

2015 Spring Meeting Minutes

Purpose of Meeting:	Fire Standards Council Spring 2015 Meeting		
Date:	February 2, 2015	Location:	Westmark Baranof Hotel 127 N Franklin St, Juneau, AK 99801
Time:	0900 – 1700		
Mtg. Minute Version	150210 V2		
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I. Call to Order - Chair – Buddy Lane		0900
A. Welcome – Deputy Commissioner – Terry Vrabec		
House rules – Chair – Buddy Lane - Review Coffee, cell phones, breaks.		
II. Roll Call - Chair – Buddy Lane		
Seat A/Greg Coon- Vice Chairman Seat B/Bryan (Lane) Lane- Chairman Seat C/ Sara Garcia Seat D/ Jerome (Jake) Bender Seat E/ James (Bryan) Crisp Seat F/Steeves Steeves Seat G/ Skaflestad Skaflestad Seat H/ David Lundin	Seat I/ Ben Endres Seat J/ David Gibbs Seat K/ Mitchell Mitchell Seat L/Grimes Grimes Admin.-Gordon Descutner Admin.- Jordan Rubio	*Absent/ excused
III. Approval of Agenda – Chair – Buddy Lane – Action		
Motions: 1 st <u>Grimes</u> 2 nd <u>Skaflestad</u> Motion to amend: - Coon Coon Page 4 of 6 (New business) – Need to switch items so that they flow chronologically <u>Amendment</u> Move D to E and E to D Motions: 1 st <u>Grimes</u> 2 nd <u>Ben</u> Agenda approved as amended		
IV. Approval of Minutes – Chair – Buddy Lane - Action		
A. September 22, 2014 Motions: 1 st <u>Skaflestad</u> 2 nd <u>Coon</u> Sara – ASFA & AFCA need to switch on page 9 of 10 – Fall meeting minutes. B. December 17, 2014 Motions: 1 st <u>Skaflestad</u> 2 nd <u>Coon</u> Approval of minutes unanimous		
V. Visitor Recognition- Chair – Buddy Lane- Action		0915
A. Deputy Commissioner Terry Vrabec stopped in to say hello to everyone and invited member to stop an visit DPS Juneau offices if they needed anything. B. Other visitors: <ul style="list-style-type: none"> • Robert Plumb – 10:10am • Tori Clyde – 10:49am • Lloyd Nakano – 14:09pm 		
VI. Review Statute & Mission/SWOT Grid– Chair – Buddy Lane – Report		

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A. Review existing language; suggested changes under new business	
<ul style="list-style-type: none"> • Descutner – discussions should focus on the plan. We will go over strategic plan changes this afternoon. New changes in the strategic plan line up with the statutorily authority. • Lane – Take a moment to read over strategic plan • Gibbs – Descutner please explain the difference between AFSC and TEB for the new Council members • Descutner – in 2008 the legislature divided AFSC & TEB. When AFSC was separated we were moved under the office of the Commissioner. Our functions are autonomous from the TEB 	
VII. Review Strategic Plan – Chair – Buddy Lane – Report	
A. Review existing language; suggested changes under new business	
VIII. Administrator’s Report – Administrator – Gordon Descutner	0930
A. Communications Report	
<ul style="list-style-type: none"> • Posting updated material on website (24-48 hr. IT turnaround) • AFSC/Fire Training List Server email notices. • Using the IMPACT database for most automated communications 	
B. Budget Report	
<ul style="list-style-type: none"> • 06a FY 15 Projections p 1-2 <ul style="list-style-type: none"> ➤ Surplus of \$23.4k as of Dec 1 (rcpt to date \$ 24.1k) ➤ Fed RCPT of \$75k unable to submit grant due to lack of data ➤ I/A: State agency agreements- DHS Haz Mat Tech in spring ➤ Other SD fund is additional receipt authority ➤ Other Financial Concerns- Increase in travel costs ➤ Completed RP- Mandated travel reduction ➤ Current projections w/\$30k carry forward are \$54.1k- <i>this is an anomaly related to the 5 month vacancy factor for the clerk</i> ➤ P2 Contractual (table 1) and Stat Desig (t 2) reflect total receipt authority; not typically met because a lack of donations ➤ Previous carry forward amounts are listed under revenue p2 • 06b- Travel/Test Estimates <ul style="list-style-type: none"> ➤ Spread sheet reflects varying test expenditures & revenues with the 3-year average at a deficit. • 06c- 15 Governors budget (Online) <ul style="list-style-type: none"> ➤ p 8 reflects same UGF as 14, but does not include “work in progress” budget reduction for travel ➤ Increase in personnel services of approx. \$10k, but adjusted within existing categories with no increase in base budget. ➤ Initial GF for FY 2009 was \$228k. ➤ Current FY 15 GF is \$254k: 11% increase over 7 years. Increases only due to bargaining agreements and related increments. 	

