

NH Fire Standards and Training Commission**MEETING MINUTES** (Approved)**April 7, 2022**9:30AM – **Dormitory Building, Classroom 2**

Please note the changes in the agenda in bold red.

FST Commission members present:

Robert Buxton (Chair), Eric Wilking (Vice Chair), Allan Clark, William Campbell, Robert Field, Frank Fraitzl, Sean Toomey, Ron Sebastian and Richard C. Bailey Jr.

FST Commission members not present:

Nancy Smith, Jeffry Beard, Neil Irvine, Kerry LeBlanc, Steven Sherman,

Division of Fire Standards and Training & EMS Staff:

Director Justin Cutting, Assistant Director Jeffrey Phillips, Andy Anderson, Scott Doherty, Scott Cathy, Ted Tillson, and Chris Cole

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

- Nancy Smith will be retiring from the Commission at the end of June

I. REPORTS**Item 1.** Questions/comments regarding reports (Division, EMS, CB, FMO, Forest Protection, Curriculum)**Item 2.** Waiver Report – None**Item 3.** Legislative Report – Reported by Director Cutting

- The Division has been tracking several legislative bills, SB 339 Relative to Boards & Commissions and SB 337 Relative to Emergency Medical Trauma Services Data Sharing to the Purpose of Analysis

II. APPROVAL OF MINUTES

A motion was made (Field/Campbell) to approve the minutes for the February 3, 2021 meeting as presented. None opposed.

IV. SUB-COMMITTEES

Item 1. Administrative Rules Sub-Committee -Reported by AD Phillips. No meeting recently.

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

Commissioner Clark presented the minutes from the March 10, 2022 Curriculum Committee meeting. Items discussed at this meeting were competency versus proficiency and the need for this standard to be the same for the Commission and the Academy. Inconsistencies were found with what is being taught in the textbook, skill sheets, online modules and what instructors are teaching. Commissioner Clark feels that students and Departments need to be more aware of the time commitments when signing up for FFI. Prerequisites should be completed before entering class, but some degree of leniency should exist for the CPR certification. Commissioner Clark expressed concerns over class size, as some classes have been overbooked. Director Cutting addressed the concerns raised regarding the online content, the time it takes to revise and develop content, especially given the staffing challenges the Educational Technology section of the Division is facing, specifically a 50% staff vacancy rate and difficulty in recruiting candidates. The focus has been on creating new content, acknowledging that some of the existing content does need to be updated to reflect the new curriculum. Director Cutting also discussed the positive impact to all of the programs that the new Curriculum Administrator will bring and that the Division is in the process of hiring that person. The Director also noted that within the Division's Curriculum Review and Analysis Report there are eight recommendations that address some of these concerns. The Director highlighted a few of them including that the Division develop an extensive instructor development program directed at the delivery of Firefighter I and II, that the Division provide written communication to students, departments and Chief's about the prerequisite requirements and that a well-developed syllabus outlining all of the students requirements be created. The Division Curriculum Review and Analysis Report and the Curriculum Committee Report Concerning the Delivery of Firefighter I and II Report are attached to these minutes for reference.



A motion was made (Field/ Bailey) to accept both Firefighter I/II Curriculum reports and recommendations as presented. All in favor. None opposed.

➤ Fire Officer Curriculum I & II- Reported by Commissioner Clark

Committee recommended accepting Captain Cathy's recommendation for two hours to be added to the proposed NFPA 1021.202 FO Curriculum for FO I. This will include adding a series of UL-FSRI research videos to the online classroom where the concepts will be emphasized during two incident simulation days. This would bring the hours for this program to 32. Commissioner Clark recommended incorporating this into FOI and having a "boot camp" day to show larger service including current officers.

A motion was made (Campbell/Fraitzl) to accept recommendation from the Curriculum Review Committee with the additional two hours in regards to Fire Officer One and Two. All in favor. None Opposed.

V. OLD BUSINESS

Item 1. Haz mat Curriculum Recommendation- Presented by Jeff Phillips reported no public comment was made and the Committee is seeking approval for the Haz Mat Tech Curriculum, 2017 NFPA 1072.

A motion was made (Wilking/Clark) to accept the Haz mat Curriculum Recommendation. All in favor. None opposed.

Item 2. Recruitment and Retention Committee update- Director Cutting

- The Director stated the weekly meeting dates for this committee to discuss the issues related to recruitment and retention.

Item 3. Burton Facility update- Director Cutting

- Meetings were held March 15th and 18th with Public Works and developed the following timeline: 3-4 weeks to find an architect, 4-5 months to develop plans, one month to accept bids and about 2 months for the Governor & council process. Expected date to break ground is Spring 2023.

VI. NEW BUSINESS

Item 1. Fire Officer III & FO IV- Chief Doherty and Chief Wilking provided a timeline for the visiting committee for FO III & FO IV starting May 2, 2022, and meeting bi-weekly thereafter until October. (Dates are as following: May 16, May 30, June 13, June 27, July 11, July 25, August 8, August 22, and October 5). The visiting committee will include Chief Wilking, Chief Doherty, Chris Knutsen, James Paquette, Shannon Pawlowski, Mike McShane, Christopher Johnson, Jeremy LaPlante, William Gillis, and Jared Wheeler.

A motion was made (Clark/Fraitzl) to sit visiting committee as presented. All in favor. None opposed.

Item 2. Medical Release Policy- Director Cutting presented a memo concerning the medical release policy. Commissioner Clark commented that Chief's should maintain the option of taking responsibility for students and signing the medical release form, OR having a medical professional sign it. Commissioner Fraitzl expressed concern over Chief's knowing the full weight of this responsibility, but still knowing their options. Commissioner Bailey recommended waiting for the municipal representative before making a decision on this subject, and so this item will remain on the agenda for June.

Item 3. Technical Rescue visiting committee (specific to ropes program)- Chair Buxton stated that the Curriculum Committee has the ability to seat the visiting committee for this. Robert Field has been appointed the Tech Rescue FST Rep.

A motion was made (Fields/Sebastian) to give Curriculum Committee permission to seat the visiting committee for the technical rescue visiting committee. All in favor. None opposed.

Item 4. NH ESR Presentation- Captain Chip Cooper presented the new NH ESR (New Hampshire Emergency Services Reporting) to the Commission and highlighted the features for fire reporting.

VII. GOOD OF THE ORDER

VIII. ADJOURNMENT

A motion was made (Sebastian/Wilking) – to adjourn the meeting at 11:25 AM, passed unanimously.

NEXT MEETING: June 2, 2022 at 9:30 AM – Classrooms 5 & 6- Dormitory Building

(Minutes: Crystal Tuttle, Administrative Assistant)