

MINUTES OF MEETING

Purpose of Meeting:	Fire Standards Council Fall 2012 Meeting		
Date:	February 4, 2013	Location:	Westmark Barnoff Hotel 127 North Franklin Street Juneau, Alaska 99801-1280 Gustavus Room
Time:	9 am – 5 pm		
Minutes Version	130204 V3		
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I. Call to Order - Chair – Buddy Lane		0900	
House rules – Chair – Buddy Lane - Review Coffee, cell phones, breaks.			
II. Roll Call - Chair – Buddy Lane		0905	
Seat A/Greg Coon- Vice Chairman Seat B/Bryan (Buddy) Lane- Chairman Seat C/ Sara Garcia Seat D/ Brian C. Davis 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/ TBD Admin.-Gordon Descutner Admin.- Aubrey Raby	*Absent/ excused	
III. Approval of Agenda – Chair – Buddy Lane – Action		Spring 2013 Agenda	
A. Downes moves, Coon seconds approve. Unanimous.			
IV. Approval of Minutes – Chair – Buddy Lane - Action			
A. 9/17/2012 – 10/30/2012- Arlen moves to approve, Downes seconds. Passes unanimously.		Fall 2012 October 30, 2012	
V. Visitor Recognition- Chair – Buddy Lane- Action		0915	
A. Terry Vrebec – Welcome to the capital, if you need office resources come over to the Commissioner’s office. Pleased to have admin staff housed under DPS, they are hard workers. B. Nathan Young- CCFR C. Jason Diorec- Kuparuk			
VI. Review Statute & Mission/SWOT Grid– Chair – Buddy Lane – Report		AK Statutes	
A. Descutner- No changes, just for review before meeting discussions			
VII. Review Strategic Plan – Chair – Buddy Lane - Report		AFSC Info	
A. 1.1.1- 30 day cert turnaround pushed to 45 days due to workload a. Gibbs- Cert issuance seems critical, what is cause of the delay? Descutner- increased cert numbers per year. Raby- increased issuance time per cert due to seals associated. No seal certs take 3 minutes, IFSAC seal certs take 5 minutes and both IFSAC and ProBoard certs take 8 minutes for the final issuance. B. 1.2.2- Certifying Officer (CO) consistency: Refresher trainings scheduled throughout state. C. 1.2.4- Electronic Database Development critical for administrative ops a. Steeves- requested talking point list to present to chiefs. b. Skaflestad- how many people are in database? Descutner- 5k presently and anticipate up to 6k over next 5 years. D. 1.3- Local accreditation measurement goals not being met.			

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	<ul style="list-style-type: none"> ○ New accreditation policy lack clarity for AFSC components <ul style="list-style-type: none"> ● AFSC equipment audit per course level ● AFSC facility audit per course level ● Other AFSC test support resource capability ○ Five year audit schedule listed in TEB accreditation manual should consist of 9 per year (recent approx. 2 per yr) ○ New course approvals lack clear criteria and are subject to extended delays. Descutner will work on revisions to audits with new TEB supervisor. <p>E. 2.3.5- Adopt certs for rural Alaska communities. No definitive target identified to address this.</p> <p>F. 3- Funding- Unrealized income authority deficit (\$230K)</p> <p>a. Skaflestad- requested clarification on authority. Descutner- Receipt authority only, no revenue stream.</p>	Training Program Accreditation Manual Training Program Audit Checklist
VIII.	Administrator's Report – Administrator – Gordon Descutner	0930
	<p>A. Communications</p> <ul style="list-style-type: none"> ● Emails sent through list serve with hyperlinks ● GoToMeeting Video Conferencing- \$400 a year service. Provides a toll free option. Less than bridge call option for committees. <ul style="list-style-type: none"> ○ Gibbs and Skaflestad- video latency high on slower internet speeds. ○ Descutner- Webcams could be made available for council members who don't have them if we go this route. 	AFSC Listservice
	<p>B. Budget Report</p> <ul style="list-style-type: none"> ● AFSC Dec 31, 2013 <ul style="list-style-type: none"> ○ Minimal surplus (\$0.9) ○ Buffer is shrinking as staff's step increases accrue. General Funding (GF) does not automatically increase to account for tenure steps. ○ Gibbs- Inquiry on TEB budget. Descutner- Can't speak to TEB budget, does want to partner with them in any way possible. ○ Descutner- we are still pursuing other revenue streams. ○ Skaflestad- exhibit 07b, requests clarification on potential receipt number ○ Davis- Originally it was in hopes of insurance funding. Descutner- agrees that is a channel and we now have better data to make a stronger case. ○ Downes- Bringing in the full receipt funds could result in loss of GF. ○ Davis- The original .3 percent insurance proposal may have been too much, maybe our needs only equate to .1 percent. Suggests research be done. Descutner- I have been unable to obtain a firm number on what .3 percent equals a year. ● FY 14 Governor Budget <ul style="list-style-type: none"> ○ Good news is GF funding continued, bad news is no increase 	FY14 DPS FY14 AFSC

