

**MINUTES OF MEETING**

**Client:** Fire Standards Council  
**Date:** 20 September 2008  
**Page:** 1 of 15

**Location:** Westmark Baranof  
**Date Issued:** 10 December 2008  
**Recorded By:** Aubrey M. Raby

**Purpose of Meeting Fire Standards Council Meeting**

**ATTENDEES**

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**ABSENT**

**Day I**

**Day II**

Brian C. Davis left @ 4:02 pm

**Day I & II**

Jodie Hettrick  
John Darnell

**Task Groups**

XXXXX

XXXX

XXXX

XXXXX

XXXXX

XXXXX

## MINUTES OF MEETING

<b>Date:</b>	20 September 2008	<b>Action By</b>
<b>Page:</b>	2 of 15	<b>Date Required By</b>

<b>I. Call to Order - Chair – Buddy Lane</b>	
1. 9:18 Day 1, 9:31 am Day 2 by Chair Buddy Lane	
<b>II. Roll Call - Chair – Buddy Lane</b>	
1. 9:18 Day 1 by Chair Buddy Lane	
<b>III. Approval of Agenda</b>	
A. September 21, 22, 2007	
1. <u>Motion to approve agenda. Yvonne moved, Greg seconded. All in favor, no opposed.</u>	
<b>IV. Reading and Approval of Minutes – Chair – Buddy Lane</b>	
A. September 21, 22, 2007	
1. 9:20 All invited to review minutes provided.	
2. <u>Motion to approve. Yvonne Kopy, seconded by Brian Davis. All in favor, no opposed.</u>	
B. <i>No quorum in spring meeting approval in 2008</i>	
<b>V. Communication – Chair – Buddy Lane</b>	
A. New Staff and Council Member introductions	
1. 9:23 Buddy introduced the paid AFSC employees.	
2. Round table introductions	
B. DPS/AFSC Current Internal Priority List	
1. Gordon- working on Missions and Measures for Commissioner. Missions and Measures will meet the criteria for Internal Priority List. Draft version available only now. Final version will be provided when it is submitted to Commissioner Masters.	
a) Background checks	
b) Enhancing TEB and supporting that area	
c) Issuing certificates and maintaining database	
d) Act on priorities set by council	
2. Buddy- Having the AFSC office next to the commissioner's office helps increase the commissioner's visibility into the value having a funded council brings to the State of Alaska. Funding has been able to free up time of council for use in nonfunding issues.	
C. Public comment related to Fire Standards Council	
1. 9:45 No public present.	
2. Buddy- Goal to use some time in future fall meetings to get to know the standards to approve in Spring meetings.	! Aubrey- Add standard review portion to Fall meeting template.
<b>VI. Old Business – Chair – Buddy Lane</b>	
A. Update on Testing Fee's	

## MINUTES OF MEETING

<b>Date:</b>	20 September 2008	<b>Action By</b>
<b>Page:</b>	3 of 15	<b>Date Required By</b>

<p>1. Gordon- Council decided current fees are reasonable for most departments. We made clarification to wording on fee explanation document. Fee needs to be kept as nominal as possible to prevent the pricing out of departments being able to test.</p>	
<p>B. Verify CO manual reflects EMS/HazMat issues</p> <p>1. 9:53 Gordon- Training Officer has responsibility to verify EMS compliance. It is part of the training record of each individual. TO then verbally confirms with CO that requirements have been met. Issue resolved</p>	
<p>C. FFI and FFII skill sheets modified to reflect same</p> <p>1. 9:56 Gordon- Process clarified in Skill Sheets. Please notify Aubrey if errors are identified in the Skill Sheets posted on the website.</p>	
<p>D. Get Criminal Background Information to Law for Review/Implementation (APSC)</p> <p>1. 9:58 Buddy- This item has been on the agenda for several years.</p> <p>2. Gordon- Has contacted Doug Frey for information on results from previous task force research. More research is needed and Gordon is purposing that he gather research, get examples from other states, discuss with other departments, and bring a summary back to the council at the spring meeting.</p> <p>3. Brian- some language was drafted in a previous meeting. Believed the language was waiting on approval from the Department of Law.</p> <p style="padding-left: 40px;">a) <i>Gordon located minutes from meeting in question.</i></p> <p>4. Buddy- Council needs to put some thought into where we want to draw the line of what is not acceptable and what is.</p> <p>5. Gordon- Will be making this the topic of his research paper.</p> <p>6. Greg- Reviewed past findings of the council; they found current EMT standards to be too restrictive. It had been determined that different sets of standards will be needed for different classifications.</p> <p>7. Yvonne- Speaking as public, there is an assumption that firefighters would have credentials.</p> <p>8. Brian- Some delay in process due to waiting to see what homeland safety would release as standards.</p> <p>9. Buddy- Move to postpone as action to spring or move to report item in spring.</p> <p>10. <u>Brian? - Motion to move/table action until spring meeting upon further information and a report from Gordon. Seconded by Greg.</u></p> <p>11. Yvonne asked if it would include legal. Gordon does not believe so, mostly research of impact to similar bodies.</p> <p>12. David- Suggest that municipality take some risk for</p>	<p style="color: blue;">Gordon report to body in spring meeting on background check findings.</p> <p style="color: blue;">Gordon look into if checkbox on accreditation application would help spread risk load.</p> <p style="color: green;">Mike N. will bring his statute book to spring meeting to help identify what infractions fall under what name.</p> <p style="color: purple;">! Aubrey - Compile and send out contact information list of all council members.</p> <p style="color: green;">Gordon review bylaws of the council to see if</p>

