

NEW HAMPSHIRE FIRE STANDARDS & TRAINING COMMISSION

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MINUTES OF MEETING

January 8, 2009

(Approved March 5, 2009)

Members Present: Stephen Carrier, Earl Sweeney, Brad Simpkins, Edward Murdough, Richard Mason, Al Burbank, William Degnan, Frank Fraitzl, Gary Stenhouse, John Hoglund, Kevin Pratt, Mark Tetreault, and Karen Schlitzer.

Members Absent: David Duquette, Michael Williams and Joseph Butts.

Others Present: *Division of Fire Standards & Training and Emergency Medical Services*—Jeffrey Phillips, Bureau Chief; Dennis Rosolen, Bureau Chief; Sue Prentiss, EMS Bureau Chief, Denice McAdoo, Recording Secretary, Capt. Andy Anderson, Capt. Chris Rousseau, Lt. Scott Carrigan, Nashua FD, Dep. Chief Eric Wilking, Exeter FD, and Senior Staff Instructors Paul Sanborn and Dick Martel.

I. CALL TO ORDER

Item 1. Call to Order. The meeting of the New Hampshire Fire Standards & Training Commission was called to order by Vice-Chair Carrier at 10:00 a.m. on Thursday, January 8, 2009 at the Richard M. Flynn Fire Academy, 98 Smokey Bear Blvd., Concord, NH.

The Pledge of Allegiance was lead by Commissioner Murdough.

II. APPROVAL OF MINUTES

Item 1. Motion was made by Commissioner Murdough, seconded by Commissioner Burbank, to approve the minutes of the November 6, 2008 Commission meeting. Motion passed unanimously.

III. CHAIR'S REMARKS

Vice-Chair Carrier mentioned that Chair Duquette was absent due to illness and that he would be conducting the meeting. He then wished everyone a Happy New Year and said hoped that throughout this year everyone could focus on their duties as a Commissioner and make sure that everything they do is in the best interests of the fire fighters and EMT's and provide the highest level and quality of training possible for the people that they serve.

IV. COMMITTEE REPORTS

Item 1. Emergency Medical Services. Chief Prentiss gave her report as follows:

- The January EMS & Trauma Services Coordinating Board Meeting will be held on January 15, 2009.
- The EMS & Trauma Services continues to work on a strategic planning process post the August 2008 Board(s) retreat. A subcommittee has been established including EMS, Public, Fire, Pediatric and Hospital representation.
- The 2009 Patient Care Protocols will be ready for roll-out in March. At the EMT Intermediate level both CPAP and Interosios Infusion for adult cardiac arrest patients have been added. Training modules approved by the Medical Control Board will be made available through the Instructors at the time of the roll-out in March.
- It is refresher training and national registry re-registration time; a very busy time for all.

Item 2. Fire Marshal's Office. Fire Marshal Degnan gave his report. No written copy was available.

The Fire Marshal discussed legislation to cover costs of smoke alarms, fees for certification of safer cigarettes, recovery of costs of plan reviews and inspections. Commissioner Sweeney said that they have proposed an increase in fees for DMV record checks also. He also stated that it is very important to have support for these bills.

Commissioner Murdough made a motion to have the Commission Chair sign a letter in support of the proposed legislation, along with a letter regarding funding issues. Specifically, that any attempts to utilize the Fire Fund for purposes other than its current intent not be allowed. The motion was seconded by Commissioner Pratt and was passed unanimously, with Commissioner Schlitzer abstaining.

It was decided that Director Mason would draft the letters and Chair Duquette would sign them.

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

Report of the Forest Protection Bureau for January 8th, 2009

- In late November the Volunteer Fire Assistance grant committee reviewed a total of 45 applications requesting a total of \$53,764 in wildland firefighting PPE and equipment. 32 of those towns were awarded funding totaling \$36,203. Once again, the primary emphasis was on wildland firefighting PPE.
- Members of the Division of Forests and Lands, including special deputy wardens, were very busy in December assisting communities with ice storm response. Trained sawyer crews were sent to over 7 communities to help cut open roads. The Division also provided 24-hour coverage at the state EOC for ESF-Firefighting alongside the Fire Marshal's Office. The ice-storm also reinforced the continued need for chainsaw safety training for firefighters.
- 2009 Warden/Deputy Warden reappointments will be sent out at the end of this month. We are late in getting out the paperwork due to efforts to make the reappointment process more efficient. Changes include:
 - All town appointed individuals are now listed all together so that there is only one form to be signed by the Warden and Town Selectboard for recommendation for reappointment.
 - All appointed individuals are listed with their current information that is in the system such as contact information and authority for writing permits and/or notices.
 - All recommendation for reappointments can be accomplished on the attached form by checking the appropriate box.
 - Those individuals over 65 who were previously reappointed each year will now be on the same three year reappointment schedule as everyone else.
 - Removing the step where the forms are returned to DFL and then resent to the selectboard.

