

INDIANA BOARD OF FIREFIGHTING
PERSONNEL STANDARDS AND EDUCATION MEETING
MINUTES

December 3, 2012 6PM
Police/Council Chambers Office
270 W 15th St
Rushville IN 46173
Charles Jenkins
765-932-3065

A MEETING CALLED TO ORDER at 6:05pm

B. ROLL CALL

Present

Jeff Hayes
Jack Kerney Sr.
Candace Ashby
Greg Wyant
Burke Jones
Mike Garvey
James Greeson
Tom Hanify (6:15)

C. Approval of September 17, 2012, and November 1 minutes as submitted. James Greeson made a motion to approve. Mike Garvey seconded. Motion passed.

D VARIANCE REQUESTS

1. Jeffrey Moore requested a variance for Driver Operator Mobile Water Supply. He currently holds the Driver Operator Pumper and Aerial. Jeff has been affiliated with Fire Dept. that relies totally on Mobile Water

Supply through the years and he has had 13 years of experience while working on the Kirkland Fire Dept and he feels that he is qualified for this certification.

This was tabled at the Sept 17th meeting. The board requested a copy of the skills completed for mobile water supply.

~~No response at this time.~~—Submitted copy of skill sheet completed and variance request form. Staff has no recommendation at this time.

Candace Ashby made a motion to approve. Greg Wyant seconded. Motion passed.

2. David Allison requested a variance for Instructor II/III. David expired in January 2012. David states that he hand carried the recertification paperwork into the office in 2010. We have not located these records in the office. He does not know who he handed them to.

At the Sept 17th, meeting, Jack Kerney made a motion to able this request. He asks that David appear at the December board meeting with documentation of completed hours and explain what happened. Tom Hanify seconded the motion. Motion passed.

David Allison spoke about how he brought in his instructor recertification at the same time that he brought in his EMS recertification forms. He stated that the EMS form is what he handed over, it for another persona and in reflected the hours that he taught for the individuals EMT classes, he talked with Bruce Bare and his instructor was supposed to be updated based on his EMS form.

There was some confusion as to exactly what was submitted. Candace Ashby made a motion to table this issue, and Mr. Allison needed to submit his Fire Instructor recertification form, completed, with hours that he submitted in 2010 for recertification purposes. James Greeson seconded. Motion passed.

3. Brad Weaver requested reciprocity for Safety Officer. He holds a proBoard certification for Incident Safety Officer and would like state certification for Safety Officer. Both are from the NFPA 1521, 2008 edition.

Tom Hanify made a motion to table this request at the Sept 17th meeting. Mr. Weaver needs to show the health and safety portion of this certification. James Greeson seconded. Motion passed.

No other documentation was submitted. Candace Ashby made a motion to deny the request. Jack Kerney seconded. Motion passed

4. Allen Brock requested a variance for Instructor I. Allen holds a current Primary Instructor certification in addition to several fire certifications.

Staff recommends approval pending his passing the Instructor reciprocity test.

Candace Ashby made a motion to approve. Jack Kerney seconded Motion passed.

George Squier requested variance for Wilderness Rescue Operations based on SAR training for the following:

-
12. George Squier
 13. Arron Sparks
 14. David Facer

Documents submitted for SAR skills completed.

Staff recommends denial. This program does not meet the NFPA standard for certification.

Burke Jones made a motion to deny the request. Jack Kerney seconded. Motion passed.

15. Benjamin Fenstermaker requested a variance for instructor I, II/III based on Law Enforcement instructor certification. Benjamin has been a firefighter since 1999 and is Chief of Ossian Fire Dept.

Staff recommends approval for Instructor I pending his passing the reciprocity test. After he has recorded 30 hours of instruction he can file for a variance for Instructor II/III.

Candace Ashby made a motion to approve all requests pending his passing the reciprocity test. The documents submitted exceed the requirements for Instructor II/III. Greg Wyant seconded the motion. Motion passed.

16. Ming Ling
- and 17. James Harless

requested a variance for Vehicle/Machinery Operations and Technician. They both passed the written and completed all practical skills. 655 IAC 1-2.1-99.1 states that you must have Technical Rescue Awareness as the prerequisite. They have Vehicle/Machinery Rescue Awareness instead of

technical rescue. They are asking for a variance in order to hold the Technical Rescue Awareness level in place of the seven different discipline certifications that they have been issued.