**MINUTES OF MEETING**

<b>Date:</b>	20 September 2008	<b>Action By</b>
<b>Page:</b>	4 of 15	<b>Date Required By</b>

<p>background checks individually.</p> <p>a) Gordon- Can add a checkbox to accreditation process for fire departments.</p> <p>13. Greg- Previously had an officer come in and illustrated some legal interpretations to laws.</p> <p>a) Mike N. offered to bring his statute book in to spring meeting to help discuss legal interpretations.</p> <p>b) Buddy- People can come in and petition review of their case individually.</p> <p>14. <u>Motion purposed earlier passed unanimously.</u></p> <p>15. <b>Break for 5 minutes.</b></p> <p>16. Buddy - Contact information will be gathered and compiled by Aubrey.</p> <p>17. Buddy - Will need to go back to the Bylaws of the Council to determine if Gordon has voting rights.</p> <p>a) <i>Researched and the administrator does NOT have voting privileges. Completed 12/2/08</i></p>	<p>he has voting rights, PSC admin does not.</p>
<p>E. FSC Web Page</p> <ol style="list-style-type: none"> <li>www.akburny.com then Resource link on left</li> <li>Under Program links for Department of Public Safety.</li> </ol>	
<p>F. Draft language for Funding Realignment</p> <ol style="list-style-type: none"> <li>10:49 Buddy- Resolved issue, funding has been secured.</li> </ol>	
<p>G. Research LIO Teleconference</p> <ol style="list-style-type: none"> <li>10:49 Buddy- Resolved issue, not as financially feasible as he had hoped and council is funded now so face to face meetings are more easily facilitated.</li> </ol>	
<p>H. Research Dispatch Standards</p> <ol style="list-style-type: none"> <li>Buddy- included in binder as "NFPA 1061"</li> <li>Greg- had some discussion with Mike Nusbaum, Kenai about having a state standard in place.</li> <li>Buddy- Stephanie Johnson in Fairbanks would be willing to review drafts also.</li> <li>Buddy- Action requested. <u>Motion to table and move forward for action in spring meeting by Brian, Carol Reed seconded.</u> Review standard and make suggestions for action in spring. Would like to have dispatch centers have a copy of the standards to review before spring and encourage participation on if this standard would meet the needs of all of Alaska.</li> <li>Carol- Have dispatch and will find out if they are working under a standard.</li> <li>Gordon- Standards are controlled documents. Must sign out and check back in, flag them as Review only. Checkout sheets are our documentation of keeping them controlled. Will check into how strict the distribution rules are.</li> </ol>	<p>! Aubrey - include invitation to public to join spring meeting to discuss the NFPA 1061, 1521, standard.</p> <p>! Aubrey - Add Brian to the checkout of the standards listed.</p> <p>Gordon check into how strict the rules are for distribution for review purposes.</p> <p>David will get the standard from the</p>

**MINUTES OF MEETING**

<b>Date:</b>	20 September 2008	<b>Action By</b>
<b>Page:</b>	5 of 15	<b>Date Required By</b>