These changes should make the process quicker, and should save considerable costs in paper, postage, printing, and staff time.

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

CURRICULUM STATUS REPORT
January 8, 2009

(a) **Driver/Operator:**

- (1) Pumps:
- (2) Aerial Apparatus:
This curriculum should be presented at this meeting.
- (3) All Vehicle:
The program is doing very well; we have had at least 3 completed thus far.

(b) **Hazardous Materials:**

Captain Pragoff and Jeff Allison are reviewing the standard now and have formed a visiting committee for the new standard and curriculum.

- (1) Operations: Two programs are needed here. One for 1001 FFI with chapters 5 and 6.6 with 6.2 24 hrs., another program for EMS only chapter 5 16 hrs.
- (2) Technician: Awaiting the new materials to be printed to go to visiting committee.

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

(d) **NFPA 1030 Series:**

- (1) NFPA 1031, Standard for Professional Qualifications for Fire Inspectors and Plan Examiners: Inspector II is now Pro-Board accredited.
- (2) NFPA 1033, Standard for Professional Qualifications for Fire Investigator is in the planning stage for delivery.
- (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:
- (2) Confined Space:
- (3) Technical Rope Rescue:
- (4) Trench Rescue:
- (5) Ice Rescue – This program will need to be reviewed before any are offered this winter (09).

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

A Visiting committee has been formed and have had a meeting thus far to review the standard and resources available. Representatives from Delmar and Jones and Bartlett presented their curriculum. Jones and Bartlett was chosen as the new curriculum. Programs to start in January with TtT's to occur starting in January.

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

A spring class may be scheduled maybe in the Lebanon area.
A visiting will be formed for this discipline soon.

- (h) NFPA 1041 Instructor:
A visiting committee will be formed for this discipline soon.
- (i) NFPA 1051 Wildland Firefighter:
Doing well at this point.
- (j) C2F2:
Went well for recruit school and the August class. The skills evaluation portion looks good for now but will need to see what happens with the June class before we can more accurately assess them.

ICS/NIMS

Pro-Board Certifications, Standards and Year

NFPA 1001, Firefighter I, 2008
NFPA 1001, Firefighter II, 2008
NFPA 1002, Driver Operator Pump & Aerial, 2003
NFPA 1021, Fire Officer I&II, III&IV, 2003
NFPA 1041, Fire Service Instructor I, II, III, 2007
NFPA 1031, Fire Inspector I, 2003 and soon Inspector II
NFPA 1003, Airport Firefighter, 2005
NFPA 472, Hazardous Materials Operations, 2008
NFPA 472, Hazardous Materials Technician, 2008
NFPA 1006, Rescue series not yet accredited, 2003
NFPA 1051, Wildland Firefighter, 2006

Bureau Chief Rosolen mentioned that the Fire Officer and Fire Instructor Exam Committees are in the process of selecting a Commission member for each one. Vice-Chair Carrier asked if anyone was interested in being the Commission liaison for either of the committees. Commissioner Burbank volunteered and will be serving on the Fire Instructor committee and Vice-Chair Carrier will serve on the Fire Officer committee.

Vice-Chair Carrier mentioned that he, Commissioners Fraitzl and Burbank met earlier that morning with Capt. John Uitts and Eric Uitts – members of the Aerial Curriculum Visiting Committee. He said that a proposal for a pilot course had been presented and that he, Commissioners Burbank and Fraitzl were in favor of the program. Vice-Chair Carrier said they felt a Train-the-Trainer would be necessary and asked for a vote from the Commission to accept the Aerial Program as presented. Commissioner Burbank made a motion and was seconded by Commissioner Fraitzl to accept the program. The motion passed unanimously.

Item 5. Report of the Nominating Committee . Commissioner Murdough led the voting for Chair of the Commission. Commissioner Burbank said he wanted to be considered for Chair. Voting results were: 5 in favor of Commissioner Burbank for Chair; 7 in favor of David Duquette for Chair of the Commission; and 12 in favor of Steve Carrier for Vice-Chair of the Commission.

V. REPORT OF THE DIRECTOR

Item 1. Director's Report #117. The Director's Report #118 for January 8, 2009 was reviewed by Director Mason and was as follows:

DIRECTOR'S REPORT #118 January 8, 2009

A very Happy New Year to you all...I hope you have made some significant new year's resolutions, but being the 8th of the month in this new year I know I have already forgotten mine!

