

Fire Service & Emergency Response Council

Location: Fire Service Training Bureau

Time: 10am

Call to order:

Approval of previous minutes:

Old Business:

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

New Business:

- Election of Officers
 - Chair
 - Vice Chair
 - Secretary
- Council Seats set to expire
- Meet with FSTB staff to explain their jobs (10 Minutes each)
 - Linda Adams, Support Specialist
 - Dawn Beisner, Information Specialist
 - Steve DeJode, Interim Certification/Accreditation Manager
 - Russ Grossman, Field Programs Manager
 - Jim Kenkel, Special Programs Manager
 - Carl Link, Lab Technician
 - Robin Snider, Support Specialist
 - Linda Thede, Accountant
 - Part-time Staff
 - Student Technicians

FSTB Update:

- Bureau Chief Position
- Certification Manager Position
- Accreditation Update
- Budget Update
- Test site
- Training Program Update

Other Business:

Council Member Comments:

Public Comments:

Adjournment:

Iowa Fire Service & Emergency Response Council

Council Meeting Minutes

Thursday, February 15, 2018

10:08 am – 3:11 pm

Fire Service Training Bureau

Ames, IA

Council Members Present

Justin Adams, Chair – *IA Professional Fire Chiefs Association*

Lynn Washburn-Livingston, Secretary – *IA Professional Fire Chiefs Association*

Deb Krebill – *IA Fire Chiefs Association*

Mike Bryant – *IA Association Professional Firefighters*

Alicia Lidtke – *IA Firefighters Association*

Marion Valero-Lehman – *IA Firefighters Association*

Thomas Craighton – *Emergency Medical Services*

Jeff Kling, Vice Chair – *Public Member*

Pam Kenkel – *Public Member*

Dan Wood – *Fire Marshal*

Council Members Absent

Ellen Hagen - *IA Fire Chiefs Association*

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

Positions Currently Vacant

IA Association of Professional Firefighters

State Fire Marshal Staff Present

Steve DeJoode – *FSTB Acting Certification/Accreditation Manager*

Jim Kenkel

Russ Grossman

AJ Plach

Doug Allen

Todd Moomaw

Public members present

Jerry Estlick – *West Des Moines Fire*

Kim Fensterman – *Kirkwood Community College*

Adam Wedmore – *Northern Iowa Area Community College*

Duane Hendrickson – *IA Fire Chiefs Association*

Item #1 – Roll call

- Council Chair Adams called the meeting to order at 10:07 am. Secretary Washburn-Livingston informed the Chair that Council attendance had been taken. A sign-in sheet for others in attendance was circulated.

Item #2 – Approval of previous meeting minutes

- Motion to accept by made Craighton, seconded by Kling. Minutes approved – all Ayes

OLD BUSINESS

Item #3 – Computer based testing

- DeJoode informed the Council the procurement process was moved from DPS to Iowa State due to delays. He met with the college to discuss whether a full RFP would be required as that would take 3-5 months. J. Anderson from Northwest Community College attended the meeting.
- May be able to do a temporary contract while RFP in process. If contract approved may be possible to be operational in approximately 2 months.

Item #4 – Certification retesting

- Topic included in the FSTB update under New Business

Item #5 – 2018 meeting dates

- Discussion of the second Wednesday of April, July, and October for quarterly meetings. Bryant stated that if conflicts arose, dates could be altered as needed. The suggestion of moving the time to the afternoon was not supported.
- Meeting time will remain at 10:00 am. Dates were set for April 11, July 11, and October 10.

NEW BUSINESS

Item #6 – Election of Officers

- Chair Adams researched the FSERC By-Laws regarding officers. Per Section 3.3 Secretary, the position is to be held by a FSTB staff person unless the Council votes to elect a member.
- Secretary Washburn-Livingston was informed and supported a FSTB staff member assuming the duties. The unknown future status of Washburn-Livingston was a compelling factor in this decision.
- DeJoode stated FSTB staff would be able to assume the duties. Council discussion supported this change.
- Chair Adams reported there are no term limits for Council Chair or Vice-Chair.
- Craighton moved to continue with Adams as Chair and Kling as Vice-Chair. Bryant seconded. Motion passed – all ayes.

- Bryant moved to have FSTB staff assume Secretary role. Craighton seconded. Motion passed – all yes.

Item #7– Council membership and seats set to expire

- Discussion of Council By-Laws and the term “fireman.” Chair appointed a committee to review the By-Laws and report at the next meeting. Committee members – Craighton, Lidtke, Bryant.
- Any recommendations for changes to the By-laws will have to go through the administrative rules process.
- Discussion of adding a Council member from Iowa Instructors group. Fensterman suggested also having a representative from the Community Colleges. This would require a code change. Chair Adams will place the topic of adding members on the April agenda.
- Bryant stated there are problems with approval of nominees. Feedback has been that nominees did not meet the “criteria” but no information on what the criteria is.
- Seats expiring June 30 are Washburn-Livingston, IA Professional Chiefs and Valero-Lehman, IA Firefighters. In addition, one IA Professional Firefighters seat is currently vacant. Chair Adams suggested submitting application documents soon requested an email from anyone re-applying.
- Washburn-Livingston stated she would be discussing IA Professional Chiefs representation with the Association before re-applying.

