

## 2014 Meeting Minutes

<b>Purpose of Meeting:</b>	Fire Standards Council Spring 2014 Meeting		
<b>Date:</b>	February 10, 2014	<b>Location:</b>	Westmark Baranof Hotel 127 N Franklin St, Juneau, AK 99801
<b>Time:</b>	9 am – 5 pm		
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<b>I. Call to Order - Chair – Buddy Lane</b>	<b>0900</b>
<b>II. Roll Call - Chair – Buddy Lane</b>	
<b>Seat A/Greg Coon- Vice Chairman</b> <b>Seat B/Bryan (Buddy) Lane- Chairman</b> <b>Seat C/ Sara Garcia</b> <b>Seat D/ Stephen Jones</b> <b>Seat E/ Bryan Crisp</b> <b>Seat F/Chris Steeves</b> <b>Seat G/ Arlen Skaflestad</b>	<b>Seat H/ Robert Dennard</b> <b>Seat I/ John Downes</b> <b>Seat J/ David Gibbs</b> <b>Seat K/ Jan Mitchell</b> <b>Seat L/Dan Grimes</b> <b>Admin.-Gordon Descutner</b> <b>Admin. Clerk- VACANT</b>
<b>III. Approval of Agenda – Chair – Buddy Lane – Action</b> Motion to approved- passes unanimous	
<b>IV. Approval of Minutes – Chair – Buddy Lane - Action</b>	
A. 9/23/2013 <b>Motion to approve- passed unanimous</b>	
<b>V. Visitor Recognition- Chair – Buddy Lane- Action</b>	
A. Geoff Coon B. Nathan Young	
<b>VI. Review Statute &amp; Mission/SWOT Grid– Chair – Buddy Lane – Report</b> Welcome Dan Grimes: new seat appointment for the Alaska Fire Chief Association – happy to be a part the council. Introduction of CyAnne Garcia – College Intern I – DPS Admin Services	
<b>VII. Review Strategic Plan – Chair – Buddy Lane – Report</b>	
<ul style="list-style-type: none"> <li>• S1, O1, T1- Processed all pending certs but reciprocity and recertification's (due to formatting and transcript overwrite concerns). Drafts submitted recently and awaiting final update (as of 1/31/2014). Back to 30-day or less timeline for certification issuance.</li> <li>• S1, O1, T2- Current vacancy to be posted for recruitment soon. Changed from an Office Assistant II to an Admin Assistant II. Temporary assignment support staff from AST (light duty).</li> <li>• S1, O3, T2- Independent AFSC Accreditation Policy pending, Was awaiting final draft from TEB and not yet developed</li> <li>• S1, O3, T3- Assist with Initial Audit. Goal to have joint final review with formal signature approval from AFSC. (AFSC Seal and lack of signature on accreditation certificate)</li> <li>• S1, O3, T4- Reaccreditation schedule not yet determined</li> <li>• S1, O5, T2- Procedure to Manage Distance Delivery Course/Curriculum Approvals: Not yet developed</li> <li>• S1, O5, T3- Procedure for Distance Delivery Examinations: Not yet developed. Online testing on hold. We will keep an eye on changes nationally. Not expected to happen before fall. Waiting for vacancy to be filled to continue online testing research.</li> </ul>	

