting their certs expire.</p> <p>Shield – We have a way to track soon to expire certs and are able to send an</p>	

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email reminder.	
Grimes – Thank you for your comments and we will get the FAQ's going.	
X. Technical Advisory Committee- Progress Reports	
Standards and Certification Summary- Current List Review	
NFPA 472: Haz Mat- Tyler Bones Report via text – Statewide HazMat working group is working with hazmat committee on a needs assessment. Looking at HM Incident Commander level	
NFPA 1001: Fire Fighter- Sara Garcia Spring full report will be ready, we are working with others to get the modular program done	
NFPA 1002 Driver Operator- Gordon (for Tony Prior) Few updates. Revised material is posted.	
NFPA 1003: Airport Firefighter- Dan Grimes Got standard adopted, trying to find a replacement, get new lead soon. Darcy Perry may be interested.	
NFPA 1005: Marine FF for Land Based Firefighters- Gordon (for Dale Butts) Adopted new standard working on directive for update in Spring	
NFPA 1006: Technical Rescuer- Bryan Crisp In public comment, got all docs for rope rescue, but all will change soon. All levels are changing and so all will have to be redone. We need to leave everything until all other changes have been made. Q Grimes – Have any of the contractors seen the skill sheets to be sure it all works together? A Crisp – Yes, we have shown them and been using them for comments on them. CMC and Roco do their own things, and require a lot for A Long – We use Roco and they are very strict about instructor time and specialized. A Grimes – Need to be sure we have our contractors able to have ability to give the state test.	
NFPA 1021: Fire Officer- Gordon (for Alex Boyd) No updates, AFD is working on FO II	
NFPA 1033: Certified Fire Investigator – - Bryan Crisp On current standard no changes and nothing from Arson assn.	
NFPA 1035: Fire Life Safety Educator/JFIS- TBD Mitchell – Sent Mike Warzewick to Academy at Tennessee to use that for AK to use their materials, it took too long and it is too cumbersome to use that academy. Trying to find a department to buy something from.	
NFPA 1041: Fire Instructor- Dan Grimes Items that will come up will be other agenda items, table this.	
NFPA 1403: Live Fire Training Instructor Committee- Gordon (for Jason Buist) Teaching the course now at the fire training center. It is not listed as a draft until	

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the pilot course is complete and will be testing off the finalized paperwork. Thank you to all the people that have made this possible. Taught one in Seward this summer and now one at conference	
NFPA 1407: Rapid Intervention Crews- Gordon (for Nathan Young) Need to find a new person to take the lead on this. No one tested under new material, but it's ready to go.	
AK Rural Fire Protection Specialist- Steve Schreck (Related: Apprentice & Basic FF programs) Table this report until the OPS part.	
XI. Association Reports	11:41
<p>A. Alaska Fire Chief's Association None</p> <p>B. Alaska State Firefighter's Association None</p> <p>C. Alaska Professional Fire Fighter's Association None</p>	
XII. Old Business – Vice Chair – Dan Grimes – Reports and Action Items	11:43
<p>A. Live Fire Training Alternative for Eligibility</p> <ul style="list-style-type: none"> • Pending additional admin research requested by Council during spring 2016 meeting: <ul style="list-style-type: none"> ○ Class of fire and scenario definition ○ Minimum/maximum liquid fire container size definition ○ Wildland fire scenario perimeters for ground fires ○ Passenger fire acceptable scenario definitions • May be an accreditation mandate after pending spring IFSAC/ProBoard audits • Recommend tasking live fire training committee with supporting admin in research <p>Descutner - ProBoard was concerned that someone could go through FFI and actually not be exposed to any live fire. Grimes – For testing the skill sheet states “fire may be simulated” so they could possible only do simulated. There are departments that send out for it, or choose to stay defensive but some that are accredited to teach a FFI and their facilities are not able to have them do this. To mandate a requirement that is unfunded is not possible. AFSC did a survey of departments and most said that they feel it is a requirement for live fire for FFI. I want to point out that Gordon has to put things he is working on for the Council on hold when there is an admin change. He does a great job making public unaware of what all he does. Will have LFTI Committee work with him on this.</p>	
<p>B. Alternative Funding Research Update</p> <ul style="list-style-type: none"> • Tax Credit: <ul style="list-style-type: none"> ○ Existing Language and option for break ○ Solicited contributions with 255 letters sent in Aug ○ Leg Audit report recommends potential termination • Fire Standards Council Surcharge <ul style="list-style-type: none"> ○ AFSC funds research ○ Draft insurance premium bill ○ AFSC operational highlights <p>Descutner - Sent a letter to 255 insurance companies doing business in Alaska,</p>	