Item #8 – Meet with FSTB staff

- Chair Adams stated that Council should have a better understanding of staff duties.
- Staff members present – Linda Adams, Dawn Beisner, Robin Snider, Linda Thede, Todd Moomaw, AJ Plach, Doug Allen, Jim Kenkel, Russ Grossman. Each informed the Council of their major and minor duties.
- Highlights – Dawn discussed new procedure guides available on the website and a new website build; AJ discussed his work on re-accreditation; Russ explained use of part-time staff versus benefits of full-time. 687 Fire School registrations – impact of limited mailing but this is costly. Council members encouraged to attend Fire School.

FSTB UPDATE (in order of occurrence, not agenda listing)

Item #9 – FSTB Update/General

- There will be a room dedication at DPS next Thursday, 2/22
- FSTB received a \$130 thousand endowment from a citizen. The individual, Walter Johnson, had no connection with FSTB. This was the first payment, additional is to be given at a later date.

Item #10 – Budget update

- Budget has been constant for last 8 years. Salaries are funded at only 75%.
- Three options are to be submitted this year to meet from \$300K to \$1.9M in cuts.
- Current DPS vacancies include 2 at FSTB. If next year's budget status quo, will cut 4 additional sworn staff – inspectors and investigators.\
- Will not be able to raise fees
- General discussion of how fireworks are to be handled without inspectors.

Item #11 – Bureau Chief

- Will not be able to fill the position this year. Ability to hire next year is budget dependent.
- Acting Certification Manager DeJoode and Chair Adams have been asked to meet monthly to keep communication open.
- Wedmore asked FM Wood what the future of the FSTB is. Wood stated there is no definitive answer.
- Kling asked if the Bureau Chief position could be filled by internal promotion. Wood stated yes, but that would leave another position open.

Item #13 – Certification Manager

- Certification Manager – 37 applied and six were interviewed. Background checks are being done on the selected person. If all goes well, may start around April 1.

Item #12 – Investigator class registration (not on agenda)

- Kenkel asked Council for input regarding registration over the maximum.
- Maximum of 40 is stated in the class information. No written policies are in place.
- Discussion - how to select attendees, discrimination if career members selected over volunteer, maximum of 2 from any department. Kenkel stated there is a policy for how many from any department.
- Council recommended that policies be written to cover such situations.
- Craighton moved to enforce the 2 per department policy and to stop registrations after the stated maximum is reached. Any additional to be placed on waiting list. Second by Bryant. Motion passed – all ayes.
- Washburn-Livingston recommended FTSB staff writing formal guidelines for class size. Discussion but no motion. This will be an Item for April 2018.
- Other comments –
 - Fensterman suggested the use of a disclaimer that FSTB “reserves the right to..”
 - Grossman asked how to ensure the best people are selected for the class.
 - Wedmore asked if the class is modeled after the National Fire Academy course. If so, could use similar application form for background of applicants.

Item #13 – Accreditation update

- Presentation by AJ Plach (see PowerPoint)

Item #14 – Training program update (see PowerPoint)

- DeJooode gave a presentation on practical skills testing
- Exams have been revamped as a result of the accreditation process. New testing will begin April 2018.
- Until new procedures are in place, very limited testing will be done.

Item #15 - Retesting update

- DeJooode gave a presentation on retesting analysis (see PowerPoint)
- Results are not finalized but the number of individuals passing was very low.
- If unsuccessful at retest, IFSAC/ProBoard seals are being cancelled and removed from the system. If successful in the future, new seals will be issued.
- Many will have to start all over. Letters will be sent to both individuals and Chiefs.
- Chair Adams asked about reciprocity. DeJooode stated that if Iowa certification is desired, must pass out testing. Otherwise will be entered as having met requirements.
- Fensterman asked if any more retesting will be allowed – answer was NO
- Valero-Lehman asked if tests could be challenged without re-taking a class. Answer – YES but must also do all of the projects and skills testing.

Item #17 – Revolving loan program

- Council suspended the program for one year at the March 29, 2017 meeting.
- DeJooode stated the balance 1/1/2017 of \$219K, March 2017 \$105K, and February 2018 \$383K.
- Washburn-Livingston asked how many loans are active. 3/29/2017 minutes state 23 active loans.
- Program will be restarted. No motion needed as suspension has expired.
- Discussion of application and program guidelines.

Item #18 – Assistance to Firefighter Grant

- DeJooode stated a grant is being submitted for a regional trailer with equipment.

OTHER BUSINESS

Item #19 – Community college update

- Fensterman asked to have a standing items placed on the agenda for an update from the college collaboration meetings and the regional testing sites concept. She also recommended making the college meeting minutes available to the Council for review.

Item #20 – Missouri Valley Division conference

- Washburn-Livingston shared information on the upcoming conference to be held in Davenport July 18-20, 2018.

Item #21 – Funds accounting

- Valero-Lehman stated the IA Firefighter's Association is requesting an accounting of the firefighter training, Paul Ryan fund.

Item #22 – House Study Bill 165

- FM Wood received an email regarding this bill and read to the Council

Item #23 – April meeting agenda items

- Chair Adams requested any items be submitted as soon as possible so information can be sent out a week before the meeting.

Next meeting date: April 11, 2018

Motion to adjourn. All ayes. Meeting adjourned at 3:11 pm.

Submitted by Secretary Washburn-Livingston.