

Iowa Fire Service & Emergency Response Council

Board Meeting Minutes

Wednesday, March 29, 2017

10:00 am – 1:36 pm

Country Inn & Suites

Ames, IA

Council Members Present

Justin Adams, Chair – *IA Professional Fire Chiefs Association*

Jeff Kling, Vice-Chair – *Public Member*

Lynn Washburn-Livingston, Secretary – *IA Professional Fire Chiefs Association*

Deb Krebill – *IA Fire Chiefs Association*

Ellen Hagen – *IA Fire Chiefs Association*

Alicia Lidtke – *IA Firefighters Association*

Mike Bryant – *IA Professional Firefighters*

Thad White – *IA Professional Firefighters*

Thomas Craighton – *Emergency Medical Services*

Steve DeJoode – *State Fire Marshal's Office/FSTB*

Labor Commissioner/Designee – Ex Officio Members Present

Joe Mullen – *Division of Labor, Iowa Workforce Development*

Council Members Absent

Gabe Haugland – *Public Member*

Marion Valero-Lehman – *IA Firefighters Association*

Kyle Gorsch – *FSTB Acting Board Director*

State Fire Marshal Staff Present

Jim Kenkel

Dawn Beisner

Linda Thede

Brandon Koviker

Public members present

Kim Fensterman – *Kirkwood CC*

Mike Martin – *Eastern Iowa CC*

Adam Wedmore – *North Iowa Area CC*

Brandon Koviker – *FSTB field staff*

Jason Anderson – *Northwest Iowa CC*

Jennifer Sorenson – *Iowa Valley CC*

Roger Bissen – *IFA, IFC*

Doug Kilkman – *IA Fire Service Instructors*

Board Chair Adams called the meeting to order at 10:05 am. Attendance was taken with each member introducing themselves.

Chair Adams welcomed new members Krebill and White.

Chair Adams informed Hagen (IFC) and White (IAPFF) that their terms are ending June 30. Both were reminded to reapply prior to the deadline. Public member Haugland's term is also expiring.

Approval of March 29, 2017 meeting minutes

- Motion to approve – Craighton
- Second – Lidtke
- All ayes

OLD BUSINESS

Agenda item #1 – FSTB retesting update

DeJoode asked for this item to be moved later in the meeting

Agenda item #2 – Accreditation

DeJoode stated that the IFSAC visit was completed and conditional reaccreditation was given. Several recommendations were issued and are being worked on. Seals can be issued.

ProBoard visit is still planned but will wait until the IFSAC recommendations are complete. Visit may be this Fall but that will be a tight timeframe. Most likely the visit will be in early Spring.

Hagen asked for a progress report on the OFSAC recommendations. DeJoode stated they are currently working on test bank validation. FSTB is seeking subject matter experts to assist for each certification level. There is no deadline for completion of test bank validation but may be complete in July.

Lidtke asked if there was a deadline for completion of all IFSAC recommendations.

Agenda item #3 – Community College update

Kim Fensterman stated the coordinators there was a meeting with all of the Deans and Directors. There is support for the concept but questions on how the process will work. A task force for the online testing component met and set a goal for implementation of September 1. All community college coordinators were invited to attend the meeting but not all were able. Those who could not attend are being kept in the communication loop.

Chair Adams stated time will be allotted at the next Council meeting for the coordinators to provide input or ask questions. Fensterman asked that the minutes of this meeting and the agenda for the next meeting be sent to all coordinators to review if they want to attend.

