

MEETING MINUTES DRAFT

Purpose of Meeting:	Fire Standards Council Fall 2018 Meeting		
Date:	September 23, 2018	Location:	KPB OEM 253 Wilson Lane, Soldotna, AK 99669 Web participation: GoToMeeting session
Time:	0900 – 1500		
Minutes Version	180924 V0		
Page:	1 of 10		

I. Call to Order –Chair – Dan Grimes	0917													
<ul style="list-style-type: none"> House rules – Chair – Dan Grimes - Review Coffee, cell phones, breaks. 														
II. Roll Call - Chair – Dan Grimes														
<table border="0"> <tr> <td>Seat A/ Brian Long Here</td> <td>Seat G/**Arlen Skaflestad</td> <td rowspan="6">*Call in **Absence Excused</td> </tr> <tr> <td>Seat B/ Christian Hartley Here</td> <td>Seat H/ David Lundin Here</td> </tr> <tr> <td>Seat C/ Sara Garcia- Vice Chair Here</td> <td>Seat I/ VACANT</td> </tr> <tr> <td>Seat D/ Jerome (Jake) Bender Here</td> <td>Seat J/ David Gibbs Here</td> </tr> <tr> <td>Seat E/ James (Bryan) Crisp Here</td> <td>Seat K/ Dave Tyler Here</td> </tr> <tr> <td>Seat F/ Chris Steeves Here</td> <td>Seat L/ Dan Grimes Chair Here</td> </tr> </table>	Seat A/ Brian Long Here	Seat G/**Arlen Skaflestad	*Call in **Absence Excused	Seat B/ Christian Hartley Here	Seat H/ David Lundin Here	Seat C/ Sara Garcia- Vice Chair Here	Seat I/ VACANT	Seat D/ Jerome (Jake) Bender Here	Seat J/ David Gibbs Here	Seat E/ James (Bryan) Crisp Here	Seat K/ Dave Tyler Here	Seat F/ Chris Steeves Here	Seat L/ Dan Grimes Chair Here	
Seat A/ Brian Long Here	Seat G/**Arlen Skaflestad	*Call in **Absence Excused												
Seat B/ Christian Hartley Here	Seat H/ David Lundin Here													
Seat C/ Sara Garcia- Vice Chair Here	Seat I/ VACANT													
Seat D/ Jerome (Jake) Bender Here	Seat J/ David Gibbs Here													
Seat E/ James (Bryan) Crisp Here	Seat K/ Dave Tyler Here													
Seat F/ Chris Steeves Here	Seat L/ Dan Grimes Chair Here													
<table border="0"> <tr> <td>AFSC/BFAST Admin Group:</td> <td>BFAST FTS- Lisa Shield</td> </tr> <tr> <td>BFAST Administrator- Gordon Descutner</td> <td>BFAST OAll- April Eichhorn</td> </tr> </table>	AFSC/BFAST Admin Group:	BFAST FTS- Lisa Shield	BFAST Administrator- Gordon Descutner	BFAST OAll- April Eichhorn										
AFSC/BFAST Admin Group:	BFAST FTS- Lisa Shield													
BFAST Administrator- Gordon Descutner	BFAST OAll- April Eichhorn													
III. Approval of Agenda – Chair – Dan Grimes – Action														
Motion to approve Motions: 1 st Crisp 2 nd Long Outcome: Approved														
IV. Approval of Minutes – Chair – Dan Grimes – Action														
A. March 30, 2018 Minutes Motion to approve Motions: 1 st Bender 2 nd Steeves Outcome: Approved														
V. Visitor Recognition- Chair – Dan Grimes- Action														
Alex Boyd - Anchorage Fire Dept Ramona Thompson - Unalaska Fire Dept Mike Hanson - Unalaska Fire Dept														
VI. Review Statute & Mission/SWOT Grid– Chair – Dan Grimes - Review														
VII. Review Strategic & Operations Plan – Chair – Dan Grimes - Report														
VIII. Administrator’s Report – Administrative Staff – Gordon Descutner														
A. Communications Report <ul style="list-style-type: none"> AFSC announcements and updates are posted through the SOA AFSC email list server The AFSC Spring 2018 meeting minutes were posted to our webpage on May 1, 2018 														
B. Budget Report <ul style="list-style-type: none"> a. DPS/AFSC Projections <ul style="list-style-type: none"> We had over \$80.6k in carry forward from FY18 including the FY17 \$68.3k carryforward Approximately \$9k in receipts for FY19 														

