

Revised September 25, 2017

Operational Goal 1– Manage budget to maximize core operations

Objective 1: Maintain accounting to track revenues and expenditures

Target 1: Ensure appropriate fees are applied to application processing and test administration

Priority- High

Responsibility- BFAST Fire Training Administrator

Completion Date- Ongoing

Performance Measure- 100% accuracy of fees applied and receipts collected

Target 2: Ensure reasonable and prudent accountability for Council expenditures

Priority- High

Responsibility- BFAST Fire Training Administrator

Completion Date- Ongoing

Performance Measure- 80% accuracy of projected travel and 100% accuracy of final processing

Objective 2: Identify Use of Additional Funds

Target 1: Maintain/Expand electronic database portal

Priority- High

Responsibility- BFAST Fire Training Administrator

Completion Date- Ongoing

Performance Measure- Maintain electronic database

Target 2: Create a Program Coordinator position

Priority- Moderate-High

Responsibility- AFSC

Completion Date- Fall 2017

Performance Measure- Second position added to Administration

Target 3: Develop additional directives and certification levels

Priority- Moderate

Responsibility- BFAST Fire Training Administrator

Completion Date- Ongoing

Performance Measure- Increase certification levels

Target 4: Target Rural Alaska Fire Service Needs

Priority- High

Responsibility- AFSC

Completion Date- Ongoing

Performance Measure- Rural Outreach/Certifications

Operational Goal 2– Develop/Revise Certification Directives Upon Council Adoption

Objective 1: Develop certification directives and test items for newly adopted standards or levels

Target 1: TBD

Priority-

Responsibility- BFAST Fire Training Administrator/
Committee Task Force

Completion Date- Create/Revise Directive

Performance Measure- Develop directive and related test items.

Objective 2: Revise existing certification directives and test items to the latest edition of an adopted standard

Target 1: Review/Update NFPA 1003, 2015 Ed. Standard for Airport Fire Fighter Professional Qualifications

Priority- High

Responsibility- BFAST Fire Training Administrator/
Committee Task Force

Completion Date- Spring 2018

Performance Measure- Revise AFF directive and related test items

Target 2: Implement AFSC Live Fire/Extrication Eligibility Compliance Process for Firefighter I/II

Priority- High

Responsibility- BFAST Fire Training Administrator/ FF
Committee Task Force

Completion Date- Implement requirement by 1/1/2019

Performance Measure- Policy requirement is in place for test requirements

Target 3: Review/Update NFPA 1005, 2014 Ed: Marine Firefighting for Land-Based Fire Fighters

Priority- Moderate

Responsibility- BFAST Fire Training Administrator/
Committee Task Force

Completion Date- Report for adoption Spring 2018

Performance Measure- - Revise LBMFF directive and related test items

Target 4: Review/Update NFPA 1035, 2015 Ed.: Public Fire and Life Safety Educator

Priority- Moderate

ALASKA FIRE STANDARDS COUNCIL OPERATIONS PLAN

Responsibility- BFAST Fire Training Administrator/
Committee Task Force

Completion Date- Report for Spring 2018

Performance Measure- Committee report and
recommendation

Target 5: Review/Update NFPA 1006, 2017 Ed.: Technical
Rescue Personnel Professional Qualifications

Priority- Moderate

Responsibility- BFAST Fire Training Administrator/
Committee Task Force

Completion Date- Report for Spring 2018

Performance Measure- Committee report and recommendation

Objective 3: Maintain certification levels for rural Alaska
communities.

Target 1: Review/Update options for Basic Firefighter level
certification

Priority- High

Responsibility- BFAST Fire Training Administrator/
Committee Task Force

Completion Date- Report for Spring 2018

Performance Measure- Determine standard/criterion to
meet the needs of rural fire departments in Alaska

Target 2: Review/Update options for Rural Fire Protection
Specialist level

Priority- High

Responsibility- BFAST Fire Training Administrator/
Committee Task Force

Completion Date- Report for Spring 2018

Performance Measure- Determine standard/criterion to
meet the needs of the Alaska Village Public Safety Officer
program

Operational Goal 3- Maintain curriculum requirements for the certification
of training programs

Objective 1: Update/prioritize list of future certification standards

Target 1: Review certification standards for future
considerations by the council and prioritize

Priority- High

Responsibility- AFSC

Completion Date- Ongoing

ALASKA FIRE STANDARDS COUNCIL OPERATIONS PLAN

Performance Measure- Update prioritized list in fall meetings.