Agenda item #4 – Computer based testing

- Jason Anderson stated that Northwest Community College (NWCC) will be the point of contact and will coordinate with the other community colleges. Testing is planned after the Council meeting to upload a test, have someone take the test, and receive feedback. Immediate feedback after testing is planned but any feedback option can be designed into the system. There is much flexibility, control, and security in the software for customization. The platform is Canvas.
- Chair Adams - update on the plan and process? The testing kits will be mailed from NWCC. Computer labs at community colleges may be used instead of the testing kits.
- Chair Adams - if a student were taking the test at a Des Moines Area community college would it have to be the main Des Moines campus:? Anderson stated that any DMACC campus would be an option.
- Craighton – are other, personal, devices going to be allowed? These will not be allowed at this time. Discussion ensued of the pros and cons of personal devices.
- Kling – are there security concerns? Coordinators state there are several layers of security.
- Public member Bissen – if a class were held at a fire station can the testing be done there too? Coordinators stated that will be an option. Discussion of several people trying to get on WiFi at the same time – mobile hot spots will be sent with all testing kits.
- Public member Kolkman – are FSTB field staff going to be eliminated with this testing concept? Field staff will continue to be needed. General discussion of logistics.
- Chair Adams – how will IFSAC and ProBoard view this type of testing? DeJoode stated that testing integrity can be demonstrated and documented policies and procedures will be needed.
- Krebill – what will the cost be? Anderson responded cost will be \$65 with \$25 to the Bureau and \$40 to the commnuity college system.
- Public member Kolkman – who will send the certificate? DeJoode – FSTB as the accredited/certifying body. Results will be immediate but unknown at this time if score will reflect number grade or percentage.
- Bryant – will a student know what questions are missed? Will not specific question just general knowledge area.
- White – where will test banks come from? FSTB has the test banks that will be uploaded.
- Chair Adams – for security questions need to be randomized.
- General discussion of process, test set-up, and analytical ability.
- Thede – who will bill the student? FSTB will continue to bill and send
- Will written and practical be given at same time
- How will the Bureau manage their end
 - When will test be ready to upload

Agenda item #5 – Report on meeting of community colleges

Kirkwood College representative Kim Fensterman reported on discussion of fire certification testing and how to better serve the fire service at a meeting of all 15 community colleges. A report from the meeting was shared with the college Dean's and Directors. The report was given to Board members. Fensterman stated that all community colleges want to be included. Chair Adams responded that the Council did not initiate the discussion with DMACC and did not want community colleges pitted against each other.

Agenda item #6 – Revolving loan fund

Committee reviews applications for loans annually. Chair Adams and ABA Gorsch recommend suspending loans for one year to allow the fund to build. Current balance approximately \$150K with 23 loans out. 3 loans were approved last year.

The loan fund was started with two \$1 million dollar investments. No interest loans are available to departments for purchase of apparatus, PPE, equipment. Applications are reviewed by a committee of three people. 95% of loans to primarily volunteer departments. Loan payments return to the fund.

Valero-Lehman suggested reviewing the application process and documents during the suspension period.

Craighton made a motion to suspend loan awards for one year. Bryant seconded. Motion passed – all Ayes.

Agenda item #7 – Computer-based testing

Secretary Washburn-Livingston stated that this links to Fensterman's report on the community colleges meeting. FSTB needs to meet with the colleges first before moving forward with any one. Craighton stated the same test needs to be utilized by everyone. Secretary Washburn-Livingston added that there needs to be consistency from all colleges in how test are administered. Gorsch said the mobile testing labs are a positive as people cannot be allowed to bring their own devices to tests. Hagen agreed that ability to send testing labs to sites is a positive.

Public comment from Jason Anderson, NW Iowa CC – happy to have conversation with the Dean's and Directors. The presentation at the January meeting was one model that can be used. The concept can be a statewide system.

Chair Adams stated the problem with Pearson Vue was higher costs and the need for firefighters to travel to a testing site. Hagen stated that if costs were higher at least it would be local.

Public comment from Adam Wedmore – great opportunity to structure partnership. Community colleges and FSTB need to have to have the same rate structures for testing.

Bryant stated that field instructors must be included in the discussion. Chair Adams suggested the issue could be worked on during the testing hold period.

Public comment from Kim Fensterman, Kirkwood College – encourages looking into using Resource One from IFSTA for test banks. Public comment from Linda Thede, FSTB – consider people being able to set up their own individual test with the test site.

