THE TENNESSEE COMMISSION ON FIRE FIGHTING
PERSONNEL STANDARDS AND EDUCATION
May 1, 2013

Announcements

Commissioner Vance spoke of Tennessee Fallen Fire Fighters Memorial; there are some new coins that are selling for $15.00 each. He has one coin for the 911 memorial and has three coins from 2011 and he spoke to Dale Blair, President of the Fire Chief's Association and will silent auction these off in July, 2013 He also has applications for Brick you can take with you to fill out. The tough challenge has been rescheduled for October 19th. On September 7, 2013, the annual memorial for the fallen Fire Fighters will be held at the Tennessee Fire Academy.

Guest

Jeff Elliott, Tennessee Fire and Codes Academy (TFACA), Director Hawks has been working with Nosh on the memorial service they hope to have a presentation on reoccurring issues on Line of duty deaths so it would be a different course and develop more two to four hour courses that are not on training calendars, another issue is the Tennessee Virginia NFA weekend Sept 28th and 29th, registration is slow, there are some registrations but they are incomplete. We want to get this out to many departments as possible, $70.00 covers meals and incidentals and individuals are responsible for travel, there are seven (7) classes offered and tuition is free. The home page at TFACA gives the registration process. Nicole brown is handling the registration. The goal is to have Tennessee fill 84 seats. At the academy on May 6th is the second recruit class, and on Sept 9th is the third recruit class, over the past three weeks, we have completed 40 Fire Fighter II live burn classes. It has been very successful and as long as all the Fire Fighter II's have their documentation ready for the Live Burn, they can join in with the recruit classes.
We had seventeen students attend the Fire and Life Safety Educator class that was extended over five days last week with success.
We are getting ready for week two of Fire Department Instructor I and II and we had seventeen students assigned for that.

Communications

Donnie Roberson, Area sales manager for Target Solutions is making a request for presentation for approval on OSHA, EMS, and HR employment practices on courses with Tennessee Commission on Firefighting. The EMS classes are approved by SISbeams which Tennessee accepts. He has a demo sight that you can look and see what the fire fighters see. The online class is one hour in length, and you cut the levels of practical hands on training, the vision would be three to four hours training in a particular subject. They have basic to advance courses on EMS, advance course paramedic level has two hour content, and basic EMT is one

hour of content. The HR employment practices will cover sexual harassment awareness, Blood borne pathogens, which there is a NFPA course with that, OSHA stuff is in that there are twenty nine CFR's depending on which chapter there in. Supervisory disciplining, Drug and alcohol suspicion and fleet services training, several cities have their HR department and Fire Department attend these classes together. All the Fire Fighting classes are approved through the commission.

Motion to approve Target Solutions OSHA, EMS, HR employment practices and FLEET services training:

The motion carried unanimously.

Chair Report

Commissioner, Mark Finucane gave the Chair report. The IFSAC conference in Oklahoma City is from October 16th to October 21st. There are 150 attendees all over the world, including Germany, Kuwait, Saudi Arabia, Canada and about 30 to 40 states. They went over training on how to conduct sight trips and self-study of the assessment accreditation program. We were approved roughly 6 years ago and had our second sight visit last year. A strong recommendation, on whoever becomes the next director should have a strong presence on future IFSAC conferences. It is vital that we maintain our knowledge with the organization we are part of in keeping up with accreditation. It is very educational. It is made up of the members and they administer all the rules and regulations. It is made up of two assemblies; one is degree assembly and the other is the certificate assembly. We are the certificate assembly. The degree assembly gives credit to college and universities. They each have their own boards. We hope the budget will support us to attend in the future. This is an annual conference of congress and they have a second business meeting during the year as well that the board of governors and assembly boards attend. Any changes that require a vote only happen once a year in the conference of congress.

For the members present and some of the commissioners, Frank Cotton was on the IFSAC board. He searched for people to provide the meetings and used the Director to go to specific sites.

