

**INDIANA BOARD OF FIREFIGHTING  
PERSONNEL STANDARDS AND EDUCATION MEETING MINUTES**

**FEB 4<sup>TH</sup>, 2013 6PM**

**WAYNE TWP FD  
700 N HIGH SCHOOL RD  
INDPLS IN 46214  
317-247-8501**

A MEETING CALLED TO ORDER at 6:10 pm

B. ROLL CALL

**Present**

Jeff Hayes, Chairman  
Jack Kerney, Vice-chair  
Candace Ashby, Secretary  
Greg Wyant  
Burke Jones  
Mike Garvey

**Absent**

Tom Hanify  
James Greeson

C. APPROVAL OF Dec. 3<sup>rd</sup> 2012, Burke Jones made a motion to approve, Mike Garvey seconded. Motion passed.

January 14<sup>th</sup> minutes, Candace Ashby made a motion to correct page 2, to strike out that a letter was needed from the Fire Chief, and Jack Kerney made a motion to clarify the vote for page 6, the discussion on Firefighter I/II recertification was

not tabled until March, but was tabled and removed from discussion for the duration of this rule rewrite and reviewed at a later date and the Marshal's comments should reflect this. Burke Jones seconded. Motion passed. The minutes for January 14<sup>th</sup> will be corrected.

D. CERTIFICATIONS REPORT, Barbara Goble

On line testing is now available for all certification except the rescue. When you go on-line to complete the test application, you will notice that there are two options for the test now. You will have the regular option, but the second option would be xxxx on-line test. If you choose the on-line test, you are required to add the PSID numbers next to the student name, and the test location would be on-line test. Directions are on the last page of the minutes. High speed internet is required and the students can use their own laptops or Ipads if necessary. The proctor is required to sit in the back of the room so that he can see the computer screens and he will need to roam the room and watch what the students are doing. When the student hits the submit button, the student is issued his score at that time.

Manuela Johnson asked if you could split a class. Half the class would take the written and half would take the on-line. No, you cannot do this under the same course number. You would have to register two separate courses.

E VARIANCE REQUESTS

1. Scott Zelhart is requesting a variance for Driver Operator Mobile Water Supply. Scott served on the committee that reviewed the skills. He self evaluated his skills and he states that he gave his training program to the state.

Staff recommendation is to deny. Scott reviewed the skills, he did not complete them with a qualified lead evaluator and he has not taken the written exam.

Dave Probo spoke on this issue. Scott formed a group at Fishers to train on these skills. Scott validated the written exam. He added questions to the test banks, and he set up the skills to check and make everything worked. Scott dropped out of the pilot program due to schedule conflicts.

Dave recommends that Scott be recommended for the variance.

Brandon had e-mails from Scott stating that Fishers had completed the skills for fun. Scott was part of a committee that validated the test banks and skills, but he was not part of the pilot program.

Brandon recommends that Scott do the written and practical tests. He would be willing to help evaluate the skills for the group in Fishers.

Barbara Goble spoke about this issue. Scott is asking for this certification because he was on the committee. Does this mean that everyone that ever works on a committee automatically get the certification issued to them. Scott's skill check off sheets reads "self test for course review". What does this mean? Did he do the skills, did he review the skills? What did he do that qualifies him for this certification?

Mara Snyder spoke about there being no oversight to the validity of the skills completed. There was no one that watched him do it. What if he did a lousy job on them? I am sure he didn't but there was no oversight to validate his passing the skills.

David Probo stated that at the time, there was nothing on the books for this certification. There were no criteria in the past when these variances had been granted.

Mara Snyder stated that no documentation was submitted to the Board. Scott just said I did them.

Candace Ashby made a motion to deny the request based on self testing when there is a written/practical skill test in place. I also think that Mr. Zelhart should be commended for the work he put into this. I also believe that he should have no problem passing the written/practical testing. Mike Garvey seconded the motion. Motion passed. The request is denied.

Greg Wyant stated that Mr. Zelhart works in the dept next to him. He does not know Mr. Zelhart personally and this is in no way doubting his integrity. But he believes that Mr. Zelhart should take the testing.

Jeff Hayes asked the staff if Brandon Wood would be willing to go to Fishers to help put this group through the skills.

Motion to deny passed.

2. James Jaracz is requesting variances for Fire Officer 3 and Fire Officer 4. Jim holds a Bachelor of Science Degree in Organizational Leadership and Supervision and an Associate of Science Degree in Safety Management. He also has an Undergraduate certificate in emergency management. He has met all prerequisites and has submitted documentation of training.