Staff recommends approval.

Jack Kerney made a motion to approve. Greg Wyant seconded. Motion passed.

18. Randy Godbey requested a variance for Driver Operator Mobile Water Supply. He has completed the skills required. He has submitted a copy of the skills he completed.

Staff recommends approval based on information submitted.

Burke Jones made a motion to approve. Candace Ashby seconded. Motion passed.

Muncie Area Career Center, Jo Ann McCowan, Director, requested a variance for the 17 year olds to be able to take the written exam for Firefighter I, with the understanding that certification will not be issued until their 18th birthday.

19. Nolan Hall 20. Hannah Orebaugh 21. Mackenzi Roe
22. Levi Yount 23. Kaitlynn Akers 24. Draven Clevenger
25. William Vorhees 25a. Blake Bullock 25b Brock Sours

Candace Ashby made a motion to approve. Jack Kerney seconded. Motion passed.

ESEC career center requested that the 17 year olds be allowed to take the written exam with the understanding that certification will not be issued until their 18th birthday.

26. Malik Bittle 27. Caleb Sheets 28. Wayne Blakely
29. Travis shriven 30. Jonah Crawford 31. Brandon Stidam
32. Austin Dougherty 33. Zachary Tharp 34. Chris Dowell
35. Andrew Wakefield 36. Kyle Fisher 37. Corbin Walker

38. Joshua Fleig 39. David Warman 40. Gage hunt
41. Justin Williams 42. Jordan Kennedy 43. Ben Wright
44. Quintin Kershaw 45. Katelynn Fullbright 46. Tray Ottinger
47. John Pearman 48. Tyler Ross

Staff recommends approval.

Burke Jones made a motion to approve. Jack Kerney seconded. Motion passed.

The following individuals completed a Driver Operator Aerial class on April 19, 2012. The Lead Instructor and Lead Evaluator were not eligible to hold these positions. They are asking that the skills count toward certification.

(Documentation is available upon request)

49. Britt Shoulders 50. Jose Coby 51. David Riley 52. Joey Jones
53. Keith Bowden 54. Steven Anderson

Staff recommends approval.

Tom Hanify made a motion to approve. Greg Wyant seconded the motion. Motion passed.

55. Cody Gess is asking for a variance for firefighter 2 test results to count when he gets his Firefighter 1. They took the test 20 days apart and he did not know that he had failed his Firefighter 1.

Staff recommendation is to deny. Cody has a history of taking tests out of order. Example: On Nov 2, he took hazmat awareness and hazmat technician on the same date. He had take the operations level back in July 2012. He still needs to retake the Hazmat operations level.

Staff recommends denial.

Candace Ashby stated that you cannot put all of the blame on the students. This is a proctor issue. He should not be allowed to take the testing. Burke Jones made a motion to deny the request. The skills will still count because he is within the 180 days. He will have to retake the written exam. James Greeson seconded. Motion passed.

Wally Machiarella is requesting variances for the following 17 year olds to be allowed to take the written/practical exam with the understanding that certification will not be issued until their 18th birthday.

56. Cory Alfredson 57. Logan Allen 58. Tyler Blair
59. Spencer Finney 60. Timothy Ford 61. Amber Gearhart
62. Alexander Gospodarek 63. Cassandra Huerta

- | | | |
|----------------------|-----------------------|----------------------|
| 64. Kaelee Johnson | 65. Hannah Lundstrom | 66. Mark Maddack |
| 67. Samantha Marlow | 68. Vince Mead | 69. Amanda Mendez |
| 70. Sarah Nasiatka | 71. Emily O'Brien | 72. Calynn Ols |
| 73. Hunter Pruitt | 74. Martha Salas | 75. Jasmine Martin |
| 76. Rachel Shutske | 77. Jacob Stephenson | 78. Zachary Swets |
| 79. Nathan Urichick | 80. Tyle Wencil | 81. Erin Aguiar |
| 82. Jonathan Buehler | 83. Dennis Cagen | 84. Jacob Campbell |
| 85. Rebecca Depew | 86. Molly Evans | 87. Matthew Fike |
| 88. Melissa Flores | 89. Tyler Helmbrecht | 90. Matthew Inman |
| 91. Joel Johnson | 92. Brittney Kress | 93. Liberty Marshall |
| 94. Seth Morningstar | 95. Christian Orsborn | 96. Rahul Patel |
| 97. Kyleah Rocchi | 98. Preston Saunders | 99. Alexander Smyers |
| 100. Austin Trzepacz | 101. Katelyn Wilson | 102. Jordan Zawada |

Staff recommends approval.