Objective 2: Review Certification Testing Process

Target 1: Validate written test bank questions (knowledge jpr's)

Priority- High

Responsibility- BFAST Fire Training Administrator/
Committee Task Force

Completion Date- Ongoing

Performance Measure- Review by technical committee

Target 2: Validate practical skill exam items (skill jpr's)

Priority- High

Responsibility- BFAST Fire Training Administrator/
Committee Task Force

Completion Date- Ongoing

Performance Measure- Review by technical committee

Operational Goal 4- Manage the procedure for certification of fire services training programs that meet the minimum curriculum requirements adopted

Objective 1: Maintain third party accreditation through national/international entities

Target 1: Maintain AFSC accreditation with IFSAC

Priority- High

Responsibility- AFSC/BFAST Fire Training Administrator

Completion Date- Ongoing with revisions as required

Performance Measure- AFSC defined policy and procedure

Target 2: Maintain AFSC accreditation with ProBoard

Priority- Moderate

Responsibility- AFSC/BFAST Fire Training Administrator

Completion Date- Ongoing with revisions as required

Performance Measure- AFSC defined policy and procedure

Objective 2: Support in-state accreditation of fire service organizations

Target 1: Ensure entities adhere to AFSC certification directives

Priority- High

Responsibility- BFAST Fire Training Administrator/Executive Board

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Completion Date- Ongoing

Performance Measure- AFSC policy and procedure is followed

Target 2: Ensure in-state accreditation approvals are consistent with current revisions

Priority- High

Responsibility- BFAST Fire Training Administrator

Completion Date- Ongoing with updates as required

Performance Measure- AFSC defined policy and procedure

Target 3: Maintain independent AFSC in-state accreditation policy and procedure

Priority- High

Responsibility- BFAST Fire Training Administrator

Completion Date- Ongoing with updates as required

Performance Measure- AFSC defined policy and procedure

Target 4: Assist with initial in-state accreditation approvals

Priority- High

Responsibility- BFAST Fire Training Administrator

Completion Date- Ongoing with updates as required

Performance Measure- Number of total accredited entities

Target 5: Support reaccreditation audits

Priority- High

Responsibility- BFAST Fire Training Administrator

Completion Date- Ongoing: Every 5 years per entity

Performance Measure- Ongoing: Twenty percent of total accredited entity audits annually
(Total Entities / 5)

Operational Goal 5– Certify fire service personnel in the state of Alaska

Objective 1: Adhere to regulations and follow certification policy and procedures

Target 1: Maintain regulations to manage fire certification

Priority- High

Responsibility- AFSC/BFAST Fire Training Administrator

Completion Date- Fall 2017

Performance Measure- Regulations are drafted

Objective 2: Maintain timely certification issuance

Target 1: Process completed certification application requests within thirty (30) days

Priority- High

Responsibility- BFAST Fire Training Administrator

Completion Date- Ongoing

Performance Measure- 100% of application queue is processed within thirty (30) days.

Target 2: Maintain adequate staffing levels to meet certification timelines

Priority- High

Responsibility- BFAST Fire Training Administrator

Completion Date- Ongoing

Performance Measure- Positions filled

Target 3: Utilize technology or other alternatives to meet certification timelines

Priority- High

Responsibility- BFAST Fire Training Administrator/AFSC Admin

Completion Date- Ongoing

Performance Measure- Software automation of certification services

Target 4: Maintain Electronic Database for Multilevel User Access

Priority- High

Responsibility- BFAST Fire Training Administrator/AFSC Admin

Completion Date- Ongoing

Performance Measure- Certification Database with Multilevel Access

Performance Measure- AFSC defined policy and procedure

Operational Goal 7- Maintain administrative accessibility for communications to and from the AFSC

Objective 1: Maintain administrative functions enable constituents and fire service associations to effectively communicate with the Council

ALASKA FIRE STANDARDS COUNCIL OPERATIONS PLAN

Target 1: Ensure administrative staff are providing prompt responses to phone and email communication

Priority- High

Responsibility- AFSC/BFAST Fire Training Administrator

Completion Date- Ongoing

Performance Measure- 100% of communications are acknowledged or addressed

Objective 2: Ensure council adequately and promptly communicates adopted and proposed standards to constituency

Target 1: Maintain web based information

Priority- High

Responsibility- BFAST Fire Training Administrator/AFSC Administration

Completion Date- Ongoing

Performance Measure- posted within 30 days of action taken

Target 2: Ensure electronic notification to constituency

Priority- High

Responsibility- BFAST Fire Training Administrator/AFSC Admin

Completion Date- Ongoing

Performance Measure- posted within 30 days of action taken

Operational Goal 8- Charge and collect fees determined by the council to be necessary

Basis: AS 18.70.350 (4)

Objective 1: Collect necessary fees for certification testing

Target 1: Collect established test fees

Priority- High

Responsibility- AFSC/BFAST Fire Training Administrator

Completion Date- Ongoing

Performance Measure- Self-sufficient test revenues

Target 2: Collect established certification services fees

Priority- High

Responsibility- AFSC/BFAST Fire Training Administrator

Completion Date- Ongoing

Performance Measure- Collection of administrative services revenue