



BOARD FOR FIREFIGHTING  
PERSONNEL STANDARDS AND EDUCATION

May 14, 2018 – Meeting Minutes  
Columbus Learning Center  
4555 Central Avenue  
Columbus, IN 47203

**NOTE:** All variance request must be received no less than 20 days prior to the Fire Board Meeting to be put on the Agenda.

A. Call to order - 6:00 PM – Meeting called to Order

**Board Members Present**

Eric Gentry (Vice Chair); Rob Lund (Secretary); M. Burke Jones; Tom Hanify; John Smith; James Greeson (Fire Marshal); Elizabeth Westfall Proxy for John Brown (Director of Training & Preparedness and Director of Planning)

**Board Members Not Present**

Genois Brabson; Eric Drieman (Chair); Greg Wyant; Jason Rogers; 1 Vacant Seat (Chris Johnson)

**Other Staff Members Present**

Donna Saine, Regine Johnson, Angie Biggs, Michelle Allen

B. Consideration and approval of March 12, 2018 Fire Board Meeting Minutes

*Motion to approve* minutes by **1st Rob Lund**, **2nd by M. Burke Jones**, the remaining board members stated “Aye” in agreement to approve March meeting minutes.  
*Motion carries*

C. New Variance requests (staff recommends approval)

1. Shedron, Brayden 5162-3257 – Logansport FD is requesting an age variance to allow Brayden to take the practical skills and written exam for FF 1, FF II, Hazmat 1<sup>st</sup> Responder Awareness and Operations. His is 17 years and 1 week old by the time he takes the exams. Logansport has supplied the required paperwork.  
*Motion to approve 1st M. Burke Jones, 2nd motion John Smith* all voting members stated “Aye” to approve. *Motion carries.*



2. Scranton, Nathaniel 2012-9504 – East Enterprise Volunteer Fire Department is requesting a variance be approved to allow Nathaniel Scranton who is currently 16 years of age or older, and a junior, to take the written examinations for Mandatory, Firefighter I, Firefighter II, Hazardous Materials Awareness and Hazardous Material Operations,] prior to taking the practical skills examinations, with the variance to be valid until their 19th birthday. Additionally they are requesting a variance to allow him to complete the practical skills for the same courses at the age of 17 years and 1 week and have their passing score remain valid until their 18th birthday, with the variance to be valid until their 19th birthday.

*Motion to approve 1<sup>st</sup> Rob Lund, 2<sup>nd</sup> motion John Smith*, all voting members stated “Aye” to approve. *Motion carries*.

D. New Variance requests (staff recommends denial)

1. Brinson, Zachary 4670-4325 – Request for Instructor I Variance based off his teaching degree/license. Staff recommends denial as his Teaching License is expired. Per the Non Rule Policy the teaching license must be active to grant reciprocity.

*Motion to deny 1<sup>st</sup> Rob Lund, 2<sup>nd</sup> motion M. Burke Jones*, all voting members stated “Aye” to deny. *Motion carries*.

2. Tanner, William 2476-5046 – Todd Daniels sent in a copy of William’s Driver Operator Certification from 1994 requesting that we put D/O Pumper and Mobile Water Supply on William Tanner’s record based upon the training and testing he received in 1994. After review staff is recommending denial.

*Motion to deny 1<sup>st</sup> M. Burke Jones, 2<sup>nd</sup> motion Rob Lund*, all voting members stated “Aye” to deny.

After some discussion back and forth with Eric Gentry, John Smith, James Greeson, Donna Saine, and Tom Hanify a motion to table this to the next Fire Board Meeting was made by Fire Marshal James Greeson. Additional documentation is requested from Tanner William about continued training.

Eric Gentry: Would someone like to make a motion to rescind the denial. 1st Rob Lund, 2nd Elizabeth Westfall, all voting members stated “Aye” to table until next meeting. Motion carries.