Candace Ashby made a motion to approve. Burke Jones seconded the motion. Motion passed.

Brad Stott is asking for variances for the following students to take tests out of order due to availability to classes.

I am writing to ask for special consideration for four of our firefighters. I will briefly summarize our case below;

- The Otter Creek Fire Department has four newly hired volunteer firefighter recruits that have gone through our Rope Operations Course.

- They have NOT tested for certification, as none of them has the prerequisite of EMS First Responder.

- Three of them are currently enrolled in the Firefighter I/II course at the Sugar Creek Fire Department. They will not complete this course until late February of 2013.

- We will not be able to enroll them in a First Responder course until FF I/II is complete, and then they will have approximately 5 to 6 weeks to complete it, then allow for testing, grading, and the possibility of remediation and retesting.

- We will not be offering another Rope Ops class at any time in the foreseeable future, as this is a prohibitively expensive class to conduct. We will be advancing personnel on this training into the Tech Level, and branching off into some of the specialty rescue disciplines. With the cost of providing these classes, and the associated equipment, there is simply not enough money in the budget to offer this course on a regular basis. This is also a class that rarely becomes available to our volunteers anywhere locally, as evidenced by the five departments represented by our 20 attendees.

-Being mindful of the training regimen outlined above, and having a highly technical course already presented, I would like to request that we be able to test these four individuals for the Rope Ops Certification in a timely manner. The certification could be held until successful completion of their EMS First Responder course. This would allow us to not have to revisit preparing and testing for this at a later date, as well as worrying about the JPR's that they have successfully completed expiring before they are allowed to test.

-We are trying to advance our department in the manner laid out by the state, but would like to ask for consideration on this. It essentially boils down to what is logistically and financially possible to do with limited human and financial resources.

103. Daniel Dowell 104. Jared McDaniel 105. Hunter Barnes
106. Tyler Furnas
They have completed the Tech rescue awareness.

Staff has no opinion on this issue. Candace Ashby made motion to approve. Jack Kerney seconded the motion. Motion passed.

E. CERTIFICATIONS REPORT, Barbara Goble

PSID numbers are required for all testing. You must have this number before you take a test. Staff will consider the application incomplete and the test packet will be moved back in the stack while waiting for the complete application to be returned. There are only 2 people processing tests for the state of Indiana and we cannot keep doing this for people. You are able to update your personal information through your portal. It is your responsibility to change your e-mail address, phone number and address when necessary. We will no longer try to keep up with this one. It is your responsibility to do this. On-line testing is scheduled to become available on January 2, 2013. All tests should be available as an option to take after that date. You need to submit the location to the office for approval. There are several things that are needed in order to be able to do on line testing.

- Separate private room
- High speed internet
- Computer for every student

If you get locked out of your portal, when you call and get it opened again, there is not another issue getting in.

7:05pm break, back in session 7:15pm

F. REQUEST FOR RECIPROCITY.

No request at this time.

G. REQUEST FOR ADMINISTRATIVE APPEAL

No request at this time.

H. STATE FIRE MARSHAL, JAMES GREESON

Fire Marshal seminar is coming back. We will have 3 this year. We will put the dates and locations on the web site when these have been decided.

Have a safe and Merry Christmas

I. HOMELAND SECURITY CHIEF OF STAFF MIKE GARVEY.

I will keep this short because of the following discussion, just want to say everyone have a safe and happy holidays and it has been a pleasure working for you this year.

J. STATE FIRE TRAINING DIRECTOR REPORT, JOHN BUCKMAN

No report at this time.

K. ADMINISTRATIVE PROCEEDINGS, JUDGE BIPPUS

1. Todd Kabisch, Administrative Cause number 12-02: Nonfinal Order of Dismissal. Petitioner requested to withdraw the review.

Burke Jones made a motion to approve the non-final order of dismissal.