Chief Adams stated it will be fighting tradition and the solution must be the best for the entire fire service. ABA Gorsch stated the cost of paying for one proctor at a time is not sustainable.

Bryant asked for clarification on the status of moving the computer-based testing model forward. Chief Adams directed FM Quigle and ABA Gorsch to initiate the communication with the community colleges to begin moving forward.

Bryant asked a question about Board member expenses and per diem.

Public comment from Jerry Estlick that the purpose and action of the Council is very important and the work must continue.

Agenda item #8 – Report from Division of Labor

Joe Mullen informed the Board of training opportunities and upcoming events. The DOL gives updates on enforcement activities and conducts inspections based on complaints.

Agenda item #9 – Report on letter from DPS Commissioner Ryan

Secretary Washburn-Livingston presented a summary of the letter that was sent to the Presidents of the IAPFC, IFC, and IFA. Chair Adams apologized for not sharing the letter with the Board members. Craighton stated that it will be important to meet with the Commissioner and to move forward in a direction that everyone agrees with. Public comment from Kim Fensterman again asking who set up the meeting with DMACC.

Agenda item #10 – Future of FSTB and meeting with DMACC

FM Quigle had no additional information on who started the DMACC conversation. He has had discussion with the Commissioner about her vision for the Bureau.

Secretary Washburn-Livingston shared her first communication from IFA President Bill Halleran about the meeting. Bryant said that association lobbyists need to be engaged. Hagen said the IFC are not expressing a positive opinion about the DMACC option. Chief Adams told the Board that times of stress can bring about positive actions.

Question about the status of the FSTB when under Iowa State – FM Quigle shared the history of the extension program and funding from the college. Public comment from Chief

Tony Miller, Ottumwa – has anyone actually talked to Iowa State about taking the FSTB back. Chair Adams stated he has approached the conversation but their leadership is in transition as well.

Secretary Washburn-Livingston expressed that the current issues need to be resolved before having discussions about the future status of the FSTB. Craighton asked if there was enough code to keep the Bureau under DPS and FM Quigle responded that it is codified in Chapter 100 but added that change can happen very quickly. Chair Adams stated that FM Quigle and ABA Gorsch must be utilized to help make contact with DPS.

Agenda item #11 – Other items

FM Quigle stated he was on record opposing fireworks.

ABA Gorsch shared that Iowa State contacted the Bureau to discuss issues related to the contract with the University to be on campus including fees and charges for use of services.

Bryant restated that legislators need to be contacted now and suggests writing a white paper to share the Board's position on the status of the FSTB. Board members stated that a statement should include positive points and be very specific about needs. Chair Adams stated that he would request feedback from Board members to use as the basis for the position statement. Public comment from Adam Wedmore College – agrees with the urgency of a position statement from the Board communicated out.

Chair Adams asked the Board for feedback on the option of an Interim Director.

Next meeting – Chair Adams will work with the FSTB to address scheduling to ensure consistency.

Motion to adjourn made by Craighton, seconded by Hagen. Motion passed, all Ayes. Meeting adjourned at 1:36 pm.

FSTB INFORMATION

IOWA FIRE SERVICE & EMERGENCY RESPONSE COUNCIL

Full Time Personnel

- (1) Bureau Chief - (Vacant)
- (1) Certification/Accreditation Manager - (Vacant)
- (2) Field Program Coordinators - (Russ Grossman & Jim Kenkel)
- (1) Accounting Tech 3 – (Linda Thede)
- (1) Information Specialist 2 – (Dawn Beisner)
- (1) Accounting Clerk 2 - (Linda Adams)
- (1) Information Tech. Support Worker 2 - (Robin Snider)
- (1) Fire Service Technical Assistant - (Carl Link)
- (9) – Full-time positions (including 2 vacancies)