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	<ul style="list-style-type: none"> ○ Capital Improvement Project (CIP) request for Database was not included in FY14 DPS requests
C. CO Program Update	<ul style="list-style-type: none"> ● Disciplinary Action Item <ul style="list-style-type: none"> ○ Descutner- Had one CO infraction of policy, handled it promptly after consulting with Deputy Commissioner (DC) and AFSC Executive Board. Specific contractor was removed from CO eligibility permanently. More specific sections of Certification Manual under revision to help address training improvements. ● CO Committee Formation for Update Support <ul style="list-style-type: none"> ○ Committee voiced concern with having a live fire exposure during the testing environment. Too many variables for an AFSC representative to manage live fire elements during a final exam. IDLH related experiences should take place in the training environment and not during a final exam. Live fire standard discussion will be taking place shortly. ○ ID verification policy was reviewed. Web testing will necessitate some additional revision to written policy. ○ ADA policy revisions are underway for persons requesting accommodations. ADA discussed in a training session at the Proboard meeting. The AFSC will be making the policy more robust to provide clearer instructions throughout the course approval and CO assignment process. For now the testing time is doubled for written exam requests that include a written determination of ADA need from a qualified medical doctor. ○ CO shirt issued with expectation that CO's will wear them on assignments.
D. CY 2012 Certification Report	<ul style="list-style-type: none"> ● 1129 total certs issued
E. Legal/Regulations and Ethics Updates	<ul style="list-style-type: none"> ● Indemnification response- Verbal response was that if we are making decisions and operating under our scope of authority, then Council members are legally supported by the state. ● ProBoard Legal Update <ul style="list-style-type: none"> ○ No case studies for government suits related to ProBoard and injury/fatalities or other "certification process" related suits ○ Greatest potential to see certification suits for unsuccessful candidates and ADA related discrimination; <i>this reinforces the need for consistency within the testing process</i>
F. Review of administrative action items from previous meeting	<ol style="list-style-type: none"> 1. Certification Directives update <ul style="list-style-type: none"> ● Time limits and grandfather language revised in all directives 2. AFSC Seat Status <ul style="list-style-type: none"> ● All appointed seats currently filled ● Arlen recognized and Sara recognized as new members.

[Certification Policy Manual](#)

Order more shirts for CO's.

[FY14 AFSC p.3](#)

[Fire Standards Council Roster](#)