2. Administrative Cause No. 11-02. Jason Kilsby was denied Technical rescue due to not having certification for Hazardous Material Awareness.

This issue was tabled at the June meeting.

Jason completed the Technical Rescue Awareness at Ivy Tech in April.

Judge Bippus stated that this is a done deal. Nothing more needs to be done.

The Board needs to take a final action on this issue.

Mike Garvey made a motion to dismiss the appeal. Burke Jones seconded the motion. Motion passed.

L. OLD BUSINESS

1. Investigator skills, Jack Kerney made a motion to table this, remove reference NFPA 921 from the skills and resubmit for approval. Jeff Hayes seconded this motion. Motion passed. This will be brought up at the December meeting.

The skills are current to the 1033 standards. We removed all NFPA 921 reference. This did not change any skills because they referenced both the NFPA 1033 and NFPA 921.

Candace Ashby stated that the 921 is guidance. 1033 says you shall do this, and the 921 tells you how to do it. Chief Adams, as a committee member, stated that the last skill listed skill #11, deals with explosion technician, we were discussing CFI's, and we probably should not have included that in this. We can remove the explosive portion of the skill. What happens if a location cannot get a burn permit to do the burn or if they do not have the money to prepare a house for burning?

John Buckman asked that the board be very cautious about verbally talking about the skills instead of doing them. This is a certification that can ruin lives, put people in jail and not doing the skills might be a major issue in court. In Evansville they built the prop to do these skills, so it can be done.

Greg Wyant stated that maybe prior to class, the location needs to show that they have the location, permits etc to be able to hold the skills and to do them properly.

Tom Hanify stated that we need to talk to an attorney or prosecutors and find out what happens if we modify the explosive skills. Does it hurt an arson case?

We need 3 classes to teach instructors how to teach this class, and teach them how to evaluate the skills.

Mara Snyder stated that the 921 needs to be in here. In every case, the investigator has had to have 921 training on the witness stand. About 5% in Indiana arson cases go to trial.

Tom Hanify made a motion to table until the Feb meeting. Mike Garvey seconded. Motion passed.

2. Brandon Wood discussing the Driver Operator Mobile Water Supply pilot program report.

Five FD were given the skills to work with. There are 5 essential skills; average time to complete skills is 4-5 hours. Steve Nolan is here to talk

about the skills. We went through the skills, easy to understand and easy to work with. The list met all requirements, and we completed all of them. the skills were not hard to complete, and remembering formulas was the hardest to complete. We heard a lot of praise on the good job that Brandon did on these.

3. Blue Card skills compared to Fire Officer Strategy and Tactics state skills.

There was no representative available at this time. This will be on the Feb. agenda.

4. Status for Board rule rewrite, Dave Probo

655 IAC Meeting Summary

The following is a summary of the discussion and decisions made at the 655 IAC Rewrite meetings on October 30, 2012 at the Noblesville Fire Department and November 1, 2012 at the Buck Creek Fire Department. All sections below were discussed during the meeting the items displayed in black text were discussed and accepted as written. Additional discussion points are outlined in red text under the original text that was discussed. I have also added a couple discussion points that give further explanation or direction to some of the items in this document. These discussion points are noted by their blue text.

1-1-1 Title; purpose; scope; availability – No change to this section

1-1-1.1 Definitions – changed “active member” to “affiliated with” also added definitions for “coaching and feedback”. There was also a change in the Lead Evaluator definition to change from “signs off on practical skills examination forms” to “acknowledges the successful completion of the practical skills”. This was done to allow for electronic skills acknowledgement.

1-1-2 Administrative adjudication – No change to this section

1-1-3 Open meetings – No change to this section

1-1-4 Voluntary certification program – No change to this section

1-1-5.1 Certifications under this rule – No change to this section at this time any changes necessary will come at the end of the rewrite.

- 1-1-5.2 Requirements for teaching certification classes – added that the Lead Instructors must use a board approved curriculum. We also removed “Basic” since it was repealed.
- 1-1-6.1 Instructor I and Instructor II/III – we added that Instructor I’s and Instructor II/III’s use board approved curriculum when instructing certification courses. We also added **all certified instructors** can serve as proctors for any certification examination. We also added that **all certified instructors** can serve as an evaluator but **must be certified in the category of the certification**.

