

# Iowa Fire Service & Emergency Response Council

## Meeting Minutes December 17, 2024 Fire Service Training Bureau

### **Council Members Present:**

Jim Clark - *IA Professional Fire Chiefs*  
Pam Kenkel – *Public Member*  
Jeff Kling – *Public Member (via Zoom)*  
Lonni Koch – *IA Firefighters Association (via Zoom)*  
Cody Nicely-Green – *IA Professional Firefighters (via Zoom)*  
Jamie Lee - *IA Fire Chiefs Association (via Zoom)*

### **State Fire Marshal and FSTB Staff:**

Dan Wood – *State Fire Marshal (via Zoom)*  
Jess Dunn – *FSTB Bureau Chief*  
Hailie Mathews – *FSTB Management Analyst*

### **Absent (Excused):**

Ellen Hagen – *IA Firefighters Association*  
Adam Lathrop – *Ex-Officio/Iowa Division of Labor*  
Kim Fensterman – *Iowa Community College Coordinator*

### **Guests:**

None

### **Call to Order:**

Chair, Jeff Kling, called the meeting to order at 10:00 AM on 12/17/2024. Roll call taken (see above)

### **Approval of Agenda:**

#### ***Motion***

Jim Clark made a motion to approve the December 17, 2024 agenda, seconded by Pam Kenkel. Approved 6-0.

### **Approval of Minutes:**

Jess Dunn had emailed the draft 9/17/2024 minutes to the council members for review. No corrections were received. An email vote was conducted and the minutes of the 9/17/2024 meeting were approved on 11/6/2024 with a vote of 7-0. No further discussion.

### **State Fire Marshal Update (SFM Dan Wood):**

(None)

### **Fire Service Training Bureau Update (Bureau Chief Jess Dunn):**

Jess Dunn – Hailie Mathews was the Accounting Technician 3 for the bureau. She was promoted to Management Analyst 3 at the beginning of December. She will be overseeing the transition to the ACADIS software. The Accounting Technician 3 position has been posted on government jobs and will close on January 9, 2025.

The bureau is experiencing issues with the Department of Management – Division of Information Technology (DOM-DoIT) in upstarting the ACADIS software. DOM-DoIT is requesting that the bureau share their LMS with the existing Iowa Law Enforcement Academy (ILEA) LMS. ILEA is their own entity within state government and is not within the Department of Public Safety. The bureau opposes this proposal. No other training academies within the United States share the two tenants together, law enforcement and the fire service. This would also impact the funding for the new LMS. The bureau received a \$315,000 AFG award for the new LMS specifically for the fire service. The continuing funding would be through the Volunteer Fire Fighter Training Fund which is also allocated specifically for fire departments within the state of Iowa. The bureau has raised these concerns with DOM-DoIT. More to be determined the next week.

Field Programs- Still working on the curriculum for Essentials 8. Driver Operator Pumper and Driver Operator Aerial curriculum has also been updated. Will need to determine if we are going to continue with Essentials or switch to Jones & Bartlett. More information to come, we do not plan to switch to the updated curriculum until May/June.

The training tower is about 95% complete. The fence has been installed. Everything looks good. There will be a walkthrough after the first of year, so it can be turned over to us. We expect the first operation of the tower to be in the spring into summer.

Certification/Accreditation – The bureau will be adding a new certification level. We will now be offering Live Fire Instructor and Live Fire Instructor-In-Charge, under the NFPA 1041 standards. We have been given IFSAC approval for those levels. Still working on ProBoard. Gary Howard, Certification Manager, will be going to Alabama to take the class to become a Live Fire Instructor-In-Charge. He will then teach our staff so they can become certified for that level. We intend to only provide this class here, at the bureau, because of the need to use the burn tower. The other challenges we are experiencing are that to be a Live Fire Instructor-In-Charge you must be an Instructor 2. Live Fire Instructor

requires that you be an Instructor 1. Only 3 staff members currently have their Instructor 2.

Question on cost of ACADIS Software – There is no cost difference. ACADIS charges per user. There would be no cost savings in sharing a joint tenancy with ILEA.

**Old Business:**

OSHA Proposed Standard – Jess received an email from Adam Lathrop. He could not attend today. He did not have any updates on the proposed standard at this time.

Adam did have a quick update he would like to pass on and address with the council at the next meeting. Part of the duty of this council is discussing OSHA activity with fire departments. There has been activity. Both incidents were related to ineffective incident command leading to conflicting orders. These conflicting orders ultimately led to injured firefighters. The after-action reviews in both cases were over 60 days late and vague. At the next meeting he would like to join us, along with the OSHA inspector, to discuss these with the council.

**New Business:**

(None)

**Public Comments:**

None received.

**Consideration for Revolving Loan Application:**

Jess had forwarded all email correspondence to the council, along with Otho Fire-Rescue's revolving loan fund application, prior to the meeting. It was decided via email that it would be discussed during the council meeting. Otho has updated their NFIRS reports and is up to date as of September/October 2024. Otho backfilled their data for 2022 and 2023 after the application for the loan was submitted. One of the contingencies of the revolving loan program is continuous NFIRS reporting. Concerns were raised that the NFIRS reporting would need to be monitored to ensure reporting is kept up to date. Otho had initially requested funding for two ambulances. However, their NFIRS data shows low call volume for emergency responses which raises the concern for the need for two ambulances. Otho purchased the equipment prior to loan approval through their local option sales tax/lost funds. Jeff Kling moved to deny the application. Vote was 6-0 to deny the application. Jess will reach back out to Otho and discuss the reasoning behind the council's denial.

Question of backfilling NFIRS data – Concerned that the only reason Otho backfilled their NFIRS data was because they wanted the money. They are now up to date. This data

would not have been included in the national statistics, due to late reporting. The council would like to see continuous reporting for a year before considering approval of this loan.

Question on the application process for the Revolving Loan Application – They can reapply at any point. Applications are accepted year-round. The issue with reapplying next year is that it would not meet the requirements for the Revolving Loan. They have already purchased and funded their equipment. The loan would essentially be to pay back the money they borrowed from their own city funds. The Revolving Loan fund is for purchasing equipment, not refinancing equipment already purchased and funded.

**Consideration for Governor’s Award for Commitment to Community Service:**

Two nominations for the Governor’s Award were received, by Jess, for Duane Hendrickson from Jewell Fire Department and Duane Wiese from Camanche Fire Department. This award is given out at Fire School to one person every year. Last year, the nomination from Camanche Fire Department received the Governor’s Award. The council felt both were good nominations. Jim Clark moved to nominate Duane Hendrickson this year, seconded by Lonni Koch. Jess will reach out to Chief Schutte with Camanche Fire Department and encourage him to renominate Duane Wiese next year. Approved 6-0.

**Action Items:**

No action items. The next meeting will be Tuesday, March 11, 2025, at 10:00 am.

**Adjournment:**

Meeting adjourned at 10:25 AM.