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	<ul style="list-style-type: none"> ○ Coon – We have added 1 seat since 2009. Was there increased cost ○ Descutner- Approximately \$2200. Requested a fiscal note (increase) but was not approved with seat addition) ● The AFSC office is exercising options for alternatives to reduce travel cost by using the new Proctor policy for written exams ● Current state of the budget is dire. The Executive Board met to review options for department mandated cuts of up to 8% per divisions/unit with Council travel cuts identified as the least impactful to AFSC core operations. The AFSC has the potential to lose all funding for Council travel. Teleconference or web based meeting are the alternative. <ul style="list-style-type: none"> ○ Lane – Do you know how this budget cut is affecting other departments? ○ David – He would like to look at the value of meeting in a more centralized location. Meeting via GoToMeeting does not seem like a viable option. ○ Lane – We have changed to having our council meetings to be done in conjunction with other meeting due to meeting with the constituents.
	<p>C. CO Program & Test Management Report</p> <ul style="list-style-type: none"> ● Certification Policy Manual updates completed in October 2014 ● Fall 2014 review of “approved” CO list ● 111 total names ● Most approved prior to 2008 and did not meet current AFSC requirements ● Subsequent effort to collect information resulted in the removal of 63 names ● 48 remain with 22 pending final approval (STEP A or B) ● 30% of the remaining pool not assigned for past several years ● 18 personnel to effectively complete a CO assignment ● AFSC staff determined CO’s perform 1-2 assignments annually for competency ● 88 total test administered in FY 2014 ● 63% increase from FY 2013 ● Data indicates the need to train approximately twenty to thirty additional CO’s ● Online testing procedure development on hold until database development has progressed (as identified in Strategic Pan). ● We continue to travel some CO’s from the north to South East ● All CO assignments were filled and we have had no urgent fill-ins needed ● Will be working on alternative CO training to account for travel restrictions.

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	<ul style="list-style-type: none"> ○ Lane – Do some of the new folks know about the CO program? ○ Grimes – CO's are the representative of AFSC and ensure that the testing process meets minimum requirements. ○ Lundin – Travel is paid by the Council? ○ Descutner – Yes ○ Lundin – There is no payment? ○ Descutner – Yes – they get \$30/hr under contract
D. CY 2014 Certification Report	<ul style="list-style-type: none"> ● COMB column reflects activity over past 7 years ● Basic FF higher than expected and indicates a need for revision <ul style="list-style-type: none"> ○ Grimes – Is there a difference between the rural basic firefighter and the basic firefighter ○ Descutner – Yes ○ Gibbs – Why can't we combine them? ○ Steeves – Because there was resistance from TEB to combining them a couple years ago. ○ Lundin – He was not aware that there was a state certification for basic firefighter – He feels that firefighter I is a good base level of State certification ○ Descutner – It is a different training environment and more challenging to meet Firefighter I requirements in rural communities. ○ Coon – There is a user-group out there that needs to have a State level of certification for basic firefighter. Basic firefighter could be made as a module for Firefighter I. ○ Lundin – Basic is sort of the exterior portion of the testing and Firefighter I is the rest of the firefighting portion? ○ Coon – Yes ○ Steeves – There are other State of Alaska only certification levels and accredited levels. ○ Descutner –Based on extensive research conducted during the land-based marine FF development, it is important that we develop some sort of base level of required state certification if it is needed..
E. Legal/Regulations and Ethics Report	<ul style="list-style-type: none"> ● Nothing to report for 4th quarter 2014.
F. IFSAC/ProBoard Report	<ul style="list-style-type: none"> ● IFSAC <ul style="list-style-type: none"> ➤ 115 Seals issued for last quarter of CY15 ➤ Haz Mat Tech is under administrative review for new level ➤ FADO- Driver/Pumper and Aerial queued for new submittal ● ProBoard- 57 Seals issued for last quarter of CY15 <ul style="list-style-type: none"> ➤ No plans for additional levels

