



STATE FIRE MARSHAL DIVISION

STATE FIRE SERVICE & EMERGENCY RESPONSE COUNCIL

FIRE SERVICE TRAINING BUREAU

Notice of Meeting Agenda

Date: April 18, 2018 Time: 10am

Location: Fire Service Training Bureau

Call to Order:

Approval of Minutes:

Approval of Agenda:

Old Business:

- Computer Based Testing
- Retesting
- Set Meeting Dates for the rest of the year 2018

Community College Update:

Iowa Society of Fire Service Instructors:

FSTB Update:

- Bureau Chief Update (Dan Wood/Steve DeJoode)
 - Funding for the Bureau Chief Position
 - General Budget Update
- Certification Manager Update (Gary Howard)
 - Introduction of Gary
 - Review of testing
 - Written
 - Practical Skills
 - Certification Reciprocity Process



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FIRE SERVICE TRAINING BUREAU

- Field Programs Coordinator (Russ Grossman)
 - Equipment Update Conditions
 - Prop movement around the state
 - Field Staff Update

New Business:

- Council Seats:
 - Marion Valero-Lehman / Iowa Firefighters Association 6/30/18
 - Lynn Washburn-Livingston / Iowa Professional Fire Chiefs Association 6/30/18
 - Vacant Seat / Iowa Association of Professional Fire Fighters 11/08/21
- Fee schedule for FSTB
- Bylaws Committee (Mike Bryant)
- Revolving Loan Fund: Application period
- Committee's: Establishment
- Funding Taskforce

Other Business:

Council Member Comments:

Public Comments:

Adjournment:

Iowa Fire Service & Emergency Response Council

Council Meeting Minutes:
Wednesday, April 18, 2018
10:00am - 2:00pm
Fire Service Training Bureau

Council Members Present

Justin Adams, Chair - *IA Association of Professional Chiefs*
Jeff Kling, Vice Chair - *Public member*
Ellen Hagen - *IA Fire Chiefs Association*
Mike Bryant - *IA Association of Professional Firefighters*

“ZOOM” Remote Access (Hosted by Kim Fensterman)

Lynn Washburn-Livingston - *IA Association of Professional Fire Chiefs*
Pam Kenkel - *Public member*
Alicia Lidtke - *Iowa Firefighters Association*
Marion Valero-Lehman - *IA Firefighters Association*
Thomas Craighton - *Emergency Medical Services*
Deb Krebill - *IA Fire Chiefs Association*

State Fire Marshal and FSTB Staff Present

Dan Wood - *State Fire Marshal*
Steve DeJoode - *FSTB Bureau Chief*
Jim Kenkel - *FSTB Special Programs Manager*
Russ Grossman - *FSTB Field Programs Manager*
Gary Howard - *FSTB Certification/Accreditation Program Manager*

Others Present

Kim Fensterman - *Kirkwood Community College (ZOOM)*
Jerry Eslick - *President, Iowa Society of Fire Service Instructors*
David Rierson - *President, Iowa Association of Professional Fire Chiefs*
Duane Hendrickson - *Iowa Fire Chiefs Association*
Bill Halleran - *Iowa Firefighters Association*

Council Members Absent

Joe Mullen - *Division of Labor, Iowa Workforce Development, Ex-Officio member*

Positions Currently Vacant

IA Association of Professional Firefighters

Item #1 - Roll Call

- Council Chair Adams called the meeting to order at 10:06 am.

Item #2 - Approval of previous meeting minutes

Item #3 - Agenda

- Motion to approve Agenda made by Kling, seconded by Washburn. Approved - all ayes. Motion carries.

OLD BUSINESS

Item #4 - Computer based testing update - Steve DeJoode

- Request for Proposals (RFP's) has gone out and due back May 2, 2018.
- DeJoode to work with ISU Procurement on reviewing proposals.
- Will likely request "on-site" demonstrations from top three (3) vendors.
- Project/anticipated contract award date in July.
- After contract awarded, work with vendor to set up system to integrate with FSTB process.
- Anticipate computer based testing to begin in Fall 2018.

Item #5 - Retesting - Justin Adams

- All retesting from previous issues has been completed.

Item #6 - Set future meeting dates

- July 11, 2018
- October 10, 2018

UPDATES

Item #7 - Community College Update - Kim Fensterman

- Working with FSTB to provide rooms for instructor field staff evaluator training.
- Practical skill certification exam scheduled for June 23, 2018 at Kirkwood Community College.
- Jason Anderson (NWICC) working on RFP to submit for computer based testing.

Item #8 - Iowa Society of Fire Service Instructors Update - Jerry Eslick

- June 30, 2018 - Basement Fires Class held at Quality Inn & Suites Starlight Village Conference Center, Ames
- Free training - Bureau has sent out information previously

FSTB UPDATES

Item #9 - Fire Service Training Bureau Update - Dan Wood

- SFM budget not yet set for FY2019; may not know until last day of legislative session.
- Legislation to fund Bureau Chief with Training Funds/stair-step funding (\$100k, \$75k, \$50k, \$25k).