With having gone through two site visits, the initial accreditation visit and then the site visit last year. Our rules and regulations are strictly in line with what IFSAC requires as far as accreditation. It is very important that we maintain and follow closely the rules and regulations. We are in line with the leading agencies out there that are very proactive.

We need to fill the Director's position first and then work with the Director doing a continuous self-study. There are forms on the internet on the IFSAC website that can help us with that process. As long as we are maintaining, we won't have a lot of catch up to do when we have our next site visit. It also explains the process of additional certification levels; we can wait for the next site visit or we can do an administrative review in the period of the five years. I think we all need to be knowledgeable and proceed with that thought process and mindset. We have fourteen levels of certification and we are in the middle somewhere as far as the levels of certification.

Director's Report

Gary West, Assistant Commissioner for Fire Prevention gave a report on behalf of the Commission office. We have received at least 200 phone calls, even though there are only 80 plus departments that participate in the program. The process was completed and they were ready to go typically around the 15th and out of our office by the 16th and sent over to fiscal. There were a lot of verifications that went on and we made sure everyone that was submitted was qualified and I do not have an exact date as to when those checks will be issued. The deputy commission asked that we expedite that as quickly as we can. The second item I have to report on is certificates and testing status. As of today all the tests that we have received in the office have been graded. The last tests that were turned in were April 21st and they have been graded. Every quarter there is a change over period and we change the tests and we have went in and reviewed to make sure answers were correct with new tests. The first test with the new test booklets was April 9th and we have been double checking all tests from the changeover to ensure they were graded properly. We have had many calls about the in service training, you had until May1st to get that in. We have a spreadsheet that is being worked on and cannot be finished until everything has been turned in. Commission will need to give final approval for that. It will be necessary to meet in June to approve of that and I will be bringing that spreadsheet back in. Another high priority we have had is reciprocity, which will be coming up in a few minutes. We have processed around 800 certificates and letters. We have put a lot of our staff in the firefighting commission office to get caught up and keep it going.

We have had some that were under review, we have resolved several of those. The biggest thing is that we had to hand grade many tests where someone failed and the scores were in question. The tests are being graded the same as it always has been.

There are a lot of practical still out there primarily Fire Officer I and Safety Officer, there is a log of when we receive them and when we send them out to be graded and when they return graded.

The suggestion was made to either update the time frame of when to have tests turned in to the Commission office to ensure the field reps get them in a timely manner before the tests are scheduled to take place. This needs to be a topic of discussion in the next meeting.

Old Business

There is no old business.

New Business

Presentation of a consent order disciplinary matter from attorney Ed Scutter. There is a letter from Attorney Brian Hoss, there were two individuals that submitted identical practical tests for the Fire Officer II, and last commission meeting I submitted a consent order for an approval, which was approved, that it disciplined one of these individuals and Mr. Hoss represents the other individual and he admits that his client did submit a disc with his application and that his client did not know that the other individual was going to copy his work. If we are going to discipline this person we need to prove that he worked with the other individual. The other one has made a statement that he is solely responsible for what happened. We do not believe that we can prove that he worked with the other individual and that he is requested we dismiss this allegation against him. The motion is on the floor to approve the recommendation on

this matter; we have a second by Commission Sorge.

The motion carried unanimously.

Waiver request for the Fire Fighter pay supplement of March 1st from the Shelby County Fire Department. Ronald Benson, Training Officer from the Shelby County Fire Department is requesting this waiver. Over the past year he has had several operations and different treatments. The individual who was taking his place was unaware of the paperwork and when he returned to he realized the paperwork had not been turned in. Commissioner McCormick makes the motion to approve the waiver request. Commissioner Cotton makes the second motion. The paperwork has been submitted. Just to clarify, if this was to happen again another waiver cannot be granted in two consecutive years.