Staff recommends approval based on information submitted.

Burke Jones made a motion to approve based on staff recommendation. Jack Kerney seconded.

Candace Ashby spoke about issuing this certification based on college degrees. In the past, when we had written and practical testing in place, we made them take the testing. Somewhere we have gotten off course. Some of these degrees do not equal the NFPA standard. I am not saying anything against James, but we need to start looking at these degrees. Now we have gotten back to granting based on college degrees only. The issue with this is that we have no way of knowing what this individual went through based on a degree received 33 years ago. Do all degrees carry the same weight? We have a lot of college degrees out there right now and we have no way of knowing who meets the NFPA standards. Very rarely do I see college transcripts that say they have had statistics. I want to bring this back to where we are consistent again. At the last meeting, there was a point made that if you have someone coming in with experience do we require them to take the skills or just a written? On one hand we give them based on college degree but the next meeting we will deny because we have written/practical in place.

Jeff asked staff how they come up with their recommendation. John Buckman explained that Candace's remarks are valid. I am the one that started this because I believe that a college degree should equate the requirements. It has been my position that a college degree is equivalent to our certifications.

Candace also stated that we have been asking about training in the last 5 years. If they can do this, maybe we can look at this from a different angle. I believe that anyone with the college degree should be able to go through the written and skills with no problem.

Motion was voted on and failed.

Mike Garvey made a motion to deny. Candace Ashby seconded. Motion passed. The request has been denied.

Candace, Greg and John Buckman will meet to discuss that college degree issue and see if we want to do anything and if so, what?

3. Wade Farr is requesting a variance for Instructor I and Instructor II/III. Wade is state licensed substitute teacher in Indiana and has been in the Fire Service for over 8 years.

Staff recommends approval pending his passing the Instructor reciprocity test. Once he has passed this, he can submit 30 hours of teaching and staff will issue the Instructor II/III.

Candace Ashby stated that Wade Farr teacher license stated that he was a state licensed substitute teacher. The difference is qualifications and credit hours for substitute can take any type of credit hours to maintain license. There is a big difference in curriculum required. You do not have to be a education major to maintain a substitute license.

4. Robert Wagner is requesting a variance for Instructor II/III. He currently holds an Instructor I and a valid Primary Instructor certification. He has submitted 30 hours of teaching documentation.

Staff recommends denial. PI does not meet the skill requirements for instructor III.

This is different from what has previously been approval, because staff has discovered that the instructor III requirements are not met in the Primary Instructor courses.

Greg Wyant made a motion to deny the variance request. Candace Ashby seconded motion. Motion passed.

5. Marc Huffer is requesting a variance for Instructor I and Instructor II/III. He holds a current Indiana State Teachers license and holds Firefighter I/II.

Staff recommends approval pending his passing the Instructor reciprocity test. Once he has passed this, he can submit 30 hours of teaching and staff will issue the Instructor II/III.

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

6. Jo Anna Ralstin is requesting a variance for Instructor II/III. She holds a current PI and she is certified Firefighter I/II.

Staff recommends approval pending her passing the Instructor reciprocity test.

Candace Ashby stated that a fully licensed teacher in the state of Indiana you meet the requirements of our Fire instructor II/III.

Shelly Wakefield stated teachers do have to do need assessments for their students.

Jo Ann stated that teachers license have to be renewed every 5 years and you have to do so many credit hours, or work shop hours

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

7. Patrick Harper is requesting a variance for Fire Officer III and Fire Officer IV based on a Bachelor Degree in Public Safety Administration.

Staff recommends approval based on documentation submitted.

Candace Ashby made a motion to deny. We have written and practical testing in place. Jack Kerney seconded. Motion passed

8. David Allison had requested to have his instructor certification reinstated. Staff asked for documentation, gave him 30 days to respond. Deadline was January 5 and we have had no response.

Staff is asking that this issue be dismissed at this time.

Dec 3 rd minutes:

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 17<sup>th</sup>, 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.

A letter was sent to Mr. Allison asking for the documentation. As of today, no documentation has been submitted.

Staff is asking for this issue to be closed.

Candace Ashby made a motion to deny his request for variance. Greg Wyant seconded. Motion passed.

