

**NH Fire Standards and Training Commission****MEETING MINUTES - Approved****December 12, 2017**

9:00AM

Richard M. Flynn Fire Academy, Classroom 2, Admin. Building  
98 Smokey Bear Boulevard  
Concord, NH 03301

**FST Commission members present:**

Jeremy Thibeault (Chair), Richard Bailey, Jr., Stephen Carrier, Justin Cutting, J. William Degnan, J. Michael Joyal, Peter Lennon, Richard McGahey, Kevin Pratt, and Nancy Smith **(10)**

**FST Commission members not present:**

Robert Buxton (Vice Chair), William Campbell, Amy Clark, Kerry LeBlanc, and Steven Sherman **(5)**

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

Director Deborah Pendergast, Assistant Director Jeffrey Phillips, and Chief of Strategy and Planning Nick Mercuri **(3)**

**NOTE: "Action items" are in bold red.**

**I. CALL TO ORDER**

Item 1. Pledge of Allegiance and opening remarks

Item 2. Vote on FST Commission Chair and Vice Chair

The Nomination Committee reported that there were no nominations, so its recommendation was to retain the existing chair and vice chair.

**(McGahey/Cutting)** – *A motion was made to approve that the Chair and Vice Chair positions on the FST Commission continue to be Jeremy Thibeault (Chair) and Robert Buxton (Vice Chair) for 2018, passed unanimously.*

Item 3. Change in meeting style: implementation of "consent agenda"

Starting in January, 2018, reports listed on the agenda should be emailed to the Administrative Assistant who will, in turn, email them out to all of the FST Commission members on Fridays prior to the meetings. These reports will not be printed out by the Administrative Assistant. A recommendation was made to have laptops accessible with the documents loaded on them; these laptops must be supplied by the commission members themselves. Members who do not have laptops can print out their own reports. The intent is to have everyone read the reports prior to the meetings and be ready to vote on them (consent agenda)

**(Carrier/Lennon)** – *A motion was made to change the format of the FST Commission meetings by utilizing a consent agenda, passed unanimously.*

## II. APPROVAL OF MINUTES

Item 1. **(Smith/Pratt)** – *motion made to approve the minutes from the September 7, 2017 public FST Commission meeting*, passed with abstentions from Commissioners Lennon and Carrier..

Item 2. **(Smith/Cutting)** – *motion made to approve the minutes from the September 7, 2017 non-public session*; passed with an abstentions from Commissioners Lennon and Carrier.

## III. REPORTS

Item 1. Fire Marshal's Office – J. William Degnan (**See attachment – Click on the paperclip icon**)

Item 2. Forest Protection Bureau – Chief Sherman (No report submitted)

Item 3. Curriculum Review – Assistant Director Jeffrey Phillips (Report below)

Current visiting committees approved (most all visiting committees were idle over the summer break):

- Hazardous Materials Decontamination: currently reviewing curriculum to ensure it meets the NFPA standard, request to review to meet NFPA 1072
- Fire Officer III & IV: Committee has not met recently
- Airport Firefighter: A couple meetings have taken place. IFSTA is the only program available and are currently reviewing the skills and evaluation tools. Committee continues to meeting with a meeting schedule tomorrow 12/8/2017
- Fire Investigator: on agenda for presentation and preliminary approval today
- Requesting to establish a Visiting Committee for Hazardous Materials Technician based on the NFPA 1072 standards. Awareness and Operations will be completed in conjunction with Firefighter I/II

Current ProBoard certification Profile:

Standard	Level	Edition	Current NFPA Ed	Next Edition
472	Hazardous Materials First Responder at the Awareness Level	2013*	2018	*2017
472	Hazardous Materials First Responder at the Core Operations Level	2013*	2018	*2017
472	Hazardous Materials First Responder at the Operations Level: Personal Protective Equipment Mission Specific Competency	2013*	2018	*2017
472	Hazardous Materials First Responder at the Operations Level: Product Control Mission Specific Competency	2013*	2018	*2017
472	Hazardous Materials Technician	2013	2018	*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	2017	2022
1002	Driver/Operator of Fire Apparatus Equipped with an Aerial Device	2017	2017	2022
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
1072	Hazardous Materials, Awareness, Ops, Decon and Tech	****	2017	2022
	*Will need to transition from NFPA 472 to NFPA 1072			

The Division just rolled out the EMS in the Warm Zone Operations program and have two pilots scheduled.

