

NH Fire Standards and Training Commission**MEETING MINUTES (Approved)****November 7, 2019**

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

Richard M. Flynn Fire Academy

98 Smokey Bear Boulevard

Concord, NH 03301

Action items are in bold red.

FST Commission members present:

Jeremy Thibeault (Chair), Robert Buxton (Vice Chair), Allan Clark, Justin Cutting, Ashley Frame, J. Michael Joyal, Peter Lennon, Paul Parisi, Perry Plummer, Steven Sherman, Nancy Smith, and Eric Wilking **(12)**

FST Commission member not present:

William Campbell, Kerry LeBlanc, and Andre Parent **(3)**

Division of Fire Standards and Training & EMS Staff:

Director Deborah A. Pendergast, Assistant Director Jeffrey Phillips and Hayley O'Brien **(3)**

I. CALL TO ORDER

Item 1. The meeting was called to order at 9:34AM. Followed by the Pledge of Allegiance.

Item 2. Members made aware of upcoming expirations and asked to keep Hayley informed.

II. REPORTS

Item 1. Questions/comments regarding reports

A discussion ensued regarding the reports.

- In the calendar year of 2018, total of 18,199 registered students in over 560 programs. 65% of those classes happened off campus, 35% of programs actually take place in Concord, Bethlehem and are teleconferenced. This percentage also includes online modules, host site location, and seminars. Director Pendergast will provide another percentage removing online modules and host classes such as seminars and continuing education.
- The Driver Operator statistics show 1 person that tested the previous NFPA standard and the other Driver Operator statistic shows the current NFPA standard.
- Firefighter I pass rate has maintained 65% since 2014. Is there a candidate issue, instructor issue, curriculum issue, or evaluation issue? The Division is looking at some data in regards to what is the most failed station of the practical. The Division is discussing a new program that demonstrates students testing in a scenario rather than in stations. AD Phillips explained that there are 4 tiers of scores, including Recruit School (highest pass rate), regular evening programs, LRCC, and then all high school programs (lowest pass rate.) Also, the completion rate is worse than the pass rate. There was a

request to breakdown the statistics into the delivery method and also to see what the rates are in the other New England states to put perspective on our number.

Discussion ensued about how to ensure students have a better idea of what to expect going into Firefighter I. Creating a survey to help the Division understand what the Chiefs are expecting when students complete Firefighter I was also discussed.

- The Division is looking at adding quarterly progress reports. If a student is doing extremely well or extremely bad, the Chiefs will be notified about this. This report will create awareness for the Chiefs in regards to where areas need to be improved and potentially allowing additional practice at the Department if needed.
- Once the continuing resolution ended and the budget kicked in, there was an increase in expenditures and equipment causing the business office to be backed up. No issues with the adopted budget, not overspent or see anything concerning with the Division budget at this point. The Division received its full budget.

III. APPROVAL OF MINUTES

A motion was made (Wilking/Smith) - *to approve the minutes for the September 26, 2019 meeting;* passed with an abstention from Lennon.

IV. SUB-COMMITTEES

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

Met at the end of September, a draft is in the works for revocation and discipline rules, and another meeting is scheduled for November 25, 2019.

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

Met before the Commission meeting. Recommendation to the Commissioner for the ARFF Visiting Committee. Visiting Committee meetings have never been advertised, but will be moving forward.

A motion was made (Joyal/Buxton) – *requesting that the Visiting Committees follow the right to know law requirements as a guideline;* passed unanimously.

- Having a quorum strikes a concern, along with how the Commission would define membership.
- Commissioner Cutting suggested receiving consensus from the Commission, send the suggestions to the Curriculum Committee, come back with some language and incorporate it into the policy. Then the Commission would be able to vote on the final policy. In the meantime, all Visiting Committee meetings will be advertised.
- A draft of the updated policy is expected at the next Commission meeting in January.

This motion was withdrawn by Joyal/Buxton with the following assignment to be completed by the Curriculum Committee for the next Commission meeting on January 2, 2020.