<p>a) <i>Researched and found the standards can be distributed for review purposes with no problem. NFPA can grant FSC permission via email whenever review is required. Completed 12/2/08.</i></p> <p>7. David- Suggested other standards from other bodies might be able to provide more applicable codes. Apco code in particular.</p> <p>8. Buddy- if IFSAC certified they prefer not to make changes. Which enables Alaskans to go to other states, or other state people to come here and work. Also Military accept IFSAC standards. Requested that David get the standard from Association of Public Safety Communicators.</p> <p>9. <u>Motion to move forward to spring meeting. Seconded and voted on, approved unanimously.</u></p>	<p>Association of Public Safety Communicators.</p>
<p>I. Forward Incident Safety Officer to FSC</p> <p>1. 11:07 Buddy- NFPA 1521 standard provided. Review, let public know we are reviewing, allow time for input and make time in spring meeting for input. Gordon and Aubrey post a public notification on our website that we are reviewing each standard under review until spring. Written comment between now and spring will be compiled and distributed a month before spring meeting to council members.</p> <p>2. <u>Motion to table to spring meeting for possible adoption in spring meeting. Greg moved Brian seconded motion. Motion voted on and passed unanimously.</u></p> <p>3. Brian- suggested we may need to discuss creating a process for information distribution going forward. Suggested making a subcommittee to discuss what processes need to be documented and created.</p> <p>4. Gordon- Reminders will be sent out periodically to task force and assignment owners to help remind them of timelines and tasks.</p>	<p>! Aubrey - Add 1521 review and discussion to agenda in spring.</p> <p>! Aubrey – Compile all written comment and distribute to council a month prior to spring meeting.</p> <p>! Aubrey – create unofficial suggestion list for spring meeting agenda... Brian suggestion for subcommittee to determine which processes are needed.</p>
<p>J. Draft Language for Revoking Certificates</p> <p>1. 11:16 Buddy would be premature to discuss this until the background checks are in place.</p> <p>2. Brian- could keep the background checks separate from revocation certificates.</p> <p>3. Greg- Suggests that we table it till the spring report from Gordon on background check findings. May decide to streamline the Revocation verbiage if background check looks to take longer than is wise to leave unattended.</p> <p>4. Carol- Passed out proposal for language to repeal</p>	<p>Gordon – Check into legal resources are available for review. PSC have legal representation at the council meetings.</p> <p>All Council –</p>

## MINUTES OF MEETING

<b>Date:</b>	20 September 2008	<b>Action By</b>
<b>Page:</b>	6 of 15	<b>Date Required By</b>

<p>certifications document for review.</p> <p>5. Buddy- <u>Motion to table under background check motion passed earlier. Body agreed.</u></p> <p>6. Greg- Do we have access to legal council for review requests?</p> <p style="padding-left: 40px;">a) Gordon- Will look into if this avenue is available. What level of decisions will need to be brought to legal review? Will ask Police Standards Council what their process is.</p> <p>7. David- Suggested each council member goes back to their department and ask for feedback on what processes they have in place currently.</p>	<p style="color: green;">Interview local departments for copies of their processes.</p>
<p>K. Develop Business Plan</p> <p>1. 11:33 Buddy- Wanted business plan to present to get funded. Do we need a business plan? Perhaps we need goal statements and mission statements with short term and long term goals.</p> <p>2. Gordon- Commissioner wants measurable goals and objectives for commissioner benchmarks.</p> <p>3. Brian- Suggests a 3 person subcommittee to form short term and long term goals (strategic plan) to be included in Missions and Measures being developed.</p> <p>4. Buddy- asked that new council members email what their vision was for the council and what they understood the purpose of the council was.</p> <p>5. David- What resources do we have for creating strategic plans?</p> <p>6. Gordon- Needs council to give him direction on what we would fund with additional funding from other sources as we get funding from a good strategic plan.</p> <p>7. Buddy- Suggests to change item to "develop strategic plan with fiscal notes"</p> <p>8. Brian- Certification fees, interoperability idea with homeland security.</p> <p>9. Gordon- Revenue chains need to be supplemental, not replacing the general funds.</p> <p>10. Greg- Identify easy to close out items and take action on it. Document number of standards per year and set goals for number of standards to accept next year.</p> <p>11. Brian- Council can switch from survival mode to proactive thriving mode now that the council is funded and the basics are covered.</p> <p>12. David- Now that funded we owe it to the public to really make aggressive growth.</p> <p>13. Yvonne- <u>Budgeting plan starts in January so Gordon needs good clear direction for Strategic plans. Motioned to table the</u></p>	<p style="color: purple;">! Aubrey – Send draft of Strategic Plan out to Council. (Living document)</p> <p style="color: purple;">! Aubrey – Add review of strategic plan to spring agenda.</p>

**MINUTES OF MEETING**

<b>Date:</b>	20 September 2008	<b>Action By</b>
<b>Page:</b>	7 of 15	<b>Date Required By</b>