Current programs in development for online delivery:

- EMS Protocol roll out
- Fire Mobilization plan

The members looked at a document in their packets listing all of the pass/fail status of certification exams that have been administered since July 1<sup>st</sup>. **(See attachment – Click on the paperclip icon)**

Commissioner Cutting asked for an explanation of the course feedback process.

- Depending on the type and length of a course, student evaluations are done at the end of every module and are handed in to Assistant Director Phillips after also being read by the instructor and the course coordinator. 75% of the evaluations do not dictate any kind of follow up.
- We are working on developing a process involving sending out online surveys once the course paperwork has been completed. Currently, Survey Monkey is used for Firefighter I and II courses while shorter classes, like ICS 300, are still done on paper at the end of the course. Once all courses are done in the same manner, the goal is to actually do something with the data that is collected.
- Director Pendergast added that each instructor is now assigned to a captain who can help the instructor make needed improvements.
- Students tend to take the evaluation forms lightly unless they are encouraged to take them seriously by the instructors.

Commissioner Cutting then asked what the plan is for course delivery within the next 12 – 18 months.

- Assistant Director Phillips answered that efforts are now being made to schedule courses at least 12 months in advance; doing this for labor intensive courses like FFI and II is more difficult because so many factors go in to the planning and execution of those courses. Scheduling should be in much better shape by July, 2018.
- **Assistant Director Phillips will prepare an update on Firefighter I pass rates for high schools for the January meeting.**

Commissioner Cutting asked about low enrollment and why classes are being cancelled.

- Barriers can be the cost, location, lack of awareness, and/or physical requirements.
- Email overload can also be a factor; when people get too many emails from the Division, they tend to stop paying attention. Job postings and course announcements are now only sent out once a week.
- Having more specific list serves is also being considered.
- Talks are also underway for a partnership with UNH which has a marketing program.
- Director Pendergast added that grant funded classes which do not allow for overtime/backfill have significantly lower enrollments.
- Another issue involves questions over the risk of no Workers' Compensation coverage if students are approved by their departments but not paid for classes that require physical participation.

Item 4. EMS Coordinating Board – Jeremy Thibeault

The EMS Coordinating Board met on November 16, 2017.

Highlights of the meeting:

- The protocols are close to being finished and will be identified by versions from now on rather than years. This year's version is #7.
- There was a lengthy discussion about hours of work and employee fatigue. Studies are being reviewed in an effort to determine if guidance from the state is needed.

Here is the link to the minutes for all CB meetings:

<https://www.nh.gov/safety/divisions/fstems/ems/boards/coordinating/cbminutes.html>

The next meeting will be held on January 18, 2018 at the Fire Academy.

Item 5. FST & EMS Director's Report

Logistics-

- The auditorium seating project is complete. All new theater style seating and new carpeting installed in November. We can now seat over 140 occupants.
- The 'A' burn building is OOS for live fire training. We have put together a bid for an engineer to come to assess the building for safety and future use.
- Our Technical Rescue prop building is nearing completion. All Conex boxes (shipping containers) are stacked and secured. Windows and doors are being cut into the prop. NOT for live fire training.
- EMS Deputy Chief position is now posted.

Budget-

- Our projected major purchases will include two staff vehicles to replace two older, high-mileage vehicles, otherwise our spending is on track. We are also replacing the outdated Wi-Fi system in our buildings. We are continuing to be conservative with the budget.
- **Potential legislation for funding will be made available for the January meeting.**

Follow-Up-

- The Town of Epsom has been notified that FF/Paramedic George Calligandes had not met hiring requirements by the date that the Commission had extended to him. We also notified the NH Retirement System. **We will follow-up with the town of Epsom,**



**requiring the town to inform the FST Commission as to what has been finalized regarding this issue. A Form B will also be sent.**

Other- FST Commissioners are invited:

- This Sunday, December 10 at 12 noon we are having a Holiday event. We will be having a visit from Santa, an airing of the movies Polar Express, pizza, popcorn, hot chocolate and Xmas cookies.

Summary of Town Hall Meetings:

Chief of Strategy and Planning Nick Mercuri gave the summary. **(See attachment – Click on the paperclip icon)**

Legislative Update:

Chief Nick Mercuri reported on pieces of legislation that will be proposed this year:

- 1) Criminal History Background Check – removing some of the process steps to make it more flexible.
- 2) Clearing up a conflict about where funds get deposited – General Fund or Fire Fund
- 3) Removing data pieces in 21-P so that Chip Cooper's data team will not be under Health and Human Services. (Requests for research will therefore come through the Coordinating Board if this goes through.)
- 4) REPLICA Compact – This got filed and a senator was found who has agreed to support it. Chief Mercuri explained the benefits of the Compact to the members.
- 5) Separation of State Medical Director and State Medical Control Board Chair so that the State Medical Director can get paid as a part-time employee (between \$10,000 and \$14,000 which will come out of the operating budget); this separation will eliminate perceived or actual conflict between the 2 positions.
- 6) Withdrawal of proposed legislation about allowing family members to make the determination as to where an ambulance should go rather than EMS providers; will probably be pulled but not sure yet.