Certification Levels Offered

Certification Level	NFPA Standard	Edition
<i>Fire Fighter I</i>	<i>NFPA 1001</i>	<i>2013</i>
<i>Fire Fighter II</i>	<i>NFPA 1001</i>	<i>2013</i>
<i>Hazardous Materials - OPS</i>	<i>NFPA 472</i>	<i>2013</i>
<i>Instructor I</i>	<i>NFPA 1041</i>	<i>2012</i>
<i>Instructor II</i>	<i>NFPA 1041</i>	<i>2012</i>
<i>Fire Officer I</i>	<i>NFPA 1021</i>	<i>2014</i>
<i>Fire Officer II</i>	<i>NFPA 1021</i>	<i>2014</i>
<i>Diver Operator - A</i>	<i>NFPA 1002</i>	<i>2014</i>
<i>Driver Operator - P</i>	<i>NFPA 1002</i>	<i>2014</i>
<i>Inspector I</i>	<i>NFPA 1031</i>	<i>2014</i>
<i>Investigator I</i>	<i>NFPA 1033</i>	<i>2014</i>
<i>Hazardous Materials - Awareness</i>	<i>NFPA 472</i>	<i>2013</i>

FSTB Funding Streams

The State Fire Marshal general budget only provides funding for the FSTB full-time employees salaries & benefits. Chapter 100B establishes several non-reversionary funds designed to assist in the payment of fire service training and equipment. These include:

- **Fire Fighter Training**
 - Annual appropriation to fund volunteer firefighter training
 - **FY17: \$825,520**
 - **Paul Ryan Memorial Fire Fighter Safety Training Fund**
 - Non-reversionary fund from Fire Fighter license plates
 - Iowa Code - 100B.12
 - **Annual ≈ \$ 40,000**
 - **Volunteer Fire Fighter Preparedness Fund**
 - Iowa Code - 100B.13
 - **Annual ≈ \$ 30,000**
 - **Fire Fighting Equipment Revolving Loan Fund**
 - Iowa Administrative Code - 661 – 55.201
 - **Annual ≈ Approximately \$ 200,000**
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- **FSTB Staffing Budget**
 - SFM General Fund – Fund pays salaries/benefits for FSTB full-time employees
 - **FY17: \$854,179.00**

FSTB Classes Provided

FY16 (July 1, 2015 – June 30, 2016) - Last year available with all data entered

<i>Total Courses</i>	1,057
<i>Total Funded Courses</i>	927
<i>Total Students</i>	14,082
<i>Total In-house Courses</i>	130
<i>Total Students (In-house courses)</i>	1,081

FSTB Available Courses – See provided spreadsheet that outlines courses and the various units that are taught under outlined levels.

FSTB Special Programs

- (38) Industrial Courses – 396 students
- (9) Instructor I Courses – 147 students
- (5) NFA Courses – 126 students
- (2) Officer I Courses – 37 students
- 2017 Fire School – 542 students
- 2017 Fire Investigator School – 30 students
- 2017 Instructor's Conference – 81 participants
- 2017 Volunteer Chief's Workshop – 71 participants
- 2017 Live Skills – 13 participants

On-Line Learning

The Fire Service Training Bureau (FSTB) does not currently utilize on-line learning for firefighter training courses. Online training would obviously bring about changes and would field a variety of opinions from the fire service in Iowa. Field instructors accustomed to face-to-face teaching in the field would need to yield their roles as field instructor to a computer based landscape. Offering opportunities for online learning would most likely create a number of new opportunities and constraints. Some of these would include:

Advantages (Opportunities)

- Cost reduction (travel and instructor costs)
- Student time reduction (student can learn at own pace and they don't need to leave their station (or) home.
- Schedule flexibility (complete classwork when it benefits the student)
- On-line training can begin at any time (no waiting for local classes)
- Younger generations have experience in online learning

Disadvantages (Constraints)

- Students loses the ability to connect with the instructor
- Students may miss the 'real-life' instructor experience factor
- Instructors are not present to answer questions and gauge student learning ("monologue and not a real dialogue")
- Some skills that may be practiced in class perhaps would be eliminated (Instructor I Course)

Nationally this is becoming more and more of a topic that is being discussed. It would be beneficial to complete additional research with state training partners that have already moved in this direction. These entities would be able to share program successes and other important feedback for our consideration.