<p><u>agenda and work on building a strategic plan. Brian seconded for discussion. Opened for discussion.</u></p> <ul style="list-style-type: none"> <li>a) Greg- agrees having a strategic plan in place before end of meeting. Suggests setting tomorrow for development.</li> <li>b) Yvonne- perhaps have a work session task group set for tonight to come to the table with a draft tomorrow.</li> <li>c) Gordon- it is imperative that he have an outline of the plan to take to the commissioner.</li> <li>d) Carol- Believes that meetings for task groups need to meet to discuss.</li> <li>e) Yvonne- Perhaps we need a 3rd party to help lead us through a Strategic Plan.</li> <li>f) Gordon- Perhaps 3rd or 4th meetings for Task groups and Gordon attend or have full council teleconference mini meetings. Or perhaps a teleconference every first Monday of each month?</li> <li>g) Buddy- suggests a second motion for a task committee that brings a set draft within a month?</li> <li>h) David- is there anything we have to have from this weekend.</li> <li>i) <u>Greg- Motion to Amend Yvonne's motion to state that have a hard timeline to start. Chris seconded for discussion.</u></li> <li>j) Carol- Strategic Plans are living documents, we just need an outline and set general goals.</li> <li>k) Buddy- Possibly amendment of table all else today, review HasMat rest of today, first of tomorrow on SP then any left over time towards rest of old business.</li> <li>l) Chris- thinks we should move SP to morning. Yvonne agrees that morning would be better. <u>Gregs motion has been amended to morning and second agrees. On amendment at 9am starting of SP outline. All in favor, motion passes with amendment.</u></li> <li>m) Yvonne motions to move HazMat up to next agenda item, Greg seconded motion.</li> <li><b>n) Adjourn for lunch, reconvene at 1:15pm.</b></li> <li><b>o) Resumed 2:15pm.</b></li> <li>p) <u>Brian amends Yvonne's motion to move fire officer one review, seconded by Greg. All in favor, none opposed.</u></li> </ul> <p>14. Agenda change, jump to New Business, HazMat followed by New Business, Fire Officer.</p>	
<p>L. HazMat Awareness and Operations Certifications</p> <ul style="list-style-type: none"> <li>1. 2:20 pm Day 1. Public discussion, Geoff coon, North Pole fire department fire department. The problems we have had with</li> </ul>	<p>Gordon create summary template for use with</p>

## MINUTES OF MEETING

<b>Date:</b>	20 September 2008	<b>Action By</b>
<b>Page:</b>	8 of 15	<b>Date Required By</b>

<p>hazmat is the test. We (TO in interior) don't feel that the test meets the standard. We don't know what to teach so that students will pass the test.</p> <ol style="list-style-type: none"> <li>2. Buddy- Suspend the rules to have open discussion, to converse with Geoff and then come back into rules to follow motions.</li> <li>3. Greg- Clarified that the test itself is the problem, not the standard.</li> <li>4. Geoff- Question 4 is not an awareness issue.</li> <li>5. Brian- Is standard too broad?</li> <li>6. Geoff- No. we have reviewed the standard and feel we can teach it. However there are questions in the test that aren't relevant to Awareness level.</li> <li>7. Brian- this council has never reviewed test bank questions.</li> <li>8. Buddy- would like to see this council review questions for the coming year.</li> <li>9. Brian- Of all standards HazMat 1 has been the most problematic. The solution is to adopt a specific curriculum.</li> <li>10. Greg- revise the wording of the SARA title 3 question to be a practical application question,</li> <li>11. Geoff- Do you give them the guide book for the test?</li> <li>12. Gordon- for the written, no. For the practical, yes.</li> <li>13. Carol- on the test banks, when adopting new test banks will incur costs. Fiscal notes will be attached to decisions that we make.</li> <li>14. Greg- If there is an issue with the test bank than we need to either review it as a body or a sub committee line by line. Looking at the tests, it does not meet the criteria he has for his firefighter ones.</li> <li>15. Gordon- there are other test banks available however it would impact cost wise more than just the test banks.</li> <li>16. Buddy- TO's have the standard in front of them and they can build their own curriculum.</li> <li>17. Greg- he reviewed FFI test bank and flagged questions to throw out. We may need to do the same thing with HMA test bank.</li> <li>18. Gordon- If this standard is what they have to know to be competent than throwing out a lot of questions, than is it really testing their knowledge?</li> <li>19. Carol- Is the committee noted in the tests THIS committee or another one? (unknown) Can you review which questions people miss on all issuances?</li> <li>20. Brian- We do have the right to say there are certain parts of the standard that we don't agree with and won't test. Keeping in mind that would move us away from IFSAC.</li> </ol>	<p style="color: blue;">sending reports back to the TO's on what their people missed on the tests.</p> <p style="color: blue;">Gordon post statewide notifications when test related process changes. IE forms change, skill sheets change, etc.</p> <p style="color: blue;">Gordon and Aubrey generate new random HazMat tests.</p>
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## MINUTES OF MEETING

