

NEW HAMPSHIRE FIRE STANDARDS & TRAINING COMMISSION

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MINUTES OF MEETING **December 7, 2006** *(Approved January 4, 2007)*

Members Present: Brad Simpkins, Carl Roediger, David Duquette, Stephen Carrier, Kevin Pratt, Al Burbank, John Hognlund, Joseph Butts, Michael Williams, Richard Mason.

Members Absent: Edward Murdough, Karen Schlitzer, Earl Sweeney, George Sykes, J. William Degan.

Others Present: *Division of Fire Standards & Training and Emergency Medical Services*—Dennis Rosolen, Bureau Chief; Sue Prentiss, Bureau Chief, Jeff Phillips, Bureau Chief; Susan Beaudoin, Recording Secretary.

I. CALL TO ORDER

Item 1. Call to Order. The meeting of the New Hampshire Fire Standards & Training Commission was called to order by Chair David Duquette at 10:02 a.m. on Thursday, December 7, 2006 at the Richard M. Flynn Fire Academy, 222 Sheep Davis Road, Concord, NH. The Pledge of Allegiance was recited.

Item 2. Moment of Silence. Chair Duquette asked that everyone remain standing for a moment of silence for Deputy Chief Peter Carver (Retired, NH Fire Academy) and Frank Monnelly (Manchester Fire Department), who both passed away recently. He also asked that everyone continue standing in silence for Diane Carver (NH Fire Academy), who is ill and in the hospital, and for a Firefighter who was driving a float in a parade in Portsmouth where a young Boy Scout was accidentally run over and died.

II. APPROVAL OF MINUTES

Item 1. November 2, 2006. *Motion* was made by Commissioner Roediger, seconded by Commissioner Burbank, to approve the Minutes of the November 2, 2006 Commission meeting as printed and distributed. Motion passed unanimously.

III. CHAIR'S REMARKS

Item 1. Academy Award Presentation. In place of the Chair's Remarks today, a Commission Academy Award ceremony was held for former Commissioner Scott Weden. Mr. Weden was unable to attend the Commission's ceremony the evening of November 2. Commissioner Carrier read the proclamation to Mr. Weden; Chair Duquette read the citation; and Commissioner Carrier read the plaque. Mr. Weden's wife, family members, and friends were present. Mr. Weden gave a speech after the presentation.

III. COMMITTEE REPORTS

Item 1. Emergency Medical Services. Chief Prentiss gave her report on Emergency Medical Services, but no written report was submitted.

Item 2. Fire Marshal's Office. Fire Marshal Degnan was not present.

Item 3. Forest Protection Bureau. Commissioner Simpkins gave the following report:

- (a) The 2007 Volunteer Fire Assistance grants were awarded this week. The Division had a total of 57 applications. Thirty-four towns were awarded grants totaling just under \$37,000. The bulk of the grants were requests for wildland firefighting PPE, which is the top priority for this program.
- (b) The Division is currently working on the budget for FY's 08 and 09. Although still very early in the process, the Division could have some lean years ahead. In addition to the state budget, the federal government has warned us of probable cuts in the State Fire Assistance programs due to other national priorities. We are three months into the current federal fiscal year and they are operating under a continuing resolution until at least February. Therefore, we do not know what our funding level will be for State Fire Assistance or Volunteer Fire Assistance for this current fiscal year. In addition, the Division also receives county funding for fire protection in the unincorporated places. Currently, the county portion of our funding is proposed to drop by 33% starting in 2007.
- (c) The Division is still working on the background investigation for the last forest ranger position. We are hoping to have the new person on board by mid-January pending a successful background check.

Item 4. Curriculum Review. Curriculum Status Report by Chief Rosolen is in each Commission member's packet and is as follows:

(a) **Driver/Operator:**

- (1) Pumps:
- (2) Aerial Apparatus:
Still waiting to hear from the committee. No other programs will be approved at this point.
- (3) All Vehicle:
We are currently looking for places to hold the practical portion as this is becoming difficult to offer because of the lack of space to hold the driver practical.

