

Tennessee Commission on Fire Fighting Personnel Standards and Education

Business Meeting Minutes

November 4, 2025 | 9:00 a.m.

Tennessee Fire Service and Codes Academy, Bell Buckle, Tennessee

Status: Approved

Attendance

Commission Members Present

- David Windrow, Chair
- Bill Scott, Vice Chair
- Jay Moore, Commissioner
- Michael Henry, Commissioner
- Travis Solomon, Commissioner
- Stephanie Boatright, Commissioner
- Kory Green, Commissioner
- Brent Ham, Commissioner
- Sharrock Cobb, Commissioner
- Jeff Elliott, TFACA Executive Director

Commerce and Insurance / Fire Prevention Staff Present

- Jason Sparks, Tennessee Fire Service and Codes Academy
 - Marabeth Nicely, Staff Attorney
 - Laura Costin, Tennessee Firefighting Commission
 - Todd Ratley, Tennessee Firefighting Commission
 - Joshua Holdeman, Tennessee Firefighting Commission
 - Steven Morrell, Tennessee Firefighting Commission
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Call to Order

Chairman Windrow called the business meeting of the Tennessee Commission on Fire Fighting Personnel Standards and Education to order at **9:00 a.m.** on November 4, 2025, at the Tennessee Fire Service and Codes Academy in Bell Buckle, Tennessee.

Commissioner Green delivered the prayer, followed by the Pledge of Allegiance led by Commissioner Henry.

Chairman Windrow noted that all nine (9) commissioners were present and that a quorum was established.

Approval of Previous Minutes

The minutes from the **July 29, 2025, meeting** were presented for review.

- **Motion:** Commissioner Scott
- **Second:** Commissioner Henry

Chairman Windrow asked for any discussion. Hearing none, a vote was taken.

- **Vote:** Approved unanimously

Announcements

There were no formal announcements.

Chairman Windrow informed attendees that individuals participating via Microsoft Teams who wished to provide public comment could raise their hand or submit comments through the chat.

Chairman Windrow thanked Laura Costin and staff for their work during recent organizational changes and expressed appreciation to the commissioners for completing audits.

Commissioner Scott publicly thanked Director Costin for her leadership, operational improvements, and implementation of SharePoint systems.

Agenda Additions

Chairman Windrow entertained a motion to add items to the agenda.

Commissioner Scott moved to add the following items:

- **Item M:** VEIP waiver request for Coble Fire Department
 - **Item N:** Tennessee Fireman’s Association exam review
 - **Item O:** Reopening rules to update the definition of accreditation
 - **Item P:** Acceptance of certification surrender per legal counsel
 - **Item Q:** Policy update
 - **Item R:** Wildland Fire test extension (one year from date)
 - **Motion to approve additions:** Chairman Windrow
 - **Second:** Commissioner Green
 - **Vote:** Approved unanimously
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Guest Presentation – Fire Instructor I Prerequisites

Deputy Fire Marshal Figlio (Metro Fire) addressed the Commission regarding the prerequisites for **Fire Instructor I**, noting that NFPA 1041 does not require firefighter certification and requesting consideration for fire prevention personnel to access Instructor I certification.

Commission members and staff discussed:

- NFPA 1041 requirements
- Accreditation considerations
- Career progression implications
- Fire Officer prerequisites
- Evaluator and subject matter expert pathways
- Potential anchor dates for prerequisite timelines

Legal counsel and accreditation staff provided clarification on rule language and potential alternative prerequisite pathways, including Fire Life Safety Educator certification.

Chairman Windrow indicated the issue would require further discussion during rule subcommittee meetings.

Communications

Regional Coordinator Reports

- **Joshua Holdeman**, West Tennessee – Report given
- **Steven Morrell**, East Tennessee – Report given
- **Todd Ratley**, Middle Tennessee – Report given
 - Peer Review scheduled for **November 18, 2025**, at Clarksville Fire Department (9:00 a.m.)

Accreditation Manager Report

Greg Palmer provided updates on accreditation status, including:

- Removal of Plans Examiner accreditation due to inactive testing
- Current accreditation of 26 certification levels
- Updates to Wildland Fire I & II, Fire Investigator, and Inspector programs
- Progress toward updating NFPA 1010 in rules

No tests are currently suspended.

TFACA Program and Course Approvals

Jason Sparks presented programs for approval.

Program Approvals

- **Motion:** Commissioner Scott
- **Second:** Commissioner Solomon
- **Vote:** Approved unanimously

Additional inspector courses were presented and approved.

Legal Report

Staff Attorney Marabeth Nicely provided updates as agenda items were addressed.

Director's Report

Assistant Commissioner Mike Bell thanked commissioners for their service and recognized Director Costin for her leadership. He reported:

- Director position interviews scheduled
 - Anticipated appointment by early 2026
 - Continued progress with ACADIS testing and statewide coordination
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New Business

West Tennessee Audits

- Batch approval of all audits excluding Martin
- Subsequent approval of Martin audit

Middle Tennessee Audits

- Audits for multiple departments reviewed and approved
- Abstentions recorded as applicable

Course and Training Approvals

Multiple TFACA, Rescue 3, Tennessee Fire, and Vector Solutions courses were reviewed and approved.

Public Comment

No public comments were presented.

Future Meetings

- **Work Session:** February 3, 2026, at 1:00 p.m.
 - **Business Meeting:** February 4, 2026, at 9:00 a.m.
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Adjournment

- **Motion:** Commissioner Henry

- **Second:** Commissioner Green

The motion passed unanimously, and the meeting was adjourned with no further business.