MEETING MINUTES DRAFT

Date:	September 23, 2018
Page:	2 of 10
	<ul style="list-style-type: none"> • AAll vacancy will create additional adjustments for personnel services with more GF than is listed • No profit/loss report was generated due to position vacancy and related workload. There are no pressing fiscal concerns for the report period. <p>b. FY 19 Governor’s Budget- \$104.7 total AFSC budget</p>
	<p>C. CO Program & Test Management Report</p> <p>a. FY18 Completed CO Test Groups Report-</p> <ul style="list-style-type: none"> • 60 Total CO Tests (42 in FY 17) 624 Total CO managed candidates (499 in FY17) <p>b. FY18 Proctored Tests-</p> <ul style="list-style-type: none"> • 67 Total Proctored Tests (50 in FY 17) • 170 Total Proctored Candidates (121 in FY17) <p>c. CO Assignments Report- Overview of individuals and assignments Lundin – Put more emphasis to market CO workshops and whatever is needed to get interest in becoming a CO. Descutner- A valid point. The CO assignments are opportunities for us to enable fire service folks to travel and network. This is something we should emphasize with our messaging.</p> <p>Administrative review indicates that CO assignment audits may be warranted. This would:</p> <ul style="list-style-type: none"> • Increase awareness of test site management practices • Offer opportunities for greater feedback and process improvements • Help improve CO communications and identify training needs
	<p>D. Certification Outputs</p> <p>a. FY18 Final Certification Report</p> <p>Descutner- The data indicates this is still trending lower than previous periods</p> <p>Grimes – I suspect the decline is happening because of saturation of higher cert levels. We see growth from filling gaps by offering higher level certs in addition to basics and you do not have as much turnover of the journeyman level FF’s, and then the last part is our fire service is changing with other states recruiting from our state. We are bringing people in with certs and people are leaving. Also, more departments are opting to do the training but not the certification due to not having enough money. These are my opinions based on what I have seen. Also, less training overall that results in certification due to cost.</p> <p>c. Current Cert Levels</p> <p>Steeves – How many out of state certs are coming back and not getting reciprocity? How does the ASFC find out about it?</p> <p>Descutner – There is no way for admin to know if there is no request. This relates to items later in the agenda.</p> <p>Gibbs – Are people outside the council looking at these numbers and</p>

MEETING MINUTES DRAFT

Date:	September 23, 2018
Page:	3 of 10

<p>if not are we able to share and educate people with this?</p> <p>Lundin – What is the concern with these numbers dropping? Is there a concern that the council will be defunded or that FF are not getting the training to do their job safely? If everyone is getting the training are we worried about the people getting the certs?</p> <p>Descutner – That is a good point and good questions, it does make a difference in our ability to provide the service.</p> <p>Grimes – This comes in under our statute 18.70.350 that we are meeting the needs.</p> <p>Gibbs – To tell the story we need to have the rest of the information to explain these numbers. It depends on who is paying attention to these numbers to get to the bottom of this.</p> <p>Descutner – We need to work on this and make sure we are offering the certs that are needed so we provide the best service.</p> <p>Steeves – Have we had anyone test for the Technical Rescue in AK?</p> <p>Descutner – Not yet, however we have a entity that is getting ready to do it.</p> <p>d. Compliance Chart</p> <ul style="list-style-type: none"> • Basis for strategic plan discussion later in the agenda 	
<p>E. Legal/Regulations and Ethics Report</p> <ul style="list-style-type: none"> • No violations to report • First Quarter report due in October • The Chair is the AFSC supervisor so contact him if you have any concerns 	
<p>F. IFSAC/ProBoard Report</p> <ul style="list-style-type: none"> • IFSAC completed November 2017- fully compliant with 15 total levels • ProBoard audit requirement by December of 2018: application is in process. 	
<p>G. AFSC Current Seat Status update</p> <p>a. AFSC Master Roster</p> <ul style="list-style-type: none"> • 1 vacancy from Public/Pop. Under 2500 • 3 expirations next month • B&C is working on getting these to the Governor before the deadline <p>b. AFSC Public Roster- review for accuracy</p> <p>c. AFSC Seat Designators</p>	
<p>H. Database Management Platform Update</p> <p>a. Database Management Overview</p> <ul style="list-style-type: none"> • Pressing forward with additional modules with Accreditation focus next <p>b. Database Training Module</p> <ul style="list-style-type: none"> • The conference registration speaks for itself. Lisa has done an outstanding job in working with our contractor to build lots of “added value” into the system 	