Commissioner Carrier asked if All Vehicle includes water carriers. Director Mason explained that it is just driving and maintenance of the vehicles.

(b) **Hazardous Materials:**

- (1) Operations:
- (2) Technician:

(c) **Aircraft Rescue & Fire Fighting:**

A 40 hour certification class was scheduled for October and went very well.

Commissioner Williams asked if the Aircraft Rescue & Fire Fighting program was reviewed after it was given in October as he heard there may have been an instructor problem. Chief Rosolen replied that all programs are reviewed. He noted that the second program given went better. The instructor issue has been solved.

Chief Rosolen also noted that we were able to lower the cost for this program. This way more students will be able to attend the program.

Commissioner Roediger said there is another review meeting here at the Fire Academy next Wednesday, December 13.

(d) **NFPA 1030 Series:**

- (1) NFPA 1031, Standard for Professional Qualifications for Fire Inspectors and Plan Examiners:
Inspector II Visiting Committee has started the process. The first three days will be cognitive and class activities, and the last two days will cover Citations. The committee plans to come before the curriculum committee and the Commission in December.

Commissioner Burbank reported that the Curriculum Committee met with Linda Wilking this morning before the Commission meeting. He said that he recommends that we go ahead with the pilot programs.

Commissioner Carrier noted that this is a 48-hour program, which includes an 18-hour Citation class. This program meets our needs and meets the national standard.

Commissioner Burbank stated that the only questions they had were on the Citation portion. Commissioner Carrier said they will have to evaluate to see if students have to put too much time into the Citation projects.

- (2) NFPA 1033, Standard for Professional Qualifications for Fire Investigator committee will come before the Commission's curriculum committee in December.
- (3) NFPA 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator: Will probably follow the 1033 standard.

(e) **Rescue Series:**

- (1) Structural Collapse:
No pilots scheduled as yet. It was learned that Rope, Trench, Confined Space, and Vehicle/Machinery Extrication are necessary to have before Structural Collapse can be offered according to the standard.
- (2) Confined Space:
A confined space trailer has been purchased from Mike Carrier of Merrimack Fire and is on campus at this time.
- (3) Technical Rope Rescue:
Curriculum was approved at the May 5, 2005 Commission meeting.
The committee went to Springfield for training with CMC and are preparing to plan for the first class in the near future.
- (4) Trench Rescue:
The first pilot took place with good results.
- (5) Water Rescue/Ice:
Will be the next programs to be considered.

(f) **NFPA 1001 Firefighter I and Firefighter II:**

(g) **NFPA 1021 Fire Officer:**

The fall class has just been completed.

(h) **NFPA 1041 Instructor:**

An Instructor III class is scheduled for the Woodstock area this fall.

A Trainer the Trainer for Instructor I is scheduled this fall with a pilot class in Concord.

(i) **NFPA 1051 Wildland Firefighter:**

Doing well at this point.

(j) C2F2

A committee has been formed to review the program as it has been three years that it has been offered and some issues have come up that need to be addressed. A meeting has been scheduled before the November Commission meeting 11/2. Ed Murdough has given me his report to share with you in regards to the two committees discussions and recommendations. They are included.

(k) ICS/NIMS

Starting to regionalize these programs for more effective and economical delivery.

Item 5. C2F2 Review Committee. Commissioner Murdough submitted the following written report for the C2F2 Review Committee:

DRAFT FINAL REPORT: November 30, 2006

CHARGE:

At its monthly meeting on September 7, 2006, the New Hampshire Fire Standards & Training Commission established a visiting committee to review the content of the final report of the previous C2F2 visiting committee dated March 28, 2003 to ensure that the course, as currently operating, is in compliance with changes approved by the Commission following the March 28, 2003 report.

MEMBERSHIP:

Commission Members

Edward Murdough, Visiting Committee Chair
Joseph Butts, Manchester FD
Albert Burbank, Waterville Valley FD
Michael Williams, Hooksett FD
Kevin Pratt, Raymond FD
David Duquette, Dover FD, Commission Chair

Local Departments

Dick Martel, Manchester FD
Mark Lemay, Manchester FD
Bob Irish, Exeter FD

Division of Fire Standards & Training

Dennis Rosolen, Bureau Chief
Andy Anderson, Captain

MEETINGS

The visiting committee met at the New Hampshire Fire Academy on November 2, 2006 and on November 28, 2006. Attendance was sparse at both meetings.