Requiring a Course of Study using a Board Approved Curriculum

It was discussed to require that a course of study using a board approved curriculum in order to obtain certification unless an applicant was eligible for Reciprocity or Equivalency.

The following items were tied to this discussion:

- A workgroup be formed to assist in developing the curriculum and recommending approval
- There will be only one curriculum that will be used for certification
- Instructors are permitted to add to the curriculum but the additional material would not be part of the state written and/or practical examinations and that no applicant be denied certification if they failed any exams issued with the additional information

Curriculums can be thought of as;

Objectives are set, a plan drawn up, and then applied, and the outcomes measured. With this thought process in mind the curriculum shall have the following components

1. **Syllabus** – This will list the topics to be covered during the course
2. **Lesson Plan** – This will note the method of delivery, the specific goals and time-lines associated to the delivery of lesson content
3. **Instructor Guide** – This will be a detailed course plan that will contain
 - Exercises to be completed
 - Resource requirements (facilities, props and equipment)
 - Instructor/Evaluator requirements based on students
 - Safety factor considerations

- Chronological course plan that includes
 - Dates/Times of classroom sessions
 - Dates/Times of practical skills demonstration and practice
 - Dates/Times of practical skills evaluation
 - Date/Time of written examination

4. **Audio Visuals and Skill Sheets** – This will include all chapter powerpoint presentations, videos, pictures and/or overhead materials, skill sheets, and evaluation instruments

1-1-7 Revocation or denial of certification – No changes to this section

1-1-8 Right of Appeal – No changes to this section

1-1-9 Reciprocity for equivalent training – We were unable to come to a consensus on this item. Some of the options that were discussed were;

- **Reciprocity**

Reciprocity is the awarding of certification, with no required testing, to those who have been certified by an IFSAC or ProBoard accredited entity within the past 5 calendar years. The certification must be in one of the certification levels offered by the Indiana Board of Personnel Firefighter Standards and Education.

The following items are necessary to apply for reciprocity:

- Completed reciprocity request form
- Completed Application for Certification
- Letter from your Indiana fire chief, on department letterhead, verifying your membership in an Indiana fire department (for Fire Service personnel)
- Copy of IFSAC or ProBoard accredited certificates with readable seal numbers or a transcript from the issuing agency showing certification levels and seal numbers

Once all of the necessary items are turned in the applicant shall receive an Indiana certification.

The Board stopped at this point and moved to recertification section 1-2.1-4, 5 & 5.1

- **Equivalency**

Equivalency is the awarding of program credit (e.g. Firefighter I/II) to individuals certified or trained at a certification level to a national standard by an entity not accredited by IFSAC or ProBoard. Or the applicant has an IFSAC or ProBoard certification that is outside of the five year window. Applicants may also receive program credit for training attained through a training institution such as an accredited college/university or the National Fire Academy. In order to receive transcript credit and certification to one of these levels, an applicant, upon approval by the Indiana Board of Personnel Firefighter Standards and Education must successfully complete the designated written and/or practical skills examination for that level.

The following items are necessary to apply for equivalency:

- Completed equivalency request form
- Completed Application for Certification
- Letter from your Indiana fire chief, on department letterhead, verifying your membership in a Indiana fire department (for Fire Service personnel)
- Copy of certificates or a transcript from the issuing agency showing training courses completed.
- Verifiable documentation of hours, objectives, methods of evaluation and NFPA standards met. This information can generally be obtained from a course outline, schedule or syllabus.

Once all necessary items are turned over to IDHS staff, a review committee (2 board members) will review the documentation and determine if the applicant meets the Equivalency criteria. The review committee will make a recommendation at the following Fire Board meeting. If the applicant is approved then all necessary exams will be scheduled and taken. The applicant shall have one attempt at passing the written and or practical exams. If the applicant is either denied or is unsuccessful then they must complete an approved course of study and all required examinations for the certification being sought.

