

MINUTES OF MEETING

Purpose of Meeting			Fire Standards Council Spring 2009 Meeting
Date	April 4 & 5 2009	Location	Westmark Hotel, Fairbanks Alaska
Minute Version	04/09/2009 version 3		Action By
Page:	1 of 11		Date Required By

I. Call to Order - Chair – Buddy Lane	
A. House rules – Chair – Buddy Lane - Review B. Coffee, cell phones, bathroom, breaks. C. Called to order 9:05 am	
II. Roll Call - Chair – Buddy Lane	
A. Roll Call – Buddy Lane – Action B. Yvonne excused. David Gibbs late due to meeting about volcano (arrived 9:15 am). C. Photo Opportunity	
III. Reading and Approval of Minutes – Chair – Buddy Lane - Action	
A. September 19, 2008 1. Approval of Minutes - Buddy Land – Action a) Chris moved to adopt minutes. Seconded by Fish, passed unanimous.	
IV. Communication – Chair – Buddy Lane – Report	
A. Updated council roster posted to web – Gordon Descutner – Report 1. Yvonne resigned. Will be requesting applications from unrepresented areas. 2500 or less, public seat. 2. Seats with Terms Expiring can just submit an letter with your interest in continuing to serve to Boards and Commissions. Make sure you heard back from B&C and forward to Gordon for documentation. B&C is Frank Bailey. ▪ John Darnell, got promoted and may not meet requirements for seat. Will send notice to Gordon and Frank Bailey. Public/Restricted/2500 or Less	GD-Darnell assignment. Buddy/Chris Expiring terms. GD- Far north (off road system) or SE representation in request.
B. Fire Standards Council update – Gordon Descutner – Report	
C. Spring meeting online public notice – Gordon Descutner – Report 1. Using state's online public notice, the AFSC website and statewide email list-serve. 2. Buddy- include the AFSC weblink on all online public notices.	
D. Standards under review online public notice – Gordon Descutner – Report	
E. Haz Mat ERG use during test – Gordon Descutner – Report	
F. Certifying Officer hourly rate increase – Gordon Descutner – Report 1. Moved from \$25 to \$30 to be more in line with pay tiers.	
V. State Fire Marshall Report	
A. State Report – State Fire Marshall- Dave Tyler– Report 1. AFSC funding approved for next year	

AGENDA OF MEETING

Date:	April 4 & 5 2009	Action By
Page:	2 of 11	Date Required By

B. Anniversary – State Fire Marshall – Dave Tyler- Report 1. Would like to have Gordon work directly with the Commissioner. 2. Tyler will still be 110% for support of the council, just feels it's time to take the training wheels off.	
C. Residential sprinkler systems – State Fire Marshall- Dave Tyler– Report 1. Is not a sprinkler issue, is a judicial issue.	
VI. Administrator's Report – Administrator – Gordon Descutner - Report	
A. Credit card payment process – Gordon Descutner – Report 1. no timeline yet. Will implement as soon as it becomes available. 2. PO receipt not policy for certificate issuance, receipt of payment is. Exception made on a case-by-case basis.	AR-Carry CC status over to Fall agenda.
B. Update and adoption review of latest NFPA Standards- Timelines – Gordon Descutner – Report 1. Gordon has reviewed the adoption requirements and wants to set realistic timelines.	AR- Verify IFSAC timeline requirements for adoption.
C. Updated list of NFPA versions adopted posted to website – Gordon Descutner – Report	
D. Background check findings – Gordon Descutner – Report 1. Recommendations – Gordon Descutner – Report a) Include affidavit with application that they do not have any criminal history. If they have issues in their history it is upon the applicant to cover the cost. b) Brian- If Homeland Security is going to require background checks for all firefighters, than we may need to incorporate that into our system. c) Buddy- need survey of the chiefs to get feel for their positions on mandated certifications. d) Brian- Ask Stephanie when she gets here about the changes to interdepartmental information sharing. e) David Gibbs- Feels it's the local AHJ liability. f) D Tyler- Acting when you are not required to creates more liability. g) Jodie- Certifying that people have met the knowledge and skills as outlined in the Standard. Invest, JFS and PE certs only require. h) Carol- Morally we all agree with Bryan that we should go the second mile and protect the public. However brass tacks what we can do legally is a different story. i) Break, returned 11:48 am j) Gordon – read section of statute 18.70.350. k) Greg- Focus on building the mechanism for the three certifications we know we have previously agreed upon.	GD – Survey current chiefs for feelings on required certifications. GD- send Michael and Carol the barrier crime document. GD- Ensure that there is a disclaimer statement on barrier crime matrix postings. AR- Add building a general suggestion matrix item to next agenda. GD- provide barrier crime