<b>Date:</b>	20 September 2008	<b>Action By</b>
<b>Page:</b>	9 of 15	<b>Date Required By</b>

<p>21. Greg- Have first responders review the test bank for questions to throw out OR reword for clarity.</p> <p>22. Geoff- The University does not have fast turn around time. Can take up to a year to implement changes.</p> <p>23. Buddy- Can students graduate from the program if they don't pass the state test? (yes)</p> <p>24. Greg- restated recommendation.</p> <p>25. Carol- If we just look at the ones they are missing it doesn't need to have the whole test bank reviewed.</p> <p>26. Chris- agrees with Carol's idea to just review the questions that are missed most often.</p> <p>27. Geoff- Can't use the guide book for written is a problem.</p> <p>28. Gordon- IFSAC standards state they can't use the book for the written.</p> <p>29. Geoff- We need notification when changes come down the pipe to the testing process (adding new forms, skill sheets, etc) Would also like a summary of topics it appears their area failed at (questions all missed.)</p> <p>30. Carol- Motions to review the test questions that have been missed most consistently and verify they match the standard and either throw them out or reword them. HazMat Awareness and Operations. Seconded by Yvonne.</p> <p>31. Greg- suggests that we include active teachers review the whole test bank so we get front line test people. By reviewing the test bank so the actual test is unknown.</p> <p>32. Gordon- Technical guy reviewed and threw out some questions that were NOT in the standard. Let's start from there. We can't mail it out, but they are welcome to come in during Spring meeting to review in detail at that time.</p> <p>33. Carol- Rescinded motion.</p> <p>34. <u>Brian- Moves Fire Standards Council validate the Hazardous Materials test bank, to include awareness and operations, by review of technically knowledgeable persons appointed by the chair at the spring meeting. With a report due to the council by the end of Spring meeting. Seconded by Mike. All in favor, none opposed.</u></p> <p>35. Brian- Wants to see documentation on where IFSAC says they can't use the guidebook.</p> <p>36. David- What are the thresholds we want to set? Repeated 50% failure will trigger a validation process.</p> <p>37. Greg- throw out question 4 and 8?</p> <p>38. Buddy- perhaps appoint staff to go back and review % of failed by question. When majority of students staff are authorized to throw out that question and select a new question.</p> <p>39. Brian- Either we hold the state to the standard, or we pick a curriculum, we can't do them both.</p>	
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## MINUTES OF MEETING

<b>Date:</b>	20 September 2008	<b>Action By</b>
<b>Page:</b>	10 of 15	<b>Date Required By</b>

<p>40. Greg- motion to throw out first original test, use the retest versions as primary and secondary. If a third is needed generate a third test. Not seconded.</p> <p>41. Brian- <u>Move all three tests get scrapped and have administrator generate computer random questions. Seconded by Yvonne. All in favor, passed unanimously.</u></p> <p>42. Chris- Move for body to identify specific questions we don't like and give administrator direction to throw them out if they show up new tests. Not seconded.</p> <p><b>43. Break</b></p>	
<p>M. Fire Officer I review</p> <ol style="list-style-type: none"> <li>1. 4:22 pm Day 1. <b>Returned from break.</b></li> <li>2. Buddy- Conversion process established and a deadline established. Is the deadline a firm thing or should we move it back?</li> <li>3. Brian- we set the assumption that the deadline would give us time to test fully. The test has not been available the full time and the word was not distributed quickly.</li> <li>4. Brian- Administrator needs to make a state wide notification that Fire Officer Conversion is available. Extend the deadline for a full year.</li> <li>5. <u>Greg- Motions that we extend deadline for one year, to December 31st 09. Applicants required to have application in by that time, not process finalized by that date. Seconded by Brian. All in favor? Passed in the unanimous.</u> <ol style="list-style-type: none"> <li>a) <i>Administrator sent notification via list-serve 10/8/08.</i></li> </ol> </li> <li>6. David- why have a deadline?</li> <li>7. Brian- To generate more awareness and create a conduit for new applicants.</li> <li>8. Chris- Communication of program has not been widespread. We need to find a better way of communicating programs to all the departments.</li> <li>9. Carol- We've had administrative hurdles which justify the delay.</li> <li>10. Yvonne- wants to make the body aware of a pattern of delaying on the part of the council.</li> <li>11. Gordon- Intends to send out an announcement when we get back.</li> <li>12. Buddy- does the body want to resume old business or new business at this time?             <ol style="list-style-type: none"> <li>a) Move to New Business, Instructor 1.</li> </ol> </li> </ol>	<p style="color: blue;">Gordon make state wide notification that the Fire Officer conversion deadline is extended a full year.</p>
<p>N. Instructor I requirements</p> <ol style="list-style-type: none"> <li>1. 4:42 pm Day 1- Geoff- requirements are strange. Take a class, make presentations, then eligible to take instructor 1 written test. MOI does not prepare the student to take the test.</li> </ol>	