Fire Service Training Bureau

Division of State Fire Marshal

Course Sign-In Sheet

PLEASE PRINT

Course Title: FSERC 6d members Beginning Date: 6/13/17 End Date: _____

Course Location: _____ Instructor: _____

	<u>Name</u>	<u>Last 4 Digits of SSN</u>	<u>Fire Department/Organization</u>
1.	<u>Thad White</u>	<u>4 6 7 2</u>	<u>Iowa Professional Firefighters</u>
2.	<u>Jeff Kling</u>	<u>8 4 8 0</u>	<u>Public</u>
3.	<u>Alicia Lrdtke</u>	<u>6 9 2 0</u>	<u>IFA</u>
4.	<u>Thomas Craighton</u>	<u>4 3 2 4</u>	<u>Iowa EMS Assoc.</u>
5.	<u>Deb Krebill</u>	<u>3 5 1 3</u>	<u>IFC</u>
6.	<u>Steve DeJoude</u>	<u>1 8 0 3</u>	<u>SFM / FSTB</u>
7.	<u>Mike Bryant</u>	<u>9 2 0 0</u>	<u>Iowa Professional Firefighters</u>
8.	<u>Justin Adams</u>	<u> </u>	<u>Iowa Pro Choclc</u>
9.	<u>Ellen Hagen</u>	<u>4 1 5 1</u>	<u>IFCH</u>
10.	<u>Lynn Washburn-Livingston</u>	<u>2 5 2 3</u>	<u>IAPFC</u>
11.	_____	<u> </u>	_____
12.	_____	<u> </u>	_____
13.	_____	<u> </u>	_____
14.	_____	<u> </u>	_____
15.	_____	<u> </u>	_____
16.	_____	<u> </u>	_____
17.	_____	<u> </u>	_____
18.	_____	<u> </u>	_____
19.	_____	<u> </u>	_____
20.	_____	<u> </u>	_____

Fire Service Training Bureau

Division of State Fire Marshal

Course Sign-In Sheet

PLEASE PRINT

Course Title: FSECC Beginning Date: _____ End Date: _____

Course Location: _____ Instructor: _____

	<u>Name</u>		<u>Last 4 Digits of SSN</u>				<u>Fire Department/Organization</u>
1.	<u>Mike Murtha</u> ✓		<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="2"/>	<u>EICC</u>
2.	<u>Brandan Koviker</u> ✓		<input type="text" value="6"/>	<input type="text" value="9"/>	<input type="text" value="7"/>	<input type="text" value="5"/>	<u>FSTB Field Staff</u>
3.	<u>Adam Wedmore</u> ✓		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>NIACC</u>
4.	<u>Jennifer Sorensen</u> ✓		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>Iowa Valley</u>
5.	<u>Kim Fensterman</u> ✓		<input type="text" value="3"/>	<input type="text" value="9"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<u>Kirkwood C.C.</u>
6.	<u>Roger Bissen</u> ✓		<input type="text" value="6"/>	<input type="text" value="5"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<u>IFA Iowa Firechiefs</u>
7.	<u>Tim Kentel</u> ✓		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>FSTB</u>
8.	<u>Jason Anderson</u> ✓		<input type="text" value="4"/>	<input type="text" value="9"/>	<input type="text" value="0"/>	<input type="text" value="7"/>	<u>NCC</u>
9.	<u>Doug Kolkman</u> ✓		<input type="text" value="4"/>	<input type="text" value="7"/>	<input type="text" value="8"/>	<input type="text" value="5"/>	<u>Iowa Society of Fire Service Instructors</u>
10.	_____		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
11.	_____		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
12.	_____		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
13.	_____		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
14.	_____		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
15.	_____		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
16.	_____		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
17.	_____		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
18.	_____		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
19.	_____		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
20.	_____		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____