

NEW HAMPSHIRE FIRE STANDARDS & TRAINING COMMISSION

Location: 98 Smokey Bear Blvd, Concord, NH
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MINUTES OF MEETING

April 6, 2017

(Approved)

Voting Members Present:

Commissioners Richard Bailey, Jr., Justin Cutting, Peter Lennon, Richard McGahey, Kevin Pratt, Steven Sherman, Nancy Smith, and Jeremy Thibeault (8)

Voting Members Absent:

Commissioners Robert Buxton, William Campbell,, Stephen Carrier, William Degnan, Michael Joyal, and Kerry LeBlanc (6)

NH FST&EMS Staff:

Director Deborah Pendergast; Assistant Director Jeffrey Phillips; Chief Nick Mercuri; and June Connor (minutes) (4)

Guests:

Steven Lavoie from the Div. of Administration (Guests present for the non-public session are listed in those minutes.)

NOTE: “Action” items are in bold red.

I. CALL TO ORDER

Item 1. Pledge of Allegiance and opening remarks

- The meeting of the New Hampshire Fire Standards & Training Commission was called to order by Chair Thibeault at 9:00AM on April 6, 2017 at the Richard M. Flynn Fire Academy, 98 Smokey Bear Blvd., Concord, NH. Seven members were present at the start of the meeting; when the 8th member arrived at 9:25, a quorum was then present.
- The Pledge of Allegiance was led by Commissioner Sherman.
- Chair Thibeault stated that agenda **items would be taken out of order** to accommodate Steven Lavoie, other commission member schedules, and the fact that the meeting began without a quorum.

II. Budget Report – Steven Lavoie, Director of the Div. of Administration

NOTE: This was added to the agenda at the meeting.

Director Lavoie gave an update on what is happening to the budget in the Legislature. The House is expected to vote on a budget today; in this budget, appropriations have not been reduced and some of the General Funds have been applied. As yet, there is no formal final solution of the revenue problem. (POST MEETING NOTE: The House did not vote on the budget on April 6, 2017; the budget now goes to the Senate.)

III. Reports

Item 1. Fire Marshal's Office – Director Degnan

Commissioner Degnan was not present, and no report was submitted.

Item 2. Forest Protection Bureau – Chief Sherman

- 460 students are being trained during the spring warden training season.
- 2 vehicles have been purchased – a rescue truck for the seacoast and a 2 ½ ton off-road forestry vehicle.

Item 3. Curriculum Review – Assistant Director Phillips

Current visiting committees approved:

- Hazardous Materials Decontamination: currently reviewing curriculum to ensure it meets the NFPA standard
- Fire Officer III & IV: Visiting committee has held its third meeting. The general consensus of the groups is to go with the IFSTA program. We are currently evaluating copies of other State approved programs.
- Airport Firefighter: A couple meetings have taken place. IFSTA is the only program available and are currently reviewing the skills and evaluation tools.
- Fire Investigator: currently working through ProBoard requirements. The test bank has been validated in conjunction with the Fire Marshal's office. They are currently attempting to finalize the practical skill evaluations.

Current ProBoard certification Profile:

Standard	Level	Edition	Current NFPA Ed	Next Edition
472	Hazardous Materials First Responder at the Awareness Level	2013	2013	*2017
472	Hazardous Materials First Responder at the Core Operations Level	2013	2013	*2017
472	Hazardous Materials First Responder at the Operations Level: Personal Protective Equipment Mission Specific Competency	2013	2013	*2017
472	Hazardous Materials First Responder at the Operations Level: Product Control Mission Specific Competency	2013	2013	*2017
472	Hazardous Materials Technician	2013	2013	*2017
1001	Fire Fighter I	2013	2013	2018
1001	Fire Fighter II	2013	2013	2018
1002	Driver/Operator of Fire Apparatus Equipped with a Fire Pump	2017	2014	2017
1002	Driver/Operator of Fire Apparatus Equipped with an Aerial Device	2017	2014	2017
1003	Airport Firefighter	2015	2015	2019
1021	Fire Officer I	2014	2014	2020
1021	Fire Officer II	2014	2014	2020
1031	Fire Inspector I	2014	2014	2021
1031	Fire Inspector II	2014	2014	2021
1041	Fire Instructor I	2012	2012	2019
1041	Fire Instructor II	2012	2012	2019
1041	Fire Instructor III	2012	2012	2019
1051	Wildland Fire Fighter I	2016	2016	2020
1051	Wildland Fire Fighter II	2016	2016	2020
*NFPA 1072 should be released shortly and will replace NFPA 472 as a Professional Qualification Standard				

Current programs in development for online delivery:

- Fire Cause and Determination I & II
- EMS in the Warm Zone Operations level
- Wildland Firefighter I - NWCG program has been finalized and is being deployed to the current spring programs.

Item 4. EMS Coordinating Board – Chair Thibeault

- The CB met on March 16, 2017 at the Richard M. Flynn Fire Academy.
- Highlights of the meeting:
 - * Sue Prentiss gave a presentation on **Recognition of EMS Personnel Licensure Interstate Compact (REPLICA)** that has to do with EMS personnel working across state lines within a compact.
 - * Jeffrey Kellet, from the Criminal History Unit of the State Police, spoke to the group about Federal background checks.
 - * The CB is trying to get a sub-committee together to work on the EMS relationship with non-EMS providers.
 - * The CB voted in support of Director Pendergast's re-nomination as the Director of the Division of Fire Standards and Training & EMS.
- The next meeting will be held on Thursday, May 18, 2017.
- Here is the link to the minutes from the CB meetings:
<https://www.nh.gov/safety/divisions/fstems/ems/boards/coordinating/cbminutes.html>

V. Director's Report

NOTE: This report will be moved to the "Reports" section of the agenda for future meetings.