- 1) Ice Storm, December 2008
On December 11th the State observed what is being considered the most tragic natural disaster in our generation! The Emergency Operations Center was immediately opened and the Division had three people committed there for up to 18 hours per day until Christmas Eve! One staffed the Emergency Medical Services Desk, one staffed the security and sign-in/out desk, and one served as EOC Logistics Chief (assuring the support needs of the EOC were being met). In addition we have up to eleven from the EOC staying in the dormitory each night. Please see the article in our newsletter (found in your packet).
- 2) SCBA Maze Trailer
Last fiscal year we were approved to expend funds from our revenue account to replace the old and very rusted out SCBA Maze trailer. The original was purchased (used) from an SCBA manufacturer which had seen quite a bit of mileage when we acquired it. The new, three decker maze, will be ready for service soon and I am sure it will see the same demand the old one saw, which would make it our busiest mobile training prop. We will have this on display outside the dormitory upon the meeting completion.
- 3) Personnel changes
We have accepted the resignation of Maintenance Supervisor Rick Haas and have advertised for a replacement. The application phase ends tomorrow and we will be handling the hiring process shortly.
- 4) Audio-Visual Equipment in Classrooms
We have installed new A/V equipment in Classrooms 4, 5, 6, & 7 similar to the classrooms and auditorium in the Administration Building. However, the new equipment utilizes 60-inch LCD flat screen televisions rather than the LCD projectors. So far this works quite well and still has some finishing touches to make it 100% operational.
- 5) Assistance to Firefighter Grants (AFG) Workshops
As every year since the beginning of the AFG program I have escorted FEMA Fire Service Program Manager Bob Waters throughout the state to offer workshops in the grant

program. The 2009 series will be during the first two weeks of February and the schedule is in your packets.

- 6) **FY2010 & FY 2011 Budget Preparation**
We have roughed out three different budgets to present for the Fiscal Budgets during the next two years...we were asked to present a maintenance budget (what it would cost to offer exactly the same as we do presently), a change budget (what it would cost to enhance what we presently offer), and a 97% budget (10)/100% budget (11) of our approved FY2009 appropriated budget. Should the latter be approved we will definitely see some changes that would have to be made...this would also affect the revenue we see in our revenue account.
- 7) **Pro-Board Accreditation**
During this calendar year we will be up for re-accreditation of our certification curriculum. We will host a site visit from the Pro-Board who will examine our policies and procedures regarding the evaluation process during our programs and how they relate to the nationally accepted standards. Annually we have to submit certain reports and every five years we are up for re-accreditation, this will be our third site visit.
- 8) **Continuity of Operations Plan in Progress**
The State has taken on the project of planning for the worst and how each agency will cope. The Department of Safety committee has been working for the last few months to assure we are all addressing the issues to keep each agency running, at least at a minimum, in case of a disaster. Chief Rosolen is our contact on that committee, and they hope to be complete in the very near future.
- 9) **Re-evaluating the Program Deliveries**
Chiefs Rosolen and Phillips have been working on developing a matrix to better manage all our educational and training programs. This is a continuous improvement program to help maximize the training our division can offer. This program is computer based so it has the capability of being updated and utilized by others relatively easily.
- 10) **Firefighter I & II, Hazardous Materials Operations Certification Programs**
The programs approved at your last Commission Meeting will be starting in the near future. We have held Train-the-Trainers for all three programs and are in need of upgrading some training equipment, then the pilots for these programs will be offered...one at the academy and one in the field.
- 11) **Administrative Rules**
The new Commission rules have been adopted and placed on the web-site. We made a copy of these rules and have placed them in your binders in the appropriate location. While we were at it we also printed the most current RSAs that deal with the Commission or Division and have placed these in your binders as well. In addition to the two listed above you have an updated Commission membership roster in your book...the one in your packet shows those whose terms end in 2009.

We are proposing an increase in fees that the Division charges for various programs and services. This proposal is in your packet for discussion purposes.

VI. OLD BUSINESS

Nothing to report.

VII. NEW BUSINESS

Item 1. - Discussion of Scott Carrigan's letter to the Commission regarding inclusion of ITRS program in the Fire Fighter II program.

Commissioner Burbank opened the discussion by stating that he had reviewed the letter and while Scott raised some very valid points, the visiting committee had already made its decision and should not vacillate, but rather move on. Vice-Chair Carrier asked Chief Rosolen to bring everyone up to speed on the program.