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	<ul style="list-style-type: none"> Lane- requested that everyone review their personal data and let us know of changes.
Break	1015
IX. Technical Advisory Committee- Progress Reports	1030
<p>Standards and Certification Summary- Current List Review</p> <ul style="list-style-type: none"> 32 Certification levels- <ul style="list-style-type: none"> Removed marine shipboard firefighting levels because of a lack of ownership by the AFSC. Coast Guard accreditation is granted to the TEB and they have not requested AFSC certification for candidates completing this program. Instructor III being reviewed for issuance as a 'New' level again. Instructor IV renewals will likely default to highest current level (III). 1006/1670 (<i>Training Standard</i>) Technical Rescuer 1407 Live Fire: "<i>Training</i>" standard has link to accreditation 	Standards Certification Levels
Committee Lead list	AFSC Info
<p>NFPA 472: Haz Mat- Descutner for Tyler Bones (excused)</p> <p>A. Looking at getting Tech level developed. New edition of standard available. Not much changed in the standard. Will review latest revision for adoption.</p>	AFSC Certification Page
<p>NFPA 1001: Fire Fighter- Greg Coon-</p> <p>A. Development of a unified curriculum is suggested. Will review latest revision for adoption.</p>	
<p>NFPA 1002/EVD: Driver Operator- Greg Coon</p> <p>A. Again, recommends we look at developing a unified curriculum. Skaflestad- is there a database of what texts are being used? Coon- no data yet, just added survey question to CNF. Skaflestad- switching text is expensive for most small departments. Coon- Having a unified curriculum would make accreditation easier. Davis- Usage of text may not be the best decision making tool for determining which text we correlate to. We need to make a final decision on if the council will be adopting a single curriculum so that we can be more efficient with our time and our committee's time. Descutner – Exhibit 13b has correlated text listed with it. We dropped about 600 questions from the 2008 FFI bank because it didn't have references to all texts. It would help the admin side out if we did pick a single text when we adopt a standard.</p>	
<p>NFPA 1003: Airport Firefighter- Descutner for Dan Grimes (excused)</p> <p>A. Currently grandfather options to get seals until the end of this month.</p>	
<p>NFPA 1005: Marine FF for Land Based Firefighters- Descutner for Rich Etheridge (excused)</p> <p>A. Still waiting for the final missing written test items for validation before certification can be available.</p>	

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<p>NFPA 1006: Technical Rescuer- Brian Crisp</p> <p>A. After Sitka's meeting more members were solicited for committee. Looked through various programs from several states. 1670 is being used as a reference for the check-offs, in addition to 1006. Need to see about adopting both standards to be able to get IFSAC and ProBoard certification on this level. 1670 recommended adoption with no changes. 1006 still would require chap 5 before any other level of certification is available in this standard. Authority Having Jurisdiction (AHJ) definition outlined in committee report.</p> <p>B. Both 1006 and 1670 recommended for adoption as is.</p>		
<p>NFPA 1021: Fire Officer- Robert Dennard</p> <p>A. No progress made toward FO II.</p>		
<p>NFPA 1033: Certified Fire Investigator – Al Stevens (excused)</p> <p>A. Brian Belega- Investigation committee in town soliciting funding for reaching out to rural FD to bring them into town for training. 1033 will be up for revision and their group is waiting to see the final result so they can help vet it.</p> <p>Descutner- NFPA will be adding a few prerequisite knowledge changes under 1.3, but no other major modifications are expected.</p>		
<p>NFPA 1035: Fire Life Safety Educator/JFIS- Mahlon Greene (excused)</p> <p>A. Descutner- we spent time getting the bank ready and the level of certification available and it has been very underutilized. Material is now outdated again, but no action planned to revitalize it until demand is there from the constituency.</p>		
<p>NFPA 1041: Fire Instructor- Jack Smith (excused)</p> <p>A. Descutner- Working updates on this standard. Not changed significantly in last review. The one project being discussed is the adoption of level III as a new level. Will review latest revision for adoption.</p>		
<p>NFPA 1403: AK Live Fire Training Standard- Chris Steeves</p> <p>A. Steeves- sent emails out for further input on questions from constituency, but no responses received.</p>		
<p>NFPA 1407/AK RIT- Brian Davis</p> <p>A. Davis- Committee will be completing the final review in the next 6 weeks. So far only a handful of updates needed in the curriculum.</p>		
<p>AK Rural Fire Protection Specialist- Steve Schreck (excused) (Related: Apprentice & Basic FF programs)</p> <p>A. Descutner- No changes or action since last meeting.</p>		

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[DFLS/TEB/ Rural Fire Protection](#)

