

NH Fire Standards and Training Commission**MEETING MINUTES** (APPROVED)**February 3, 2022**

9:30AM – **Dormitory Building, Classrooms 5&6**

Please note the changes in the agenda in bold red.

FST Commission members present:

Robert Buxton (Chair), Eric Wilking (Vice Chair), Allan Clark, Robert Field, Kerry LeBlanc, Steve Sherman, Jeff Beard, Frank Fraitzl, Neil Irvine, Sean Toomey, and Richard C. Bailey Jr.

FST Commission members not present:

William Campbell, Nancy Smith, Ronald Sebastian

Division of Fire Standards and Training & EMS Staff:

Director Justin Cutting, Assistant Director Jeffrey Phillips, Chief Anderson, Chief Doherty, Captain Cathy, Captain Tillson and Captain Tice.

Guests present: None Present

I. CALL TO ORDER

Item 1. The meeting was called to order at 9:30AM. Followed by the Pledge of Allegiance.

Item 2. Membership

- Three members were confirmed: Robert Buxton, Allan Clark, and Ronald Sebastian
- All members are aware of their expiration.
- Representative of the NHFPS Jason Greene has resigned, Division Staff will work with NHFPS and the Commissioner's office to submit names for nomination.

I. REPORTS

Item 1. Questions/comments regarding reports (Division, EMS, CB, FMO, Forest Protection, Curriculum)

Chair Buxton had questions on staff vacancies and the impact of this to the Division and its training programs. Commissioner Sherman and Irvine spoke on repeal of the requirement for fire permits (HB 1555 Relative to Fire Permits) and are monitoring that. Assistant Commissioner Bailey spoke on the new Federal commercial driving program.

Item 2. Waiver Report – Merrimack Fire Chief Mark W. Difronzo- Approved

Item 3. Legislative Report – Reported by Director Cutting

- The Division has been tracking 11 bills, with support for two: SB 287 and SB 339.

II. APPROVAL OF MINUTES

A motion was made (Field/Wilking) to approve the minutes for the November 4, 2021 meeting as presented; Commissioners Irvine and Fraitzl abstained. None opposed.

IV. SUB-COMMITTEES

Item 1. Administrative Rules Sub-Committee -Reported by AD Phillips. The subcommittee has been quiet for some time. Revocation and Suspension of Certification and Credentialing process were the focus of committee. Hiring Requirements applies to FT firefighters, but not to on call or PT. Law and Rule states the Commission does have the authority to set rules to hiring standards in regard to credentialing, there is currently no RSA or governing rule to establish a credentialing process.

Item 2. Curriculum Review Sub-Committee - Reported by Commissioner Clark

- The Committee met on January 6, 2021 and reviewed the visiting committees' recommendations regarding Haz Mat Tech. The committee did vote unanimously to recommend this to the Commission and start the public hearing process. The committee made recommendations being class sizes of 12-24, exam questions going from 50 to 100, and the increase of 10 hours to the program.

A motion was made (Clark/ Field) to accept the recommendation from the Curriculum Review Committee in regards to Haz Mat Tech. All in favor. None opposed.

- Fire Officer Curriculum I & II- Reported by Commissioner Clark
Committee recommended to move this to public hearing with two recommendations, being a standard student specific orientation for this program and an expanded syllabus to provide guidance to the students. Captain Cathy outlined the changes in the program for Fire Officer I, which included a change from a 5 day, 8 hour in person requirement to having two of the classes virtually. This reduces the number of hours from 40-30. The incident simulation day will remain in person, now the class will be split into two for an 8 hour simulation. Fire Officer II is a 5 day program, 4 days have instructor led virtual classes. The fifth day is a major incident simulation.

A motion was made (Irvine/Field) to accept recommendation from the Curriculum Review Committee in regards to Fire Officer One and Two. All in favor. None Opposed.

- FF I and FF II Curriculum Analysis- Reported by Commissioner Clark
The Committee has not met since the revised draft was created, and so Commissioner Clark requested it be sent back to the Committee. Chief Anderson explained the changes made to the curriculum, which are outlined in the current analysis document.

A motion was made (Clark/Wilking) to send the FF I & II curriculum back to the Curriculum Committee to be presented to the full Commission with a date specific of the April 7, 2022 meeting.

V. OLD BUSINESS

Item 3. FFI & FFII Retesting Policy

Director Cutting spoke on the revised retesting policy requested by the Commission which now includes the practical examination.

A motion was made (Clark /Fields) to accept the FF I & FF II retesting policy. All in favor. None opposed.

VI. NEW BUSINESS

Item 1. Subcommittee realignments and alternates

Director Cutting proposed committee realignments due to an analysis of responses from the Commission members, and also eliminating the Investigations of Suspended Instructors Committee and the Hiring Practices Committee. Commissioner Clark stated the need for 5 members for the Curriculum Review Committee to ensure quorum. These changes were accepted by the Commission.

Item 2. Establish a visiting committee for Fire Officer III and IV

Chief Doherty would facilitate this committee in bringing back this training to NH. No established timeline as of yet. These would focus on Chief positions or individuals progressing through their departments. The Division will present a plan at the next Commission meeting.

A motion was made (Clark/Fraitzl) to establish a visiting committee for Fire Officer III and IV. All in favor. None opposed.

Item 3. Technical Rescue visiting committee will be deferred until April meeting.

Item 4. Commissioner Clark spoke on the interpretation of prerequisites for FF I. As of now it requires CPR, ICS 100, 100 and 700 before a student can enroll. Commissioner Clark believes this prevents large numbers of students from being able to take this class, particularly in Bethlehem. A discussion ensued about the prerequisites and how they can be addressed for the upcoming class, and ongoing communication to students and departments.

A motion was made (Clark/Field) to allow the Bethlehem FF I class 30 days from February 3, 2022 to complete prerequisites in order to enroll in the class. Seven in favor. Two Opposed.

VII. GOOD OF THE ORDER

Item 1. Director Cutting spoke on sharing meeting materials electronically and having a central location for revisions etc. online for ease of access.

Item 2. Director Cutting also stated the Division is implementing a new initiative to develop a 9 to 12 month training calendar so departments and prospective students can better plan their future training opportunities. The Academy has established two semesters of training moving forward, a spring and fall training semester. Twice a year the Division will actively solicit training requests which will be taken into consideration during the future course planning process. Additionally, you may submit training request at any time throughout the year which will be considered during the next planning period.

VIII. ADJOURNMENT

A motion was made (Fraitzl/Wilking) – to adjourn the meeting at 11:17 AM, passed unanimously.

NEXT MEETING: April 7, 2022 at 9:30 AM – Dormitory Building – Classrooms 5 & 6

(Minutes: Crystal Tuttle, Administrative Assistant)