DISCUSSION

The committee heard from Captain Andy Anderson about a number of concerns pertaining to the performance of students in the C2F2 course. The skills evaluation continues to be an area in which a number of students have difficulty. In some cases the problem is obviously due to a lack of physical fitness. In other cases the students seem to lack the basic skills necessary to successfully complete the Fire Fighter I and II courses which are prerequisites for C2F2. Captain Anderson described students needing up to eight attempts to successfully perform at individual skills evaluation stations. He also explained that those students who have difficulty at one station tend to have difficulty at multiple stations. Captain Anderson presented proposed changes to the C2F2 course that were developed by a group of C2F2 instructors at a meeting on October 31, 2006. The proposals are listed below.

During the discussion two additional factors, aside from student preparedness, became apparent. There is a lack of consistency among evaluators and some of the stations on the skills evaluation are requiring students to demonstrate skills that are more advanced than those required to complete FF I and II. There may be some disparities between what is taught in FF I and II classes given in the field and what is taught at classes given at the Academy. It appears that the field classes are meeting the minimum requirements for FF I and II, but the better facilities at the Academy allow instruction in more advanced techniques than the minimum requirements. Some evaluators are apparently expecting C2F2 students to demonstrate those more advanced skills.

The C2F2 instructors proposed the following changes:

- a. Conduct orientation six weeks prior to the start of the C2F2 class.
- b. Students should perform the skills evaluation in pairs, but be evaluated as individuals. In other words the weak person will not bring his partner down.
- c. Evaluators should be given specific instructions on what is expected of them.
- d. Each student will be allowed no more than three attempts at each station, except for four attempts at the firefighter down station. Additionally each student can make no more than 16 total attempts among all eight stations. In other words a student can make two attempts at each station and pass. If the student takes three attempts at any one station, then he or she must complete at least one other station in only one attempt.
- e. There should be a pass/fail component in the Safety and Survival class.

RECOMMENDATIONS

- a. The visiting committee recommends adoption of the proposed changes above except for the pass/fail component in the Safety and Survival Class.
- b. Attendance at the orientation shall be mandatory. A registered student who fails to attend the orientation will be dropped from the class. Exceptions may be granted by the Director.
- c. The skills evaluation stations shall only test skills required to pass FF I and II. Scenarios must be realistic.
- d. The Academy will develop Critical Criteria Sheets to standardize evaluations.

- e. The Combined Operations exercise will be considered a practical application, not a graded exercise.

SUMMARY

The recommendations will address issues that have arisen in recent classes and that were part of the discussion by the previous commission. They will help fulfill the intent of the previous committee which was that students should arrive at C2F2 already possessing the basic skills needed to successfully complete the course. These are not major changes to the C2F2 course.

Chief Rosolen reported that Commissioner Murdough couldn't be here today, but he did his exemplary work again on the written report (above).

Commissioner Carrier asked if the instructors will be briefed on the changes listed in the report. Chief Rosolen said that there will be a train-the-trainer, which will be held before the next C2F2 program.

Commissioner Burbank asked what will determine "realistic" for the scenarios. Chief Rosolen replied that we will go back to Firefighter I and II to be sure we don't go beyond what is required to complete those programs.

Motion was made by Commissioner Pratt, seconded by Commissioner Williams, to accept the recommendations of the C2F2 Visiting Committee:

1. The visiting committee recommends adoption of the proposed changes above except for the pass/fail component in the Safety and Survival Class.
2. Attendance at the orientation shall be mandatory. A registered student who fails to attend the orientation will be dropped from the class. Exceptions may be granted by the Director.
3. The skills evaluation stations shall only test skills required to pass FF I and II. Scenarios must be realistic.
4. The Academy will develop Critical Criteria Sheets to standardize evaluations.
5. The Combined Operations exercise will be considered a practical application, not a graded exercise.