AGENDA OF MEETING

Date:	April 4 & 5 2009	Action By
Page:	3 of 11	Date Required By

l) John- We are not setting hiring requirements. m) Chris- Have legal resources determine if we have statue obligation to implement this. n) Jodie- What about the prison internal fire brigade? This would exclude them. o) Brian- either all in or all out. If we vote that we ARE the AHJ then we go all the way, if we vote we are NOT the AHJ then we drop it all together. If certification does not require the applicant be affiliated with a department, than we are AHJ. p) Fish- Preserving the public image of fire service. q) Nemeth- Should we give them a state certification? r) Greg- Investigator does say criminal history check required before for certification. So we are AHJ for this standard. s) Adjourn for lunch. 12:40 pm t) Resumed 2:25 pm u) - Motions to vote on if we are AHJ. v) Greg-Motion that when the currently adopted standard requires such action the FSC is recognized as the AHJ when requiring a thorough background and character investigation prior to accepting an individual as a candidate for certification. Seconded by Fish. w) Carol – Suggested that character investigation is similar to references in a regular job application process. Requested that any amendments placed on adopted standards be posted on our website. "Standard NFPA #### adopted in entirety with the following amendments.." x) Jodie- this would allow us to add this verbiage to future adopted standards. y) Motion revision finalized: The Fire Standards Council is recognized as the Authority Having Jurisdiction when the adopted standard requires a background and character investigation prior to accepting an individual as a candidate for certification. Motioned by Greg, seconded by Fish. Passed. 2. Statue Research for Background Check – Mike Nemeth – Report a) Handed out pocket statute book for use with HSS barrier crimes document handed out to council members. b) Greg- suggested that committee cross reference between barrier crimes document and the pocket guide and create draft of workable document for Fire Investigator. c) Nemeth- volunteered to review document with another individual and submit draft to council body.	matrix to legal department for review. GD- Forward Carol the HSS matrix for modification. GD- Develop no lookback policy. AR- Add lookback policy to next agenda. GD- Draft revocation policy
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AGENDA OF MEETING

Date:	April 4 & 5 2009	Action By
Page:	4 of 11	Date Required By

Carol volunteered to assist. d) Chris- Document is really close to finished. e) Greg- suggested working dinner to hammer out a final draft tonight. Several volunteered to assist. 3. Break 3:15 pm until 3:35 pm	
E. Police Standards Council functions, policy and procedures – Terry Vrabec – Report- EXCUSED 1. Funding 2. Denial and revocation	GD- Add language for moral turpitude.
F. Report on Certifying Officer instruction tape –Gordon Descutner – Report 1. GD- Reviewed, seemed incomplete. Recommends using time to develop CO manual and training curriculum. 2. Brian- Not intended for CO, was meant for evaluator to meet IFSAC. Dan Grimes is working on rest of curriculum.	GD- Follow up with Dan Grimes on remainder of curriculum.
G. Test bank option research findings – Gordon Descutner – Report 1. Research concluded that PTS was only valid test bank on market for our current needs. Purchase made and list provided.	
H. Legal resources for Council – Gordon Descutner – Report 1. Jodie- Have resources of Attorney General office and legal council is assigned to each department, currently DPS is Annie Carminatte. Reviews standards adopted, and helping with determining what channels to pursue for standard or regulation passing.	
I. Implement feedback loop to Training Officers – Gordon Descutner – Report 1. GD- providing test result statistics information to pass to TO's so they can improve their training. 2. Greg- Feedback from field is that feedback is appreciated.	
J. Travel Authorization Form Orientation – Gordon Descutner – Report 1. Jodie- Researching per diem rules.	
VII. Old Business – Chair – Buddy Lane – Report	
A. ARFF test bank revisions- 1. Jodie- Peer review. Parceled out to Subject Matter Experts who reviewed and sent back to office. 2. Greg- Review group, needs to be clear on what the criteria they are judging the questions on are. Instructor of subject would be good recruiting list. 3. Brian- Peer review member requirements: have certification at level they are reviewing. Process needs to be defined. 4. Buddy- CO list is good resource for peer review. 5. Fish- Have 3 people come in + council member, rent another room, and lock them in room with test bank and references and vet the test bank then report to council on last day of meeting.	GD- Compile peer review recruitment lists and send out to proctoring council members. Council members arrange date, provide data back to us, we create MOA and council member hosts a test review session, sends a