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<b>VIII.</b>	<b>Administrator's Report – Administrator – Gordon Descutner</b>	<b>0930</b>
	<p>A. Communications</p> <ul style="list-style-type: none"> <li>• Imbedding certification communications as part of the database automation. Email prompts for certain inputs (i.e new user added) and actions (i.e. certs issued, expiration soon)</li> <li>• Link to IMACT system posted on main DPS AFSC Webpage</li> <li>• Posting updated material on website (24-48 hr IT turnaround)</li> <li>• AFSC/Fire Training List Server email notices. Not a lot of activity since fall</li> <li>• GoToMeeting working very well. Annual option will be renewed this month.</li> <li>• Transition from Acting Commissioner to Commissioner Folger since Masters retirement in October. Executive Director, Chair, Vice Chair meeting planned.</li> </ul>	
	<p>B. Budget Report</p> <ul style="list-style-type: none"> <li>• Vacancy has resulted in a reduction in personnel services costs</li> <li>• Looking at measures to offset workload and utilize funds through intern/PT support staff in additional to full time Administrative Assistant II.</li> <li>• Increase to personnel services but Gov proposed budget unchanged from FY14 Management Plan vs FY 15 GF</li> <li>• Proposal includes reduced SDPR to \$204K with \$50k addition to Interagency Receipt authority and has added \$75k in federal authority for grant opportunities</li> <li>• Database budget of approx. \$2k anticipated (total of \$6k). Addition of VPSO and TEB groups will create a shared cost and reduces cost to each individual office.</li> </ul>	
	<p>C. CO Program Update</p> <ul style="list-style-type: none"> <li>• Drafts of updates based on spring 2013 report pending due to redirection of work activities to address vacancy</li> <li>• Enabled additional Step A and B check-offs for multiple individuals</li> <li>• All assignments filled since last meeting</li> <li>• Online testing procedure development on hold until admin workload is addressed (as identified in Strategic Pan).</li> </ul>	
	<p>D. FY 2014 Certification Report</p> <ul style="list-style-type: none"> <li>• 662 Certs issued to date in FY 14</li> <li>• IMPACT reports are tracked in real time</li> </ul> <p>Gibbs – ongoing database with other agencies? Is it expandable? Talk with multiple agencies? Combine into one?</p> <p>Other shareholders initially consulted but opted not to be involved with initial development. Not currently in the scope of existing contract.</p> <p>In house expansion underway with TEB/VPSO training tracker</p> <p>DHS is very interested in system capability</p>	

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Current project goals are completing of contractual requirements by May of 2014	
<p>E. Legal/Regulations and Ethics Updates</p> <ul style="list-style-type: none"> <li>• Seat changes final and posted in current statute (see Exhibit 03)</li> <li>• Regulation draft planned for fall strategic planning (see AS 18.70.350[1])</li> <li>• Ethics report submitted for CY 3 &amp; 4 quarter- no findings to report</li> </ul> <p>AK Professional Firefighter Assn seat appointment– under discussion (between AKPFF and B&amp;C office)</p> <p>Regulation is a critical component to AFSC statutory authority start drafting for fall meeting review</p>	
<p>F. Review of administrative action items from previous meeting</p> <ol style="list-style-type: none"> <li>1. Certification Directives update <ul style="list-style-type: none"> <li>• No significant changes since fall meeting</li> </ul> </li> <li>2. AFSC Seat Status <ul style="list-style-type: none"> <li>• No current seat vacancies</li> <li>• Chiefs seat has been appointed</li> <li>• AKPFFA seat pending action from B &amp; C office</li> <li>• Dennard, Gibbs, and Jones seat expirations in Oct</li> </ul> </li> <li>3. Database Management Platform Contract Development update <ul style="list-style-type: none"> <li>• Report moved to after lunch for demo set-up</li> </ul> </li> <li>4. Association Seat Status Change/Replacement: Action</li> </ol> <p>Fall conference – set up something for people (general public) to view record management features during vendor show?</p>	
<b>Break</b>	<b>1010</b>
<b>IX. Technical Advisory Committee- Progress Reports (Committee Leads)</b>	<b>1030</b>
Standards and Certification Summary- Current List Review	
Committee Lead list- Current List Review	
<p><b>NFPA 472:</b> Haz Mat- Tyler Bones (Gordon reporting)</p> <p>Committee actively working on updates to skills and written test items. Test banks were purchased and initial formats started</p> <p>Goal of April for final drafts and pilot material for the added technician level.</p> <p>Awaiting software updates for final formatting and distribution of written item review.</p>	
<p><b>NFPA 1001:</b> Fire Fighter I/II- Greg Coon-</p> <p>No activity to report since last meeting. In process of transitioning to new 2013 revisions.</p> <p>Recommend 6 month grace period to allow use of 2008 material or revised 2013 material.</p> <p>(Public Comment- Geoff Coon) Fire fighters must get education training</p>	

