



STATE FIRE MARSHAL DIVISION

STATE FIRE SERVICE & EMERGENCY RESPONSE COUNCIL

FIRE SERVICE TRAINING BUREAU

Notice of Meeting Agenda

Date: November 21, 2018 Time: 10am

Location: Fire Service Training Bureau

Call to Order:

Roll Call:

Approval of Agenda

Approval of Minutes: 7/11/2018

Introduction of New Bureau Chief John Kraemer (Fire Marshal Dan Wood)

Introduction of New Council Members

-Lonni Koch, Iowa Firefighter Association

Community College Update: (Kim Fensterman)

Iowa Society of Fire Service Instructors: (Jerry Eslick)

State Fire Marshal Update: (Dan Wood)

-Budget Update

-Dept. Staffing Update

FSTB Update:

Steve DeJoode-Bureau Chief:

-AFG

-Accounting Change (ISU to DPS)

-Pro Board Accreditation

Gary Howard- Certification Manager

-Update



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Russ Grossman- Field Programs Coordinator

-Update

Jim Kenkel- Special Programs Coordinator

-Annual Fire School Update

Old Business:

- Computer Based Testing (Netexam)
- Revolving Loan Fund
- Addition of members to the council
- Fee Schedule
- Bureau Funding Source
- Fire Service Survey (Steve DeJooode)

New Business:

- Review of Local Fire Protection and Emergency Medical Services Grant Guidelines (attached)

Other Business:

- Set meeting dates for Calendar Year 2019

Council Member Comments:

Public Comments:

Adjournment:

Iowa Fire Service & Emergency Response Council

Council Meeting Minutes:
November 21, 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*
Deb Krebill - *IA Fire Chiefs Association*
Alicia Lidtke - *IA Firefighters Association*
Mike Bryant - *IA Association of Professional Firefighters*
Thomas Craighton - *Emergency Medical Services*
Ellen Hagen - *IA Fire Chiefs Association*
Pam Kenkel - *Public member*
Lonni Koch - *IA Firefighters Association*
Ray Reynolds - *IA Association of Professional Fire Chiefs*

State Fire Marshal and FSTB Staff Present

Dan Wood - *State Fire Marshal*
John Kraemer - *FSTB Bureau Chief*
Steve DeJoode - *Former Interim Bureau Chief*
Jim Kenkel - *FSTB Special Programs Manager*
Gary Howard - *FSTB Certification/Accreditation Program Manager*
Dawn Beisner - *Information Specialist*

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

Guests: Kim Fensterman - *Kirkwood Community College*; Jerry Eslick - *laSFSI*, and Chief Dave Rierson - *Iowa Association of Professional Fire Chiefs*

Call to Order: Chairman Adams called the meeting to order at 10:03 AM.

Approval of Agenda: Motion to approve agenda by Ellen Hagen; second by Thomas Craighton. Approved.

Approval of Minutes: Chairman Adams noted a correction to the minutes of July 11, 2018: Jeff Kling was not present; Lonni Koch was present. Motion to approve amended minutes by Ray Reynolds; second by Jeff Kling. Approved.

Introduction of new Bureau Chief, John Kraemer (Dan Wood, State Fire Marshal):

An interview panel of Justin Adams, Steve DeJoode, Kyle Gorsh, and Dan Wood interviewed five candidates from a list of 27, and selected John Kraemer for position of FSTB Bureau Chief.

John Kraemer stated that he is happy to have been selected for the position. Looks forward to addressing challenges; re-engaging with associations; providing resources, training, and certification to fire service; and supporting and collaborating with others.

John has been in the fire service for 17 years, starting in West Des Moines doing fire investigation for 4-5 years. Moved to Johnston where he joined the fire department, became Lt. (investigation, training officer, EMS). Experience: Director of Operations in Forensics; State Medical Examiner; death investigator; coordinated conference speaker/coordinator; adjunct professor at College of Mercy in Health Sciences.

Introduction of new Council Members:

IFA Past President, Marv Trimble selected Lonni Koch to represent the IFA on the Board of the SFSERC. Lonni comes from a family of Fire/EMS. She has served as the Chief of Mechanicsville Fire Department for 10 years. Her husband and son are also firefighters.

Community College Report (Kim Fensterman):

Community College reps met in August 2018 to discuss computer-based testing and how they will work through questions/concerns about charging for the use of the computer labs, room rental, etc - working with Gary Howard and Steve DeJoode.