AGENDA OF MEETING

Date:	April 4 & 5 2009	Action By
Page:	5 of 11	Date Required By

6. Gordon- Test banks don't need to be reviewed at the same time as the standard, they can be done prior. What is selection criteria? 7. Greg- Instructors or CO's. 8. Buddy- Suggests we identify SME's and which council members would like to proctor peer review groups.	written report back to FSC office.
B. Fire Officer I Reciprocity and IFSAC review 1. Test review- committee review option. 2. Gordon-will meet with IFSAC and discuss what is required for IFSAC accreditation and offering reciprocity and grandfathering.	GD- will give full report after talking with IFSAC on requirements.
C. HazMat Awareness and Operations Certifications 1. GD- Looking at approx. 40 hours to train through latest 472 HMA and HMO requirement. HMA is prerequisite of HMO and must be included in training when moving right to HMO level. 2. Committee review option for test bank. 3. Adjourn 5:30 pm	
Second day 4. RESUMED 2nd Day 9:05 am a) Work group reported on evening's findings. Reminded body that there is an appeal process to cover exceptions. b) Brian- needs a system that gives absolute consistency. c) David- Need to clearly label each matrix for the standard/certification it applies to. d) Jodie- Moved to adopt the purposed barrier crimes matrix for Investigator for use by Administrator when approving initial fire investigator applications. Seconded by Greg. e) Greg- moves to amend motion as stated after review by legal. Nemeth seconds. f) Round table sharing of standings. (1) Brian against too strict. (2) Chris supports. (3) Fish supports. (4) Jodie no departments require Alaska certification for employment. (5) Greg thorough work. Good starting point and can review after its been in place if we find it to be too strict. (6) John need to take action. Matrix is way late, its been required by standard for years. (7) Carol- confidant we were thorough and what if'd.	GD- barrier crime overturning mechanism. GD- develop appeal process.