Some additional considerations would be to establish set criteria for each certification and have it preapproved. Applicants will always have the option of attempting to

receive a variance if they feel they qualify for the certification. The following lists the certifications and the equivalency examination;

FF I/II – Complete the final practical examination

DO Pumper/Aerial/Mobile Water Supply – Complete a random selection of skills

Aircraft Firefighter – Complete a random selection of skills

All Technical Rescue certifications – Complete a random selection of skills

Instructor I/II – Turn in a recording of a class being taught with classroom, and skills demonstrations

Inspector I/II – Complete an inspection

Investigator – Complete and turn in a fire investigation

Hazardous Materials Technician – Complete a random selection of skills

Hazardous Materials Awareness/Operations and Technical Rescue Awareness – Complete a written examination

1-1-10 Discriminatory Practices – No changes to this section

1-1-11 Validity of Certifications – No changes to this section

1-1-12 Application and testing procedures; appeals; challenges; reciprocity – One item in this section that was discussed is that the current rules do not mention “challenges” except in the title of this section. Since this is the case the word “challenges” is being removed from the title and therefore will no longer be permitted. Most of the other changes are merely to add language to allow for electronic testing. These changes include all computer based examinations be taken within 7 days of the initial exam date. Another is to have the proctors notify IDHS within 72 hours of any cheating. The reason for this change is in the current rules it says cheating will result in the student receiving a zero on the exam and proctors can only advise IDHS staff of the circumstances. Also sign in sheets are not required for electronic examinations. Another change to this section is to have the Haz-Mat Awareness and Technical Rescue Awareness is non-proctored open book examinations. We are also recommending that the rules change from “all

practical skills are evaluated” to board approved the practical skills so that some certifications can have random selection to make it more realistic.

There will also be language added to allow seventeen year old applicants to complete the written and practical examinations for Mandatory, Firefighter I, Firefighter II, Hazardous Materials Awareness & Operations and Technical Rescue Awareness. Certifications will not be issued until the applicant turns eighteen years old. It will be the applicant’s responsibility to notify the agency when they turn eighteen.

- 1-1-13 Qualifications of evaluators and proctors – We changed the qualification for a Lead Evaluator to, you must be an Instructor II except for Mandatory where the Lead Evaluator can be an Instructor I, also you must attend a Lead Evaluator TtT and attend a board approved TtT for each certification you want to serve as lead Evaluator. Another change is to serve as an Evaluator you must be certified in the course you are evaluating. To serve as a proctor the language was changed to say you shall be certified as at least an Instructor I.

Train-the-Trainer

The train the trainer requirement in order for us to maintain IFSAC accreditation requires all lead instructors/lead evaluators/evaluators. If a student is eligible to challenge a certification practical and written examination the train the trainer component would require attendance at a separate train the trainer session. During the Board meeting on October 30, 2012 a discussion was held on the implementation. This paper is an attempt to explain what we believe will be the process. We have many instructors in this state who are able to teach certification courses because we give them the curriculum along with the PowerPoint and therefore in their mind they believe they are competent. The train the trainer concept says we no longer need the figure of speech “Jack of all trades – master of none” person instead we need instructors who are outstanding the delivery a particular level of instruction. We need instructors who are very knowledgeable in the subject matter they are presenting, who have an understanding of and support the concept of certification is a professional credential.

First of all, there are four steps to the instructional design process and while it would be the least intrusive to instructors to have all train the trainers conducted via webinar it is not practical. If we only deliver train the trainers via webinar it will not significantly improve the quality of instruction that we all say we want.

The four step process includes preparation, presentation, application and evaluation. If all train the trainers are conducted via webinar none of those four steps are included.

The idea that the train the trainer be added to the Instructor curriculum is viable on a limited basis. Completing the paperwork process, standards for how to evaluate student outcomes and course set up can be added generically. This could be accomplished in the Instructor I and Instructor II curriculum.

The actual conduct of the skills for various certifications is in many cases difficult and requires a very clear understanding of the outcome. Currently, the lack of understanding of the outcome creates huge conflicts between the local instructor and the state. That is why we along with SME's from throughout the State have spent significant time improving the skill sheets. The improvement process has helped add content that is clearer to the lead evaluator/evaluator and is more consistently measured.

I believe that we could add the train the trainer for firefighter I/II and Mandatory to the Instructor I and II curriculum. This could become an additional skill required for those students to become certified.

Below I have listed the objectives that I believe may be included as part of a train the trainer curriculum.

For 12 students I would estimate this would take 8-12 hours to conduct.