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	<p>under chapter 5 (FFII) but AFSC chopped up standard with inclusion of mandatory Pub Ed at FFI level.</p> <p>Does not believe the requirement is working as intended and recommends the FF committee revisit its decision.</p> <p>Relevance is that Alaska has the highest fire fatality per capita</p>	
	<p><b>NFPA 1002/EVD:</b> Fire Apparatus Driver/Operator- Greg Coon</p> <p>Training records/skill sheet resources live on website</p> <p>AFD is pushing things forward for aerial level outlined by committee</p> <p>State as a whole will benefit with expanded driver certification options</p>	
	<p><b>NFPA 1003:</b> Airport Firefighter- Dan Grimes</p> <p>Removed JPR for wheeled-extinguishers</p> <p>Removed 90-second mandatory response text</p> <p>IFSAC Accreditation received in 2012</p> <p>Next revision release for 2015</p>	
	<p><b>NFPA 1005:</b> Marine FF for Land Based Firefighters- Rich Etheridge (Gordon reporting)</p> <p>Planning for March review of NFPA 2014 revisions controversial</p> <p>Dock side awareness: SME recommends this remains as own unique AK standard.</p> <p>Issued certs for Sitka marine after 18-month review for final approval</p> <p>New standard is out for 2014</p>	
	<p><b>NFPA 1006:</b> Technical Rescuer- Bryan Crisp</p> <p>Updated test bank vendor materials under development should have materials out by late February</p> <p>2013 standard: TIA to strengthen chapters and clarify rope skills</p> <p>Top six rope, confined space, vehicle rescue, swift water, and ice</p>	
	<p><b>NFPA 1021:</b> Fire Officer- Robert Dennard (Gordon reporting)</p> <p>Mirror development in alignment with funding support for fire officer development through AFCA</p> <p>(Jan) TEB can also use grant money for training</p>	
	<p><b>NFPA 1033:</b> Certified Fire Investigator – Robert Plumb (Gordon reporting)</p> <p>Review 2014 revisions: minor with expanded list of knowledge criteria</p> <p>3 year requirement for compliance with IFSAC accreditation</p>	
	<p><b>NFPA 1035:</b> Fire Life Safety Educator/JFIS- Mahlon Greene (Jan reporting)</p> <p>Recommend adoption of 2010. 2015 standard under revision so recommend we work with existing standard</p>	<b>Exhibit 14</b>
	<p><b>NFPA 1041:</b> Fire Instructor- Dan Grimes (recent) (Gordon assisting)</p> <p>2012 edition is adopted by AFSC but we haven't made final changes at admin level.</p> <p>Dan has been asked to take committee lead and accepts responsibility</p> <p>Thanks to Arlen for stepping up and offering to help out</p> <p>New written test bank was recently purchased and will be prepped for review</p>	

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	Will give update at Fall Meeting	
	<p><b>NFPA 1407/AK RIT- TBD (Gordon)</b>            Reassign for someone on the committee to take the lead            Allow admin to focus on drafts related to adoption (Feb 13)            (Coon) – Select someone who’s apart of committee?            (Public comment) Would Nathan Young and Geoff Coon offer to assist as members already on the committee? Acknowledgement from both.</p>	
	<p><b>AK Rural Fire Protection Specialist- Steve Schreck</b>            (Related: Apprentice &amp; Basic FF programs)            Nothing to report</p>	
<b>X.</b>	<b>Lunch</b>	<b>1145</b>
<b>XI.</b>	<b>Council Body Photo</b>	<b>1315</b>
<b>XII.</b>	<b>Public Comment Period</b>	<b>1330</b>
	<p>A. General Public Comment not otherwise listed            State Fire Marshal stopped by to say hello and has nothing special to announce            No other public comment            (Kelly) - What future course are you looking to certify?            (Gordon) – Open for input            (Kelly) – Unsure of admin capacity or other considerations? Suggest formal Fire Marshal certification program in the state related to NFPA 1037?            (Buddy) – Recommend any interest and related review should be brought to the AFSC to be reviewed for potential adoption.            (Gordon) – Get a sense of number of entities/personnel interested. Fire Marshals forum happening in spring?            (Kelly) - Yes            (Buddy) – How do you define certification requirements for deputies            (Kelly) – Start training themselves and move forward with anything that relates to their Deputy Fire Marshals. Several different options available nationally, comparisons may be good.            (Buddy) – Not sure about volunteer, career interest?            (Gordon) – Can meet with Kelly and gather information. Can check with other entities for crosswalk options.            Buddy – Sounds like we can move on it as appropriate</p>	
	<b>Break</b>	<b>1355</b>
<b>XIII.</b>	<b>Old Business – Chair – Buddy Lane – Reports and Action Items</b>	<b>1400</b>
	<p>A. AFSC/TEB Accreditation Program Update</p> <ul style="list-style-type: none"> <li>• AFSC Components for:               <ul style="list-style-type: none"> <li>➤ Equipment Checklist</li> </ul> </li> </ul>	