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<p>it is in the works. Potential termination of tax credit. See if anyone takes up the offer to donate under the tax credit. We did our due diligence and now we move toward another revenue source. Dependence to unrestricted general fund is all being questioned at this point. Bill on everything that can burn as a set income. The Professional FF stance is that with all the changes going on with the elections there is nothing to talk about right now, after elections we can move on forward. Have spoken to the latest DPS Commissioners and they feel external is best way to move forward on this, not push through DPS but have a 3rd party push it through. Find an external sponsor to move it through legislative process.</p> <p>Gibbs – Have we started a fiscal note that would accompany this?</p> <p>Descutner – Yes, it needs to happen and we need to have finance committee break it down and then expand out to council.</p> <p>Gibbs - How would we spend the \$500,000 revenue?</p> <p>Descutner – We have a need for a 3rd Program Coordinator position to use this money on, and this is in our strategic plan. It is early to get into discussion on that until we can determine what the funding would be.</p> <p>Lundin – Does Police Standards Council have this?</p> <p>Descutner – Yes, they have citation surcharges so they don't rely on unrestricted funds. They are able to use the money and fund initiatives regardless of what decision s are made about unrestricted general funds.</p>		
XIII.	Lunch	12:06
XIV.	New Business – Vice Chair – Dan Grimes - Reports and Action Items	13:21
<p>A. Strategic and Operations Plan Revisions</p> <p>Review of the recommended changes in the Strategic Plan:</p> <p>Gibbs – How do we prioritize the effort we expend on standards we take on? How do we bring them to our attention? Level of commitment? i.e. Marine FF issue</p> <p>Grimes – We do it in discussion format, we may not have it written out, but we do have a process.</p> <p>Gibbs – We do all that but then it only affects a few.</p> <p>Grimes – You mean the Marine FF?</p> <p>Gibbs – What is the demand for Pub Ed? What process do we use to decide? A number? A need? What do we use to make that determination?</p> <p>Lundin – You mean for new ones that we take on?</p> <p>Gibbs – Yes, how do we prioritize?</p> <p>Skaflestad – Can we solicit a response from FD's to determine this?</p> <p>Grimes – Yes, we have used it in the past and it is helpful. We prioritize with demand and we don't remove them.</p> <p>Lundin – How do we keep it up to date? Do we wait until there is a demand and request for a test?</p> <p>Grimes – Yes, FADO is an example and RIT can flux and saturate the market and then it goes away. We keep the certs as the flux happens. If you look at the 3 year trend you will see these peaks and valleys.</p> <p>Crisp – We have a couple different things. Like the tele-communicator, etc and we adopt them but haven't done anything yet. We also have others that we have and update.</p> <p>Gordon – We have 8 levels that have no activity and could technically be</p>		

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removed, but we aren't saving money. Cleans up the data and that is about it. Time vs. Value is not worth it with other admin priorities.

Grimes – If we get asked to cut budget, we want them to see lots of standards we are responsible for and not play all the cards at the same time. Minimal cost to keep them.

Gordon – We have all these standards but we don't have the money to maintain them on schedule if the market demand doesn't generate any related fees to offset expenditures.

Lundin – Is Life Safety current?

Gordon – No, we have some levels but they are to the 2005 edition of 1035 and don't meet current standards. We have few people that have been certified in it.