Motion on the floor to approve waiver request for Shelby County Fire Fighter pay supplement:
Roll call vote:
Chairman Finucane-approve
Commissioner Sorge-approve
Commissioner Cotton-approve
Commissioner Vance-approve
Commissioner Slay-approve
Commissioner Wakefield-disapprove
Commissioner Naifeh -approve
Commissioner Biggs-approve
Commissioner McCormick-approve

There are eight yes and one no, the waiver is approved.

Review of consideration of the policy adopted October 10, 2012 effective July 1, 2013 for the training of evaluators for practical examinations. Assistant Commissioner West is going to give a little bit of the background to this policy. This is a discussion that came up at an earlier meeting; the concern is that there is ongoing training by the field reps. to train individuals to participate as an evaluator of the practical you have always had to have some kind of training to the program. Out of the IFSAC recommendation the policy developed, it is a policy that by this certain date anyone that was conducting an evaluation would need to have this training. The policy is necessary; the question is there enough evaluators at this time for testing? Mr. Swann field representative, states he does not actually teach a class, he goes over with the evaluators the day of the practical. There is nothing done ahead of time. The commission has voted to put together a two hour class, so individuals that wanted to be part of the program as an evaluator could be put on a list showing they had training according to IFSAC. The class has to be developed and the field reps are continuing to do what they have always done by meeting with evaluators before the practical. This policy deals with a date that needs to be addressed along with is there time for the field reps to provide a plan for a class. This needs to be in place and developed but this will need to be readdressed once we have a new director and field reps contracts are renewed.
Commissioner McCormick made the Motion to table this and discuss this in June and to put this policy 12-2 in effect January 1, 2014

The motion carried unanimously.

The two full time positions are meeting Monday, Chairman Finucane will be at the meeting representing the commission. The RFP for the field reps are being handled by legal counsel, and it is in the central procurement in the comptroller's office for approval.

Reciprocity

There have been several of these on hold for some time now, but according to the rules the commission has to make the decision on these applicants. Greg Adams, the special projects person has put together the proposal for this. He put together a list of who was asking for reciprocity. The commission does not issue a certificate it is only a letter saying that Tennessee recognizes their certification from another state.

Motion to approved first page by Charles Vance. Second motion to approve was on the floor.

The motion carried unanimously.

Page two; the individual must have letters from previous fire department and certification. It is validation showing they did receive the training and certification from their previous department. If the applicant did not have any previous fire department, then they must present a statement saying there was no previous fire department employment.

Motion of the floor to approve the last three requests for reciprocity on this page and request more information from the rest of the applicants. Motion has a second by Commissioner Sorge.
The motion carried unanimously.

Commissioner Biggs makes motion to grant reciprocity for Richard Curley and Daniel Miller, second from Commissioner Vance.

The motion carried unanimously.

Motion on the floor to approve Matthews and Barklerfers application for reciprocity, there is a second from Commissioner Biggs. Mr. Matthews does not have a letter from his previous fire department. Mr. Matthews needs a letter from his previous fire department. Table the motion and go to page three. Motion to table page two from Commissioner Sorge, second by Commissioner Biggs.

Motion approved seven to two.

The motion carried.

Page three, starting from Mr. Norman to Keith Ivey; Commissioner Biggs, makes motion to approve Ziegler's and Ishley's request for reciprocity, second on the motion.

The motion carried unanimously.

Commissioner Wakefield, motion to approved Fire Inspector II, Fire Officer II and Fire Officer III for Keith Norman and deny reciprocity for Fire Officer IV, Hazmat Technician and Hazardous Materials Incident Commander. Commission Sorge second this motion. We do not have those levels and that is why we cannot grant reciprocity on those.

The motion carried unanimously.

Motion for McKinney and Corasco; motion to approve Corasco's Hazardous Material Operations and deny McKinney's Fire Fighter II request, By Commissioner Sorge and second by Commissioner Wakefield. The denial is due to not having a letter from previous Fire Department which is Parkway Fire 8 and Rescue. There is also no proof that he has been in the fire service for three years and he can resubmit when he has proof of these items.