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<p style="text-align: center;">➤ Facility Inspection ➤ Test Support and Resources List</p> <p>(Gordon) - Still getting feedback that indicates not everyone is prepared for testing. AFSC role is simply to verify that an entity is prepared. Need for use of clear checklists as part of pre-visit.          (Coon) – Are they currently available for accreditation?          (Jan) – Yes - refers to exhibit 11 (TEB accreditation manual)          (Gordon) – Drafts are there but the AFSC needs to be directly involved. If written in final form we could hire CO if needed. Should not be any surprises upon arrival at test site. Do inspections as part of audits          (Jones) – Checklist availability for training?          (Jan) – Yes because it’s embedded in application          (Gordon) – Checklist shouldn’t be in manual because they relate to each skill sheet. These should be in back of AFSC skill sheet packets for each level          (Coon) – How about language items for role onsite? In policy? Should it even be under policy?          (Gordon) – Should make own updates/process and not be tied to TEB approvals under their chain-of-command. Have drafts to put in updates to policy          (Coon) How to bring question to this body?          (Buddy) Bring motion to table for AFSC          (Arlen) – For checklist in TEB &amp; AFSC Manual?          (Gordon) No, it’s a duplication of work and might not be updated on time is tied to TEB and creates conflict          (Chris) Checklist attached to accreditation, so does this involved AFSC authority?          (Gordon) Refer to exhibit 3 (statutory authority 18.70.350)          (Coon) Justification under curriculum requirements, authority is outlined          (Buddy) Needs to be a motion  <b>MOTION – (Coon) as a require as an accreditation process – insure entity being accredited has tools and materials to meet certification and testing requirements</b>  <b>Second – By Crisp</b>          Comment (Dan) - Issues not all seen          Gordon – no tabletop – evaluate in different method – alternative method – entity must meet requirements – questions came up at accreditation audit – there shouldn’t be unknowns going into test site          Arlen –With different departments out there the AFSC should make sure all equipment are onsite          (John) If department wants to be accredited but lacks appropriate equipment tell them no for accreditation          Public – CO Going through the list at a test?          Coon – no          Gordon – AFSC list requires no change to department accreditation itself.          Buddy – Call for motion: passes unanimously</p>	
<b>XIV. New Business – Chair – Buddy Lane - Reports and Action Items</b>	<b>1403</b>
A. Ethics Review Update	
B. NFPA 1403: Discussion on rural challenges  (Arlen) adopted 1 <sup>st</sup> meeting last February. Policy clarification in manual - Refer to exhibit 13. Original directions to admin that AFSC recommend to use 1403 - Live fire burns make sure everyone is on the same page with everyone  1403 is not for incipient training. No further discussion	

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<p style="text-align: center;"><b>C. AFCA/ASFA Conference Support</b></p> <p>Gordon – nothing new to add. New resource for committee planning. Goal is to be in the loop. Manage course approval and support any related certification exams. Supposed to be in the planning process. Tract training support could enable completion of courses over two or three conferences. Steps are already outlined for certification. Areas to support conference in – table for interaction.</p> <p>Coon – Involvement with planning ensures that everyone is on the same page. Training at conference must have an accredit entity associated.</p>	
<p style="text-align: center;"><b>D. Nomination/Election Chairman</b></p> <p>MOTION made by Arlen for Buddy to continue as Chair. Second by Coon. No other nominations.</p> <p>Passes unanimous</p>	
<p style="text-align: center;"><b>E. AFSC FF Pin Issuance Changes</b></p> <p>Pressure from governor to make cuts wherever possible. Nothing stated in AFSC policy about issuance of a pin for each firefighter certificate. Cost of pin, time to package, and cost to ship adds up.</p> <p>(Gibbs) Wants pins available for purchase, gives individual/department the option No limitation on pins - open to other ideas</p> <p>MOTION – Apply a fee for pins \$5 or explore use of third party for distribution Second – Arlen</p> <p>Amend (Dan): Maximum of \$5 Second – Crisp</p> <p>Amend (Dan): strike the language that involves the third party for distribution Second – Chris</p> <p>Dan – Recommend pins stay with AFSC office and add the fee. Leaves options to have pin or not with certificate</p> <p>Passed unanimous</p>	
<p style="text-align: center;"><b>F. Items not otherwise listed</b></p> <p>Dan - Recommend final date of training on certificate. Earliest day that they finished the requirements (put on agenda for next meeting)</p>	
<p style="text-align: center;"><b>G. Committee regulation</b></p> <p>Get working on drafts for regulations – recommends to have discussion – self, chair and vice chair – committee of six – work on between now and next meeting.</p> <p><b>FIVE MINUTE BREAK</b></p>	
<p style="text-align: center;"><b>H. Fire instructor I &amp; II</b></p> <p>(Crisp) Instructor approval process started for Nikiski – approved by TEB. Keep running into road blocks –according to TEB we can't teach and can't get clarification about who has authority to teach instructor I &amp; II.</p> <p>(Coon) Are you trying to accredit for an instructor course?</p> <p>(Buddy) Goal to accredit whoever is seeking this course level, departments to be accredit to teach class</p> <p>(Coon) Past practices shouldn't have bearing on what to do today.</p> <p>(Jan) TEB instructor list built and give the final approval. Course instructors need to be the best</p>	