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X. Public Comment Period Special		
A. Michael Paschall with Representative Feige– Bill being put forward for the one additional seat and one re-designated seat on the council. Potential new bill for submission in this legislative session. Clarification to wording removed “of local government” and clarification on the municipal chief definition.		
XI. Lunch		1115
XII. Council Body Photo		1300
AK Rural Fire Protection Specialist- Steve Schreck (Related: Apprentice & Basic FF programs)		DFLS/TEB/ Rural Fire Protection
B. Descutner- No changes or action since last meeting.		
AK Rural Fire Protection Specialist- Steve Schreck (Related: Apprentice & Basic FF programs)		DFLS/TEB/ Rural Fire Protection
C. Descutner- No changes or action since last meeting.		
XIII. Public Comment Period		1315
B. General Public Comment not otherwise listed		
C. State Fire Marshall Kelly Nicoletto – Hired Jan Mitchell for supervisor of the TEB office. Will begin working in this capacity the 19 th . Lloyd Nakano promoted to Assistant State Fire Marshall. John Bond promoted to supervisor of Fire and Life Safety Division. Asks that we make sure to provide any relevant history to Jan when she starts. Downes- requests that new contact information be sent out.		Division of Fire and Life Safety
XIV. Old Business – Chair – Buddy Lane – Reports and Action Items		1330
A. NFPA 1006: Standard for Technical Rescuer		
<ul style="list-style-type: none"> • Committee would like to see NFPA 1006 adopted with the AHJ's designated as outlined in the committee report. • **Motion for Adoption moved by Crisp to adopt 1006 as submitted by committee, seconded by Arlen. Passed in unanimous. • Gibbs asked to have future agendas only reference the text name of standards. • Since NFPA 1670- <i>Standard on Operations and Training for Technical Search and Rescue Incidents, 2009 Edition</i> provides the training operations references for the Technical rescuer recommend adoption of this standard too. Will post for 30 day public comment before final adoption. 		<p>Setup meeting for public notice on NFPA 1670 after 30 day notice and comment period.</p> <p>Format future agendas to address certification standard title instead of NFPA number.</p>
B. NFPA 1403: Standard for Live Fire Training Evolutions		
<ul style="list-style-type: none"> • Steeves- Got some answers to previous questions. This standard is not for vehicle fires and live burns. Liability under current standard is greater due to the current standard being less stringent than the national standard. Recommends adopting the national standard as written with no amendments. • **Motion for Adoption Steeves moves to adopt 1403 as written and Coon seconds. • Davis- Will the national standard be prohibitive to small 		NFPA 1403

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<p>departments? Steeves- departments are not required to meet these requirements. Descutner- Could be a factor in accreditation audit approval. Simulation is an option if core objective is met. Skaflestad- Concerned that the rural communities will not be able to do the compartment requirements. Crisp- Used it recently and everything went well. Steeves- CVFR had a similar experience using it. Coon- Could Hoonah have done a burn with the old AK standard? Skaflestad- Has done classes with the old AK standard using a connex, but the connex would not be usable again. Davis- Why are we looking at adopting this standard if we don't do live fire during tests? Descutner- If part of our role under the statute is training curriculum then it would be appropriate. The AFSC has received call from Training Officers with safety concerns in using the old AK standard; recommended use of the more stringent NFPA 1403 standard. Lane- If someone calls, we need to have a safe recommendation for live burns. Crisp- in Kenai, they paid the money to do the asbestos testing and when it came back positive it was the owner's responsibility to do the abatement. Gibbs- Suggests it is outside our scope to adopt because it is not specific to a professional qualification level. Would stand behind forming a recommendation stance.</p> <ul style="list-style-type: none"> • Davis moves to amend the original motion to provide the direction to the admin staff to recommend use of this 1403 standard for live burn situations. Gibbs seconds. • Steeves- Moves to withdraw his motion. • Steeves- Moves to direct the admin staff to recommend 1403 for live burn situations. Skaflestad seconds. Passed in unanimous. • Skaflestad- Moves to rescind the Alaska Standard for Live Fire Training Evolutions, seconded by Davis. Passed in unanimous. 	
<p>C. NFPA 1407: Rapid Intervention Technician Directive</p> <p>1. No final committee recommendations. Will be addressing objective statements, skill sheets and what we test meets the standard, not the text. Coon- all recommendations will be contained in the body of the directive? Yes. Minor changes anticipated.</p>	<p>NFPA 1407</p>
<p>D. AFSC/TEB Accreditation Program</p> <ul style="list-style-type: none"> • No action since Ennenga's departure. Will revisit with new TEB Supervisor when appropriate. 	<p>Training Program Accreditation Manual</p> <p>Training Program Audit Checklist</p>
<p>E. Database Management Platform</p> <ul style="list-style-type: none"> • Essential for managing existing and future AFSC workload • Proposal for UAF accepted, but will likely only accommodate software components; will work with AFCA to address details • Submitted a grant application for FEMA AFG grant under Research and Development. • Possibility for DHS grant funding in the future. 	
<p>F. AFCA/ASFA Conference: AFSC Role/Support</p> <ul style="list-style-type: none"> • Have participated in some 2013 planning discussions • Identify areas where track training can be applied towards cert recognition. Concern about maintaining track concept after this 	<p>Admin Staff- send letters every 3 to 6 months offering assistance to</p>