Motion passed unanimously.

Item 6. Hiring Practices Committee. Report to be presented at March 2007 Commission Meeting.

Commissioner Williams stated that he spoke with Chris Pope yesterday. He said that, thanks to Director Mason, both he and Commissioner Burbank now have a copy of Mr. Pope's paper. They now want to make plans to sit down to discuss the issue with Mr. Pope.

Chair Duquette noted that former Commissioner Russell was a member of this Committee. He appointed Commissioner Simpkins as the replacement

on this Committee as Commissioner Simpkins stated that he was interested.

Item 7. Academy Award Presentation. Chair Duquette read a letter of praise from Dr. Dennis O’Neil regarding the Commission’s Academy Awards. Dr. O’Neil was very impressed with what the fire service is accomplishing here in New Hampshire.

Commissioner Carrier thanked everyone who made it to the Awards ceremony. He noted that attendance was a little bit down this year. Director Mason explained that some people thought this was a “by invitation only” ceremony, so they did not attend. He said that we need to work on letting everyone know that the ceremony is open to the public.

Commissioner Carrier also stated that it’s not too early to start thinking about nominations for next year’s awards. He said that anyone with any ideas about this should send an email or a letter to Director Mason with the information.

Item 8. Nominating Committee. Commissioner Heglund reported that the Nominating Committee met electronically and makes the following recommendation:

The Nominating Committee unanimously recommends Commissioner David Duquette to be Commission Chairman for 2007 and Commissioner Stephen Carrier to be Commission Vice-Chair for 2007.

Chair Duquette asked if there were any other nominations. There being none, he noted that a vote will be taken at the January Commission meeting.

IV. REPORT OF THE DIRECTOR

Item 1. Director’s Report #106. The Director’s Report #106 for December 7, 2006 was as follows:

- 1) PERSONNEL
 - Dean Chandler (Testing, Officer, Instructor Classes) and Dave Dow (EMS Field Services) retired. The oral board for Dean’s replacement will be next week. The posting to replace Dave Dow is just being posted.
 - Kelly Teeter, Secretary, has accepted a position with E-911 and the interviews for her replacement were conducted yesterday.
- 2) DRIVER/OPERATOR

When the NFPA Standard 1002, Professional Qualification for Driver/Operator was updated in 2003, we did not establish a visiting committee to address the "All Vehicle" portion. Therefore we will be initiating this committee.

- 3) SPC RICHARD GHENT
At 20 years of age Richard Ghent has received two Purple Hearts for injuries sustained in Iraq. The second was when in the gunner's seat of an up-armored Humvee he yelled "Grenade," but it was too late...his driver was killed instantly and his Sergeant (The Sugar Hill Police Chief) was severely wounded and still in a coma. Richard then used his pistol to hold off the enemy. Subsequently on October 14, 2006 he was awarded the Silver Star. Wanting to be a firefighter, we have him enrolled in an EMT course followed by the recruit school.
- 4) COURSES
 - Company Officer just graduated. 21 Students completed the program. We thank them for donating a bench to the Fallen Firefighter Memorial.
 - We have an Instructor I, II & III program running at Linwood Ambulance in Lincoln with 15 students.
 - Recruit School will begin March 2, 2007 and will run through May. (NOTE: This program will begin March 5, 2007.)
- 5) THE HUNDRED CLUB
I attended The Hundred Club annual meeting on November 9. Unfortunately there were only two Fire Personnel (Chief Erickson also) with about 30 Police Chiefs. A great organization...see attached.
- 6) SAFETY SEMINAR
You were all invited to a special two-hour safety seminar on December 12, 2006 at 10 am. This will be a very emotional, learning experience. It deals with a Company Officer who experiences what no officer wants. It is sure to be a dynamic morning.
- 7) HIGHWAY SAFETY BREAKFAST
Fred von Recklinghausen and I attended the annual Highway Safety Agency Breakfast on November 20, 2006. The program was very interesting; the guest speaker was a prisoner of the NH State Prison...in the green prison wear. He got drunk and killed a person...he is very remorseful and has a dynamic story. He speaks at many high schools.
- 8) TRAUMA CONFERENCE
The annual trauma conference was held November 29 at Church Landing the Inn at Mill Falls in Meredith. About 100 participated in the daylong event with 25 of 26 hospitals in attendance.
- 9) COMMISSION UPDATE
 - Congratulations Chair Duquette re-appointed to the Commission until November 12, 2009.