IaSFSI Report (Jerry Eslick):

Looking forward to the Annual Instructors Conference on Dec. 1, 2018 at the FSTB. Currently 37 registered to attend. FSTB Update on Nov 31, 2018.

SFM Update (SFM Dan Wood):

Budget update:

- Budget looks good/normal for this time of year. Not heard of any budget cuts.

Staffing update:

- After hiring FSTB Bureau Chief, filling two Inspector positions, creating new Building Code Inspector position for western Iowa, and filling open Plans Review position, there will be no FTEs open.
- Ray Reynolds questioned the status of funding for FSTB facility, expressing concern that the future might rest in the power of the association representation of the Council. He suggested that DPS use the power of the Council to be the vocal piece for the fire service.
- Ray Reynolds want to be on record stating that he feels that the Council is being under-utilized and would like to be able to see it use it's power.
- SFM Wood suggested that the Council write a letter to the Governor expressing concerns and having it signed by all of the Board members, as representatives of the fire service associations.

FSTB Update:

AFG Grant (Steve DeJoode)

- Review of 2017 Grant Application: Applied for maximum award for 6 trailers for each region, 2 pick-up trucks, and a car fire prop. Received full award. Working with DAS to procure everything within one year.
- 2018 Grant Application: Completed and submitted \$500,000 request for one grain bin prop and two dual purpose trailers RIT/SCBA trailers. Should hear back in Spring 2019.

Discussion:

- Justin Adams suggested requesting money to help fund a new facility.

- SFM Wood suggested that Camp Dodge has land but FSTB would be responsible for developing and maintaining it.
- Thomas Craighton stated that a facility was being built for Traffic Incident Management and that they were looking for partners. Steve DeJoode stated that DOT had purchased land but DPS/State Patrol would not be partners in that. SFM Wood believes that we are on our own.
- Ray Reynolds stated that a plan was still out there for ILEA/FSTB facility.

Accounting change from ISU to DPS (Steve DeJoode)

- FSTB was informed that ISU will be developing a new contract/fees. Fees were 4% (\$55,000) but will double to 8% (\$112,000) per year.
- They are switching to a new software system that will be implemented July 1, 2019. They will do our payroll accounting through this calendar year but then have to switch to DPS. FSTB Field Staff will become temporary employees of DPS. They will still be eligible for IPERS depending on the number of hours worked.
- Looking at restructuring the FSTB certification fees. Will work with BC Kraemer on the restructure.
- Ray Reynolds stressed the urgency of the need for a new facility.
- Kim Fensterman suggested that FSTB work with ISU on a month-to-month strategic plan to allow either party to get out of contract.

ProBoard Accreditation (Steve DeJoode)

- Director from the Illinois Fire Service will be coming to Ames to meet with Gary Howard and Steve DeJoode to discuss what will be needed for the accreditation process.
- NetExam needs to get up and running before policies and procedures can be defined for it.

Certification Update (Gary Howard)

- Since July meeting, facilitated 24 written sites - 448 candidates - 607 exams administered
- Since July meeting, facilitated 23 practical sites - 222 candidates - 330 exams
- Working toward moving into computer based testing on the NetExam platform.

Special Programs Update (Jim Kenkel)

- Annual State Fire School:
 - 39 Classes offered
 - Formal and Optional EMS hours offered - EMS classes first to fill up
 - Brochure/registration form on the web soon
 - Will offer hands-on "Rescue Skills" classes April 6-7 - not at fire school.
 - Jim Kenkel offered free registration for any Council member wishing to take a class at fire school - just contact him.
- Arson Investigation School: made a change requiring that participants be actively involved in investigations on their departments.
- NFA Direct Deliveries:
 - 9 deliveries per year
 - Try to spread offerings throughout the state.
 - Justin Adams suggested that some of the offerings be customized to rural Iowa to help build attendance.
 - SFM Wood said new NFA Director is looking at re-doing Direct Deliveries - getting rid of power point and incorporating more scenarios.

Old Business:

Computer based testing (Steve DeJoode)

- Entered into contract with NetExam through ISU Procurement.
- Offers full service platform to include certification testing, LMS and web.
- Moved away from LXR test bank to IFSTA test banks (supported by NetExam); each question will be validated.
- Will coordinate the changing of the standards with the Essentials 7 roll-out to include delivery of instructional packet, test bank validation, and implementation into NetExam. Will allow both Essentials 6 and Essentials 7 options for testing on the registration form. Justin Adams suggested that FSTB needs to communicate this information soon.