Here is an example:

The student shall design a firefighter I/II practical skills examination for 12 students that includes at a minimum the following items. (Preparation)

- Schedule
 - o Start/stop time
- Scenarios
- Facility
 - o Water supply
- Evaluators
- Props list
- Equipment list
 - o Apparatus
 - o Equipment
- Supplies
 - o Plywood
- Staff
 - o Evaluators
 - o Clean up personnel
 - o Setup personnel

The student shall develop a budget for the conduct of the skills evaluation. (Preparation)

- Staff
- Apparatus

- Equipment
- Facility
- Supplies

The student shall demonstrate knowledge of the pass/fail criteria for 5 skills associated with firefighter I/II.

- Identify critical components
- Identify fail standard for the specific skill

The student shall conduct a briefing for the evaluators/assistants before the start of the skill examination. (Presentation)

- Safety
- Pass/Fail criteria for each skill station
- Assignments
- Review of the skills to be performed at each skill station.

The student as part of a 2 person team shall setup 1 skill station for the conduct of the firefighter I/II practical skill final examination that includes at a minimum the following: (Application)

- Apparatus
- Equipment
- Supplies
- Water Supply

The student already has to do a presentation that includes an actual skill demonstration and evaluation as part of the certification skills. (Evaluation)

Additional Train the Trainers would have to be developed for all of the remaining certifications. It is felt that this step would greatly improve training in the state.

1-2.1-4, 5 & 5.1 This section is being changed to have Firefighter I and Firefighter II shall become expiring certifications. There will be a requirement of reporting 24 hours of in-service training hours in a 2 year period. One aspect that was not decided was what happens if a firefighter allows the cert to expire.

Reasons would be better documentation and better training as well as bringing legitimacy to the certification. Lastly, if a person steps out of the service for 10+ years and decides to come back then there are no checks and balances in place to bring these people up to pace to modern day practices.

The following is some discussion points for consideration with this topic. We have met with the IVFA and the Fire Alliance. Currently the IVFA is not in favor of this change however, the Fire Alliance membership was overwhelmingly in favor of this requirement (that excludes the IVFA representative.

- Members of IVFD and other attendees spoke about their concerns on the recertification issue.
- What would be required

- How does this get reported
- A lot of extra work on the fire depts. to report this
- What happens if you don't report
- If we start with FF ½ will this recertification spread to other certifications in the future
- How much time does this take
- What topics would be required for recertification
- The individual depts. should be allowed to decide what they need training on

Due to the issues brought up tonight, there will be a special meeting held January 14th, at the Pike Twp FD, 4881 W 71st St Indpls IN 46268, at 6pm.

The discussion ended at this time and the Board moved the meeting to #5.

Discussion Points

12 hours of in-service per year for all firefighters

Recert every two years (24 hours reported and can be completed anytime in the 2 years)

Training subjects are determined by the AHJ although half of the reported hours must be practical skills

Fire Chiefs or designee can sign off on the recertification form

If the training hours are not submitted by the expiration date then the certifications expire

Certification expiration does not affect any other certifications

If there are no stipulations put in place regarding expired certifications it will have a negative impact of fire organizations

A proposal to assist with this part of the process is to have the following;

- 1) You have 30 days from expiration to submit all necessary paperwork
- 1) Certifications expired from 1 – 180 days shall submit a complete recertification form listing the appropriate amount of training hours with instructor signature and a letter explaining why the certification was submitted late
- 2) Certifications expired from 181 – 2 years shall submit a completed recertification form listing the appropriate amount of training hours that totals all years in consideration with instructor signatures and a letter explaining why the certification was submitted late and take and pass the state written examination. The reported hours can be from after the initial expiration as long as they equal the appropriate number of hours needed (if it expires in 2013 and you recertify in 2015 then you need 12 hours
- 3) Certifications expired beyond 2 years shall submit a completed recertification form listing the appropriate amount of training hours with instructor signatures and a letter explaining why the certification was submitted late and take and pass the state written and practical examinations (another thought is to have

them apply for equivalency after 2 years)

If a fire service member leaves Indiana and continues in the fire service in another state they can submit for recertification of their Indiana certification by showing continuing education while residing outside of Indiana.

Recertification will be available to be completed online and the applicant will attest to completing the required training. There shall be random audits and if an applicant is selected for an audit he/she shall submit a completed recertification form to the IDHS Certification office within 72 hours.