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	<p>year's conference if the ASFA and AFCA aren't directly involved in planning discussions.</p> <ul style="list-style-type: none"> • Lane- recommends sending letters and emails at regular intervals offering assistance and soliciting testing with each year's location. • Coon- if any of you at your agencies want to have certification at the end of your classes, you have to make sure you are accredited. If we go into track training at conferences, who will be the accrediting agency? Descutner- In the past classes have been TEB sponsored, but for current courses with certification outcomes they should have the same course approval criteria as required for fire department accreditation. 	annual conference committee.
	<p>G. AFSC Marketing Options</p> <ul style="list-style-type: none"> • We are our own best proponents • Brochure updates for changes in members • Coins- Steeves has a design awaiting a quote. Descutner- Recommends soliciting a quote from vendor used for Firefighter I & II pins. 	
Break		1430
	<p>H. Marine Firefighter</p> <ul style="list-style-type: none"> • Still awaiting final questions for validation of the certification levels • Still sheets drafted 	1445 Move to committee report section for next meeting.
	<p>I. Basic Firefighter</p> <ul style="list-style-type: none"> • No further action since last meeting • Some examples of modular cert recognition for "sub-levels" 	Move to committee report section for next meeting.
XV. New Business – Chair – Buddy Lane - Reports and Action Items		1450
	<p>A. Ethics Review Update</p> <ul style="list-style-type: none"> • No reportable items for 3rd and 4th quarter of 2012 • New Council members must review the material- Garcia and Skaflestad confirmed ethics material has been reviewed. 	
	<p>B. Items not otherwise listed</p> <p>C. New Bill Wording-</p> <ol style="list-style-type: none"> 1. New bill has change in wording. Letter of support for 2012 was specific to HB 304. Need further discussion on if the AFSC body supports this new bill as it is written. 2. Coon moves to support the new house bill, Skaflestad seconds. 3. Steeves - Adding number 6 will add a new seat, bringing the total up to 12 seats. How will we meet this fiscal note? Descutner- should be able to absorb associated travel costs in the short-term 4. Skaflestad- Who spearheaded this petition for new seats? Lane – The petitioning organizations are bringing forward. 5. Downes- Our position has not changed. 6. Gibbs- it does open it up now to military and industrial brigades. If there is a problem allowing this the wording would 	Descutner- draft letter of support for new bill.

