

FST ADVISORY COMMITTEE MEETING MINUTES  
NOVEMBER 6, 2023

**IN ATTENDANCE:**

Debbie Carpenter – Spirit Lake FD, Keith Weissenfels – Lewiston FD, Toby Robinson – Caldwell FD, Shannon Tolman – Burley FD, Ken Bowman – Pocatello FD, Steven Berg – Ammon FD, Jerry Holenbeck – INL, Marty Matney – NIC, Justin Capaul – Kootenai County F&R, Josh Masterson – Coeur d’Alene FD, Darrin Raskopf – CWI, Travis Myklebust – Support Specialist – Region 1&2

**CINDY COOK – Testing Coordinator**

**Fire Officer I Portfolio Project**

Cindy shared that FST is finalizing the Fire Officer I Portfolio. The FOI content has been sent out for review and the Advisory Committee members will have 2 weeks to review it. Once this process is complete, it will be published. The availability of Fire Officer I **Online** in the future is being reviewed. A tentative pilot for January 2024 is being considered. Cost and Proctor issues need to be addressed. FST will be using the CTECS Program to facilitate the online courses. Cindy touched on some important changes that have been made:

- Plagiarism Declaration Form has been expanded
- Each Activity sheet must be initialed upon completion of that activity
- The Portfolio must be presented in a more professional format
- The Rubric has been changed so that the “Pass” – “Fail” indicator is on the front page

NOTE: The Fire Officer I written exam is available. There are test events coming up on the 17<sup>th</sup> & 18<sup>th</sup> of November for this written exam.

**Test Event Applications**

Cindy will be working with the web design team to create form-fillable applications on the FST website. A tentative timeline for this is for January, 2024

**Test Event STATS**

Cindy will be sending out the statistics of testing events that have been conducted. The report will break down “career” and “volunteer” participant numbers.

**Steven Berg - Corrections/Changes Needed:**

- **Spell-check.** The word “initial” is misspelled and needs to be corrected
- Put **page breaks** between pages so that one activity doesn’t spill over partially onto another page

**Steven Tolman - Addressed concerns regarding the Online Fire Fighter II – Local Verification. Concerns are as follows:**

**The test itself indicates Skills 2-6-7-9-12**

**The SOP indicates Skills 2-9-11-12-13**

**These do not match. The skills should be in line with what the SOP indicates**

(Cindy will review this discrepancy and make the necessary corrections to the testing materials.)

**BRAD TERRY, Interim Director**

### **IFSAC CONFERENCE – SEATTLE, WA**

Brad Terry attended the IFSAC Conference in Seattle, Washington. He shared his perspective on what he learned there and how IFSAC views our programs and their role in helping us succeed.

### **EQUIVALENCY Applications**

The SOG's state that an Equivalency application must also include transcripts and testing information. None of the applications that we receive contain any of this.

This slows down processing these applications because the institution presenting these certificates has to be contacted in order to obtain these transcripts and testing information. Many of these applications contain certificates that are several years old.

We need to clean up the SOGs so that what is needed to accompany an Equivalency application is clearly stated.

Jerry Holenbeck stated that the Equivalency Applications should be returned with the proper documentation.

### **MATTHEW FRISBIE – Training Coordinator**

- **Working on acquiring Training Manuals for all FST Equipment and having those manuals available online.** NOTE: Keith Weissenfels has a PowerPoint from the college for the Drager Trailer
- **Training Event counts – 143 students trained with 118 volunteer firefighters and 25 career firefighters attending events**

## EQUIPMENT ISSUES

- Grant \$ for Heavy Rescue-Extrication's equipment is available. FST is looking into acquiring a Forcible Entry Solutions prop with some of that \$.
- Driving Simulator: The Branding is done. The Driving Simulator equipment is operational but it does need a software update. We are in the process of attending to that. It IS available for training in the field.
- Flashover Trailer: Repairs to the trailer would be around \$80,000 to fix the trailer. We have also been made aware that Roger Davis might know of a trailer that would be donated
  - Josh Masterson "If the trailer can be fixed, we should continue to use it"
  - Toby Robinson "Look into finding another bid."

FST will contact Advance Machine regarding the dynamics of this process

## DOCUMENTS

Form-fillable FST documents are being made available on the FST website. To date, Matthew Frisbie has created the following form-fillable documents that can be accessed on the FST website in "Training":

- Course Request
- Course Evaluation
- Student Enrollment form
- Travel Request form
- Instructor Course Tracker

Once these forms are filled and "submitted", they come directly to FST email and, in particular, to the staff member who deals with that specific request/form.

## INSTRUCTORS

Use the tracker and please turn in your hours by Monday @ noon each week so that Matthew can keep track of this. Instructors are allotted 19 ½ hours per week and only 40 hours in a pay period. Please note that this includes travel time. Instructors are allowed 1,040 hours in a year. Brad Terry will be looking into "flex-time" for the instructors.

FST Instructors are required to complete the Cyber Security training in LUMA

**Update: The Cyber Security Training requirement is on hold for now while our I.T. staff reviews the necessity of this request for FST Instructors/Evaluators.**

## **TRAVEL VOUCHERS**

Travel vouchers that have been entered into LUMA have been reviewed and approved and are now being paid but there are still issues with delinquent per-diem that will need to be entered.

## **LUMA**

There are still issues with instructors not being able to log in with their State ID; not being able to log in to LUMA; not being able to assign proxy; not being able to access the INFOR XM feature.

Sandi is submitting “tickets” to the State Controller’s Office outlining these issues, one by one. Fixes for LUMA go through their offices.