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G. AFSC Current Seat Status <ul style="list-style-type: none"> • No vacancies • Attendance of 100% is a testament to the success of the Council 	
H. Review of administrative action items from previous meeting <ul style="list-style-type: none"> • Database Management Platform Contract Development update <ul style="list-style-type: none"> • Continuing work on the test notification process • Integrating processes to convert to paperless management • VPSO group is interested in expanding scope of data and has funding for “add-ons” • System is working as intended with minor corrections implemented as issues arise • Strategic Plan Update <ul style="list-style-type: none"> • This body tasked a committee, consisting of the Executive Board, to revise the strategic plan to separate operational items from items to be accomplished (goals). • To be addressed under new business 	
Break	1010
IX. Technical Advisory Committee- Progress Reports	1025
Standards and Certification Summary- Current List Review <ul style="list-style-type: none"> • Report in handout reflects current status with column added for the AFSC adoption date. This will assist with performance reports. • Report in handout is a new report reflecting the compliance dates for accreditation management. Two year schedule should be our goal for all levels previously adopted. 	
Committee Lead list: as indicated below	
NFPA 472: Haz Mat- Tyler Bones (Dan Grimes) <ul style="list-style-type: none"> • Grimes – They are in the process of scheduling their committee meeting. They are looking for feedback on the updated skills sheet. They have on their agenda of proposing 1072. • There have been some questions on the IC certification – They are looking for feedback on how much interest there is in this level. • Byan – How is the new test looking? • Descutner – We have made several revisions in the test bank. • Bryan – Shouldn’t we use the dedicated Haz Mat manuals rather than the combined manuals? • Descutner – Yes, the dedicated Haz Mat manuals should be used 	

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NFPA 1001: Fire Fighter- Greg Coon-	<ul style="list-style-type: none"> Greg – They vetted a test bank for FFI & FFII. They do not endorse a particular curriculum, but do correlate it to a specific text. The current material has been reviewed against Jones & Bartlett & IFSTA. Vetting out those tests is a real challenge.
NFPA 1002 Driver Operator- Greg Coon	<ul style="list-style-type: none"> No significant action on this report – Will move to the fall meeting
NFPA 1003: Airport Firefighter- Grimes Grimes	<ul style="list-style-type: none"> No new development on Airport Firefighter
NFPA 1005: Marine FF for Land Based Firefighters- Descutner for Rich Etheridge	<ul style="list-style-type: none"> Descutner – Previous adopted standard was 2007. Have not taken the time to get this together due to new standard edition and lack of test requests at this level.
NFPA 1006: Technical Rescuer- Bryan Crisp	<ul style="list-style-type: none"> Bryan – Tyler Bones is working on the skill sheets. No other updates – The directive draft is progressing
NFPA 1021: Fire Officer- Descutner for Alex Boyd	<ul style="list-style-type: none"> Descutner – There is a new edition of the standard and we will be covering this under new business.
NFPA 1033: Certified Fire Investigator – Robert Plumb	<ul style="list-style-type: none"> Does not have much to report Recommendation from the committee is to adopt the latest addition/revisions of the Certified Fire Investigator. <p>Motions: 1st <u>Coon</u> 2nd <u>Bryan</u></p> <p>Robert Plumb – Changes from 2009 edition to 2014 edition were very minimal. They did not change any of the skills portion. He would like to see us stay current with this level of certification.</p> <p>Descutner – This will not change anything in our testing process. Steeves – After looking over the text, it appears that they are not removing anything from what is currently required. Lane – CFI & FSI are the only levels with renewal Grimes – Are the renewals included in the total certificates issued report? Descutner – Yes</p> <p>Motion to adopt latest edition of Certified Fire Investigator passes unanimous</p>
NFPA 1035: Fire Life Safety Educator/JFIS- TBD	<ul style="list-style-type: none"> They have hired a new educator and his first day is today. TEB would be hesitant to take over this program at this point, but maybe in the fall.