MEETING MINUTES DRAFT

Date:	September 23, 2018
Page:	4 of 10
	<ul style="list-style-type: none"> • The letter of participation output relates to the AFSC certification component for the RMS relationship to future training that result in certification. • With the development of the electronic registration the AFSC application process is on the radar
	<p>I. Bureau of Fire Accreditation, Standards and Training Operations Update</p> <p>a. AFSC/BFAST Scope of Responsibility</p> <ul style="list-style-type: none"> • The chart shows the areas of BFAST support for the AFSC and areas of joint staff support <p>b. SOA/AFSC/DPS Overview- shows the Council oversight and lines of authority through the DPS</p> <p>c. DFLS/BFAST Staffing Org Chart</p> <ul style="list-style-type: none"> • Working on assignments for support of AFSC skill and training record revisions • The AFSC AAll position was rewritten to include lead administrative duties and the removal of lesser duties
Break	
IX. Technical Advisory Committee- Progress Reports	1055
Standards and Certification Summary-	
a. Current List Review	
NFPA 472/1072: Haz Mat- Tyler Bones/Sara Garcia Recommendation for adoption of 472 and 1072 for action under old business	
NFPA 1001: Fire Fighter - Sara Garcia Al Stevens will now be the committee lead	
NFPA 1002 Driver Operator- Tony Prior – No report	
NFPA 1003: Airport Firefighter- Darcey Perry – No changes	
NFPA 1005: Marine FF for Land Based Firefighters- Dale Butts Descutner – AFD is looking at doing a port project and to be involved and the Prince William Sound Regional Citizens Advisory Council (PWSRCAC) is looking to use the program for the Ports to convert from Dockside Awareness to full LBMFF certification. Draft docs are done on the 2015 standard and its already adopted by this body. Further report in Spring	
NFPA 1006: Technical Rescuer- Bryan Crisp 2013 Standard, NFPA has finally figured out the issues and 2017 is out. March Garhart is meeting with me this week to get Skill Sheets updated to the 2017 standard.	
NFPA 1021: Fire Officer- Alex Boyd FOII pilot program was done with 9 people.	
NFPA 1033: Certified Fire Investigator – Bryan Crisp – Nothing new	

MEETING MINUTES DRAFT

Date:	September 23, 2018
Page:	5 of 10
NFPA 1035: Fire Life Safety Educator/YFIS- Virginia McMichael Descutner – Rough drafts for levels I/II and Virginia has a polished draft and will be completing soon.	
NFPA 1041: Fire Instructor- Dan Grimes Same report as the spring, new edition is still in process, biggest change is to move LFTI into FSI. Should have that done in 2019, no other news.	
NFPA 1403/Live Fire Technician- Jason Buist – No report, new addition will be coming out and the BFAST FTS will be working to get it updated as soon as possible.	
NFPA 1407/AK Rapid Intervention Technician- Descutner for Tony Prior – No changes	
AK Rural Fire Protection Specialist- Lisa Shield – Will be working on the entire program once the AAll position is filled. (Related: Apprentice & Basic FF programs)	
X. Association Reports	
A. Alaska Fire Chief's Association – No Report B. Alaska State Firefighter's Association – No Report C. Alaska Professional Fire Fighter's Association – Jake Bender reports he has been re-nominated.	
XI. Public Comment Period	
A. General Public Comment not otherwise listed None	
XII. Old Business –Chair – Dan Grimes – Reports and Action Items	
<p>A. Live Fire Training Alternative for Eligibility</p> <ul style="list-style-type: none"> • <i>Summary from last meeting is that IFSAC did not flag us for current mode of operation. ProBoard is still pending.</i> • <i>Tyler suggested the AFSC Admin take the live burn mandate to the State attorney for (liability/indemnity) review</i> • <i>Grimes stated that council members “need to reach out to our constituents, those are the people you represent” before tabling the discussion.</i> <p>Grimes - Do we table this, or do we act and decide? Tyler – Do we want to take this to the attorney? Grimes – I think we need to have some content to bring to the attorney and not a vague issue. Steeves – This came up with an audit, right? Descutner – It was ProBoard who noted that in our system its possible that someone can go all the way through the testing process with them never going through live fire training my answer was that it was possible. Our survey results showed that over 80% of the people who responded said that it was a requirement that we have the live fire training. Grimes – Mandatory skill sheet instructions are for simulated fire. Lundin – I think we need to move forward as a required skill sheet</p>	