## MINUTES OF MEETING

<b>Date:</b>	20 September 2008	<b>Action By</b>
<b>Page:</b>	11 of 15	<b>Date Required By</b>

<p>Also ProBoard certs from other states do not qualify for IFSAC reciprocity.</p> <ol style="list-style-type: none"> <li>2. Buddy- same problem for 20 years.</li> <li>3. Brian- We have adopted the standard, and how it is carried out is a TEB issue. MOI is not an IFSAC requirement.</li> <li>4. Greg- Instructor one pass rate is very low. Is it a bad class scenario?</li> <li>5. Buddy- Jodie needs to be involved since it seems to be curriculum based. We could change the written and practical challenge for ProBoard certificate individuals. Standard 1041.</li> <li>6. Brian- we could say we accept ProBoard as part of the council standard.</li> <li>7. Buddy- Review standard if standard does not require a 20 minute presentation than we can accept Proboard. If it does require the 20 minute presentation than allow the probaord people to challenge the presentation requirement.</li> <li>8. Geoff- State of Alaska requires 5, 10 and 20.</li> <li>9. Buddy- Get ProBoard certification requirements and compare it to the IFSAC requirements/State of Alaska skill sheets.</li> <li>10. Geoff- If MOI is not required by standard then we should drop that requirement. Teach the class to the standard in one class and then test to the standard.</li> <li>11. Buddy- recommends we gather all the proboard outline, Standard 1041, and State of Alaska skill sheets, and review them in Spring to ensure our programs line up with requirements.</li> <li>12. Brian- we have already adopted the standard, we know it's valid. What TEB teaches is up to them.</li> <li>13. Yvonne- Motion to table till Spring and come back with ProBoard certification requirements, Standard 1041 and State of Alaska skill sheets for review. Seconded by Greg. All in favor, passed in the unanimous.</li> <li>14. David- Agenda is unclear. Have a sample motion present on the agenda with supplementary information in the packet. Flag items with "report", "action" and "review" labels. What is issue, who is sponsor and what are they wanting to accomplish going forward. Sponsor's responsibly to get information to Buddy to add to agenda.</li> <li>15. Brian- Format agenda next time, several items in this year's agenda could be under Administrator's Report.</li> <li>16. 5:11 Day 1 review skipped items.</li> </ol>	
<p>O. Obtain Clarification on supervision of Administrator</p> <ol style="list-style-type: none"> <li>1. 5:12 pm Day 1. Gordon- Discipline/Employee HR provided through DPS. Admin duties defined by FSC board in accordance with position description. Any questions? No</li> </ol>	

## MINUTES OF MEETING

<b>Date:</b>	20 September 2008	<b>Action By</b>
<b>Page:</b>	12 of 15	<b>Date Required By</b>

