

**THE TENNESSEE COMMISSION ON FIREFIGHTING  
PERSONNEL STANDARDS AND EDUCATION**

Commission on Firefighting Personnel Standards & Education  
Work Session Minutes  
October 23, 2013  
Tennessee Fire and Codes Academy  
Bell Buckle, TN

**October 23, 2013 Work Session**

Roll Call was called at 9:00 Commission Members present were: Frank Cotton; Mark Finucane, Chair; Thomas J. McCormack; Michael W. Naifeh; Matthew J. Sorge, Vice Chair; Charles M. Vance; Gerald Wakefield. Ex-officio non-voting member present: Roger Hawks.

Commission Members absent from the meeting: Brian C. Biggs; Michael A. Slay, Secretary. Ex-officio non-voting member absent: Julie Mix McPeak, Commissioner.

Review of the draft redline rule changes  
Training session on Edison  
Demonstration of Acadis software

Adjourned @ 4:30

**October 24, 2013 Business Meeting**

The meeting of the Tennessee Commission on Fire Fighting Personnel Standards and Education was called to order by Chairman Mark Finucane at 9:00 A.M. on October 24, 2013 at the Tennessee Fire and Codes Academy. Roll was called and Commission Members present at the meeting were: Mark Finucane, Chairman, Michael Naifeh, Gerald Wakefield, Frank Cotton, Thomas McCormack, Matthew Sorge and Charlie Vance. Ex-officio non-voting Member present at the meeting: Roger Hawks.

Commission Member absent from the Meeting: Brian Biggs and Michael Slay. Ex-officio non-voting Member absent: Julie McPeak.

Commerce and Insurance / Fire Prevention Staff present at the meeting:  
Gary West, Assistant Commissioner, Division of Fire Prevention  
Randy Fox, Director of Commission on Firefighting Personnel Standards and Education  
Ed Scudder, Staff Attorney  
Greg Adams, Administrative Services Assistant 2, Division of Fire Prevention

**Guests present at the meeting:**

Jeff Elliott                      Tennessee Fire Service and Codes Academy  
Ben Atchley                      Cleveland Fire Department

Ronnie Goss	Bradley County Fire Department
Keith Martin	McMinnville Fire Department
Phillip Grooms	Mt. Pleasant Fire Department
Kirk Marks	Columbia Fire Department
Brian Cantrell	Bedford County Fire Department
Stacey Rucker	Nashville Fire Department
Stephen Snow	Tennessee Fire Service and Codes Academy

Motion to approve of August minutes made by Gerald Wakefield seconded by Frank Cotton and motion carried.

### **Communications**

None

### **Director's Report**

Randy Fox, Director of Firefighting Personnel Standards and Education gave a report on behalf of the Commission office.

- Website changes-
  - We've added in-house practical skill sheets
  - Grading criteria for Fire Officer I and Safety Officer
  - Fire Safety Compliance Officer I and II
- We have conducted interviews for the Coordinator positions and we are working with HR and hopefully we will have some direction on those within a few days.
- I was unable to attend the IFSAC meeting but I am on board to attend the board meeting which is typically in April 2014.
- Pro Board:
  - I will be attending the board meeting January 16-18, 2014 and there will be no cost on my behalf
  - Accreditation invoice had been sent and paid
  - Draft application has been sent in, they have reviewed it and said there were some things that needed clarifying and they will be back with me.
  - We will hopefully have a site visit in Spring 2014
- Field Contracts:
  - Timothy Rice, from Collierville will be awarded the next West Tennessee contract.
- We are setting up Fed Ex for the contractors can over night the tests to speed up the process of receiving tests back from the field.
- We are working with IT Department in setting up a drop box or a shared system so we can upload documents for the meetings that you can log into and view instead of sending them by e-mail.
- LXR training for my administrative assist and me is scheduled for November 18-22 in Florida to learn more of the LXR system and better utilize the software.

## Old Business

Virtual Training Academy submitted their courses that were approved in Memphis.

## New Business

- Reciprocity: Greg Adams presented reciprocity applicants that are certified elsewhere and would like those certifications recognized in TN. (Spreadsheet handed out to Members)
  - Applications 1 – 25 were applicants that were fully completed. Motion made by Commissioner Vance, seconded by Commissioner Sorge and carried to approve.
    - Roll Call Vote by Director Fox
      - Commissioner Finucane – yes
      - Commissioner Cotton – yes
      - Commissioner McCormack- yes
      - Commissioner Naifeh – Abstain
      - Commissioner Slay – yes
      - Commissioner Vance – yes
      - Commissioner Wakefield – yes
  - Applications 34– 36 applications that met the requirements. **Motion made by Commissioner Naifeh, seconded by Commissioner Sorge and carried**
  - Application for Paul E. Howard for FFI, FFII, HMA, HMO, AFF, PDO, FDI and FOI. **Motion made to approve by Commissioner Wakefield, seconded by Commissioner Vance and carried.**
  - Application from Cody Vaughn– No letter with dates of previous service even though all of his certifications are from DOD. **Motion made by Commissioner Naifeh to deny, seconded by Commissioner Wakefield and carried to deny.**
  - Application for Paul Howard for AADO- **Motion made to approve by Commissioner Vance and seconded by Commissioner Sorge. Motion carried.**
- Greg stated that he will prepare letters to applicants letting them know status of applications.
- Request to approve specialized training for Oakridge Fire Department, 2 classes totaling 30 hours. **Motion to approve by Commissioner Vance and seconded by Commissioner Cotton, motion carried.**
- Approval for Mt. Juliet Fire Department certification to join in the Commission. **Motion to approve by Commissioner Wakefield and seconded by Commissioner McCormack, motion carried.**
- Consideration to waive waiting period between certification levels for Scott Cooper, motion to waive the 12 months waiting period between FFI and FFII based on the fact the Mr. Cooper will test and pass FFI in December. **Motion carried.**