MEETING MINUTES DRAFT

Date:	September 23, 2018
Page:	6 of 10

<p>that has been done at the local level. Descutner – I had proposed that we have the option for a sign off with a local evaluator. Grimes – We have a model for that now with other skill sheets. Hartley – If this is not a problem and we put this requirement in then it won't affect anything. Descutner – We need to have the documentation that it is being done. Grimes – If we are asking them to do Live Fire then we need to have them doing this with a Live Fire Instructor. We will need to be able to provide the training for departments to get the LFTI certification to do the training and testing. If we mandate one we need to mandate the LFTI. Lundin – We took this class in CMSFD and did not get certified. Descutner – If the AFSC staff were not notified then we're unable to speak to this. We didn't approve a CMS LFTI test. Crisp – ISFSI is the one that does this and does not have ProBorad or IFSAC. We have not accredited any departments yet. Grimes – Do we assign work or table it? Hartley – We need to get more instructors before we look at making it mandatory. Descutner – What does that target look like? Lundin – We need to have a committee do this work. Shield – We have one. Grimes – We can have a committee formed with both 1001 and 1403. Two basic functions, one would be what are the requirements of 1001 and how can 1403 support that. Garcia – I will be working with Jason on 1403 and Al on 1001 and so we can look into this.</p> <p>Making a motion that members of the 1403 and 1001 committees work together to establish goals of the LFT alternative.</p> <p>Motions: 1st Garcia 2nd Grimes Outcome: Approved</p>	
<p>B. Alternative Funding Research Update</p> <p>a. AFSC Funding White Paper</p> <p>Grimes – Still seeking this, it is not dead. Anything with a fire rider would be a direct funding to the AFSC. The draft is in the packet, if you know any legislatures please give this out. The more people that see it will have a greater chance for it to get passed. We need more law makers on board with this.</p> <p>Descutner – Please note that the APSC collects its funding through surcharges and the legislature must allocate it to the police standards but this is generally a process that isn't closely scrutinized if receipts are there.</p> <p>Tyler – The APSC did lose an increment when the AFSC lost a position and municipalities now must pay for their employees to attend the LEO Academy.</p> <p>Gibbs – Have we looked at what other states charge to compare to our cert fees?</p>	

MEETING MINUTES DRAFT

Date:	September 23, 2018
Page:	7 of 10
	<p>Descutner – The results can go either way. The reality is that we have to cover our costs.</p> <p>Tyler – When looking at other states be sure to look at if those states have mandatory certs. That can drive up the price.</p> <p>Gibbs – Who benefits from the certifications? Make the link between who benefits by these certifications to the legislators.</p> <p>b. Legislative Intent Language asked for reductions and increased service fees</p> <p>c. APSC Fee Increase Notice- in response to the same legislative intent the AFSC got.</p> <p>d. Sample Bill Insurance Premium Surcharge</p> <p>e. AFSC Highlights</p>
	<p>C. Standards Prioritization, Review, Report, and Implementation</p> <ul style="list-style-type: none"> • No administrative action since last meeting due to limited resources <p>Gibbs – We not only need to know that they want something but also why they want it.</p>
	<p>D. Initial Adoption of NFPA 10, 2013 edition</p> <ul style="list-style-type: none"> • No action since last meeting. Delayed in part due to code adoption related to NFPA 10 current edition <p>Steeves – When are these going to be done?</p> <p>Tyler – My hope was to have them done before the end of the year but that may get delayed with a new governor.</p>
	<p>E. Initial Adoption of NFPA 472/1072, 2017 edition</p> <ul style="list-style-type: none"> • Deadline for ProBoard accreditation seal issuance is December 1, 2018 <p>Descutner - 472 is a competency based standard but 1072 is the professional qualification just like many of the NFPA 1000 series such as 1001, 1002, 1003, 1005, etc..</p> <p>Grimes – 1072 gaps? What does that mean?</p> <p>Descutner – The difference of the 1001 update with the 1072 update was not in line and so there are gaps that must be filled with 472. The recommend from the committee lead is that we adopt it and I have not been able to go through the correlation sheets to specify gaps today.</p> <p>Lundin – It seems that we are being asked to adopt a standard we have several questions on.</p> <p>Hartley – If we adopt both what is the harm in that?</p> <p>Descutner – Read the announcement from the ProBoard. The changes in the latest edition are minimal and if 472 isn't adopted now we'll wither have to reconvene before the spring meet or suspend ProBoard seal issuance until after the spring 2019 meet.</p> <p>Move to adopt both the 2017 edition of 1072 and the 2018 edition of 472.</p> <p>Motions: 1st Grimes 2nd Long</p> <p>Outcome: Approved</p>
	<p>F. Tracking Changes Within Standards Development</p> <ul style="list-style-type: none"> • Chair Brian Long Update <p>No updates, I am in a program where I may be able to use this project in my thesis and I can dive deep into this project. Dan Grimes is on</p>