9. Stephen Schrock is requesting a variance for Shane McKerchen for the Firefighter I/II certification within 1 year of employment. He is starting a paramedic program and will not be able to do both during the time frame allowed. He is asking for an extension until May 2014.

Staff recommends approval.

Candace Ashby made a motion approve his 1 year extension. Jack Kerney seconded. Motion passed.

10. John Barrett is requesting an extension on the Driver Operator Pumper skills exam. They want to complete the written exam on March 6, but complete the skills late March. They are having an EVOC course at that time and want to do all skills then.

Point of clarity, he is not asking for an extension, he is asking to take them out of order. EVOC does not include pumping skills.

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

11. Dennis Musgrave is requesting a variance for Fire Officer III and Fire Officer IV. He has been at IFD since 1978; he has a Bachelor of Science, majoring in Management from Ball state University, and is in charge of training, discipline and coaching firefighters in his battalion.

Staff has no recommendation at this time.

Candace Ashby made a motion to deny. We have written and practical testing I place. Greg Wyant seconded. Motion passed.

12. Robert Mauck is requesting a variance for Instructor I and II/III. His Instructor II/III expired in March 2012 and he would like for it and the Instructor I to be reinstated without testing.

Staff recommends denial. He has never held the Instructor I, he was a first class Instructor and it has been explained to him that he holds IFSAC and could ask for reciprocity or pay the \$50 fee and have his Instructor II/III reinstated. Robert is here for any questions.

Mr. Mauck withdrew his request. He will be filing for reciprocity.

13. Eileen Orban is requesting a variance for Instructor I and Instructor II/III. She is a license teacher in the state of Indiana. Eileen currently holds certification for Pub Ed ½, and EMT Basic. She is requesting instructor certifications because she wants to be able to teach the class and evaluate the skills.

Staff has no recommendation.

Candace Ashby made a motion to approve Instructor I, pending her passing the instructor reciprocity test. She must then report 30 hours of teaching in order to qualify for Instructor II/III. Greg Wyant seconded. Motion passed.

F. REQUEST FOR RECIPROCITY.

No report at this time

G. REQUEST FOR ADMINISTRATIVE APPEAL

No requests at this time.

H. STATE FIRE MARSHAL, James Greeson

Not present

I. HOMELAND SECURITY CHIEF OF STAFF Mike Garvey.

In legislation right now is SB242. This would allow the Board to have emergency rule making for the NFPA standards that they have adopted. This has passed the senate, 47-2, but there are still several steps it has to go through in order to become law.

We are having the great shake out again this month. Several states are participating in this event. Schools will train how to respond to earthquakes.

J. STATE FIRE TRAINING DIRECTOR REPORT, John Buckman

1. Modular training: see back pages of minutes

The attached is what is proposed at this time. There will more discussion on it at the next meeting. If you teach the first 2 modules, and take all the tests, you will end up Mandatory, Hazmat Awareness and Technical Rescue Awareness. They are all in the first two modules. Module 3 gives you Firefighter I and module will then give you Firefighter 2.

2. Status of rule rewrite

We are stuck on the instructor issue. We cannot repeal the instructor II/III because those that have it need to be able to renew it. We don't want anyone else using this, because we are dividing the Instructor II and III up and making individual certifications for them. We need the board assistance in how to handle the current Instructor II/III certification.

Mara Snyder stated that she would check with the AG's office to see if we could restrict the use of 655 IAC 1-2-1-20.

K. ADMINISTRATIVE PROCEEDINGS, Judge Bippus

1. No report at this time

L. OLD BUSINESS

1. Wade Farr, Volunteer Firefighter at Letts's VFD, wishes to speak on the Firefighter certification issue. Wade was not able to attend the meeting in person, but he was on the webinar and spoke.

Wade believes that this is a critical issue and recertification is needed. Training or lack of contributes to the firefighter death rate and the more training there is, the better for the firefighter. Scott would be willing to head up the committee to work on this recertification issue. I would be willing to meet with people once a month or twice a month to get this rolling.

Candace Ashby stated that the board did not have an objection to recertification, it was just everything was getting so bogged down that nothing was moving and there were other issues that needed to get done. The Board felt that the best thing at this time, was to table and amend at a future date with the recertification issue.

M. NEW BUSINESS

Barbara Goble had a question for clarification. Under the pilot program, we have no certified people for lead evaluators. What do we do? In the past, when the board approved pilot programs this was understood and we have had no

problems. Now there is an issue with people like Scott Zelhart so how do we qualify someone when it is a brand new certification like the Driver Operator Mobile Water Supply to be lead evaluator?

