



New Hampshire Fire Standards & Training Commission

Visiting Committee Policy

Upon a change in the NFPA standard and/or request from the public, the Fire Standards and Training Commission may establish a Visiting Committee to evaluate the needs of the New Hampshire fire service in relation to the proposed curriculum to meet the standard. The role of a Visiting Committee is to collect and provide input to both the Fire Standards and Training Commission Curriculum Committee and the Division of Fire Standards & Training and Emergency Medical Services on the development and requirements needed for a specific training program. The updating and development of curricula in the State is vitally important and each curriculum needs to meet the current needs of first responders and their departments. To accomplish this each Visiting Committee shall promote and accept public input from all affected constituent groups to ensure the curricula meets the current needs in New Hampshire.

While each curriculum serves a certain demographic the Curriculum Committee of the Commission shall evaluate each curriculum, identify the focus of a Visiting Committee and recommend to the full Commission the members to serve on the Visiting Committee which comprise a diverse cross section which best serves the needs of the Fire Service.

1. Each Visiting Committee should have a minimum of five and no more than nine voting members, balanced among the different demographics in which the curriculum would cover.
 - a. One member shall be the Commission representative
 - b. One member shall be an assigned Division member.
 - c. The Curriculum Committee shall recommend the remainder of the committee based on the needs of the curriculum.
2. Upon recommendation from the Curriculum Committee, the full Commission shall vote to approve the slate of members which may include Alternates. The Commission may delegate the authority to seat the Visiting Committee to the Curriculum Committee.

The Curriculum Committee in conjunction with the Division shall establish a timeline for the Visiting Committee to complete its work.

Formation of a Visiting Committee

Upon formal approval of the Visiting Committee by the Commission, notice shall be distributed to the Commission for the Commission Members to distribute to their constituents as well as on the Division's list serve requesting interested parties to serve on the Visiting Committee. This notice shall include a brief explanation of the program being reviewed, a date by which responses need to be returned and the Visiting Committee membership form which is attached as Exhibit A and can be found on the Division's website.

Once responses have been submitted, the Curriculum Committee shall recommend members-and alternate members to serve on the Visiting Committee to the Commission for their approval.

Once the Visiting Committee has been established by the Commission, the Division will coordinate with the appropriate Commission member to establish an initial meeting of the Visiting Committee.

All meetings of the Visiting Committee shall be considered public with the intent to accept input from all aspects of emergency services in which the curriculum may affect. The Visiting Committee will schedule meetings and formats to provide an opportunity for input from both career and non-career departments.

Mailing: 33 Hazen Drive, Concord, NH 03305
Location: 98 Smokey Bear Blvd, Concord, NH 03301

Role of the Visiting Committee

The Visiting Committee's role is to provide direction on the development and selection of a new/update curriculum. Division staff shall provide an overview of the current state of the training program along with any changes that are outlined in the corresponding NFPA standard (if applicable). Along with this overview, the Division shall conduct an extensive evaluation of all commercially available curriculums, which meet the requirements of the NFPA standard. When selecting ProBoard certified curriculums, only curriculum in which a national validated test bank is available shall be considered.

Based on the input and feedback from the Visiting Committee, the Division shall work on the development of the new/updated training program. Throughout the development process, staff shall meet with the Visiting Committee to review the progress of the development and to provide input and feedback.

At the conclusion of the curriculum development process, the Visiting Committee shall make a recommendation to the Curriculum Committee. The Division will then present the proposed curriculum to the Curriculum Committee for their review and comments. The Curriculum Committee shall have the ability to send the proposed curriculum to the full FST Commission or offer recommended changes and refer it back to the VC Committee. Should the VC and the Curriculum Committee not come to a consensus, both parties shall present their recommendations to the full Commission for final determination.


MEETING GUIDELINES:

- I. At the initial meeting of the Visiting Committee, the Division shall conduct a presentation on the current status of the existing curriculum. This presentation shall include the following:
 - i. Overview of the structure of the program
 - ii. The focus of the Visiting Committee as declared by the Commission when the Committee was established
 - iii. Program prerequisites and program requirements for testing
 - iv. Current course schedule format
 - v. Summary of student evaluations
 - vi. Summary of past enrollment status
 - vii. Historical number of training programs offered
 - viii. Historical pass rates for certification examinations
 - ix. Any additional information requested by the Commission specific the curriculum
- II. All Visiting Committee meetings shall be posted a minimum of 7 days in advance of the meeting in substantial compliance with RSA 91-a on the Division's website and other required notice locations. Along with posting each meeting, notification shall be sent to any person that expressed interest in being a member of the committee who was not selected. With approval of the Commission representative of the Visiting Committee, meets may be scheduled with less than 7 days but not less than 24 hours notice.
- III. A quorum on each Visiting Committee shall be established as a simple majority of the voting members. It is the intent to have an in-person quorum at each meeting, however in coordination between staff and the Commission's representative the use of conferencing calling and/or video conferencing may be utilized. In the event a quorum is not met and the Commission has authorized Alternate Members, these alternate members shall be counted to meet the quorum if they are in attendance.
- IV. In the event a quorum is not possible, the Commission representative shall make the determination whether to hold the meeting or postpone it.
- V. Upon the conclusion of each meeting, minutes shall be posted to the Division's website within 5 business days of the meeting.

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- VI. All recommendations shall be approved by a majority of the voting Visiting Committee members provided a quorum has been met.

By signature below, the Commission has formally take a vote to approve the above policy.

Signature:  Date: 1-7-2021

January 7, 2021 FST Commission Meeting

A motion was made (Clark/Buxton) - to accept the adjustment/amendment to the current Visiting Committee Policy that will provide better direction to the Curriculum Committee on dealing with any concerns that the Curriculum Committee may have with the recommendations of the Visiting Committee and provides a process where the Curriculum Committee can provide input back to the Visiting Committee to reach consensus, if unable to do so, both recommendations would go back to the full FST Commission to be resolved; passed unanimously.