Facilities:

- The FAA Grant funding has now been spent, and the ARFF upgrades took place over the last couple of weeks. We do have an NFPA 1003 airport FF program scheduled for May.
- We have now received the 3 quotes for auditorium seating and we will be putting out an RFP

Apparatus:

- Our new pumper arrived yesterday. We will be getting it lettered. You are welcome to take a look at it in the firehouse.

Budget:

- Our expenditures continue to be on track at or below where we expect the budget to be at this point. We are continuing to work with the Commissioner's Office and the Legislature to address the future of the Fire Fund.
- The Governor's office has now lifted the hold on hiring positions and purchasing.

Programs:

- Changes made to State CPAT. We ran the test over the last few days with good results. It will be held again in June and September. There were very few no-shows of candidates.
- Our new South East Field Captain, Laurie Miller, is doing really well with orientation. She will be attending the Seacoast Chiefs meeting this evening.
- Our EMS education program Coordinator Louis Loutrel has now been hired, and he will be putting together our mobile EMS program.

On Monday, April 10th, we will be hosting the Criminal Justice and Public Safety Committee. All Commission members as well as Coordinating Board members are welcome to attend.

VI. Old Business

Item 1. Administrative Rules Sub-Committee

Director Pendergast met with Commissioner Barthelmes, Assistant Commissioner Bailey, Assistant Director Jeffrey Phillips, and Attorney David Hiltz on April 5th to discuss the rules. The Commissioner supports the changes, most of which are grammatical or formatting in nature. The waiver section needs to be addressed during the public comment period. **The sub-committee will have the language ready for the public hearing on June 1st.** (NOTE: There MUST be a quorum for this meeting.) Commissioner Bailey pointed out that JLCAR does not like “may” scenarios, preferring the word “shall” be used instead. The sub-committee should keep this in mind.

VI. Approval of the Minutes

- **Motion (Pratt/McGahey) - to table the vote on the minutes from the March 10th FST Commission meeting; passed unanimously.**
- The previous meeting minutes will continue to be printed out for future meeting.

VII. Non-Public Session

- The FST Commission went into non-public session to consider 3 separate re-test requests.

VI. Old Business (continued)

Item 2. May Retreat

Chief Nick Mercuri handed out the latest version of the plan for the May 4th retreat. **June Connor will send out the following:**

- **reminder about May 4th retreat (time/place, etc.)**
- **copy of the agenda**
- **copy of the Division’s informational overview flyer**
- **copy of an overview of what each commission/board does.**
- **21-P fire rules**

Item 3. Legislative Fiscal Committee / Sub-Committee visit

- 4 members of the Division II Finance Committee visited the campus on February 23rd. They attended a brief presentation followed by a tour of the campus.
- April 10, 2017 – Legislators from the Criminal Justice and Public Safety Committee will be on campus; members of the FST

Commission and EMS Coordinating Board are also invited. (POST MEETING NOTE: 13 legislators attended on April 10th!)

Item 4. FST Commission membership

Nothing new to report; still awaiting term re-nomination approval letters from the Governor's office. **June will contact Nancy Cassidy regarding the status of the letters.**

VIII. New Business

Item 1. Show of support for Fire budget

Motion made (McGahey/Smith) – to send a letter of support to the Senate for the fire budget; passed unanimously.

Discussion: The letter should focus on the mission of the FST Commission and should not get into specifics. It should be signed by constituent organizations. **A draft should first go to Steven Lavoie for his approval and input. This should be done within the next two weeks.**

Item 2. Case in Epsom

Director Pendergast asked for clarification on who should receive the adjudicative hearing notice letter for a case in Epsom regarding the CPAT hiring requirement.

The hearing notice should go to the hiring authority. A copy will be sent to Nancy Smith for approval before being sent out.

Item 3. Saf-C 6200 Rules on administrative fees (RSA 21-P:14-VII)

Chief Nick Mercuri elicited input from the FST Commission before sending to the Commissioner for approval. These fees will expire shortly.

Motion made (Smith/McGahey) – to advise the Commissioner of the FST Commission's support of the Saf-C 6200 rule set, including the suggestions concerning EMS and other notes; passed unanimously.

Item 4. Creating NHOODLE accounts for Commissioners

Concern was expressed about sending non-public session minutes and other confidential documents via email. Assistant Director Jeffrey Phillips suggested creating accounts for each commissioner on NHOODLE that would be password protected. The majority of the commissioners present thought this would be a good idea.

IX. Good of the Order

Item 1. An RFP is in progress for a statewide training needs assessment.

X. ADJOURNMENT

A motion was made (Cutting/Pratt) - *to adjourn at 10:46AM*; passed unanimously.

Next meeting: Thursday, May 4, 2017

Classrooms 5 & 6 in the Dormitory Building

Respectfully submitted,

Director Deborah Pendergast

(Minutes: June Connor, Administrative Assistant)