1. **Expand upon the Visiting Committee Policies and Procedures to include:**
 - a) **Notices**
 - b) **Promoting input from stakeholders**

- c) **Notifying those who expressed interest in serving on the Committee who were not selected as voting members**
 - d) **Preparing and posting minutes**
 - e) **Establishing a quorum**
 - f) **Identifying any key issues that the Visiting Committee should be considering such as low enrollment or low pass rates or other evident issues when the Visiting Committee is established**
 - g) **Identifying a time frame that the Visiting Committee must issue their report**
 - h) **Identify other policies and/or procedures to assist the Visiting Committee in being productive and timely**
2. **Verify existing members of any outstanding Visiting Committees and recommend to the Commission the voting members of the existing Visiting Committees**
 3. **Identify any Visiting Committees that will be required to be established in 2020 and develop a schedule**
 4. **Exploring the possibility within the constraints of the State's IT system meaningful reports. To combine Recruit School, conventional FF1 courses and High School courses provides useless information. Understanding that the number of firefighters taking FF1 has dropped significantly from 2014 to current is crucial information that the Commission and the Visiting Committee needs to know.**

Item 3. Visiting Committees:

- **Haz Mat** – (Reported by Commissioner Buxton)
Next meeting will be November 22, 2019 at 9:30AM at the Fire Academy. The schedule is through for how the new curriculum will be put into the Haz Mat class.
- **Firefighter** – (Reported by Chair Thibeault)
Next meeting will be December 4, 2019 at 2:00PM at the Fire Academy. A presentation was made by staff about which JPR's the standard contains.
- **Driver Operator** (Commissioner Parent absent) – nothing to report.
This will be moved under New Business as needed.
- **Technical Rescue** – (Reported by Chair Thibeault)
Ready to solicit membership for the ropes section of 1006. This is being done chapter specific because it is such a large document.
- **Fire Officer** – (Reported by AD Phillips and Commissioner Clark)
The Division will reach out to Instructor Tim Robinson to see where this stands, what we need and how to move forward. Fire Officer III and IV will be developed once the new

standard comes out in 2020.

- **Inspector/Investigator** – (Reported by Commissioner Lennon)
A report will be presented at the January meeting.
This will be moved under New Business as needed.
- **Instructor** – (Reported by Commissioner Cutting)
Have not met since the last Commission meeting in September. An assessment with AD Phillips, Commissioner Cutting and other staff members are meeting after this meeting to discuss where they are at.

Prioritize the Visiting Committee's by programs that are currently being run at the Fire Academy over the programs that do not exist yet.

V. OLD BUSINESS

Item 1. NFPA 1003 Airport Firefighter Visiting Committee (Reported by Commissioner Clark)
Curriculum Committee met prior to this Commission meeting. Their guidelines require there be a minimum of 5 members on the Visiting Committee. No alternates are being proposed. Certain a quorum will be present for the 1 meeting in order to move things forward.

The recommended voting members of the ARFF Visiting Committee:

- Allan Clark – Chair
- Daniel Tice
- Marc Chappel
- James Carrier
- Jason Fritz

A motion was made (Joyal/Buxton) – *to accept the recommended members of the Visiting Committee;* passed unanimously.

Item 2. Legislative Report (Reported by AD Phillips and Commissioner Plummer)
In the House the identifying names have been listed. The Senate is gathering their list currently. The next Commission meeting in January, identifying names could be brought to the Commissions attention for discussion points. Once Chief Nick Mercuri generates the report, it will be sent out to the Commission members.

This will be moved under reports in future meetings.

VI. NEW BUSINESS

Item 1. Vote on 2020 FST Commission Schedule

A motion was made (Cutting/Buxton) – *to adopt and accept the 2020 Commission schedule;* passed unanimously.

VII. GOOD OF THE ORDER

Item 1. RSA Forms

The 2020 RSA 15-A forms should be out in the next couple of weeks, Hayley will email the

fillable form to all Commission members. The deadline to submit this form is the end of January 2020, but Hayley asked if the members could submit their form to her prior to January 20th. If members chose to submit the form on their own, please let Hayley know.

Item 2. NFPA 1582 Physical

As part of HB 4, they increased the revenue by \$1.00 for all the motor vehicle registrations to go into the fire fund. As part of this increase, \$500,000 was carved out into the budget to pay for NFPA 1582 physicals for active career firefighters hired prior to January 1, 1997. This does not include any firefighters that are retired. Forms, Administrative Rules, and a fact sheet are being drafted and established. The Division is actively working with NHRS to obtain a list of eligible firefighters. More information will be reported to the Commission once the draft Administrative Rules have been reviewed. Check with Director Pendergast in regards to any questions pertaining to the NFPA 1582 Physical process.

VIII. ADJOURNMENT

A motion was made (Cutting/Smith) – to adjourn the meeting at 11:30 AM, passed unanimously.

NEXT MEETING: January 2, 2020 at 9:30 AM in Classrooms 5 & 6 in the Dormitory Building

(Minutes: Hayley O'Brien, Administrative Assistant)