- Commissioner Burbank congratulations on being re-appointed through August 1, 2009.
- The Municipal Association position is vacant as of November 5, 2006.
- The two NH Association of Fire Chiefs re-appointments are pending.
- In 2007 the following terms expire:
- Federation of Fire Mutual Aid Association, June 16.
- Insurance Industry of NH, April 14.

Other item discussed was:

- 10) Director Mason distributed copies of the latest Fire Act Grant information.

VI. OLD BUSINESS

Item 1. Rules Change Proposal. Director Mason stated that this will be discussed next month.

Item 2. Commission Meeting Schedule. Chair Duquette proposed that the Commission meeting every other month, instead of every month, as the current meetings are only approximately one hour long.

Motion was made by Commissioner Burbank, seconded by Commissioner Roediger, to accept the following proposed 2007 meeting schedule:

January 4, 2007	No meetings:	February
March 1, 2007		April
May 3, 2007		July
June 7, 2007*		August
September 6, 2007		October
November 1, 2007**		December

All meetings are at 10:00 a.m. at the Richard M. Flynn Fire Academy in the Dormitory Classroom Wing.

*June meeting will usually be at 3:00 p.m., followed by the Criminal Justice & Public Safety Committee of the NH House of Representatives public hearing at 7:00 p.m.

**November meeting is usually the Academy Award ceremony so the meeting is at 3:00 p.m. followed by the 7:00 p.m. ceremony.

Motion passed unanimously.

VII. NEW BUSINESS

Item 1. Inspector II. Motion was made by Commissioner Burbank, seconded by Commissioner Williams, to go forward with the two Inspector II pilot programs. Motion passed unanimously.

VIII. GOOD OF THE ORDER

Item 1. Temple Volunteer Fire Department. Chair Duquette read a thank you letter from the Temple Volunteer Fire Department for the use of our Class A Burn Trailer. They said it was a great experience. They thanked us for transporting our equipment to a small community for their training.

Item 2. Firefighters' Memorial Flame. Commissioner Burbank asked why the flame is sometimes out at the Firefighters' Memorial. Director Mason explained that, if we lose power, it goes out. Also it floods during heavy rain storms. We are looking into the problem to see how it can be fixed.

Item 3. New Safety Building. In answer to a question, Chief Phillips that the new building on the other side of our parking lot will be ready some time next year. He has heard that they won't have the telephones in until April.

Item 4. Happy Holidays. Chair Duquette wished everyone "Happy Holidays."

IX. ADJOURNMENT

Motion was made by Commissioner Pratt, seconded by Commissioner Burbank, to adjourn at 11:15 a.m. Motion passed unaniously.

Respectfully submitted,

Richard A. Mason, Director

Items distributed at meeting:

1. Agenda 12/07/06
2. Minutes of Meeting – 10/05/06 – Approved 11/02/06
3. Curriculum Status Report 12/07/06
4. Minutes of Meeting – 11/02/06 – Not Approved
5. Director's Report #106—December 7, 2006
6. Number of Personnel Certified in NH 07/01/06 to 12/06/06

7. Report from the Nominating Committee 12/07/06
8. Report from the C2F2 Visiting Committee 12/07/06
9. December 2006 Division Monthly Mailing
10. Invitation to Two-Hour Seminar on 12/12/06
11. Assistance to Firefighter Act Grant Awards for NH
12. 2007 Commission Meeting Schedule
13. 2007 Proposed Commission Meeting Schedule
14. Information Regarding the Hundred Club
15. NH Guardsman Wins Silver Star for Valor While Under Fire