The board stated that in the future, names need to be given to the board for approval for this position. They will look at the experience the individuals have in the fields that they would be evaluating and determine from that if an individual could be lead evaluator. What has happened in the past is in the past but from this point forward, names need to be approved by the board.

N. MEETING ADJOURNED at 9:10pm

NEXT MEETING:

MARCH 18	Wayne Twp FD
6pm	700 N HIGH SCHOOL RD
	INDPLS IN 46214
	317-247-8501

The document below describes the FF I/II Modular Delivery option. This option is intended to assist students who wish to take a FF I/II class in short segments rather than a complete class in succession. There have been classes that have taken place in rural communities that due to scheduling conflicts have had to stretch out the class to almost a year and the students would take four to six week breaks during the class. These students have struggled to pass the written exam. This option breaks the program into four modules that allow students to complete the practical skills associated with the chapters included in the module and then take the written exam that includes questions from the chapters included in that module. Students are required to pass each module written and practical exam for each module. Students would be required to take the written exam within 180 days from completion of the practical skills in that module. However, because the completion of Modules 1 & 2 will result in a Mandatory Firefighter certification there will not be a requirement to complete Module 3 within 180 days. There has been no discussion concerning the time permitted to pass between modules. Another point of discussion will be since Modules 1 & 2 make up the Mandatory Firefighter certification can jurisdictions choose to complete Module 2 before completing Module 1.

## Firefighter I/II Modular Delivery Option

The Indiana Firefighter Training System has developed a new **option** for obtaining a Firefighter I/II certification. This does not replace any previous formats for obtaining certification but provides instructors and students with another **choice**. This new system allows instructors to deliver an entire Firefighter I/II class broken into four distinct modules. Each module will have designated chapters from the Firefighter I/II curriculum. Students shall complete only the skills related to that module with the exception of Module 3 which will be explained in more detail later in this document. The other aspect of this option is that students shall take a written examination at the conclusion of each module. The questions for each module examination shall only contain questions from the chapters covered in that module. There will be no final examination at the end of the program. Below is the layout for each module and recommended hours for each chapter. The hours associated with each chapter were derived from the instructor guide provided by IFSTA. These are recommended hours for classes with 15 – 20 students and should be adjusted up or down based upon the number of students participating in the training. Below is proposed breakdown of the classroom, skill hours, chapter totals and skill sheets required for each module;

### Module I

Chapter		Class Hours		Skill Hours		Chapter Total	Skill Sheets
1	Orientation	1		0		1	
2	Safety	1		2		3	M 1-2
5	PPE	4		12		16	M 3-8
10	Ladders	4		8		12	M 31-43
11	Vent	4		8		12	M 44-45

13	Hose	2		8		10	M 48-59, 84
14	Fire Streams	2		4		6	M 60-61, 85
Total		18		42		60	

**Module II**

Chapter		Class Hours		Skill Hours		Chapter Total	Skill Sheets
	SIDS	2		0		2	
	Autism	2		0		2	
	Driver Safety	2		0		2	
	TRA	16		0		16	
	HMA	8		0		8	
Total		30		0		30	

**Module III**

<b>Chapter</b>		<b>Class Hours</b>		<b>Skill Hours</b>		<b>Chapter Total</b>	<b>Skill Sheets</b>
3	Fire Beh	4		0		4	
6	Port Ext	2		2		4	M 9
7	Rope/Knots	2		4		6	M 10-20
8	Rescue	4		12		16	M 21-25
9	Forcible Entry	4		4		8	M 26-30
12	Water Supp	2		4		6	M 46a-47b
15	Fire Control	4		8		12	M 62-67
<b>Total</b>		<b>22</b>		<b>34</b>		<b>56</b>	

**Module IV**

<b>Chapter</b>		<b>Class Hours</b>		<b>Skill Hours</b>		<b>Chapter Total</b>	<b>Skill Sheets</b>
4	Build Const	4		0		4	
8	Extrication	4		8		12	M 81-83
15	Fire Control	4		8		12	M 86-88
16	Fire Alarms	4		0		4	
18	Arson	2		2		4	M 89
19	Comms	2		2		4	M 90
20	Pub Ed	2		10		12	M 91-94
<b>Total</b>		<b>22</b>		<b>30</b>		<b>52</b>	