- Until further clarification from legal on the waiver of the 90 day certification level progress. It is recommended to table Ian Seivwright's proposal to waive 90 day waiting period.
- Consideration for approval of seven (7) and eight (8) Fire Investigator course and approval of skill sheets together. **Motion to approve made by Commissioner Sorge and seconded by Commissioner Cotton. Motion carried.**
- Consideration for approval of skill sheets for Fire Inspector I. **Motion to approve by Commissioner Vance and seconded by Commissioner Naifeh. Motion carried.**
- Approval motion by Commissioner Vance and seconded by Commissioner Sorge to approve Columbia Fire Department's 2014 in-service training. **Motion carried.**
- Approval motion made by Commissioner Sorge and seconded by Commissioner McCormack to approve Shelby County Fire Department's 2014 in-service training. **Motion carried.**
- Motion to approve made by Commissioner Cotton and seconded by Commissioner Wakefield to approve IAAI 2014 training program. **Motion carried.**
- Consideration to approve test security policy. **Motion to approve by Commissioner Cotton and seconded by Commissioner Wakefield. Motion carried.**
- Consideration to propose testing procedures policy. **Motion by Commissioner Wakefield and seconded by Commissioner McCormack. Motion carries.**
- Consideration to approve proposed rule changes. **Motion by Commissioner Wakefield and seconded by Commissioner Vance. Roll Call vote:**
  - Commissioner Frank Cotton - yes
  - Commissioner Mark Finucane - yes
  - Commissioner Michael Naifeh - yes
  - Commissioner Matthew Sorge - yes
  - Commissioner Charlie Vance - yes
  - Commissioner Gerald Wakefield - yes
  - Commissioner Thomas McCormack - yes

**Motion passes.**

- Consideration to approve audits for 2012 in-service training programs to this date conducted by Director Fox and Commission members.
  - Maryville – motion to approve, seconded. **Motion carried.**
  - Jacksboro – motion to approve, seconded. **Motion carried.** Commissioner Slay abstains.
  - Sweetwater - motion to approve, seconded. **Motion carried.** Commissioner Sorge abstains.
  - Kingston – motion to approve, seconded. **Motion carried.** Commissioner Slay abstains.
  - Cumberland County – motion to approve, seconded. **Motion carried.** Commissioner Slay abstains.

- Crossville – motion to approve, seconded. **Motion carried.** Commissioner Slay abstains.
  - Livingston – motion to approve, seconded. **Motion carried.** Commissioner Slay abstains.
  - Germantown – motion to approve, seconded. **Motion carried.** Commissioner Naifeh abstains.
  - Collierville – motion to approve, seconded. **Motion carried.** Commissioner Naifeh abstains.
  - Huntington – motion to approve, seconded. **Motion carried.** Commissioner Vance abstains.
  - Lexington – motion to approve, seconded. **Motion carried.** Commissioner Vance abstains.
  - Millington - motion to approve, seconded. **Motion carried.** Commissioner Cotton abstains.
  - Pigeon Forge – motion to approve, seconded. **Motion carried.** Commissioner Finucane abstains.
  - Shelby County – motion to approve, seconded. **Motion carried.** Commissioner Cotton abstains.
  - Madisonville – motion to approve, seconded. **Motion carried.** Commissioner Finucane abstains.
  - Franklin - motion to approve, seconded. **Motion carried.**
  - Goodlettsville – motion to approve, seconded. **Motion carried.**
  - Hendersonville - motion to approve, seconded. **Motion carried.**
  - White House - motion to approve, seconded. **Motion carried.**
- Future Meeting Date and Time – **Pigeon Forge December 4 -5.**
    - Director Fox indicated only one day for work session and one for business meeting would be required.
    - Meeting at Pigeon Forge with travel day on 3rd, work session on 4th and business meeting on 5<sup>th</sup>.
    - **Motion made, seconded and carried to for work session to start at 9:00 A.M.**
    - **Motion made, seconded and carried for business meeting to start at 9:30 A.M.**
      - **Motion made, seconded and carried to adjourn.**

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Mark Finucane, Chairman

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Michael, Secretary