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<p>(Public/Schreck) TEB is state entity accredited to instruct classes. We are the state authority.</p> <p>(Buddy) Under what authority? Where is this defined? Accreditation approval only.</p> <p>(Gordon) – AFSC FSI committee should consider criteria no listed under NFPA standard. No specialty cert through AFSC recognized at this point due to lack of criteria. What’s the credential for TEB List</p> <p>(Coon) – Readdress focus TEB qualified instructor list.</p> <p>(Gordon) AFSC approves and adopts the minimum fire training for certification. Not limited to just fire department programs. Wants to see TEB be successful through support from the AFSC.</p> <p>(Crisp) Wants clarification for end users.</p> <p>(Arlen) I’ve never seen instructor listed. Can we ask TEB for list?</p> <p>(Crisp) once filed for accreditation we should be able to teach</p> <p>(Public/Schreck) – Need credentials for TEB</p> <p>(Gordon) What are these credentials and how are they defined?</p> <p>(Coon) – Nothing is set up for instructors to travel to teach other individuals. The system doesn’t have the structure to have authority to travel to other entities to teach.</p> <p>(Jan) – Ultimate goal is for TEB to get rid of the secret list and put the very best instructors out there. State training academy is the approved process</p> <p>(Public/Schreck) Instructor is a specialized area</p> <p>(Buddy) How’d you get on the list</p> <p>(Public/Schreck) Through NFPA approved methods, instructor class that is 3 to 5 days</p> <p>(Buddy) Meet standards</p> <p>(Coon) Comfortable with TEB maintaining a list</p> <p>(Dan) look at what we’re doing now. We select instructors in house. Handle it at its lowest level. If an entity is not happy with an in-house instructor then they’ll find someone else.</p> <p>(Public/Schreck) TEB handling the instructor list. Low demand on instructors. They need train the trainer</p> <p>(Gordon) People are trying to move forward with FSI certification but are unable to move on because lack of classes – What’s the need to control train the trainer?</p> <p>(Chris) We want the best people instructing</p> <p>(Buddy) How are we going to fix this problem? How can TEB and FSC work together?</p> <p>(Dan) Make the department responsible for determining instructor for local courses</p> <p>(Gibbs) Come back with a recommendation on problem</p> <p>(Gordon) Suggests items be moved to next meeting</p> <p>(Coon) The answer is to move forward with department accreditation give green light to move forward</p> <p>(Crisp) Deadlines set that need to be met for fire instructor personnel requirements – needs answer</p>	



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(Jan) TEB has ownership for list, but it doesn't solve problem (Coon) Confusing (Buddy) To crisp –recommend you put in paperwork for accreditation (Coon) Your agency needs to apply for accreditation no need for approval here (Buddy) We're done with the discussion for now.	
<b>Break</b>	
<b>XV. AFSC Plaque Nomination- Members- Action</b>	<b>1615</b>
A. Recognition of Council Member Service None noted	
B. Plaque- Outstanding contribution None noted	
<b>XVI. Create Priority List – Chair – Buddy Lane – Action</b> FF1 committee meet w/ Geoff Coon for prevention Test date on certification 1035 – adopt 2010 Turn in proper travel documents to Gordon – right away	
<b>XVII. Review list of Action Items - Chair – Buddy Lane - Review</b> Responsible person(s) developed from this meeting.	
<b>XVIII. Future Agenda Items - Chair – Buddy Lane - Review</b>	
<b>XIX. Future Meeting Dates - Chair – Buddy Lane - Report</b> September 22, 2014, Kenai, Alaska February 2, 2015, Juneau, Alaska September 2015, Seward, Alaska February 2016, Juneau, Alaska	
<b>XX. Adjourn - Chair – Buddy Lane – Action</b> <b>Motion to adjourn by Chris</b> <b>Second by Arlen</b>	<b>1620</b>