The motion carried unanimously.

Motion to deny Barklerfers application for reciprocity, there is nothing showing anything with his name for certification. Motion on the floor by Commissioner Biggs and second by Commissioner McCormick to deny reciprocity.

The motion carried unanimously.

Motion to take the table off and to discuss Mr. Matthews for Firefighter I, II and Instructor I. Commissioner Naifeh, motion to deny and second by Mr. Wakefield, Mr. Matthews needs a letter from his previous department.

The motion carried unanimously.

Page 4; Motion on the floor by Commissioner Wakefield to approve William A. Smith application for reciprocity on Fire Fighter I and II and Hazardous Materials Operations and deny everyone else on page four. Motion second by Commissioner Biggs, The individuals that were denied can resubmit their documentation and apply for reciprocity again.

The motion carried unanimously.

Page 5; Motion to deny on floor for pages 5, 6 and 7 by Commissioner Biggs and second by Commissioner Naifeh.

The motion carried unanimously.

Page 8; Motion on the floor to deny the first two on page 8 by Commissioner Biggs and second by Commissioner Naifeh.

The motion carried unanimously.

Continuing on page 8; the next two due not have a current Tennessee Fire Department. The individuals wanted to get approved before they moved here. Motion to deny Riserio and Sifford by Commissioner Wakefield, second by Commissioner McCormick.

The motion carried unanimously.

Continuing on page 8, motion to deny reciprocity by Commissioner Biggs on Mr. Peak on all three of his applications, second by Commissioner Naifeh.

The motion carried unanimously.

Mr. Krohnan, the applicant had challenged the exam of Hazardous Materials Awareness and Operations, but failed it. Reciprocity cannot be given if the applicant tested in Tennessee and failed the exam but tested out of state and passed it. Motion to grant reciprocity for Fire Fighter I and II and Airport Fire Fighter by Commissioner Sorge and second by Commissioner Slay.
Roll Call Vote

Chairman Finucane-yes
Commissioner Sorge-yes
Commissioner Cotton-no
Commissioner Vance-yes
Commissioner Slay-yes
Commissioner Wakefield-no
Commissioner Naifeh -yes
Commissioner Biggs-yes
Commissioner McCormick-yes

Seven (7) yes votes and two (2) no votes

Motion carries.

Motion to deny Mr. Fox, reciprocity of Hazmat Technician and Rescue Technician, second from Commissioner Vance.

The motion carried unanimously.

Mr. Rockford had faxed a letter from his previous Fire Dept. this week after the spreadsheet for this meeting was prepared. Mr. Rockford needs to have reciprocity for lower level of certifications. Motion to deny from Commissioner Naifeh and second by Commissioner Cotton for reciprocity since we do not know what his certifications level are, he can resubmit his

information for reciprocity in proper form.

The motion carried unanimously.

Last page, page 9, Motion to deny Mr. Moore by Commissioner Biggs and second by Commissioner Naifeh, application for reciprocity just says Fire fighter and does not state if it is Fire Fighter I or II.

The motion carried unanimously.

Mr. Random, motion by Commissioner Wakefield to approve and second by Commissioner Sorge.

The motion carried unanimously.

Annual Audit Process

Commissioner West informs the Commission that two names each will be pulled out to be sure we have 18 names drawn for the annual audit process. We have three fire departments under mandatory audit or probation; they are Hendersonville, Shelby County and Chattanooga Airport.