AGENDA OF MEETING

Date:	April 4 & 5 2009	Action By
Page:	6 of 11	Date Required By

(8) Gibbs- is this retroactive. (9) Gordon- Setting bar, not raising it. We tasked it out and group worked within authority given. (10) Buddy- need to set the thing and then we can discuss if it is retroactive. g) Vote – passed. Only Brian opposed motion. h) Greg- build a mechanism for barrier crime overturning. i) Gordon- other states have "no look-back" policy. j) Jodie- recertification will require a resubmission of new background check. k) Carol- revocation process has not been established. Revocation work has been done previously. l) Break 10:10 am (day 2), Resume 10:18 am.	
D. Professional Qualifications for Public Safety Telecommunicator – NFPA 1061 – Buddy Lane – Action 1. Consider adopting the APCO Institute's "Fire Service Communications" as the training curriculum to support NFPA 1061 – David Gibbs- Report a) Brought copy of APCO's standard on dispatch for review – David Gibbs – Review b) Carol- also reviewed APCO and NFPA standards. Valley didn't have an option and doesn't currently follow a standard. c) Greg- His contacts are supportive of a state standard. They are always looking for consistency between departments. Mike Nusbaum offered to help with development. d) Jodie- Conference will include dispatcher statewide organization. e) John- whatever standard we adopt, we ought not to adopt a training program. f) David- APCO is a standard creating body similar to NFPA. Need to have both standards in front of us. g) Jodie- Look at creating a APCO to NFPA grid, which uses APCO as the basis. Are there other curriculums for meeting APCO standard. h) Carol- Have to look at all the communities we are setting standards for. i) Buddy- Would like the council body to have both standards.	AR- Develop a APCO to NFPA comparison grid. AR- Public notification considering both standards, request public feedback on which one they would like. GD- Send notification to majority dispatch centers and solicit feedback. AR- Provide council members both standards. DG- work with Gordon on meeting times of the state wide chapters. Carol- will provide pdf of APCO Standard.
E. Fire Department Safety Officer – NFPA 1521 – Buddy Lane – Action 1. Test review- Assign to review committee.	

AGENDA OF MEETING

Date:	April 4 & 5 2009	Action By
Page:	7 of 11	Date Required By

2. Carol- would like to see HSO and SO separate. 3. Chris- Moves to adopt standard of NFPA 1521 as is, seconded by Jodie. Passed.	
F. Fire Service Instructor – NFPA 1041 – Gordon Descutner – Report 1. Review change summary doc from NFPA 1041 2008. 2. Jodie- Moved to adopt revised standard to 1041 2008, Chris seconded. Passed. 3. Brian – moves to change recertification for instructor certification from 3 years to 5. Seconded by Carol. 4. Brian- questions if recertification requirements are relevant. MOI doesn't prepare for test. Doubts that recertification is weeding out bad instructors. 5. Jodie- New MOI classes will include both MOI and NFPA requirements. Similar to FFI FFII and EMT card; students meet EMT for FFI and do not need to reshow for FFII. 6. Chris- perhaps include a survey to the students with each test packet. 7. John- IFSAC doesn't have expiration on it. 8. John- Moves to amend: remove fire service instructor recertification requirement. Greg seconded. 9. Greg- What is the benefit of a passive drop off of certification. 10. Brian- current system is too soon, something needs to change. Small piece, but it adds to the burden of existing duties. 11. Chris- If we remove it and then put it back in after we get a system developed that removes bad instructors, the public will feel it was a knee jerk reaction. 12. Gordon- Does not feel that eliminating the recertification requirement is a step in the right direction. 13. Jodie- Encourages that we NOT eliminate it because system is to ensure they are meeting the requirement of the standard. AHJ needs to throw out bad instructors. 14. Vote on amended motion: Yes eliminate = two, Opposed = 7. Motion opposed. 15. Break 10:42 am, resumed 10:53 am. 16. Greg calls the question. Vote on original motion: Yes move to 5 year = 6, Opposed = 3. Moved to 5 year recertification. 17. Nemeth- DARE instructor online student survey automatically updates recertification requirement. 18. Buddy- Believes Roberts Rules of Order were misapplied on recent call the question and vote. 19. Greg- Moves for reconsideration of motion that just passed due to procedural error and return to call the question. Jodie seconds. 20. Vote on called question to Yes returns to call the question =	GD- will have to change wording and references in skill sheets.

