

FST Advisory Committee Meeting – Minutes

Tim Atwood	Steven Berg	Debbie Carpenter	Karine Johnson, FST
Bill Deruyter	Jerry Holenbeck	Josh Masterson	Cindy Cook, FST
Michael Mather	Marty Matney	Mark Mendez	Ilian Gutierrez, FST
Tom Mroz	Scott Norman	Darrin Raskopf	
Shannon Tolman			

Date: 01/09/23 @ 1300

Old meeting minutes approved – Tim Atwood motioned Shannon Tolman second

OLD BUSINESS:

Instructor Update:

1. No update. Still ongoing project.
2. Continue to update missing instructor information,
3. Have been taking applications for the instructors for the following groups.
 - a. Those who FST has no file but they are in our database
 - b. Those who FST has in the database but no file
 - c. Those who entered into the system when the program first moved over and FST does not have file or info in the database.
4. Our HR person is leaving the position as of 12/30/22. Have a meeting scheduled 12/28/22 so should have additional information by the meeting. **Update: We have an interim person (Suzy) filling in until the next hiring cycle (07/01/2023). FST will be doing all onboarding – all new will go through docuSign link.**

Still have a handful of instructors that have not completed payroll paperwork.

Recertification cycles have been made. Recertifications will occur in April and October respectively, this will be done on a three-year cycle. Emails will come out as soon as possible. Cindy and Karine are currently working on the proctoring portion. Cindy and Karine will be delivering training at SIFA and hopefully at Clearwater. We will at some point have it recorded and available.

UPATE: Cindy will not be able to attend SIFA.

Michael (IT) is still working on Parsystems – Version of office has not been found.

IFSAC Change Highlights:

1. Still pending test bank validation for the two new DO levels. FO validation complete!
2. Still pending creation of skill sheets for the two new DO levels, update of portfolios for FOI & FOII, and create for FOIII. **FO still needs to be uploaded.**
3. I met with our IFSAC team regarding the HazMat options. I am waiting to hear more information back, but they confirmed no other states are testing those levels because, departments with a HazMat incident requiring Technical or Mass decon would be requesting Technician Level HazMat Response resources regardless. Hope to have more info by the meeting. Dropping the levels is consistent with recommendation by Mike Mather after heading a committee of instructors to analyze the options. **Karine spoke with IFSAC – some concern was brought up over mini test and testing capabilities.**

Opened discussion to Advisory Council (AC).

After discussion, the consensus was that this would be tabled for a following meeting.

Question from Mather: Have all kits been located? (Mather has already sent in his inventory.)

Karine: Regions 1, 2 and 3 have been located. Still missing regions 4 and 5.

Council was able to provide leads for tracking down other kits.

Karine will make a large order of hazmat suits in the near future.

Assets:

1. CEI confirmed they never took possession of the Dreager. Tower is probably same, as they have Canadian and Georgia plates, respectively. Will get us the paperwork from the manufacturers so we can title directly. **DMV referred to DMV investigators because no ownership was established. Assets are in three different counties – thus three different investigators (one per county).**

1. CEI confirmed all small trailers are under 2K lbs. and will be working on written transfer of ownership so CTE can register.

- **For small trailers all confirmed (under 2,000 lbs) – DMV is drafting bill of sale.**

- **On the 5th wheelers (two Chevy's and Freightliner) – need to file lost title.**

2. Still undetermined if there are 2 or 3 Forcible Entry Trailers. Have only found 2.

- **One is in Kootenai county*.**

- **One in Eastside***

**grant notebook is missing.*

- **We have paperwork for 2 and 3.**

3. Still missing 2 sets of HM totes.

4.

Opened discussion to AC:

Berg: Could you contact manufacturer for more info?

Karine: Can have CEI reach out.

Berg: Only remembers 2... Could go based off of trailer numbers?

Karine: DMV did not confirm how many,

Holenbeck noted that he also only remember 2.

Action Item – Karine will be following up with Heidi and MVI.

Please note that asset tag and rebranding will occur once we have possession.

During conversation, point was brought up regarding how FST splits regions. For reference, there will be a map attached to the minutes.

SIFA flyers have been dispersed.

NEW BUSINESS:

1. SIFA flyer is posted on our website. FST is using QR code registration! **Registration has been good. Information now goes to excel sheet for ease of access. Should have all registration done by the time SIFA begins. Class registration has been set up to allow a class priority (first and second choice). If a class fills it will be removed. Certs to be printed beforehand.**

Shannon: Where do payments go?

Answer: Payments will go to Roger Davis. (contact information on flyer)

Shannon: Is the information on the training calendar?

Karine: Located on website under Training – Fire Academies tab. The following link will take you directly to flyer.

<https://cte.idaho.gov/wp-content/uploads/2022/12/SIFA-Information-Packet.pdf>

To access link please hover over with mouse. Then CTRL + click on link.

UPDATE on registration: QR registration fields were not made mandatory initially. This has been corrected. For missing information, Ilian has been reaching out to both fire departments and individuals to manually input. Mailed registration forms had similar issue. They had enough information to sign up for SIFA but not for enrollment (per SOG standards). This too is being addressed.

2. Clearwater has requested course list. **Karine is still working on this.**
3. Had a great presentation from Acadia for a new database/LMS. Clay participated and we are waiting for formal bid. So far, looks reasonably within budget. **Update: Not reasonable within budget. Acadia system efficiency requires multiple modules to work. May go with IGEMS – Contacted by EMS to lease or partner with.**

Opened discussion to AC on interactions with IGEMS:

Comment consensus is that IGEMS is not efficient/user-friendly.

4. Received request to become FST evaluator from an Idaho resident but Washington Affiliate. This is not addressed in our SOG. Just an FYI for future SOG update.

After this was discussed to AC, related question was asked:

Tolman: Will need something in SOG about out of state testing. E.g. AL has requested a letter from FST for individuals who have trained in ID and will be testing in AL.

Karine: Action – will follow up with Tolman.

Karine did verify that she has seen a request for Fire Inspector not FO1.

Karine and Cindy have been working through equivalency. Equivalency currently requires 1 FST member and 2 AC members needed to review.**

Discussion: Should we remain at 3 or should this be changed to 2?

Solution: One FST member and one AC member will review. To select an AC member, the request will go out to AC members via email, whomever so chooses to review will be assigned to that review (provided that the respective member meets the qualifications to review respectively). If there needs to be a tie breaker, will call in another AC member.

****Equivalency is determined based at the time when the test was taken to our current standards.**

Opened discussion to AC:

Deruyter: Are the only test banks IFSTA?

Karine: We are based off of IFSTA. Jones & Bartlett should operate under the same standard. When question is formally challenged, answer should be the same in all materials.

Deruyter: While the standard is the same, semantics can differ between publishers. I.e. wall heights.

Karine: We are committed to IFSTA test bank. In the past, if the answer is not the same, we are able to remove questions, alter questions, or take any other appropriate action.

Note to public: Test's have been built to allow for passing scores provided student has studied and prepared - Margin of error is minimal (statistically insignificant) for the aforementioned reason.

Test bank/books have been tabled for discussion