Discussion:

Justin Adams addressed concern about the cost of books. Wondered if grant money could be used to buy down on the cost of books. SFM Wood said that Iowa Code would not allow for books - adjustments can only be made through legislation. Kim Fensterman suggested that IFSTA make a digital version of Essentials in Resource One. How do we make that happen? Suggested Russ look into it. Fensterman also shared that Lynn County Fire Association purchases books for students. Kenkel stated that cost continues to go up so need to let legislators know.

Revolving Loan Fund (Steve DeJoode)

- Ran the process and nobody applied, then re-opened it again and received one application from Frankville Emergency Volunteer FD requesting \$25,000 for brush truck. Chairman Adams said that the Board could approve since there was only one, as long it was a valid application, meeting all of the criteria.
- Motion to abolish old list and start fresh by Thomas Craighton; second by Ellen Hagen. Approved.
- Motion by Ray Reynolds that the \$25,000 request from Frankville FD be approved if it meets the criteria approved by the committee; second by Jeff Kling. Approved.
- Mike Bryant commented that the only thing that appears not to meet criteria would be how they would pay it back.
- Chairman Adams selected Ray Reynolds as a voting member of the Council to be third person on the Revolving Loan Fund application review committee with Ellen Hagen and Mike Bryant. They will follow the Firefighter Equipment Revolving Loan Fund (Iowa Code 661-259.201) to evaluate and make future selections. Bureau Chief Kraemer will scan and send it to the committee members.
- Discussion for future application dates. Currently no specific date. Chairman Adams suggested that review committee members meet and set those dates.

Addition of Members to the Council

- Community colleges and the IaSFSI have expressed interest in having representation on the SFSERC Board.
- Ray Reynolds stated that the Governor's Office is very specific that the Council be composed of reps from major fire associations and EMS.
- Motion by Thomas Craighton that the addition of new members not be allowed on the SFSERC, but that the community colleges and the IaSFSI would be allowed to report at every meeting; second by Mike Bryant. Approved.

Fee Schedule of FSTB

- Chairman Adams proposed that the Council provide guidance as to how to move forward to make sure the Bureau is sustainable, with correct number of staff, facility, etc.

- Steve DeJoode informed the Council that Gary Howard, Russ Grossman, and Linda Thede are working on collecting the data, researching, collecting and analyzing comparable data, etc.
- SFM Wood agreed that more thorough data is needed to make an informed, justified decision. Bureau Chief Kraemer suggested that a thorough report with justification can be brought back to the associations.
- Ray Reynolds suggested that a “white pages” public document be developed to take to legislators to include data to justify a request for more money.
- Motion by Thomas Craighton to table further discussion about the fee schedule until data can be presented; seconded by Ray Reynolds. Approved.

Bureau Funding Source

- Mike Bryant shared research on insurance surcharge in Minnesota:
 - Minn. Fire Safety Surcharge - across the board tax; creates millions of dollars every year.
 - Advisory board made up of fire, local government, and insurance representatives.
 - To be used for: Firefighter training and education; program staffing; and fire service programs that impact the state.
 - Need to communicate with associations, and work with legislators.
- Ray Reynolds suggested that the Council work with FSTB to get data into a presentation - possibly form a committee.
- Chairman Adams agrees that Council need to be the driving force.
- Thomas Craighton suggested a sit down with the Governor. SFM Wood said have to work with Chief of Staff to schedule a meeting. SFM and Bureau Chief could attend - would have to bring data/report.
- Bureau Chief Kraemer suggested that there was homework for all:
 - FSTB will gather numbers and data and will create a single-sided fact sheet.
 - Need training costs and data about expenses from local departments (volunteer and career).
 - Will work with SFM on the process - Commissioner will want to be informed.
- * Chairman Adams concluded that he would work with Bureau Chief Kraemer in the next few weeks and send out a progress report.

New Business:

Ray Reynolds put together a list of guidelines to be used in the review of Fire Prevention and Equipment Grants from the fireworks bill, with focus on fire safety reporting: [Local Fire Protection and Emergency Medical Services Grant Guidelines](#). Chairman Adams suggested that Reynolds do some editing and bring back to the next meeting.

Other Business:

Meeting Dates for 2019

- Motion by Thomas Craighton for quarterly meetings held in January, April, July, and October on the 3rd Wednesday of every month; Second by Jeff Kling. Approved.

Chairman Adams called for a motion to adjourn. Hagen seconded the motion. Motion carried, and meeting was adjourned at 2:20 pm.