Chief Rosolen stated that Capt. Anderson had put his programs on hold because of Scott's letter. He also said that Scott raised some issues that he may be misinformed about. Chief Rosolen mentioned the increase of hours in FFII by including ITRS. He said the committee was looking at it as "enhancing" the program rather than just increasing the hours.

Vice-Chair Carrier suggested that they hear from Scott and then discuss everything. Scott took the floor and brought up points from his letter. He said he doesn't see the need to either expand ITRS or include it in the FFII program. He said he thinks the Commission, not the Visiting Committee should be the one to address his letter and the points he raised.

Capt. Anderson took the floor to address Scott Carrigan's issues. He said originally ITRS was developed to replace the basic rescue program, which was very weak. He said he thinks that by adding ITRS to FFII the students could benefit greatly. There may not always be the opportunity, because of funding issues, for FFII level students to go on to Level III programs, such as ITRS if it is a stand-alone class. He also stated that the committee did not believe that the addition of ITRS would increase the hours of FFII all that much. Overall, the committee felt that teaching fire fighters to take care of themselves before asking them to take care of others was what they needed to address and move forward from there. The committee felt that adding ITRS to FFI rather than FFII would not benefit the needs.

Vice-Chair Carrier said some good points were made and that even though the Commission had voted on the programs, it did not negate the fact that there may be issues to resolve. He also welcomed anyone else present to address the Commission.

Dep. Chief Eric Wilking (Exeter FD) also addressed Scott's letter. He discussed the FFII curriculum and pointed out that the ITRS program

would bring the needed technical skills to FFII. He also said that it was unfortunate that members of the Visiting Committee had not seen Scott's letter before today's meeting. He stated that the ITRS program had been designed as a bridge between FFII and FFIII because the competencies were not there. The Committee looked at it and felt that ITRS could be incorporated in the FFII program. He also said that the Committee was not recommending eliminating ITRS as a stand-alone program. Dep. Chief Wilking recommended letting the pilot programs run, see how they do and then go from there.

Scott Carrigan then stated FFII with ITRS included has no end value. He believes that the new program will not address any training needs that fire fighters may have. He also believes the program needs more basic hours. He also thinks that ITRS was meant to be a stand-alone, prerequisite program and as such should not be eliminated.

Commissioner Burbank wanted to know where, if ITRS went away, Scott would take those hours and put them. Scott said he would add hours in other areas, such as Combined Ops.

Director Degnan said that in reviewing Scott's letter he felt the need for continuing education proved that it would hone the skills in basic training. He also said that the letter pointed out things that had already been looked at with these pilot programs.

Vice-Chair Carrier felt that the pilot programs should be run, reviewed and any changes made after they are allowed to run. He also thinks that Scott's letter should be referred back to the Visiting Committee. He said that the Commission has rules and protocols for the visiting committees to follow and that the Commission had the ability to appoint these visiting committees and perhaps had gotten lazy in that they push the decisions off on the divisions and made them deal with the committees. He said the Commission should also make sure that the people involved have the opportunity and ability to be on these committees.

Commissioner Murdough asked if once a Visiting Committee has finished its report, is it then disseminated to the field before coming back to the Commission. Vice-Chair Carrier replied that it should not be done that way. Commissioner Murdough then commented that anyone not on the Visiting Committee would not be aware of any changes to programs and that once they know what the changes are they may have comments and input. He also felt that in that instance, people might want to attend a Commission meeting to make their feelings known.

Item 2. Vice-Chair Carrier read Director Mason’s reappointment letter from Commissioner Barthelmes. The Director has been reappointed for another 4 years commencing on March 31, 2009.

Commissioner Fraitzl made a motion to send a letter in support of Director Mason’s reappointment to Commissioner Barthelmes. The motion was seconded by Commissioner Degnan. The motion passed unanimously.

VIII. GOOD OF THE ORDER

Commissioner Fraitzl thanked everyone for their support during the ice storm.

Commissioner Murdough commented that despite the economic situation there are about 25 school boards going forward with major construction. Hopefully, they will be able to correct some of the bad problems.

Commissioner Simpkins mentioned that 2009 marks the 100th anniversary of the Division of Forests and Lands.

IX. ADJOURNMENT

Motion was made by Commissioner Burbank, seconded by Commissioner Fraitzl, to adjourn at 12:10 p.m. Motion passed unanimously.

Respectfully submitted,

Richard A. Mason, Director

Items distributed at meeting:

1. Agenda 1/8/09
2. Minutes of Meeting – 11/06/08 – Not Approved
3. Curriculum Status Report 1/08/09
4. Director’s Report #118 – 1/08/09