AGENDA OF MEETING

Date:	April 4 & 5 2009	Action By
Page:	8 of 11	Date Required By

5. Not return to question = 4. 21. Vote on Greg's call the question. Yes means vote now = 6, continue discussion = 3. 22. Vote on original motion. Yes move to 5 year recertification= 6, No keep 3 year= 3. Motion to move to 5 year recertification passes.	
G. Review Strategic Plan for 2009 – Gordon Descutner - Review	AR- add to agenda for Fall and note for teleconference.
H. Plaque honoring past council members – Buddy Lane – Report	GD- prices on plaque.
1. Approved to use council funds on plaque. I. Letter of commendation for Jodie Hettrick – Buddy Lane - Report 1. Letter to commissioner regarding Jodie's efforts on behalf of the council. 2. Buddy- presented to Jodie and will mail to Commissioner.	Buddy- Mail letter to commissioner.
VIII. New Business – Chair – Buddy Lane - Action	
A. Standard Review for Updates – Gordon Descutner - Action 1. Recommend FFI/II, HazMat, Fire Instructor 2. Gordon- Review reasonable updates for adopting current standards. Feels teleconference is an acceptable method of discussing/reviewing standards for FFI/FFII and HazMat. 3. Jodie feels fall adoption positions us well for implementation January 1 2010. 4. David- moves to have a committee to review changes to standards 1001 ARFF and 472 and provide suggestions to council for voting. Jodie seconded. a) Volunteers for 1001 committee: Jodie, Chris and Fish. b) Volunteers for 472 committee: c) Gordon-with council's approval will draft verbiage requesting constituent assistance in standard and test bank review. d) Vote on motion. All passed motion for forming committees to review changes to standards.	GD- draft request for assistance in reviewing standards from constituents. GD- Organize review committees.
B. Entry and Promotional Level Testing – Buddy Lane – Review 1. Jodie- statewide hiring list. Get input from Dept of Labor, include entry level and promotional level testing. Depts who hire off the list will have representation on the test/interview board. Have looked at CPAT. Have provided old test versions to depts to use as screening too. 2. Chris- could be revenue stream for AFSC.	JH- Research hiring list concept with Dept of Labor.
C. Fire Instructor Reciprocity – Gordon Descutner – Action 1. Gordon- ProBoard is currently not eligible for reciprocity. Is it time to revisit this? This will not mean the issuing of a IFSAC	GD- Talk to IFSAC about 20 minute requirement.

AGENDA OF MEETING

Date:	April 4 & 5 2009	Action By
Page:	9 of 11	Date Required By

seal. 2. John- went through DOD and got reciprocity from Proboard to lfsac. 3. Gordon- Several other states have 15-20 minute presentation requirements. 4. Brian- Moves that AFSC accept ProBoard for fire Service Instructor, Seconded by Jodie. 5. Vote to accept ProBoard for reciprocity, passed.	GD-Statewide notice on reciprocity change. AR- Update online program doc.
D. Fire Instructor Recert. Cutoff Timeline – Gordon Descutner – Action 1. "Expired more than 12 months requirements" a) Brian- If they can pass the current test and pass a current evaluator packet than they do meet the standard. b) Jodie- Do these options meet the MOI requirement? Old MOI's didn't teach PowerPoint. c) Nemeth- if the evaluator attended an MOI 15 years ago and has kept current than he is evaluating a recert on old MOI knowledge. d) Gordon- appears no need to modify verbiage. e) Gordon- 5 year recert cycle kicks in with next recert date for each individual. 2. "21 year" requirement a) No compelling reason to change the age date.	
E. Approve Certifying Officer selection process and manual revision – Gordon Descutner – Action 1. Reviewed 30 day yield clause.	
F. Fire Apparatus Driver/Operator Professional – NFPA 1002 - Gordon Descutner - Action 1. David- can apply committee style to reviewing this. Recommends building a checklist for subcommittee on all components that needs to be reviewed. 2. Gordon- Perhaps spring review date. 3. Jodie- Certification program would need to be developed from scratch and by spring would be more appropriate than fall. 4. Buddy- been being requested for 11 years. Roll into subcommittee motion passed earlier. 5. Carol- volunteered to be on committee.	GD- create subcommittee checklist. GD- request volunteers for review committee and organize group. Carol- Chair volunteer committee.
G. Professional Qualifications for Fire Investigators – NFPA 1033 – Gordon Descutner – Action 1. Brian- we have a Inv standard that we have adopted, what is this current standard. 2. Gordon- We have level 1 and level 2 in place. No other state has this model. 3. Brian- trying to get standard then to fit into demographic need of the state. 4. Jodie- Fire Officer now meets the fire origin identification	GD- report to Investigators on subcommittee review mechanics and request volunteers. GD- Organize investigator review committee.