Discussion:

- Thomas Creighton believes we are doing an injustice by not backing the current Bureau Chief. Bureau is moving forward; encourages others to work with Bureau and current Bureau Chief.
- Adams - cited most current language of bill.
- Lidtke - shared thought/concern that offering to pay something often becomes an expectation in the future.
- Adams - has concern on sustainability of funding in this manner. Believes we need to think outside the box in terms of funding the current staff moving forward. Need to look at cost saving measures. If SFM budget just remains status quo it will not be sufficient and layoffs will be likely. Adams is personally concerned.

- Mike Bryant feels this legislation is not ideal but best option at this time.
- Jeff Kling - asked Fire Marshal Wood is position. Wood advised he is not allowed to lobby an issue. Has reservations regarding future retirements and where that funding will come from to backfill. Believes FSTB is moving forward positively under direction of DeJoode - getting testing and certification taken care of and moving forward.
- Lynn Washburn - Feels the idea is good but is concerned that it may not be sustainable. We need to find permanent fix to sustainability especially regarding other future vacancies.
- DeJoode - Notations: Increase of fees from ISU of 8% of funding passing through ISU accounts is taking effect soon which will have negative impact on budget. Fee restructure/review necessary in near future. If we take away money from training for salary we have less money for training. Recommendation: The Council should start a broad survey of the associations regarding the following:
 1. What the association needs from the FSTB?
 2. What the association wants from the FSTB?
 3. What are the expectations of the FSTB from the associations?

Once that information is gathered we can analyze what we are doing; what we are not doing; what we can do; and what additional resources we will need to have to deliver the wants/needs of the fire service. Cannot plan budgets if we do not know what we need to know. Also noted the physical location of the FSTB should be a concern and agenda item for planning relocation of FSTB.

Adams opened commentary to the floor:

Chief Rierson - Iowa Fire Chiefs, Professional Fire Chiefs, IFA have all been having discussions on direction to move with supplemental funding/legislation. We all agree it is not the perfect plan or solution to the problem but a step in the right direction. We have written letters to the Governor and the legislators to come to the table to discuss options with us; we have received nothing back other than letter IFA received. We feel this legislation is a temporary solution. This may buy the council some time to come up with other funding ideas.

Fensterman - Feels DeJoode is correct in needing a five (5) year strategic plan and input from the associations moving forward in planning.

Bill Halleran - Addressed concern about effective communication to and among the association boards to so that they are all on the same page.

Mike Bryant - Motion to record positions in support of legislative action to stair-step funding for Bureau Chief position over a four year period (\$100k, \$75k, \$50k, \$25k). Seconded by Hagen.

Roll call vote - all supported. Motion carries unanimously.

Justin Adams
 Lynn Washburn
 Deb Krebill
 Mike Bryant
 Alicia Lidtke
 Marion Lehman
 Thomas Creighton
 Jeff Kling
 Pam Kenkel
 Ellen Hagen

Item #10 - General Budget Updates - Dan Wood

- Holding pattern - Status Quo = layoffs

Item #11 - FSTB - Certification Update - Gary Howard

- Introduction

- Written test sites - ongoing
- Update on field staff training for practical skills testing
- Adjustments to Procedures Guides
- Moving to more regionalized skills testing
- AFG grant for six (6) skills trailers
- Questions from Council - None
 - Kim Fensterman - question - live fire skills exam?
 - Thomas Creighton - Teaching vs. evaluating - evaluating the evaluators. Evaluation of skills only - not coaching /mentoring
- Reciprocity - we will evaluate other state certificates and if valid we will initiate processing fee and then enter the certification number in our system - we will recognize the national certification but will not issue the Iowa certificate and patch. If want Iowa certification they would have to complete written/practical exams and would then be entered into our system with an Iowa seal number.
- IFSAC Reaccredited at all levels

Justin Adams - question on funding for live fire training in Community Colleges - specifically Council Bluffs. Russ Grossman answered.

Item #12 - FSTB - Field Programs Update - Russ Grossman

- Overview of condition of equipment/props - provided handout of Trailer Inventory and condition
 - Adams questioned if there is a policy in place for cost of repairs on props due to departmental negligence - Russ responded that we don't have anything in place - difficulty if department doesn't have money to cover.
- Adams would like to have Russ submit a list of what it costs to maintain the props.
 - Russ talked about the local options and DOT for maintenance if can't be done by Carl or other staff.
- Overview of prop movement throughout the state. Move all trailers from FSTB - drop off day before and pick up day after. Drivers - Car, Russ, Jim. Investigating different options. Hoping to move prop into regions and have staff pick up. Insurance and liability concerns.
 - Dan Wood - looking into 3 to 7 part-time drivers which would be a cost savings.
- Adams would like the Council to look into the issue of drivers so that Russ and others are not pulled away from their jobs. Thomas Creighton motioned to direct or support SFM/FSTB staff in looking into using part time staff to move trailers, seconded by Lynn Washburn. Mike Bryant requested broadening amendment to look into the most efficient way - not necessarily just part time. Thomas approved of friendly ammendment. Voted - All in favor - motion carried.