E. New Variance requests (staff has no recommendation) – **NONE AT THIS TIME**



G. State Fire Marshal Report – James Greeson

- I'm proud to announce tonight that as we continue to put the pieces together of our Fire and Public Safety Academy Training System an Administrator has been named. I would like to introduce Charles Heflin tonight. He brings to us a wide variety of experience in Fire, EMS, and EMA. He is very well educated with a Master's degree in Leadership and a Bachelor's in Homeland Security. He has been with our agency for four years now and he continues to move forward. I'm very pleased and proud to have Charlie on our staff as part of our training system.
- The Legislator met today and I know school safety has been at the forefront especially since the incident in Florida. I have had calls from Fire chiefs, school principals and school administrators with questions about fire alarms. The legislation that was passed today allows for certain conditions that will allow unscheduled/unannounced fire drills. The statute states that Fire Alarms are supposed to be unscheduled/unannounced but the law does not state "whom" it is a pretty large scope. I really feel as long as teachers or school administrators know there is a fire drill it is a little less confusing and they can let the students know it was a scheduled alarm and can get the building evacuated. It is the unscheduled and unannounced alarms that are causing some concerns especially after Florida. The individual down there pulled a pull station and the kids came out in the hallways. This new legislation allows for a time delay to investigate. I know that this is a little controversial. I had fire inspectors calling me about this but I sat with the legislators back in March when they were discussing some of these issues. This is a lot less than what they wanted to do. Last week I experienced a trial of this in two schools in southern Indiana. I was invited to North Vernon schools to witness two trials were they had to activate the school alarm and allow the school administrators, faculty people, and the resource officer to investigate and determine if it was going to be an active shooter situation or a fire alarm that need to evacuate the building. In one instance it took about a minute to determine that it was a fire alarm that needed to be used to evacuate the building. It took less than 3 minutes to evacuate the entire school from the time it was initiated. The second school took about 20 seconds to identify that it was not a hazard. It took them less than two minutes to evacuate the whole school. I know that is just two instances and there are over two thousand schools in the state. I was pleased that on a trial bases the first time it has ever been done, the kids did not know what was happening, that it went so well. We are trying to reach a balance on school safety situations with what is going on in the world today. None of us had to experience this when we were in school. It is a different dynamic and we have to be sensitive because codes do not keep up with technology and everything that is going on. We will work with the schools. I have to give a presentation tomorrow at a school safety conference in Indianapolis so we will work through this going forward. This also allows some additional funds up to five million dollars for school safety. My message tomorrow will be the best thing we can do is to



make sure their doors, school rooms, and where needed will have the proper latches. That these “latches” are code compliant. Not only the Fire Code but the accessibility code for ADA. This will be one of the ways to secure schools. I know I will be answering a lot of questions in the future. We are trying to be responsive and trying to reach a workable solution to some of the incidents that are going on in these schools.

- The IVFA conference will be June 20-23, 2018 at the Crown Plaza Hotel at the old Indianapolis Airport 2501 S. High School Road, Indianapolis, Indiana 46241
- The Fire Marshal’s office has about seventy-five (76) ten (10) year smoke alarms in the office for Fire Departments to give and install for those in need. Please contact the State Fire Marshal’s office. **Reference Senate House bill 123.**

**Tom Hanify:** asks why 3 minutes.

**James Greeson:** under NFPA 72 allows for positive alarm sequence in that standard. If you have a control panel that can go into that alarm setting it allows 180 seconds to investigate it. So we were trying to stay consistent with something that’s already in a standard.

**Tom Hanify:** The Sheriff’s Association asked me that.

**James Greeson:** We were trying to come up with something that was already in the standard so it is something we can relate to. The two I witnessed did not take half that time it was very, very immediate.

H. Director of Training/Preparedness & Planning – John Brown

**Proxy:** Elizabeth Westfall: John Brown sends his apology for not being here tonight.

- He would like to remind everyone that the State Level Exercise is at the end of July at the Muscatatuck Urban Training Center. It will focus on Recovery and Flood Water Recue elements. We will have participants working on damage assessment and disaster declarations. We recently had a lot of that happen up in Northern and Southern Indiana. We are going to reemphasize some of the points learned from that. Districts 8, 9, and 10 will be the main focus. If anyone is interested in taking part in this exercise please contact your EMA or DPC councils to try and participate further.
- Other things going on with Exercise in 2019: We will have a very busy year. We are going to be have “Shaken Fury”. This will focus on the “New Madrid Seismic Zone”. We have our FEMA USAR exercise and Ardent Century. We will also be working with DC Cook on a rep exercise to be held in August of 2019. Districts 1 through 4 will be working on a radiological/ nuclear attack so we will be preparing for that as well.
- On the EMA Training side we have some blitz courses throughout the summer. Our Tactical Emergency Causality Care and Tactical Combat Causality Care courses will be delivered in each district. Funding was received to offer three trainings per district. Those courses will be focusing on the Basic Life Support and Advanced Life Support areas. I



know those trainings have been listed on Acadis for some areas. Districts 8 and 9 are trying to schedule them right now. Recuse Task Force Awareness training is now available by request. We are Beta testing the Operation level for quarter three. IDHS will be hosting a Train the Trainer for FEMA's Basic EMA. We are bringing in the Federal Academy to help supplement our PEM certification. The Training and Exercise Planning Workshop (TEPW) was held last Monday and we had several Fire Training courses that were identified as needed from our local EMA and state partners. Part of what we do is look at the needs assessment to see if there is any funding matrix we can use to help support any delivery of those trainings.