AGENDA OF MEETING

Date:	April 4 & 5 2009	Action By
Page:	10 of 11	Date Required By

needs that level 1 was meeting previously. 5. Gordon- thinks level 1 should go away it's not in the standard. 6. Jodie- People come on and have to meet level 1 before they can be level 2. 7. Buddy- select people to join on the committee to review 1033 standard and provide findings to council. 8. Buddy- who is our leason for the investigator committee? 9. Gordon- at what level of background check are we going? 10. Chris- feels need to go with full program that pulls national check. This will cover people who just moved to Alaska. 11. Nemeth- agrees.	
H. State of Alaska FSI and FOI Pins –Gordon Descutner – Action 1. Provided FFI/FFII pins to certified members for review. 2. Gordon- Fire Officer and Fire Service Instructor recognition? 3. Chris- Fire Officer is logical next step, instructor is less clear. 4. Gordon- will research more and will bring findings to council as it comes up.	GD- research FOI FSI recognition options and inform council of findings.
I. AFSC Brochure –Gordon Descutner – Action 1. Gordon- would like to have brochures available for next conference. Will make modifications and send new draft for approval electronically.	GD- send updated draft to council for review.
J. AFSC Logo –Gordon Descutner – Action 1. Gordon- would like to include seal. Likes Chris' laptop design. 2. Carol- likes FSI one. 3. Brian- go in with a couple concepts, Rick Reddick, at trademark.	Chris will email Gordon his laptop design. GD- spearhead logo design process.
IX. Ethics Update – Chair – Buddy Lane - Review	
A. Inform Buddy immediately after the meeting if you have conflicts.	
X. Review list of Action Items - Chair – Buddy Lane - Review	
Responsible person(s) developed from this meeting.	
A. Committee reports on: 1. Airport Rescue Firefighter 2. Fire Officer 3. HazMat 4. Firefighter 5. Safety Officer 6. Driver/Operator 7. Investigator B. Subcommittees need to have their reports into office by August 1st.	AR- add subcommittee timelines to reminder lists.
XI. Future Agenda Items - Chair – Buddy Lane - Review	
A. Brian- include 2 minute closing comments section. B. Buddy- will work with administrative group to make agenda more	

AGENDA OF MEETING

Date:	April 4 & 5 2009	Action By
Page:	11 of 11	Date Required By

	efficient for the public. Include set times for public comments on certain times. Put time limits on topics when they are opened.	
XII.	Next Meeting - Chair – Buddy Lane - Report	
	A. Weekend before conference, Sep 19th and 20th.	
XIII.	2 minute wrap up comments – Chair – Buddy Lane - Report	
	A. Brian- do we need to develop process and procedures manual. B. Jodie- Thanks for letter. Thanks for showing up. Feels very productive. Admin staff have done well. C. Greg- suggests we set up teleconference dates. D. John – will be contacting board to let them know of his position change. This may be his last meeting on the council. Is still willing to help out moving things forward. E. Carol- Thank John for time he did spend on council. F. David- Thanks John for his time and hope she stays engaged. Admin staff has been doing well and have been hearing good things. G. Gordon- Thanks all council members for attending and being engaged. Does appreciate council pointing things out that need attention. Thanks John for service and would love to have him on the task forces going forward. Thanks Yvonne for her service, she will be missed. We will work towards defining specific agenda items with time frames on it so the next meeting will pinpoint when we will talk about what so that the public knows when they can attend for their sections only. Teleconference options- if no conflict and will check with Boards and Commissions, would like to do it next month if they can. Would like to set only a half hour aside to touch base and reschedule specific calls for set times. Tuesday May 12th, half hour, around 1:30 pm. H. Buddy- thanks everyone for coming out and participating. Would like to assemble a letter thanking Yvonne for service. Thanks again to Jodie. Thanks to admin staff.	GD- send email reminder out of teleconference. GD- Yvonne letter.
XIV.	Adjourn - Chair – Buddy Lane - Action	
	A. 2:45 pm	