<p>P. Budget: Previous and Projected</p> <ol style="list-style-type: none"> <li>1. 5:12 pm Day 1. Gordon- Number brought up years ago in original cost assessment. Cost of personnel will be different as will benefits due to the implementation delay.</li> <li>2. Brian- at what point does the Administrator need to get approval from the council on purchases?</li> </ol>	<p>! Aubrey email TA examples to council. Report at next meeting.</p>
<p>Q. Send information about removing leadership requirements to accredited departments</p> <ol style="list-style-type: none"> <li>1. Buddy- Done</li> </ol>	
<p>R. Add Standards Council Information in ASFA recruitment Info</p> <ol style="list-style-type: none"> <li>1. Buddy- Done</li> </ol>	
<p>S. Incident Safety Officer</p> <ol style="list-style-type: none"> <li>1. Pending spring review.</li> </ol>	
<p>T. Driver Operator</p> <ol style="list-style-type: none"> <li>1. Buddy- On there to note that we need to review. Would like to drop off the agenda until we get the other 5 standards we are reviewing. Also need to get a priority list of all available standards for possible adoption and rank them.</li> <li>2. <u>Yvonne- Motion to remove until such time we have resources and priority to address review of this standard. Brian seconded. All in favor, passed in the unanimous.</u></li> </ol>	<p>Gordon/Buddy – List all available standards and rank for spring review.</p>
<p>U. CO requirements</p> <ol style="list-style-type: none"> <li>1. Procedures for picking CO's               <ol style="list-style-type: none"> <li>a) Gordon- Addressed</li> </ol> </li> <li>2. Certifying Officer evaluations               <ol style="list-style-type: none"> <li>a) Brian- video instruction taped. Need to be reviewed and approved for adoption. Gordon will follow up on this in spring.</li> </ol> </li> </ol>	<p>! Aubrey – Amend documentation on picking CO's</p> <p>Gordon review and report on CO instruction tape during spring.</p>
<p>V. Industrial Firefighter</p> <ol style="list-style-type: none"> <li>1. <u>Greg- Motion to drop Industrial Firefighter from the agenda until priorities established, Carol Seconded. All in favor, passed in the unanimous.</u></li> <li>2. Gordon- Thinks there may be a need to look at 1081 and wants council's opinion on what was done previously on what was done.</li> <li>3. Carol- Brigades are Osha driven.</li> </ol>	
<p>W. Extension SCBA Endorsement</p> <ol style="list-style-type: none"> <li>1. <u>Brian- Moved to drop from the agenda. Greg seconded. All in favor, passed in the unanimous.</u></li> </ol>	
<p>X. Discussion on upcoming member term expirations</p> <ol style="list-style-type: none"> <li>1. Buddy- reviewed council roster and expiration dates.</li> <li>2. Brian- What is the way to add a seat for a group that wants representation.</li> </ol>	<p>Gordon research if Jodie has vote on council.</p>

## MINUTES OF MEETING

<b>Date:</b>	20 September 2008	<b>Action By</b>
<b>Page:</b>	13 of 15	<b>Date Required By</b>

<p>3. Gordon- will research if Jodie has a vote on council.</p> <p>4. <b>Adjourn for evening, will resume at 9:30 am.</b></p> <p>5. <b>Call to order Day 2</b></p> <p style="padding-left: 40px;">a) <b>9:31 am Day 2 by Chair Buddy Lane</b></p> <p style="padding-left: 40px;">b) Update 9:32 am Day 2- Brian- Talked to Dan Grimes, using version 2000 and believes that updating to the newest version should help resolve issues.</p>	
<p>Y. Break to develop Strategic Plan Outline</p> <p style="padding-left: 20px;">1. 10:06 am Day 2. Buddy- body will now work in a work group to address Mission Statement and Strategic Plan.</p> <p style="padding-left: 20px;">2. Bud- suggests we may benefit from bringing up the mission statement each meeting and review for accuracy and conformity with current direction and purpose.</p> <p><b>VII. 10:12 am Day 2. Break until strategic plan outlines are ready.</b></p>	
<b>VIII. New Business – Chair – Buddy Lane</b>	
<p>A. Credit card payment process in the works</p> <p style="padding-left: 20px;">1. Gordon- May be able to inherit old credit card processing machine. Will deliver a report in spring meeting.</p>	<p style="color: blue;">Gordon report in spring on credit card processing.</p>
<p>B. Resume from Strategic Plan Outline</p> <p style="padding-left: 20px;">1. 4: 02 pm Day 2 resume from work group. Brian Davis is excused for the remainder of the day.</p> <p style="padding-left: 20px;">2. 4:02 pm Day 2 Yvonne- moves to adopt strategic plan adding allowances for staff to make minor changes. Greg seconded. Passed unanimously.</p> <p style="padding-left: 20px;">3. Adjourn for afternoon break.</p>	
a)	
<p>C. Update and adoption review of latest NFPA Standards- <b>Timelines</b></p> <p style="padding-left: 20px;">1. 5:30 pm Day 1. Buddy- Delay in new standards being released and used by training officers and when the council adopts them. List of versions needs to be available on the web doc of current approved standards.</p> <p style="padding-left: 20px;">2. Gordon- we should take into consideration when a new standard is going to be released so we don't adopt a semi old standard that is getting renewed in the near future.</p> <p style="padding-left: 20px;">3. David- When standards change requesting that the administrator provide a summary of what changes are being considered in updated standards.</p> <p style="padding-left: 20px;">4. Gordon- Need list of what versions we have adopted, when the standard has changed, and what changes have been made between the versions. Keep in mind how soon we are required to adopt new standards for IFSAC.</p> <p style="padding-left: 40px;">a) Mike volunteered to do the research on the new versions.</p>	<p style="color: purple;">! Aubrey- Post doc of current versions of standards adopted.</p> <p style="color: blue;">Gordon summarize changes to purposed standards for adoption from existing adopted standard.</p> <p style="color: green;">Mike Fish volunteered to do research on new versions.</p>

