

Administrative Rules Sub Committee**MEETING MINUTES** (Approved)**March 8, 2023**

9:30AM – Classroom 2

Members present:

Christina Wilson, Ron Sebastian, Jason Smedick, Neil Irvine, Don DeAngelis

Members not present:**Division of Fire Standards and Training & EMS Staff:**

Director Justin Cutting, Crystal Tuttle

Guests present: None Present**I. CALL TO ORDER****Item 1.** The meeting was called to order at 9:29 AM.**I. APPROVAL OF MINUTES****A motion was made (Sebastian/ DeAngelis) to approve the February 8, 2023 minutes. All in favor. None opposed.****IV. ITEMS FOR DISCUSSION****Item 1.** Recruitment and Retention

- Reviewed definitions
 - 100 A:1- definition of permanent firefighter and who is eligible for retirement.
 - 273: A "public member" definition discussion- what applies to departments with collective bargaining agreements and departments without
 - 100 A:3 Membership
 - 21-P:29 Educational and Training Requirements; Certification
 - Requirements of Firefighter I & Firefighter II
- Item 2.** Chapter 400- Minimum Standards for Training and Certification
- 401.01- Eligibility of Certification- review of wording
 - 401.02- Definition of "program" excluded

- 405.01- Reciprocity- Discussed challenges of reciprocity and what qualifies as equivalency.
 - Continuous employment discussion and international equivalency
 - CPAT requirements for out of state recruits & retirees- discussed the impacts of this on potential candidates.

Item 3. Chapter 700- Mandatory Standards for Appointment of Full-Time Career Fire Service Personnel

- 701.01 C:1- Discharge from the military discussion- levels of "under honorable" discharge and how this may limit candidates. Director Cutting will consult with a military professional to obtain information on the levels.
 - 701.1 C:3- Discussed changing the wording of "citizen" to Legal Right to Work in the United States as a hiring requirement.
 - 701.01 C:4 & 5- Misdemeanor levels and hiring authority judgement discussion.
 - Updating "he/ she" to "candidate" or "applicant" in definitions.
 - 701.1 C:7- Considered wording- concerns regarding substance abuse treatment being an exclusion.
 - 701.1 C:9- Committee discussed reconsidering this or wordsmithing so this is not exclusive.
 - Discussed moving 703 to 701.1D for ease of understanding.
- 701.02 Full Time Career Fire Service Personnel Level of Training Required
 - 21- P:29, discussed restrictions and collective bargaining rights. Will consult with employment attorney. Discussed changing timeline for requirements to two years.
 - 701.02 B-Considered layoff provision and if it is appropriate here, timelines of requirements if laid off.
- 702 Physical Ability Tests Requirements
 - Director Cutting stated the goal of the Division is to offer more CPAT tests year-round but finding a facility has proven difficult. The 26-month timeframe was established when historically there was only one CPAT offered a year, but the timeframe benefits departments and candidates.
 - 702.02-Acrophobia test- Candidates work on ladders on the drill yard to be certified, discussed individual departments with high rise buildings doing their own training. Committee will recommend removing this requirement.
- 703 Transfers/ Lapse in Service
 - Discussed CPAT reciprocity with out of state candidates and lapse in service requirements.
 - 703.01 Transfers- removing "New Hampshire" which is limiting.

- References are incorrect, need to be reviewed and corrected.
Definitions may have changed over time.

V. OTHER COMMITTEE BUSINESS

None

VI. GOOD OF THE ORDER

None

VII. ADJOURNMENT

A motion was made (DeAngelis/Smedick) – to adjourn the meeting at 12:20 AM, passed unanimously.

NEXT MEETING: April 12, 2023 at 9:30 AM – Classroom 1 - Dormitory Building

(Minutes: Crystal Tuttle, Administrative Assistant)