Grimes – A concern is someone sees inactive standard and doesn't ask for it.

Lundin – So how do we prioritize?

Grimes – We do set priority as it is asked for.

Lundin – So we are not being proactive?

Grimes – Yes, and I think that is the best way to do it, wait for them to ask for it.

Gordon – When people ask for it I encourage people to get involved in the discussion. No formal way that we use to help with prioritization and I don't know what that would look like. If we had the funding with the revenue to develop and maintain this then we can push it out to be done. It ties together with what are we doing and why are we doing it. If it is a core standard we have them and prioritize them. Others that are less in demand are less. If we have the revenue for the classes and standards we could market the service with it.

Grimes – Jan can we include you in this? We have seen a steady decline in TEB localized classes sponsored by TEB. There is a need for sponsored courses that FD can get when they can't afford it or not enough people.

Mitchell – Yeah, 3 years ago I wanted to spear head that, but we can't do it until we have a certification directive and then have a course. We are at the mercy of the budget and TEB has all unrestricted funds. One of the things we are seeing is that if ISO puts Pub Ed they can use TEB for their Pub Ed.

Crisp – I just went through this with my FD for ISO and clarified with them. The Plans Review and LSIB can be used from the Fire Marshalls Office but the Pub Ed part must have a local person certified in Pub Ed for ISO to get the credit. If you do Pub Ed it only counts if you have certifications.

Descutner – If we do not offer certification FD's can't get them locally.

Governor's office wants to know what the benefit is to Alaskans. In ISO, it is money from higher insurance premiums.

Gibbs – So we can have a higher priority if ISO is a factor. We need to take that into consideration.

Descutner – We have dug deep for efficiencies, we have a huge volunteer pool and it's hard to put into perspective the time that is donated to the Council. We're crafting our message through the Commissioner to address this.

Crisp – What is the history about tele communicators?

Descutner – It was brought forward but they never moved on it.

Crisp – And Basic Firefighter?

Skaflestad – Who is on this, I would like to be able to give my perspective and if we are going to make a change on this we need to be sure we have rural involved.

Garcia – We will definitely include you and many other in the discussion.

Criteria for Consideration and Prioritizing Standards:

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Steve Schreck with ORFP for Basic FF & RFPS on Objective 3
ORFP is a resource when you are talking about these 2 standards. Why fix something when it is not broken. It was written for a simple set of standards and skill sheets to meet the needs of a group of communities that need something. Leave the BFF program as is. A while back the AFSC said we can drop "rural" and keep something for others to use. I recommend calling the one you want to change a step program or something else and keep the Rural BFF that is meeting the needs that have been set at the time it was done and currently. Originally the RBFF program was never written off the most current standard as that was not something that could be used. It doesn't resemble FFI and wasn't intended to but it meets the needs for what it was designed for.

VPSO use RFPS and it has the RBFF in that program plus how to start and maintain a department, a Pub Ed module, basic inspections, and basic investigation. Troopers didn't know what was all involved when asked. Please don't change something that will not meet the needs of the ones needing it. So, when did this start and under what needs? Well, instructors came together that were trying to meet the needs of very rural departments. It was written 2001 – 2006 and argued to get passed for the Project Code Red.

Gordon – Who asks and pays for RBFF?

Schreck – Communities come to us, or we go to them, it depends. My biggest concern is that if it goes to a JPR format it will not meet the needs of the FD's that it was made for.

Crisp – When we started this it wasn't meant to take over ORFP program. It was to have a benchmark possibility for FD to work toward the current FFI level incrementally.

Lundin – What are those levels ORFP uses?

Schreck – We have the Apprentice FF, BFF and RFPS

Gordon – So RBFF fits into RFPS, and the Troopers want to know what the basis for core program requirements is, and how does it meet current needs.

Schreck – RFPS is the only fire program under statute and it is for the VPSO program. Troopers can't cut it because it is specific to statute. Unless AFSC changes it and then it doesn't match the statute.