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	<p>need to change. Coon- I don't foresee a problem with military being eligible.</p> <p>7. Dennard- Candidates would have to still be members of the associated associations.</p> <p>8. Passed in unanimous. If requested, a new letter will be written in support of the 2013 Bill.</p>	
	<p>D. Nomination/Election Chairman</p> <p>1. Downes - Elects Buddy Lane, Skaflestad seconds. Downes purposes we close nominations, Coon seconds. Passed in unanimous.</p>	
	<p>E. House Finance Legislative Assignments</p> <p>1. Descutner- recommends familiarity with committee makeup.</p>	
	<p>F. Test Bank Status Report</p> <p>1. PTS Options- Multi-reference test banks are approx. \$800 a level</p> <p>2. Single bank per text vs. multi-reference (still limited) – Single level banks are generally provided by the publication vendor at no cost. These tend to have fewer problems in validation process. Davis- is an exploratory committee necessary to determine constituency support and other state practices to determine the best route for the constituency of Alaska. Coon- would you be looking at curriculum or a specific text? Davis- First address the issue of if this is the best way to proceed. Lane- curriculum and text are different. We can recommend specific text for testing and then the department can utilize whatever text they want. ProBoard/IFSAC accreditation requires that the test items are correlated to NFPA and text references, and the references are required to be listed within the directives. Lane- Davis chair the purposed committee. <i>Davis moves that the AFSC director establish an exploratory committee to research our current text adoption process. Skaflestad seconds.</i></p> <p style="padding-left: 40px;">a) Steeves suggests a simple list serve survey.</p> <p style="padding-left: 40px;">b) Downes- is this a make work project? Descutner- no, it would yield clearer administrative direction and potentially make future test validation more efficient.</p> <p style="padding-left: 40px;">c) Skaflestad- the committee findings would help identify the majority of the bank usage in the state.</p> <p style="padding-left: 40px;">d) Passed in unanimous.</p> <p>3. Sole text reference</p>	<p>Form exploratory committee to determine the state's validation process.</p>
	<p>G. Online testing-</p> <p>1. Descutner- We have an option to conduct online written exams with PTS.</p> <p>2. Raby- Three tiers of service providers: \$60 a test, \$20 a test, \$20 a month.</p> <p>3. Descutner- Could realize budget savings in shipping and travel for testing. Lane- how would testing take place online in the field, would we have to send out computers? Descutner- There are</p>	<p>Steeves get Descutner contact info for UACP.</p>

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	<p>several options, one down the road to use tablet devices for testing. Skaflestad- assuming rural has a decent Wi-Fi connection this would be great for testing. Golden package might be short term solution to work load. Would result in having to change test fees.</p> <p>4. Descutner- UAA has a test center for electronic (online) testing. There is a potential to develop a UAA online course specific to awareness that results in AFSC certifications. Partnership meeting scheduled with UAA and DHS.</p> <p>5. Steeves- UACP has a huge database that is available.</p>	
XVI. AFSC Plaque Nomination- Members- Action		1545
<p>A. Recognition of Council Member Service</p> <ul style="list-style-type: none"> • Plaques for departing Council members 		
<p>B. Plaque- Outstanding contribution</p> <ul style="list-style-type: none"> • No submittals for award 		
XVII. Create Priority List – Chair – Buddy Lane - Action		
<p>Davis-</p> <p>A. Effective now he is no longer eligible for his seat due to a promotion. He has had a great opportunity to learn from others that have served. Grateful for the opportunity to serve.</p> <p>B. Lane- Davis has had great input over the years and is appreciated.</p> <p>C. Descutner- Davis is last original appointed member. Thanks for long-years of service.</p>		Staff- generate letter of appreciation of service for Davis, update service plaque.
XVIII. Review list of Action Items - Chair – Buddy Lane - Review	Responsible person(s) developed from this meeting.	
XIX. Future Agenda Items - Chair – Buddy Lane - Review		1535
XX. Future Meeting Dates - Chair – Buddy Lane - Report		1540
	<p>September 23, 2013, Anchorage Alaska. AFSC will host IFSAC for dates immediately preceding the meeting. Looking for available people to help host this. Suggestions for Alaska entertainment at theater venue.</p> <p>February , 2014, Juneau Alaska</p> <p>September , 2014, Kenai, Alaska</p>	
XXI. Adjourn - Chair – Buddy Lane - Action		1545