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NFPA 1041: Fire Instructor- Dan Grimes	
<ul style="list-style-type: none"> • Grimes – They completed the FSI I & II test bank review. They are currently working on FSI III. It has been a little delay due to folks being out of town. • Descutner – We are currently offering FSI III for renewal. The updated renewal packet is out. The process is pretty well defined. 	
NFPA 1407/AK Rapid Intervention Technician- Descutner for Nathan Young	
<ul style="list-style-type: none"> • Descutner – We adopted everything we need to, it is currently waiting on Descutner. Within the next couple weeks Descutner should have a good outline for the committee for some spring testing. • Grimes – What do we do if we run into a timeline issue being that some of the testing departments will be using funds for the testing that has deadlines? • Descutner – In two weeks he can at least have the skill sheets and we will need to research the written test items. • Grimes – would there be an option to test to the older material and then grandfather the candidates to the new material when it becomes available? • Descutner – Yes, there could be • Coon – They asked Descutner to re-prioritize this. Have the interested agencies submit notifications. • Lane – We will resume this discussion after the public comment period. • Descutner – We will “clean up” the previous program document and re-post while we work on creating the directive • The updated will be re-posted by July 1 of 2015 	
AK Rural Fire Protection Specialist- Steve Schreck (Related: Apprentice & Basic FF programs)	
<ul style="list-style-type: none"> • Steve Schreck – Poses a question: are the test banks for these programs current? Yes. The tactics and strategies have not changed since 1992, so he does not see a need to update to the latest materials. • Lundin – Do all departments go through Steve Schreck (Office of Rural Fire Protection) for Basic certification? • Mitchell – No they do not need to go through Steve Schreck • Coon – Do we need to make this an action item with a name change? • Mitchell – Can we put in on the agenda for the fall meeting so that we can have time to look into the language update? • Lane – It looks like we may be covering this during the strategic plan update. We will add this to new business at the end of the meeting if not covered during the strategic plan review. 	

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X. Association Reports		
<ul style="list-style-type: none"> A. Alaska Fire Chief's Association <ul style="list-style-type: none"> • Grimes – Nothing to report from the Association B. Alaska State Firefighter's Association <ul style="list-style-type: none"> • Sara – Nothing to report C. Alaska Professional Fire Fighter's Association <ul style="list-style-type: none"> • Jake – Nothing to report • Lane – Welcome Jake 		1115
XI. Lunch		1130
XII. Council Body Photo		1315
XIII. Public Comment Period		1330
<ul style="list-style-type: none"> A. General Public Comment not otherwise listed <ul style="list-style-type: none"> • No public comment 		
XIV. Old Business – Chair – Buddy Lane – Reports and Action Items		
<ul style="list-style-type: none"> A. AFSC/TEB Accreditation Program Update <ul style="list-style-type: none"> • Self-Assessment document is now live • Required for new course requests • Descutner – He will modify the comments section for more space to write • Bryan - Should currently accredited department submit this form? • Descutner – No, this would be for new levels of accreditation for departments • Grimes – Based on the feedback so far, have people been asking questions regarding compliance and what it means? • Descutner – No, we have not received any feedback like this yet • Skaflestad – This document is from the department saying that “yes” I have this equipment. It will reduce our liability. • Descutner – It will also allow for AFSC & TEB to do more specific monitoring and follow-up is things are out of alignment. • Steeves – Do we even have the statutorily authority to enforce the NFPA requirement? • Descutner – Not directly, but it is a IFSAC/ProBoard accreditation requirement. • Gibbs – The statement could be added to the form that states that certification could be revoked if compliance is not met. • Descutner & Coon – Good point • Gibbs – Along with the revoke certification, the department may have to pay any associated fees should a department not have the required equipment that they stated they have and actually do not. • Descutner – It is a working documents, so we can work on this as needed B. Live Fire Training Alternative for Eligibility of FF Testing <ul style="list-style-type: none"> • ProBoard is actively working on mandatory live fire requirements for FF I/II accreditation. This will no longer be “optional” 		

