

**NH Fire Standards and Training Commission****MEETING MINUTES** (Approved)**November 10, 2022**

10:30AM – **Dormitory Building, Classroom 5 & 6**

Please note the changes in the agenda in bold red.

**FST Commission members present:**

Allan Clark, Robert Field, Frank Fraitzl, Sean Toomey, Richard C. Bailey Jr., Steven Sherman, Neil Irvine, Jeffry Beard, Eric Wilking, Christina Wilson, William Campbell

**FST Commission members not present:**

Kerry LeBlanc, Ron Sebastian, Jason Smedick

**Division of Fire Standards and Training & EMS Staff:**

Director Justin Cutting, Assistant Director Jeffrey Phillips, Crystal Tuttle, Scott Doherty, Kimberly McCulloch

**Guests present:** None Present

**I. CALL TO ORDER**

**Item 1.** The meeting was called to order at 10:30AM. Followed by the Pledge of Allegiance.

**Item 2.** Membership

- Vice Chair Wilking introduced Christina Wilson, the new Attorney General designee for the FST Commission.
- Don Deangelis, Chief of Epping, has been nominated to represent the NH Association of Fire Chiefs (NHAFC).
- The nominating committee was unable to meet due to no quorum, but Vice Chair Wilking expressed interest in the Chair Position and Frank Fraitzl expressed interest in the Vice Chair position.
  - **A motion was made (Clark/Irvine) to elect in Eric Wilking as Chair and Frank Fraitzl as Vice Chair. All in Favor. None Opposed.**

**I. REPORTS**

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

- Division Report- Director Cutting  
The Division has been working hard on filling open positions, the Curriculum Administrator position is open and candidates are being interviewed. Two open Captain positions have scheduled interviews as well. An EMS in the Warm Zone position has been added and filled by Brad Wilson, and an EMS Simulation

position has been filled by Drew Toma. The Fire Officer Program is looking for a new program coordinator.

➤ Coordinating Report- Eric Wilking

A second set of protocols was approved at the September 15<sup>th</sup> meeting. To efficiently manage all of the protocols, the CB has broken them into sections. The next meeting is November 17<sup>th</sup>.

**Item 2.** Waiver Report – None to report

**Item 3.** Legislative Report – None to report

## **II. APPROVAL OF MINUTES**

**A motion was made (Fraitzl/Irvine) to approve the September 1, 2022 minutes. All in favor. None opposed. One abstention.**

## **IV. SUB-COMMITTEES**

**Item 1.** Administrative Rules Sub-Committee –Director Cutting

- No meeting recently. Now that positions on the commission have been filled, a schedule will be developed.

**Item 2.** Curriculum Review Sub-Committee - Commissioner Clark & AD Phillips

- No meeting recently, a schedule is being made.

**Item 3.** Visiting Committees

- NFPA 1006- Technical Rescue- Bob Field- held a meeting at the end of September reviewing curriculums. This class is currently using a CMC program, but the committee did vote to move forward with a pro-board certified course to keep it in the review cycle for NFPA standards. The next meeting is the first week of December.
- NFPA 1021- Fire Officer III & IV-Scott Doherty- The previous curriculum administrator reviewed the textbooks and decided the Jones and Bartlett Chief Officer Principles and Practices was the best fit. Most officer programs across the country have a 40 hour course for both Fire Officer III & IV. A schedule will be pushed out to the committee in the next month.

## **V. OLD BUSINESS**

**Item 1.** Recruitment and Retention- Director Cutting & Kimberly McCulloch

- Kimberly was hired through a GOFERR grant for recruitment and retention, and has spent ride time with career, call and volunteer departments learning what challenges they are facing for recruitment and retention. She is working off of the recommendations made by the ad hoc Recruitment and Retention Committee the Commissioner put together earlier in the year. A presentation was shared with the information gathered.
- Identifying the need for additional training programs at the Academy, and addressing the need for additional instructors. The Fire and EMS Fund is projected to have little to

no fund balance by the end of 2023, and this is the budget the Division operates on. Work is being done with the Governor's office to address this budget issue.

- Allan Clark addressed the difference between recruitment and retention for call/volunteer departments versus career departments.
- A discussion was had about the availability of college and tech school Fire Science classes with Jeffry Beard citing the need for more enrollment in order to add classes.

**Item 2.** Burton Facility- Director Cutting

- Price estimates have changed substantially due to the economy, and so the architects and all those involved in the conceptualization of the project have been working together to achieve the same goal within the funding parameters in place. A phased approach is being considered, which will prioritize the needs of the facility. The Director met with Littleton Water Company to address water capacity for his facility. The goal is still to begin in the Spring of 2023.

**Item 3.** Driver Operator Curriculum- AD Phillips

- The curriculum committee recommended to put the FFI fire communication module in the driver operator curriculum to address the missing section according to the NFPA standard. All regular public comment and hearings were held.

**A motion was made (Clark/ Fraitzl) to accept the change to the Driver Operator curriculum by adding the FFI fire communication module. All in favor. None opposed.**

**Item 4.** FFII Update- Director Cutting

- The Division has a fully staffed educational technology department now and the goal is to complete online content for FFI & FFII. The goal is to be complete by January 1, 2023. The historical percentages for failures was very high in the first round of testing for the FFII written exam, but normalized in the second round with 90% of students passing. The Division is analyzing the curriculum, delivery and testing.

## **VI. NEW BUSINESS**

**Item 1.** Discussion of standing committees- Director Cutting

- New commissioners will be added to existing vacancies on the sub-committees. Neil Irvine volunteered to be on the Academy Awards committee.

**Item 2.** Annual Roster Update- AD Phillips

- A new system was implemented within RespondNH to enable departments to update their own rosters, pursuant to RSA 602.1. Emails will be sent out automatically to authorized individuals on the departments reminding them of the December 31<sup>st</sup> deadline. This eliminates the paper process at the Division, and makes it easier for departments to add/drop members.

**Item 3.** Meeting schedule for 2023- Director Cutting

- Two schedules were proposed, one with five meetings and one with four.

**A motion was (Clark/Fraitzl) made to continue with the five meeting schedule for 2023, which include the dates of January 5<sup>th</sup>, March 2<sup>nd</sup>, May 4<sup>th</sup>, September 7<sup>th</sup>, and November 2, 2023. All in favor. None opposed.**

**VII. GOOD OF THE ORDER**

**VIII. ADJOURNMENT**

A motion was made (Fraitzl/Field) – to adjourn the meeting at 12:01 PM, passed unanimously.

**NEXT MEETING: January 5, 2023 at 9:30 AM – Classrooms 5 & 6- Dormitory Building**

(Minutes: Crystal Tuttle, Administrative Assistant)