- We have an ACADIS work group which include some of our state partners. We have identified two priority projects that have been pushed through to the vendor for quotes and completion. Both projects will heavy affect the Fire service
  1. The visibility for Instructor's to see their course numbers their assigned through their Acadis Portal
  2. Allow for visibility to view rosters and communicate with students that are registered through their Acadis Portal.

Both of these items were identified as high priority and we are pushing those through. That concludes my report unless anyone has any questions.

#### I. Academy Administrator – Charles Heflin

- I have a couple of highlights of what we are looking at in the near future. We presented this to you a couple of meetings ago The Executive Leadership program. Which is an all-encompassing leadership program that will teach you how to do your job. It will cover Leadership skills, Labor management skills, OSHA rules, and mental health issues. The department of local finance, the state board of accounts, and all these different subject matter experts are helping us develop curriculum. To teach you in an 80 hour program how to be a fire chief or EMS director. We have beta tested the first potion of this. We broke it up into four blocks. The reason we broke it up into four blocks is so that we can tailor it to full time or volunteer departments. We can deliver it over one week period. We can deliver it during the day, a couple days a week, or over the weekend. The first block (101) will launch June 12-13 at the MACC center in Valparaiso. The other two (2) blocks will be beta tested in late June. Hopefully we will have it all done, beta tested and ready to completely roll out in September 2018.
- Some of the other things I want to focus on over the next 6 to 8 months is getting our website cleaned up. We have started working with PIO to get outdate documents removed or updated.





- Elizabeth and I will be working on the registration piece of dispatch training (telecommunications training).
- I want to see The Fire board rules rewrite pushed through. This is something John was working on that I would like to see completed.
- The Technical Rescue courses are three standards behind, some of our other courses are a few standards behind and that is something our staff is working to get up dated now. We have developed a matrix that shows where all the NFPA standards are at, where we are at in terms of the courses we are offering. We want to get them brought up to the most current standard. Does anyone have any questions for me?
- **John Smith:** I keep getting questions about Instructor 2/3 being split
- **Charlie Heflin:** John Buchman is helping to break up the skills. We would like for this to be completed by the end of the year. However it is a part of the Board Rule rewrite and Legal has to approve changes.
- **Michelle Allen:** We have to justify every type of rule that we're try to do in terms of whether it is necessary or not. And if it is not then we have a tougher run for it but we will try to work with it.
- **John Smith:** So hopefully around the end of the year?
- **Charlie Heflin:** Explains how staff is working to improve how Instructors are learning to teach classes. Staff is trying to find mentors to help some Instructor improve their class pass rates.
- **John Smith:** Second question is about the Module Skill Sheets and some of the wording that needs to be corrected.
- **Charlie Heflin:** We will get with staff to get this cleaned up this week.
- **James Greeson:** I would like to know if the board would consider addressing the issue of skills expiring for traditional courses but not for the Module systems. He suggested maybe coming up with a set of skills that are important that students could do as a refresher that the board would approve.
- **Richard Pohlman:** I am seeing the same problem with the seasoned Veteran Fire Fighters who have First and Second Class certifications. These Fire Fighters are required to perform skills that they have been doing for years in order to get the newer Firefighter I and Firefighter II level of certifications. He also suggested offering the firefighter cross over test again. Explains how the newer certifications are required but the firefighters have the older certifications so they are not technically qualified.
- **Donna Saine:** Brought up that the board ruled against issuing updated certifications a couple of meetings ago. Based on a department in Indiana which is now requiring all its members to have Mandatory even though they already had Firefighter I and Firefighter II certifications which are higher.