Commissioner Wakefield- City of Collierville and City of Madisonville
Commissioner McCormick- City of Sweetwater, City of Maryville
Commissioner Cotton- City of Franklin, City of Goodlettsville
Commissioner Sorge- Town of Red Bank, City of Crossville
Chairman Finucane- City of Germantown, Millington
Commissioner Naifeh - Town of Livingston, City of Jacksboro
Commissioner Vance- City of Kingston, City of Lexington
Commissioner Biggs- Cumberland County, City of White House
Commissioner Slay- City of Pigeon Forge, City of Huntington

We will coordinate this through Assistant Commissioner West. The Commissioners that are in each region will help with those audits.

Presentations

Captain Whiteside is submitting a presentation for approval by the Commission for an online Domestic Violence Course. It is set up to be a four hour domestic violence class online. This is a multiple choice question and answer test. She has over 60 individuals who have signed up. Commissioner Vance suggests that she include EMT training as well in her courses. The commission already approved her three other classes at the last meeting, Hazardous Materials Awareness, CISM, and Driver Safety.

Motion for approval by Commissioner Wakefield and second by Commissioner Cotton.

The motion carried unanimously.

TFACA is submitting a presentation for approval by Commission for Reading Smoke Horse. The academy as a rule has not presented four classes but is getting requests for them. The academy is in the process of building several four hour classes with a safety theme in them, where on weekends they could bundle them to run as a 16 hour course like traditional NFA courses. This is just a first block of a stand-alone class. This is not a hands-on course it is all class room work.

Motion to approve by Commissioner Biggs and second by Commissioner Wakefield.

The motion carried unanimously.

Request from Commissioner Naifeh to add a proposal to our agenda concerning Fire Officer I certification. He gave a document to that. There is a motion and a second to the motion.
The motion carried unanimously.

Commissioner Naifeh has done some research with IFSAC, he cannot find anything that prohibits reciprocity of equivalency in fact several IFSAC states allow equivalency up to FOII, with the Fire service higher education curriculum, most of the firemen have above what the FOI requires.
The proposal is if they completed 12 hours of college credit in a fire service curriculum from an accredited school and have received a grade of a C or higher and the transcripts were sent from the accredited college to the fire commission office and they can demonstrate that they have had 10 years' service in the State of Tennessee which will eliminate actually the State of Tennessee and the reason I put that in is some of the concerns is that they were here in the State of Tennessee and that they are aware of what is required of them as a fire fighter of the state and five years of that service should be rank of a company officer. (Lieutenant or higher) A record of employment from the candidates department such as the chief certifying that they have held that position for that period of time and that they have completed IS 200, 300, 700, and 800 and they are Fire Instructor I, that we look at granting some type of equivalency for Fire Officer I to that level. The proposal is based on some of my research on IFSAC in other states. Of course this would need to come back to the Commission in order to approve this just as reciprocity. Chairman Finucane gave the recommendation to the Commission that we consider this and sit down with more research and background to discuss in one of our work session. I know IFSAC is very particular on allowing things of this nature to count towards the practical and certification level. With a little bit more research we might be able to interject this in our program to make this possible.

Commissioner Vance would like to request a motion to discussion of dress code for commissioners.
The motion carried unanimously.

There were shirts purchased with the Commission logo on it and the Commissioners name a while back ago. Commissioner Vance would like a standardized collared polo shirt for the Commission meetings so that the Commission would look professional. Commissioner Finucane

recommends that we discuss this in our next meeting and a sample of a book or see what they have where we can order these shirts.

Motion to add the full time field reps by Commissioner Sorge
The motion carried unanimously.

The two full time field reps are going to be required to have Fire Instructor I. The last vote was only on the RFP for them to be required to have Fire Instructor I certification.

Motion on the floor is to recommend that the field coordinators have the minimal level of Fire Instructor I. The motion is amended to include Fire Officer I, First Instructor I and Safety Officer, and 5 years' experience in the fire service.

The motion carried unanimously.

Motion on the floor for the next Commission meeting of June 11' 2013 at 1:00pm, in Nashville at the Commission Office.

The motion carried unanimously.

Commissioner Vance made motion to adjourn and Commissioner Sorge second the motion.