

**NEW HAMPSHIRE FIRE STANDARDS & TRAINING COMMISSION**  
**Curriculum Committee Meeting**

**MINUTES**

**Wednesday, September 1, 2021**

10:30am Classroom 1

Richard M. Flynn Fire Academy, 98 Smokey Bear Blvd., Concord, NH 03301

Curriculum Committee Members present: Alan Clark, Eric Wilking, Jason Greene

Curriculum Committee Members absent: Bill Campbell

Commission Members: None

Staff: Jeffrey Phillips, Gregory Brown, Don Waldron, Daniel Tice

Public: No public members

Commissioner Clark called the meeting to order at 10:30am.

Seating of the NFPA 1021 Visiting Committee

**Motion by Commissioner Wilking, seconded by Commissioner Greene to seat the following members as voting member of 1021 Visiting Committee**

Division member: Captain Scott Cathy

Commission Represented: Commissioner Alan Clark

Committee would like to seat 7 at large members

1. William Atkinson, Nashua Fire Department
  2. Francis Enos, Goffstown Fire Department
  3. John Ignatowicz, Pelham Fire Department
  4. Derek Martel, Concord Fire Department
  5. Adam Mills, Hampton Fire Department
  6. James Paquette, Hudson Fire Department
  7. Randall Trull, Durham Fire Department
- Timothy Joubert (Alternate), Tilton-Northfield Fire Department

Motion passes 3 - 0.

Commissioner Clark asked about what the expectations should be given to the Visiting Committee  
Discussion occur and guidance for the Visiting Committee should be to develop a program that reduces the amount of time students have to come to a classroom and move towards an asynchronous training program.

Driver Operator All Vehicle

Captain Daniel Tice talked about the CDL skill change. This would update the CDL skills station to follow along with the new CDL test that has just been released.

Commissioner Wilking asked if the DOAV pre trip inspection was the same as the new CDL requirements?

Captain Tice stated that it is in line with the existing test and they are able to use a checklist.

**Motion by Commissioner Greene, seconded by Commissioner Wilking to modify the CDL skill to match the current CDL exam.**

Motion passes 3 - 0.

Warrants and Citation program.

A brief description of the update to the Warrants and Citations program was given.

Commissioner Clark will report out to the full Commission the Curriculum Committee has reviewed it

NFPA 1041 Visiting Committee Report

Captain Greg Brown and Don Waldron did a presentation on the update to the program

Chief Clark asked about the different levels of Instructor

Instructor I: Delivery of premade lesson plans

Instructor II: Development of lesson plans

Instructor III: Administration of a training program

**Motion by Commissioner Wilking, seconded by Commissioner Greene to accept Instructor I with Class min of 5**

Removal of tour

Motion passes 3 - 0.

Commissioner Wilking asked about the possibility of offering multiple written testing dates a month and go away from testing by programs.

Assistant Director Phillips stated thanked him for the input and would bring it back to the Division.

Curriculum Committee asked to have a report back to committee after the first delivery of the program.

**Motion by Commissioner Wilking, seconded by Commissioner Greene to accept Instructor II with Class min of 5**

Removal of tour

Add Instructor I as a prerequisite

Only show Instructor II schedule and documentation

Motion passes 3 - 0.

**Motion by Commissioner Wilking, seconded by Commissioner Greene to accept Instructor III with**  
Class min of 5

Add Instructor I & II as a prerequisite

Only show Instructor III schedule and documentation

Motion passes 3 - 0.

Commissioner Clark discussed with Captain Brown on how we get more staff instructors. Discussion occurred. Assistant Director Phillips stated there would be a presentation tomorrow at the Commission meeting about the Instructor Recruitment Plan.

Commissioner Wilking asked are we restricting currently employed individual to 29.5 hours.

Explanation of the ACA and state requirements.

Reportable earnings at the Fire Academy go towards retirement

Motion to adjourn by Commissioner Wilking at 12:20pm