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	<ul style="list-style-type: none"> • Recommend the AFSC formalize the process to verify the live-fire components are throughout training. • Descutner – At the next meeting I think that we need to visit this • Mitchell – Will be establish the parameters that the evaluator must meet? • Descutner – Yes • Gibbs – Would this be appropriate for a sub-committee to review this as it will take at least half a day for the Council to review it. • Descutner – Yes that is a great idea, Steeves has already done some research on this and can bring the report to the Fall 2015 meeting 	
XV. New Business – Chair – Buddy Lane - Reports and Action Items		1430
<p>A. Motion to adopt Fire Officer 1021, 2014 edition (Chapter 1,2,3 & 4)</p> <p>Motions: 1st <u>Gibbs</u> 2nd <u>Grimes</u></p> <ul style="list-style-type: none"> • Gibbs – Will we only be adopting Fire Officer I or Fire Officer II as well? Per the review paperwork, it looks like Fire Officer I only • Steeves – Even though it only says Fire Officer I, we can adopt the entire standard. • Lane – Should we amend the motion to include Fire Officer II? • Descutner – Recommend a short break and I will contact Alex Boyd (committee review lead) and see if he is proposing Fire Officer I or II as well. No contact... • Descutner – Spoke with Alex Boyd on the phone and understood him to mean that he recommends the entire standard • Coon – I would like to amend the motion to adopt chapter 5, 6, 7 so they can adopt the entire standard for Fire Officer • Motions: 1st <u>Mitchell</u> 2nd <u>Grimes</u> • Gibbs – Have a level of dis-comfort with the no one else being consulted in the review <p>Motion to adopt the entire 1021 standard – In Favor - 11 Oppose – 1 Motion passes</p> <ul style="list-style-type: none"> • Mitchell - When will this be ready for testing? • Descutner – We have the test bank, the next step will be to get the test bank out for review. • Mitchell – I can make my staff available for review 		
<p>B. AFSC Certification Fee Increase – Gordon Descutner</p> <p>Motions: 1st <u>Coon</u> 2nd <u>Skaflestad</u></p> <ul style="list-style-type: none"> • As previously discussed, we are not currently covering the cost of testing expenditures • Average 3-year receipts multiplied by 25% for estimated increase of \$6-8k. • Will likely be able to maintain costs for the next two years if travel costs do not significantly increase. 		

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	<ul style="list-style-type: none"> • Descutner recommends the MOTION of for a 25% to individual increment: \$20 to \$25 dollars for each increment. • Steeves – Is this going to be enough? • Descutner – I am a little hesitant to raise the fee higher than this. We may be able to look into some alternative revenue source • Steeves – Maybe we should set a base test fee for communities that cost a lot to travel to. • Ben – How often does someone have to take tests? • Gibbs – Are we getting into alternative funding with a different fee? • Lane – Yes. • Coon – Feels that 25% is appropriate and fills that gap that we have so far. Let increase it for the amount that we need for now. • Grimes – We are in a unique budget situation so it is reasonable. • Descutner – I am concerned about taking in too much as we will then come under scrutiny. We just need to pay for the testing cost <p>Motion to raise certification fee 25% (\$5) per increment passes unanimous Effective July 1, 2015 (FY 16)</p>
	<p>C. AFSC Implementation of Certification Renewal Fee</p> <p>Motions: 1st <u>Coon</u> 2nd <u>Steeves</u></p> <ul style="list-style-type: none"> • Not currently charging a fee but have the administrative time to produce • Now have a means to provide “real time” monitoring and automated notification of expirations. • Descutner recommends the MOTION to adopt a \$25 administrative fee for processing renewal certification. • Coon – So the cost for renewal would be \$25? • Descutner – Yes • Gibbs – Will the fee cover the admin time for billing? • Descutner – We have streamlined our billing process and the proposed fee should be sufficient. <p>Motion passes unanimous</p> <ul style="list-style-type: none"> • Mitchell – How soon will this go in affect? • Grimes – I believe that there is a state rule for timeline for fee increases <p>D. Descutner – We will implement this on July 1st 2015</p>
	<p>E. Alternative Funding Sources – Gordon Descutner</p> <ul style="list-style-type: none"> • Current economics warrant significant research • Examples of other states using non-GF mechanisms • Executive Board and the association representative will form a committee to look at alternatives for report at next meeting • Descutner – we will re-visit this during the fall meeting as it will require some further research

