

NH Fire Standards and Training Commission**MEETING MINUTES** (Approved)**November 4, 2021**

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

Please note the changes in the agenda in bold red.

FST Commission members present:

Robert Buxton (Chair), Allan Clark, Robert Field, Kerry LeBlanc (late), Ronald Sebastian, Steve Sherman, Nancy Smith and Sean Toomey **(8)**

FST Commission members not present:

Richard C. Bailey Jr., Jeffry Beard, William Campbell, Jason Greene, J. Michael Joyal and Eric Wilking **(6)**

Division of Fire Standards and Training & EMS Staff:

Director Justin Cutting, Assistant Director Jeffrey Phillips and Captain Chris Rousseau **(3)**

Guests present:

Neil Irvine **(1)**

I. CALL TO ORDER

Item 1. The meeting was called to order at 9:42AM. Followed by the Pledge of Allegiance and a moment of silence for Senior Staff Instructor Jeff Whitcomb and NH State Police Trooper Staff Sergeant Jesse Sherrill.

Item 2. Membership

- All members are aware of their expiration.

Item 3. Welcome Neil Irvine from the municipal association, his confirmation will take place on November 17th. Awaiting Frank Fraitzl's confirmation. The Division will work on scheduling a portrait day here at the Academy to update the Commission wall.

II. REPORTS

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

Item 2. Waiver Report – nothing further to report.

Item 3. Legislative Report – Reported by Director Cutting

- The LSR's have been coming in. A number of them that address remote meetings and allowing the Commission and Boards to meet virtually if they so choose.
- Preliminary discussions amongst the Fire Marshal and Commissioner, but no direct conversation with Senator Hennessey regarding the funding for the fire fund and keeping the lower cost of FFI & FFII.

III. APPROVAL OF MINUTES

A motion was made (Field/Sebastian) - *to approve the minutes for the September 2, 2021 meeting as presented;* LeBlanc abstained, passed unanimously.

A motion was made (Clark/Toomey) - *to approve the non-public minutes for the September 2, 2021 meeting with one amendment to the minutes regarding a motion to proceed with the investigation, not hold off on the investigation,* LeBlanc abstained, passed unanimously.

IV. SUB-COMMITTEES

Item 1. Administrative Rules Sub-Committee – Reported by Commissioner Smith

- Dormant since Covid started. With so many new members on boarding, the thought was to get the high level summary and draft rules and distributed to all members and then have a discussion in January.

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

- Had not met since the last Commission meeting. Visiting Committee for the Officer programs was seated. Awaiting for a report back from the Visiting Committee. One member has not attended in a while, members were wondering about an alternate or replacement to allow for an. A realignment will be brought to the Commission at the January meeting.
- Based on the curriculum approval guide, the final step is to conduct an analysis after a minimum of 2 deliveries. Since the new curriculum in the last year, six Firefighter I programs and six Firefighter II programs have been delivered. Chief Anderson will put together relevant staff and senior instructors to do an analysis of the curriculum, the deliveries and all of the things that went well and not well. This analysis will be presented to the Assistant Director and the Director then presented to the curriculum sub-committee.

Item 3. Visiting Committees:

- **Haz Mat NFPA 1072** – Reported by Commissioner Buxton
Wrapping things up, will reach out to Commissioner Buxton, then reach out to Commissioner Clark to meet sometimes in December.
- **Technical Rescue NFPA 1006** – Reported by AD Phillips
Nothing to report.
- **Fire Officer NFPA 1021** – Reported by Commissioner Clark
Meeting next Tuesday to continue through the process. Interested parties received textbooks to review, a syllabus and the procedure of how the process works.
- **Instructor NFPA 1041** – Reported by Ron Sebastian
Two public hearing sessions were conducted was last week. Nobody was in attendance.

V. OLD BUSINESS

Item 1. Election of Vice Chair

Proposed a nomination of Eric Wilking for the Vice Chair of the FST Commission.

A motion was made (Field/Sebastian) - to appointment Eric Wilking as the Vice Chair of the FST Commission; passed unanimously.

Item 2. Election of Coordinating Board Representative

After extensive research, the nominating committee proposed a nomination of Eric Wilking to be the FST Commission representative for the EMS Coordinating Board.

A motion was made (Field/Clark) - to appointment Eric Wilking as the EMS Coordinating Board representative; passed unanimously.

Item 3. FFI & FFII Retesting Policy

Took feedback from the last Commission meeting regarding this and will be incorporated into a policy to cover the practical portion of retesting. Anticipated presentation at the January meeting.

VI. NEW BUSINESS

Item 2. Vote on 2022 FST Commission Schedule

A slight change from what was done in the past. May and June meetings were historically being held, but in an attempt to utilize all Commissioners time, allow more time for the sub-committees to meet and refine down to five meetings, this was the proposal.

A motion was made (Clark/Sebastian) - to approve the 2022 FST Commission schedule as presented; passed unanimously.

Item 3. Division Reorganization

Director Cutting was doing 30, 60, 90 day look at the organization when he first came in. After spending time here and talking with staff, the direction of the Division, analyzing and determining what would be best for the decision; the decision was made to not fill the Strategy and Planning position. The idea is to reclassify this position into a curriculum specialist position. Met with members of SNHU, UNH and Pembroke Academy and talked about what is best in the field of education.

Item 1. Ed Tech Presentation

Captain Chris Rousseau and Liam Jewell presented to the FST Commission what they do at the Division in regards to online training, how they approach projects and the detail of the work they do.

Item 5. Instructor Curriculum

AD Phillips reported the curriculum committee approved the preliminary curriculum update for Instructor I, II & III and the Commission approved this to then go to the public hearing. Two comment periods were held on October 28th at 2:00 and at 5:00. No public members attended and no comments were submitted. Now that the public hearing was conducted, it goes back to the Commission for final approval.

A motion was made (Smith/Clark) - *to approve Instructor I, II and III programs;* passed unanimously.

Item 4. Chpt. Fire 500 Ownership & Revocation of Certifications (Non-Public Session)

A motion was made (Clark/Sebastian) - *to enter non-public session regarding RSA 91-A:3, II (c) at 10:42;* passed unanimously.

A motion was made (Field/Sebastian) - *to leave non-public session and reconvene public session at 11:24;* passed unanimously.

VII. GOOD OF THE ORDER

Item 1. Commissioner Clark asked about the 231 individuals that took the CPAT exam and Director Cutting confirmed that was this year. Director Cutting acknowledged those that failed, did not retest right away (meaning same day or next day), they shook it off and rescheduled at a different date.

Item 2. Several retirements over the past month or so, signed 3 letters this morning and were mailed out. A visit from Chair Buxton and Director Cutting to thank Michael Joyal for his service to the Commission over the years will be made.

VIII. ADJOURNMENT

A motion was made (Field/Sebastian) – *to adjourn the meeting at 11:35 AM;* passed unanimously.

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

(Minutes: Hayley O'Brien, Administrative Assistant)