- **Tom Hanify:** I agreed this is something that needs to be discussed
- **Rob Lund:** States what subjects are covered.
- **Investigation on report of student taking an Exam without a proctor in the room.**  
This pertains to Instructor II/III Greg Meredith 4222-9227. Staff recommendation is that the Instructor be put on probation.
- **Charlie Heflin:** We had a student that was going through Firefighter I and Firefighter II. He was getting ready to take his final written exam. The proctor had a family emergency so he gave the Captain which was the Lead Instructor the test codes. The student was told he could take the exam at the fire house but he could not have anyone else in the room. So he took this exam on his own without a Proctor in the room. I conducted an investigation the student did state that he put his books and phone in his vehicle. He was told he could take the exam on his own. I spoke to the Instructor and he confirmed he did tell the student that. I asked did he understand the rules. He is an Instructor 2/3. He did explain the rules to me. He knew what the rules where and he knew that he violated them. Staff is recommending we place him on probation for six months for the rule violation.  
**John Smith:** Probation curtails him from being able to do what kind of activities an Instructor?  
**Donna Saine:** The Board made a ruling on this. He will have to notify the Fire Certifications staff in advance of him being an Instructor, Lead Evaluator, or Proctor for any course. This give staff the ability to let the Fire Training Managers know he will be doing one of these duties. It will allow staff to possibly show up at that site to see if he is following the rules.  
**John Smith:** So if he does any Instructing or evaluating activities he has to notify staff in advance of that activity?  
**Donna Saine:** We shoot for 15 days in advance, but if it's a change at the last minute they need to let us know right away.  
**John Smith:** For six months. Thank you Sir I understand.  
**Motion to approve 1<sup>st</sup> Tom Hanify, 2<sup>nd</sup> motion Eric Gentry,** all voting members stated "Aye" to approve. **Motion carries.**

**Mod D Testing Issue** – Not discussed Investigation still on going. Will report at next meeting July 21, 2018 at the IVFA Convention.

- J. Administrative Proceedings/ Non-Final Orders – Legal - **None**
- K. Request for Administrative Appeals – Chairman – **None**



L. Old Business –

1. Smythe, Mark 4346-8425 requesting a Variance for Instructor I and Instructor II/III based off his teaching license, which has been verified through the board of education, he has a Master's Degree. He has taken and passed the Fire Board Rules Exam. *Staff is recommending we grant him Instructor I, but not Instructor II/III. Staff recommends he take the Instructor II/III course, exam, and skills and meet all the normal requirements before being issued an Instructor II/III Certification.*

**Mark Smythe:** I teach in Corydon Indiana. I have been teaching for 11 years. I have a Master's Degree. I've been in the fire service since 1999. I started out as a volunteer. For the last 11 years I have been working part time for a combination department. For a few years I needed to focus on my family. But before that I was going to every training that I could. I took an Instructor 1 class at Jasper. I sat through that class and did the presentation, and took the test. I never did get a certification for it. I have copies of the rosters where I attended all days. I have copies of my master's degree. I also have a copy from my fire chief requesting the variance. One of the issues I ran into before is high level training is only offered in the day. Like I said before I am a part time fire fighter and a full time teacher. It's been my understanding that Instructor 2/3 is a very hard class to get into because of the time that they are offered. I think I earned the Instructor 1 when I took it back at Jasper. It is my mistake for not following up with it back then. Our department has been assigned to a district. We are moving towards full time fire fighters this summer. Currently our fire chief is the only instructor 2/3. So any type of testing that is to be done we have to bring in people from the outside. He has asked me to come up here to talk to the board about getting my Instructor 2/3. I asking for a little leniency on the Instructor 2/3 because I'm challenging the instructor 1 and I have a Master's degree in Teaching.

**John Smith:** Mr. Smyth as a member of the Jasper fire school for many many many years I truly wish you would have followed up on this it would have made everyone's life a lot simpler. I was on the committee when this class was held. I truly wish you would have said something to somebody.

**Mark Smythe:** I really did not think it was an issue until our career aspect started coming into the township and our Chief really wanting to push forward. I was always told that if you are a Teacher you are granted an Instructor certification. And that is if you have a Bachelor's degree I have a Master's. I have invested six years into the higher educational process. But I agree with you, you are absolutely right. At that time in my life it was a little hectic.

**Tom Hanify:** What have we done in the past with licensed Teachers that have a Master's degree?

**M. Burke Jones:** I think in the past we have always granted the Instructor 1 side of the certification but the Instructor 2/3 was never granted due to the fact of all the leg work you have to go into in that class. As far as the coming up with a budget plan, a training plan and things like that. I think that is what we've always done in the past.