Commissioner Degnan added what was going on legislatively with the Fire Code legislation.

## **V. OLD BUSINESS**

Item 1. Administrative Rules Sub-Committee

Commissioner Smith reported that Phase II will start soon; she will set up a meeting.

Item 2. Statewide training needs assessment

Chief Mercuri reported that the RFP went out and we received 2 responses.

Item 3. Update on Epsom case – Calligandes CPAT (See Director's Report above)

Item 4. PFOA testing update

DES will fund the testing, but due to weather conditions, it has been delayed until the spring.

Item 5. Academy Awards timeline for 2018

A timeline for nominating recipients was in each member's packet. Nominations should be presented at the May meeting, and votes should be taken at the June meeting. All nominations should be submitted in writing with information about the recipient and why they are being nominated as well as their contact information.

Item 6. Retraining for additional testing

- Assistant Director Jeffrey Phillips gave the report as a follow up to the discussion of this topic at the last meeting. Chair Thibeault supported the Academy staff conclusion that doing individualized/customized retraining for everyone who fails exams will not work.
- Information and opinions were shared and options discussed.
- Assistant Director Phillips emphasized that most of the retesting issues have to do with Firefighter I and II because those programs are so long.
- Options:
  - \* student can sit in on another class
  - \* Jones and Bartlett online retraining followed by an open-book quiz to qualify for retesting

**Motion was made (Smith/Lennon)** - *to approve the Jones and Bartlett online course for retraining for students who have failed the certification exam twice, as recommended by the Director of Fire Standards and Training & EMS and approved by the FST Commission, thus satisfying Fire 403.07; passed unanimously.*

- Assistant Director Phillips will work with Jones and Bartlett on the logistics of the online exam process.
- This is intended to be a "gap measure" until a final solution is determined.
- Deadlines will have to be included in the future.

## VI. NEW BUSINESS

Item 1. Vote on 2018 FST Commission schedule **(See attachment – Click on paperclip icon)**

**Motion was made (Joyal/Lennon)** – *to approve the 2018 FST Commission schedule, with the February meeting stricken; passed unanimously.*

Item 2. Visiting committee for Hazmat Awareness, Ops, Decon and Technician; NFPA 1072

**Motion was made (Joyal/Lennon)** – *to approve the formation of a visiting committee for NFPA 1072 Hazmat Awareness, Ops, Decon and Technician; passed unanimously.*

Item 3. Report on the Fire Investigator NFPA 1033 program

Deputy Scott Doherty and Investigator Wyman made a presentation: (skill sheets were distributed)

- 80 hour blended program
- Estimating 20 – 30 classroom hours will be saved by doing the online approach
- Modeled after what is done in many other states

**Motion was made (Degnan/Pratt)** – *to approve that the Fire Investigator NFPA 1033 program be opened up for public comment and a public hearing in January 4, 2018; passed unanimously.*

Item 4. Request for visiting committee for Firefighter II; review current program against the current standard (taken up after Item 5 during the meeting)  
Currently, there are issues with the how the length of the program affects the number of available instructors.

**Motion was made (Joyal/Pratt)** – *to start the process to review and update Firefighter II;* passed unanimously.

Item 5. Update to Curriculum Development and Approval Guide (changed to Item 4 during the meeting) **(See attachment – click on paperclip icon)**

Assistant Director Jeffrey Phillips proposed a new system to the FST Commission members.

**Motion was made (Joyal/Pratt)** – *to accept the updated curriculum and approval guide, as amended by the FST Commission;* passed unanimously.

## **VII. GOOD OF THE ORDER (NOT DONE BECAUSE QUORUM NOT PRESENT)**

Item 1. Sub committee assignments

## **VIII. ADJOURNMENT**

The meeting closed at 11:30AM because a quorum was no longer present. There was no formal adjournment.

### **NEXT MEETING: January 4, 2018**

#### **REMAINDER OF 2018 SCHEDULE:**

- March 1, 2018
- May 3, 2018
- June 7, 2018
- September 6, 2018
- November 8, 2018

Notes prepared by June Connor, Administrative Assistant I