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<p>F. Strategic Plan Update – Gordon Descutner</p> <ul style="list-style-type: none"> • Basis for each goal has been changed to address statutory authority • Lane – Would target 1 have higher priority than 5? • Descutner – Yes <p><u>Basic Firefighter</u></p> <ul style="list-style-type: none"> • Ben Endres – Should we change Basic Firefighter to the name of Rural Basic Firefighter • Steeves – TEB does a basic firefighter • Descutner – We should keep the review under the Firefighter review committee, but Descutner will work ad-hoc with Bryan Crisp and we will talk about it further at the fall meeting. • Bryan – When he develops his Basic Firefighter material, he bases it off of the latest material, so his candidates know way beyond then 1992 standards testing material that AFSC sends. <p>Motion to accept strategic plan Motions: 1st <u>Skaflestad</u> 2nd <u>Bryan</u></p> <p><u>Amendment to change the document as discussed</u> Change basic/rural firefighter review to all of 2015 Priority went to low on Marine Land Based Firefighter Motion to adopt the revisions passes unanimous Will post to website within next 2-weeks.</p>	
<p>G. Operational Plan – Gordon Descutner</p> <ul style="list-style-type: none"> • Gibbs – Will there be a report to show that the admin office is performing these goals? • Lane – There should be a report given • Descutner – How would you like to see this? • Gibbs – Whatever works best for you • Descutner – I will note this and include in future administrative reports. 	
<p>H. Ethics Review Update</p> <ul style="list-style-type: none"> • Nothing reported for last two quarters 	
<p>I. Nomination/Election- Chairman</p> <p>Motions: 1st <u>Steeves</u> 2nd <u>Skaflestad</u></p> <ul style="list-style-type: none"> • Lane – Lane will be happy to continue to serve as the Chair <p>All in favor – Passed unanimously</p>	
<p>J. Items not otherwise listed</p> <ul style="list-style-type: none"> • Descutner – Has been working on his position description with the State. The position may be re-classed. 	
Break	N/A
XVI. AFSC Plaque Nomination- Members- Action – Gordon Descutner	1545
<p>A. Recognition of Council Member Service</p> <ul style="list-style-type: none"> • Plaques sent to Dennard and Jones 	

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	<ul style="list-style-type: none"> • Descutner – We are sending out letters and certificates of appreciation for test item review committee members. 	
	<p>B. Plaque- Outstanding contribution</p> <ul style="list-style-type: none"> • All 2014 test item review committee members were sent letters and certifications of recognition (Approximately 25 personnel helped with FF, HM, FSI) 	
	<p>XVII. Create Priority List – Chair – Buddy Lane – Action</p> <p>A. Refer to AFSC Strategic Plan an corresponding Operations Plan</p>	
	<p>XVIII. Future Agenda Items not otherwise indicated above - Chair – Buddy Lane – Review</p> <p>A. None noted</p>	
	<p>XIX. Future Meeting Dates - Chair – Buddy Lane - Report</p> <p>September 28, 2015, Seward, Alaska February 1, 2016, Juneau, Alaska September 19, 2016, Fairbanks, Alaska</p>	
	<p>XX. Adjourn - Chair – Buddy Lane – Action</p> <p>Motions: 1st <u>Steeves</u> 2nd <u>Crisp</u></p> <p>Motion passes unanimous- meeting adjourned</p>	1615