**John Smith:** That's sounds familiar to me too.

**Eric Gentry:** I've pulled up the 27 skills sheets. That is where I am at. Have you met the 27 skill requirements for instructor 2/3? That is my hold up. And most of them are program





development budgets. I'm sure you've done that through school. The Supervising a High Hazard and Implementing...

**Mark Smyth:** I am a Captain at Harrison Township and we have worked budgets every year. With Georgetown I worked with my Lieutenant. I have also been in management before I was a Teacher for 12 years.

**Rob Lund:** Let us take the Instructor 1 recommendation first. Then he can bring back to us the completed Instructor II/III skills show what he has or did achieve out of the 27 skills. He can take a look at the standards that maybe he has not achieved, what that standard requirement is for the Instructor 2/3 cert. Then we will see that he has completed the skills portion of the class and take the exam. That way we do not set a precedent with other people coming to the Board.

**Tom Hanify:** So what I hear you saying is we need a motion to grant Fire Instructor 1 and that based on what we've done in the past?

**John Smith:** And Staff recommendations

**Tom Hanify:** And then we can revisit the Instructor 2/3 by the next two Fire Board meetings. Is that fair?

**Mark Smyth:** Yes. Sir

*Motion to approve variance for Instructor I: 1<sup>st</sup> Tom Hanify, 2<sup>nd</sup> motion Rob Lund, all voting members stated "Aye" to approve. Motion carries for Instructor 1 Certification.*

*Motion to table Instructor 2/3 request: 1<sup>st</sup> M. Burke Jones, 2<sup>nd</sup> motion Rob Lund, all voting members stated "Aye" to approve. Motion carries to table Instructor II/III Certification variance until not later than 2 Fire Board Meetings from tonight. Which means this will be reintroduced to the Fire Board no later than the July 30, 2018 meeting in Lafayette.*

2. **Carmel Fire Department** Updated List for Variance to bring Carmel up to NFPA 1021 standards.

**Mark Cromlich:** A list has been emailed to everyone. Today we started the last of the 14 classes. Today was a Safety Office which is the third Safety Officer we have put on. We have 13 students out of 18 on the list some people have dropped. Everything seems to be going ok. Our pass rates are very good. Does the board have any questions for me?

**Burke Jones:** Has that pace been pretty hectic from the time you started to where you are now?

**Mark Cromlich:** Do not call me in June. I am looking forward to taking some time off. The awarded contracted Instructor for 13 of the classes is right here. So it has probably been pretty hectic for him. I really appreciate the staff in the Fire Certifications section for handling all of the phone calls.

**Donna Saine:** I have one question, you said that you did not know if you were going to use all the grant money. Are you going to come back and ask for more classes?



**Mark Cromlich:** I have the variance for 18 months or 2 years or whatever we have it for. We are trying to having a meeting to figure it out. We do have extra funds. If we allow some of our firefighters that did not meet the requirements but they went above and beyond in some of the classes. And we paid them overtime for that. If we can apply that to back fill that overtime we are going to do that, if not then yes we are going to do some more classes.

**Eric Gentry:** Thank you

M. New Business –

**Eric Gentry:** I do not know if this falls under old business or new business. The Driver Operator that was discussed last month, I missed that meeting but it was brought up.

**Donna Saine:** Yes, the board decided to go with the new Driver Operator Module program. There was an issue with instructors not being allowed to teach because they did not have the Driver Operator General completion. It was decided that Instructors who teach this course are approved to teach any of the D/O courses to include General. Students: If they have been certified in any of the Driver Operator disciplines between September 2014 and September 2017 they would not need to take the Driver Operator General course. However, if the students certification is older than September of 2014 and they want to take the next discipline (i.e. have Aerial want Pumper) they would need to take the D/O General before they can take the D/O Pumper course.

N. Open discussion, comments, questions?

There was a discussion about non fire personnel driving fire engines/trucks/tankers for their area if they hold a CDL License. This has been left as an open topic of discussion for the next meeting.

**Next meeting:** June 21, 2018 (THURSDAY) **9:00AM**  
IN Volunteer Firefighters Association Convention (IVFA)  
Crowne Plaza Hotel  
2501 South High School Road  
Indianapolis, IN 46241

Approved: \_\_\_\_\_  
Eric Gentry, Vice Chairman

Date: \_\_\_\_\_