

## FST Advisory Committee Meeting Agenda - Minutes

Bill Deruyter	Darrin Raskopf	Karine Johnson, FST
Mike Mather	Shannon Tolman	Cindy Cook, FST
Mark Mendez	Scott Williams	Ilian Gutierrez, FST
Tom Mroz		

**Date: 11/07/22 @ 1300 MT CORRECTED DATE**

Staffing: Welcome the following!

1. Testing Coordinator – Cindy Cook
2. Technical Records Specialist 2 – Ilian Gutierrez

Instructor Update:

1. Ilian is heading up the project. All existing active In-House and State level instructor emails have gone out! Return rate is less than we hoped for, but thankful for those who have chosen to continue to support FST and give us a chance to do better.
2. To update missing instructor information, FST has first looked for a class that an instructor taught and was on the roster, then send out Mentoring Forms to a co-instructor qualified to teach the class and re-create the documentation. Where that is not possible, other documentation is evaluated on a case-by-case basis.
3. Phase one finalization and Phase two will happen concurrently, and include updating existing instructor “can teach” transcripts where we have received &/or re-created documentation, as well as assigning re-certification cycle dates.
4. Phase two should start about 10/01/22. Phase two will include reconciliation of those who either:
  - 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.
5. Should be opening for new instructors in around 10/31/22. Still need to work with HR on how this will look.
6. By end of year there will be *mandatory Instructor/Proctor/Evaluator training*, to be developed. **We are looking at recertification cycles occurring around April and October.**

**Instructor Update** – Instructors that had been previously been made inactive due to unfinished paperwork will be requested back for a second round/attempt to onboard. Karine is working with HR on the best process for new instructors.

**Request: Shannon Tolman** - A list of state level instructors and testing proctors was requested.

**Response:** At this time, our database does not have the capability to query in any usable form (will not recognize active/inactive). FST is building an excel spreadsheet that will give us that ability.

**Action Item:** Karine stated she will work on tracking down the zoom course that was done by Travis Smith during COVID.

**Question: Bill Deruyter** - Recertification through NIC hours - How can these hours be recognized by FST and make them count?

**Answer:** Due to the program reporting requirements we are not able to accept these hours. It is also not currently supported by our SOG. Advisory Council & FST can work with colleges for an appropriate way to capture what FST needs from the college and still be in compliance with having those instructors also on our roster.

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.
3. Skill Sheets for HMA/HMO/FFI have been updated. FFII in progress. DOG/DOP and FI-I shouldn't need any attention.
4. Cindy is working on template for posting testing events on the FST calendar, scheduled to start by end of October, for November & December test requests.  
**UPDATE: These have already been completed.**
5. There will be two separate applications for Written and Skills testing request to better align information coming in with our behind the scenes processes. **These have not been posted yet.**
6. I talked with our IFSAC Team regarding the discrepancy for HMO reciprocity and our options. When Idaho added the Mission Specific 6.3 and 6.4, other states HMO IFSAC is not testing to the same level as Idaho making their certs not equivalent to Idaho's.  
Option 1: Do not accept them and require entirety of HMO to be tested in Idaho.  
Option 2: Create a "mini-test" to test written and skills to bridge those additional Mission Specific competencies and issue Idaho HMO.  
Option 3: Drop the two-mission specific that are causing conflict and remove the skill sheets. Can always bring back if other states start to get on board. Example of challenge is we have lack of equipment to send out for Technical Decon.

**Discussion:** Preference would be given to option 3. The problem we have is, we don't have a way to test some of the Technical Decon. Each skill sheet needs to be done per recertification cycle, but there is not enough equipment/manpower to support.

Mike Mather – Requested condensed clarification:

Clarification: For reciprocity, if someone were to come to Idaho from out of state, how to best support testing under current model as Idaho does not currently support certain out of state certifications?

Mike Mendez: Has/Is on a regional hazmat team. Understands the resource issues of a small department as well as the need for this to be tested.

Scott Williams: As an instructor, used live fire as an example, leave it to local verification using skill sheet.

Mike Mather: Requested an expert group to continue the discussion on best path.

**Result:** This will be tabled for a discussion group between experts in this field.

7. IFSAC rep said we can make FFI skill sheets 1-7 local verification. Good time as we are still working on updating all forms/applications.

SOG Change Highlights:

1. SOG, Advisory Council Membership, By-Laws, and all future agendas and minutes are posted!  
**UPDATE: District map, minutes and agendas will be posted on updated site.**
2. Aligned Instructor and Evaluator recerts to 3 years and will establish two recertification periods & assign.
3. All instructors will receive Proctor & Evaluator Training as part of update training. Those certified at the level(s) (not instructors) will still be approved to Proctor & Evaluate only. They will only attend the pertinent portion of the training. Goal is to have Cindy & I make a round of the state for in-person classes. As previous stated, *this update training will be mandatory* to retain Instructor/Evaluator status.

**Note: Last training was conducted by Scott McGuire from 2019 – this will need clean up.**

New Business:

1. Each AC Member needs to submit their alternate with the alternates contact information at this meeting.
2. Assets: Need help tracking a lot of equipment down so we can move forward with transferring Extrication trailers. Please see spreadsheet provided. **Advisory council provided valuable input on new leads on where some vehicles/equipment is located.**
3. Release dates for academy trainings.