## MINUTES OF MEETING

<b>Date:</b>	20 September 2008	<b>Action By</b>
<b>Page:</b>	14 of 15	<b>Date Required By</b>

<p>D. Awareness review to include public process in Spring 09</p> <ol style="list-style-type: none"> <li>1. Discussed in HazMat topic.</li> </ol>	
<p>E. Ops review to include public process in Spring 09</p> <ol style="list-style-type: none"> <li>1. Discussed in HazMat topic.</li> </ol>	
<p>F. Fire Investigator revisions</p> <ol style="list-style-type: none"> <li>1. Buddy- like to entertain a motion to drop until a later date.</li> <li>2. <u>Greg- moved to drop this from the agenda until a later date when priorities are established. Seconded by Brian. All in favor, passed in the unanimous.</u></li> </ol>	
<b>IX. Ethics Update – Chair – Buddy Lane</b>	
<ol style="list-style-type: none"> <li>1. Body watched the ethics video</li> <li>2. Gordon- showed council where to find the forms referenced in the ethics video.</li> </ol>	
<b>X. Review list of Action Items - Chair – Buddy Lane</b> Responsible person(s) developed from this meeting.	
<ol style="list-style-type: none"> <li>1. Gordon and Aubrey pull 3 new HMA tests. Gordon approved to drop any questions that clearly require the use of a book to answer.</li> <li>2. Gordon make state notification of Fire Officer conversion program extension.</li> <li>3. Gordon post notification online of all standards we are reviewing and when the council will be discussing adoption of them.</li> <li>4. Gordon send request to council members with recommendations on FSI finding results, work with Geoff on instructor reciprocity from ProBoard certificates.</li> <li>5. Gordon review other vendor test banks and RFI requests.</li> <li>6. Gordon review evaluator videos and implement if they look acceptable.</li> <li>7. Buddy- identify technical teams for ARFF and HMA teams.</li> <li>8. Carol- moves to buy a plaque to honor those that have served on the council, up to \$500. Greg seconded. None opposed.               <ol style="list-style-type: none"> <li>a) Yvonne- doesn't feel that now is the time to make a large purchase.</li> <li>b) Gordon- doesn't think we have the bandwidth.</li> <li>c) Chris- every state agency has recognition</li> <li>d) Buddy- Will discuss with chief's association and see if we can get funding through that channel.</li> </ol> </li> </ol>	
<b>XI. Future Agenda Items - Chair – Buddy Lane</b>	
<ol style="list-style-type: none"> <li>1. Reportable Items</li> <li>2. Mike Fish and Gordon review of current standards adopted and versions nationally acknowledged.</li> <li>3. All council members review standards included (except 1081 and 1002) 1521 incident officer, 1061 communicator. (1061 reviewed by dispatchers also.)</li> </ol>	

## MINUTES OF MEETING

<b>Date:</b>	20 September 2008	<b>Action By</b>
<b>Page:</b>	15 of 15	<b>Date Required By</b>

	<ol style="list-style-type: none"> <li>4. Report- Mike Nemeth and Gordon will be working on background revocation and denial.</li> <li>5. Gordon will report on credit card payment process.</li> <li>6. Gordon report on video training for evaluator training.</li> <li>7. Technical group present to review HazMat and ARFF test banks.</li> <li>8. Geoff and Gordon work on the ProBoard reciprocity on instructor status.</li> <li>9. Action Items</li> <li>10. Adoption of two standards being reviewed above</li> </ol>	
<b>XII.</b>	<b>Next Meeting - Chair – Buddy Lane</b>	
	<ol style="list-style-type: none"> <li>1. 4:45 pm Day 2, Standard versions 1521 and 1061 checked out by Yvonne Kopy, Mike Fish, Mike Nemeth, Chris Steeves and Carol Reed.</li> <li>2. Buddy-will email possible dates for next meeting. Body is asked to respond promptly for selection of date.</li> </ol>	
<b>XIII.</b>	<b>Adjourn - Chair – Buddy Lane</b>	
	<ol style="list-style-type: none"> <li>1. Buddy- would like to write a letter to the state fire marshall and new commissioner thanking Jodie for the work she did for the council.</li> <li>2. Gordon- Requests that council members notify us if they hear of anything the administrative office needs to be doing differently.</li> <li>3. Greg- Thanks clerk for taking minutes.</li> <li>4. Buddy- Submit your boarding passes for your reimbursement.</li> <li>5. Greg- moves to adjourn. David seconded. All in favor, passed unanimously.</li> </ol>	