Mitchell – Can we add a 4th target on the Ops Plan?

Grimes – We need to put ORFP courses and standards into the current council review process. Steve should be in the committee to keep this process going.

Descutner – Where does the money come from for the VPSO program?

Schreck – That is a very complex process, let's just say the Troopers ultimately pay for these trainings.

Descutner – The Rural Fire Officer I have proposed has a similar target group as the RFPS. I recommend we keep Basic Firefighter, Rural Fire Protection Specialist, and replace Rural Fire Officer target with FFI modular program. We'll address the module titles within the committee task force.

Seek a motion to approve strategic plan with revisions discussed and made

Motions: 1st Crisp 2nd Skaflestad

- DRAFT Operations Plan recommendations

Grimes – Pulling back from LXR test banks to move toward IFSTA to adopt their test banks that are free.

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<p>Changes consistent with strategic goal changes. Seek a motion to approve adopt Ops Plan Motions: 1st <u> Lundin </u> 2nd <u> Crisp </u></p> <p>Outcome: Motion Passed</p>	
Break	2:53
<p>B. Finance Committee Minimum Test Candidate Recommendation</p> <ul style="list-style-type: none"> ○ Historically was 5-person minimum for AFSC test approval-unclear on original basis for judgment ○ Most recently testing for less than 5 is permitted with direct billing, but there is no official policy for reference ○ Finance committee research indicated that the Council should revise the minimum test approval number and clarify the billing instruction for test requests with less than minimum ○ Review sample fee policy language less than minimum candidates ○ Review test Profit/Loss data from FY16 with averages <p>Discussion on test revenues and expenditures. Questions related to how the numbers are collected. Requests for clarification on how the changes will be determined and when these changes can take effect.</p> <p>Seek a motion to approve minimum candidate number remain at 5 and DRAFT fee schedule for under 5 candidates, plus 20% for admin services: Motions: 1st <u> Lundin </u> 2nd <u> Bender </u></p> <p>Motion to amend: Less airfare and mileage in the fee schedule in amendment Motions: 1st <u> Lundin </u> 2nd <u> Crisp </u></p> <p>Outcome: Motion Passed</p>	3:05
<p>C. AFSC Administration reciprocity fee recommendation</p> <ul style="list-style-type: none"> ○ Policy for fixed fee for multiple levels within the same standard <p>Seek a motion to approve reciprocity language in the fee change: Motions: 1st <u> Crisp </u> 2nd <u> Garcia </u></p> <p>Outcome: all in favor</p>	
<p>D. Nomination/Election- Chair (Vacant)</p> <p>Move to nominate Dan Grimes as Chair Motions: 1st <u> Garcia </u> 2nd <u> Crisp </u></p> <p>Outcome: Motion Passed</p>	
<p>E. Nomination/Election- Vice Chair (annual)</p> <p>Move to nominate Sara Garcia as Vice Chair Motions: 1st <u> Grimes </u> 2nd <u> Gibbs </u></p> <p>Outcome: Motion Passed</p>	

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F. Items not otherwise listed		
XV. AFSC Plaque Nomination- Members- Action		
A. Recognition of Council Member Service & Outstanding Contribution for Buddy Lane Move to add Buddy Lane to the Council Member Service and Outstanding contribution Motions: 1 st <u>Grimes</u> 2 nd <u>Garcia</u> Outcome: Motion Passed		
XVI. Future Agenda Items - Chair – TBD – Review <ul style="list-style-type: none">• Proposing criteria for prioritization of Standards Review and Adoption – Gibbs Committee Chair• Add Brian Davis to outstanding contributions plaque		
XVII. Future Meeting Dates - Chair – TBD - Report March 24, 2017, 9am to 5pm in Anchorage and Go To Meeting Fall 2017: Correspond to state fire conference dates (TBD)		
XVIII. Adjourn - Chair – TBD – Action Move to adjourn Motions: 1 st <u>Gibbs</u> 2 nd <u>Grimes</u> Outcome: Motion Passed		16:04