Item #13 - FSTB - Field Staff Update - Russ Grossman and Gary Howard

- Focus now on supporting certification, after that will focus be on Field Staff updates based on the new Essentials 7.
- Gary Howard - Overview of changes to evaluation process - reported that it has been received very well. Changes will be made as we move forward in the best practices supported by IFSAC.
 - Kim Fensterman - recommends supporting and reinforcing the changes made by the Bureau that are meant to improve safety and efficiency and to meet IFSAC rules moving forward. Need to change mindset of instructors to be behind the FSTB. Adams and Eslick agreed with Kim's comments. Need to remind instructors that progress is being made, and to diffuse negativity.

Adams announced a 10 minute break at 11:13 am for lunch - to resume with a working lunch.

Adams resumed the meeting at 11:33 am

Item #14 - Council Seats Update

- Adams called for discussion about vacant Board positions
 - IA Professional Firefighters - names have been submitted, just waiting for Governors Office to respond.

Item #15 - Fee Schedule for FSTB

- Adams reported that he has met with DeJoode outside of Council meetings to discuss changes to the certification fee schedule. 100B requires that the Council work with the FSTB.

Discussion:

- Creighton - suggested evaluation of where funds come from and the process for payment.
- Adams - concerned about the outcry if fees increase. Suggests a phase-in period.
- Kling - encourage consideration of what other states are charging. Maybe we look at a cheaper way of doing it - recommends research.
- DeJoode - commented that he has started looking into the comparables with other states and will continue to inquire about the comps. of surrounding states. Should consider changes to the fees with computer-based testing and an evaluation of the true price of skills testing.
- Bryant - talking about a business plan - funding is part of that. Fee structure is a work in progress. Every Council member needs to be responsible for a part of the task force on this.
- Adams reiterates the importance of the fee schedule for the FSTB.

Item #16 - By-Laws Committee - Mike Bryant

- Very old By-Laws - Council has to follow Iowa State Code. Questioned why we need By-Laws? Do we need them? What things in by-laws that won't be in Code?
- Creighton - wondered the same thing - what is purpose of by-laws?
- Fensterman - wondered if other Councils have by-laws?
- Bryant - requests that Dan Wood ask AG to see if we need by-laws since they conflict with 100B.
- Kling - believes that he saw somewhere that by-laws are required and will look into it further and report back.

NEW BUSINESS

Item #17 - Revolving Loan Fund Discussion - Adams

- DeJoode - last opened March 14 - April 29, 2018. The last meeting there was suggestion for language change for possible improvements. Suggested starting over.
- Hagen - remembers going back and forth through email, but didn't recall where it was left.
- The current fund amount is at \$393,523.80 as of 4-18-2018.
- Bryant - suggests a decision be made
- Creighton - made motion to have DeJoode push it out according to rules and take all new applications and start over new process. Request to open up for 6 weeks period of time - May 1 - June 12
- Hagen - suggests staying with 6 weeks.
- Adams - Motion to take a vote with the friendly amendment of 6 weeks to have FSTB move forward with Revolving Loan Fund process start May 1 - June 12 - all new applications.
- Voted - All in favor - motion carries.

- Adams - Suggested that a committee be formed to review the loan applications.
Asked for volunteers - Mike Bryant, Ellen Hagen, Deb Krebill

Item #18 - Committee establishment of Funding Task Force to move FSTB forward - Adams

- Consideration on how to anticipate and address the funds.
- Research the purchase of "Zoom" electronic meeting for the future.
- Creighton - Motion to create a Business Model Task Force Committee.

Discussion:

- DeJoode - would like to base this off of the association needs, wants and expectations of the Bureau
- suggested a survey that will get submitted within 30 days.
- Eslick - 5 year plan to continue to survive. Short term and long term goals and plans.
- Hagen - suggested just send to the association Boards - leadership level.
- Motion seconded by Bryant for Business Model Task Force Committee.
Voted, all in favor, motion carried.

Association survey draft - prepared by DeJoode

Item #19 -

- Bryant - Motion supports that Council pursue legislative change to add 1 or 2 members from the Iowa Society of Fire Service Instructors to the Council.
- Hagen suggested that be done through Administrative Rule.
- Fensterman - Inquired about adding Community College members to the Council .
- Bryant - withdraw motion but open to discuss pros and cons.
- Adams - asked SFM/FSTB to consult with legal to see how to proceed.

Bryant - reminder to please REPLY ALL in email correspondence so all are kept informed.

Adams called for a motion to adjourn. Washburn seconded the motion. Motion carried, and meeting was adjourned at 1:56 pm.