Here are the answers to the IVFA questions

1. How can the Board mandate recertification if certification is a "Voluntary Program?" (IAC 655 1-1-4) **The fire board can amend/create rules that can go into effect retroactively.**
2. What is the penalty for not recertifying? (IAC 655 1-3-4) **The Firefighter I and/or II certification(s) will expire.**
3. How does the Board add expiration dates to current certifications? (IAC 655 1-1-11) **Same as the answer to question #1**
4. If a firefighter loses a FF 1/2 certification, does he/she also lose any certification that requires FF 1/2 as a pre-requisite? (IAC 1-2.1-1) **Losing the FF I/II certification will not affect any other certifications.**
5. How will the Board handle the issue of 2nd Class and 1st class certifications that are recognized for life? (IAC 655 1-1-11) **First and Second Class Firefighter certifications will not be affected by this rule.**
6. Is there anything in Indiana Code that would cause an undesired consequence? (IC-36) **I have not found anything.**
7. Will everyone have the same deadline to meet or will it be spread out so office staff is able to process in a timely / efficient manner. **This has not been determined yet. IDHS staff will work on this item.**

1-2.1-20 We are recommending that Instructor II/III be split into Instructor II and Instructor III. All current sections of this rule that require Instructor II/III will be changed to Instructor II. Instructor III will not have the ability to do

anything more than and Instructor II. Also Instructor III will not require recertification.

One last item to discuss is the modularized FF I/II course that will allow students to break the course into four sections. The written exams would be broken into four exams and each exam would only cover information from the chapters assigned to that module. Details are currently being worked on and I have looked at the following breakdown for consideration. The hours are from the publisher Instructor Guide recommendation with a student count of 15.

Module A

- Chapter 1 – Orientation (1 hour)
- Chapter 2 – Safety and Health (3 Hours)
- Chapter 3 – Fire Behavior (4 Hours)
- Chapter 5 – PPE/SCBA (16 Hours)
- Chapter 12 – Water Supply (8 Hours)
- Chapter 13 – Fire Hose (12 Hours)
- Chapter 14 – Fire Streams (8 Hours) 52 Hours Total

Module B

- Chapter 4 – Building Construction (4 Hours)
- Chapter 8 – Search and Rescue (16 Hours)
- Chapter 9 – Forcible Entry (12 Hours)
- Chapter 10 – Ground Ladders (12 Hours)
- Chapter 11 – Ventilation (12 Hours) 56 Hours Total

Module C

- Chapter 6 – Portable Fire Extinguisher (4 Hours)
- Chapter 7 – Ropes and Knots (6 Hours)
- Chapter 15 – Fire Control (Structure, Brush and Auto) (16 Hours)
- Chapter 17 – Loss Control (6 Hours)
- Chapter 21 – Medical Care (8 Hours)
- Chapter 22&23 – Intro to Haz/Mat & Haz/Mat Operations (16 Hours) 56 Hours

Module D

- Chapter 8 – Extrication (16 Hours)
- Chapter 15 – Fire Control (Structure Fire IC, Flam Liq/Gases) (8 Hours)
- Chapter 18 – Fire Scene Evidence (4 Hours)

- Chapter 16 – Fire Alarms and Detection Systems (4 Hours)
- Chapter 19 – Fire Department Communications (4 Hours)
- Chapter 20 – Fire Prevention and Public Education (12 Hours) 48 Hours Total

These chapters do not need to be completed in the order they appear. This is also just a very rough draft and I tried to assign the subjects in an order that would flow and have each module similar in length.

5. Voting for Board positions; nominations are:

Jeff Hayes, Chair
Jack Kerney Sr., Vice chair
Candace Ashby, Secretary

Tom Hanify made a motion to approve the vote. Burke Jones seconded.
Motion carried.

M. NEW BUSINESS

1. Using your portal access to correct your mailing address.

Individuals are responsible to maintain current records. You can go into the portal and correct your e-mail address, phone number and mailing address. This will not be done at the state level in the future.

2. Staff interpretation of Board Rules.

N. MEETING ADJOURNED at 9:30pm

NEXT MEETING:

Feb 4, 2013, 6pm

Wayne Twp FD
Class Room A
700 N High School Rd
Indpls IN 46214
317-247-8501

Please go to in.gov/DHS for a complete listing after January 15, 2013
Boards and commissions
Fire Board