MEETING MINUTES DRAFT

Date:	September 23, 2018	
Page:	8 of 10	
	the committee. Also we are looking at the historical changes that have happened.	
XIII.	Lunch	1230
XIV.	New Business – Chair – Dan Grimes - Reports and Action Items	1255
	<p>A. Fire Officer Distance Delivery Alternatives</p> <ul style="list-style-type: none"> • CSU/AFC Fire Officer I • CSU/AFC Fire Officer II <p>Crisp – Overview of what CSU/AFC FO I/II Descutner – Jurisdiction issues with testing. Boyd – We have an accreditation with IFSAC and need to protect it. Various discussion on this topic.</p> <p>Seek a motion to have the Fire Training Administrator to contact IFSAC to determine how to stay in compliance with interstate online testing.</p> <p>Motions: 1st Grimes 2nd Bender Outcome: Approved</p>	
	<p>B. Strategic Plan Review-</p> <ul style="list-style-type: none"> • S1,O2, T1 & T4 discussion • S2, O2 discussion as it related to compliance chart • S2, O2, T2 date extension • S6, O1, T2 date extension <p>Grimes – I would like to recognize Gibbs comments on the structure of the Strategic Plan. I think we need to take time outside the meeting to rework the plan. Gibbs – I have been on the council for 10 years and understand the value of the work we have done over the years and improvements we have made. If we are truly going to make things better from here on out we need to work to get things into regulations. We need to use our regulatory authority to push our service farther.</p> <p>Seek a motion to adopt the changes as written.</p> <p>Motions: 1st Lundin 2nd Hartley Outcome: Approved</p>	
	<p>C. Ops Plan Review-</p> <ul style="list-style-type: none"> • There is no recommendation from the administrative group at this time due to a high level of project work • Recommendation to conduct the Ops revision in the spring meeting as this enables staff to take changes from the strategic plan and build them into a cohesive plan. • See workload percentages from Administrator review- the 212% reflects the of total work if its single funded position was assigned everything currently needed (with no substantial new standards development) <p>Seek a motion to table the Ops Plan for the Spring of 2019</p> <p>Motions: 1st Hartley 2nd Steeves Outcome: Approved</p>	
	D. Items not otherwise listed	

MEETING MINUTES DRAFT

Date:	September 23, 2018
Page:	9 of 10
<p>E. Nomination/Election- Vice Chair (annual) Solicit nominations: Sara Garcia Vote for Vice Chair Outcome: Unanimous</p>	
<p>XV. AFSC Plaque Nomination- Members- Action</p>	
<p>A. Recognition of Council Member Service – Jan Mitchell & Ben Enders added to the perpetual board.</p>	
<p>B. Plaque- Outstanding contribution – Jason Buist was added to the board since the last meeting. Motion to add Lisa Shield for her outstanding contribution for her work for on the council and with IMPACT. Motions: 1st Grimes 2nd Crisp Outcome: Approved</p>	
<p>XVI. Review list of Action Items - Chair – TBD - Review Responsible person(s) developed from this meeting.</p> <ul style="list-style-type: none"> • Develop CO messaging and marketing- Administration (Descutner/Shield) • Correct CO activity report headings- Shield • Remove addresses from master roster • Complete the ProBoard application and schedule audit before the end of the year- Descutner • Coordinate NFPA 1403 AND 1001 Leads to assist with the Live Fire Compliance and implementation within the FFI/II training- Garcia • Contact Alabama Fire College about IFSAC testing requirements for out of state students in a CSU Fire Office I/II. Is state training agency permission required before seal issuance? - Descutner • Contact IFSAC administration about its position on the jurisdiction for virtual testing (online). Example: If AFC manages all test administration for AL tests in its jurisdiction are AK students eligible to test in AL's virtual environment while sitting at a computer in AK? – Descutner • Review the AFSC strategic plan format for revision to address broader long-term statements 	
<p>XVII. Future Agenda Items - Chair – TBD – Review</p> <ul style="list-style-type: none"> • None stated 	
<p>XVIII. Future Meeting Dates - Chair – TBD - Report</p> <ul style="list-style-type: none"> • Spring 2019 (DATE TBD) Anchorage • Fall 2019 (DATE TBD) Ketchikan 	
<p>XIX. Adjourn - Chair – TBD – Action</p>	
	1430

MEETING MINUTES DRAFT

Date:	September 23, 2018
Page:	10 of 10
Seek a motion to adjourn. Motions: 1 st Crisp 2 nd Hartley Outcome: Approved	