**FST ADVISORY COMMITTEE MEETING MINUTES**

**DECEMBER 4, 2023**

**IN ATTENDANCE**:

Josh Masterson, Toby Robinson, Mark Mendez, Knute Sandahl, Tim Atwood, Shannon Tolman, Marty Matney, Darrin Raskopf, Steve Jones, Debbie Carpenter, Brad Terry, Korey Mereness, Cindy Cook, Matt Frisbie

**Old Business:**

**Flash Over Trailer Update:**

Insurance checks have been tracked to CTE. Still tracking the $27,500 funds down. Advantage Machine is working on a possible bid and bring back to Nampa for repair. Toby Robinson can transport.

**Fire Officer I Testing/Skill Sheets in SOG Update**

Cindy has Fire Officer written test in circulation. Online update; Still working with IT for test bank to collaborate with SEATech.

Fire Officer 1 Framework is going through the final editing stages before publishing.

Host Skills chosen; Cindy will include email with list of host supplied needs.

Establishing a work group for creating scenarios for scenario-based skills.

Shannon Tolman asked about recent Test Events where the Evaluator had to become an actor in the scenario. This should not be happening. Lead Evaluator and Host should coordinate. Hopefully Cindy's list of needs sent to host will clarify needs.

**Instructors:**

**Cyber-Security Training in LUMA not required;** This year not required, maybe next year. **No Flex-time for hours:** Hours must coincide with an event.

**Clarification: Travel hrs are included with actual hrs:** Enter hours in Luma with travel time plus the hours instructed/evaluated.

**Heavy Rescue Grant equipment update;** Mark Rabdau is assisting FST with identifying equipment and resources.

**New Business:**

**“Failure of a Skill" needs clarification in the SOG's:** Currently SOG no limit of how many times a student can retest failed skills. FST will be working on new language to update the SOG to reflect the written test rules to the skills rules. Will send out to council for review.

**Forcible Entry Prop Input need on proposed props:** Did not get sent out. Next 2 weeks it will be available for input. Any ideas for props can be sent to FST by email.

**Regional Hub for Regions 4, 5, and 6. Equipment Storage and Representatives:**

**Matt**: Locating contacts and areas in regions for equipment storage and coordination. Outside storage for trailers and maybe truck is needed. Extrication Trailer, Forcible Entry Trailers etc. will be in each region. The single assets: Draeger, propene prop etc. will be on a yearly rotation to the regions. Myklebust is almost the coordinator for regions 1 & 2 as the model for Regions 4, 5 and 6.

Matt attended Train the Trainer with Keith Weissenfels for the Draeger trailer.

**2024 Asset Rotation Calendar**: Current draft of calendar for single asset to involve known academies throughout the state.

Single Assets; Draeger Trailer, Propane Prop, Driving Simulator, 3 Story Tower

January/ None/ Regions 4,5,6

February/ SIFA/ Region 4

March/ Clearwater/ Regions 1&2

April/ SRV/ Region 3

May/ HOT/ Regions 4,5,6

June/ Downey/ Region 5

July/ None/ Region 3

August/ None/ Region 3

September/ None / Regions 1&2

October/ None/ Region 1&2

November/ None/ Region 3

December/ None/ Region 3

**This will be refined and sent out for review in the next 2 weeks.**

**Additional Topics:**

**SANDI** – Backlog of Travel Vouchers for Instructors, Evaluators, and proctors have been entered into LUMA and are beginning to be paid. Working with instructors to get them logged into LUMA and create her as their proxy is ongoing. Updating Department mailing information is ongoing. Correcting contact information for students in the database is ongoing.

**Mark Mendez**: Noticed Certs were being sent to the wrong departments.

FST continues to make corrections to information within the FST database as we are made aware of the discrepancies.

**ADDITIONAL:**

Instructors need to send in the Course Rosters soon after course completion.

Online Course Request needs to add additional lines for more instructors and mentors. The current request has, “Add Line”, feature. Needs additional instructions for mentors. Matt will work on this.

FST working on getting new Instructors applications processed.

FST is working on the Website Calendar to post Meeting Agendas, Minutes and Updates. Emails will be sent out to announce the Calendar additions this month.

**NOTE: FST met with CTE Communications. Advisory Council Meetings and Agenda will be posted on the newly created space within the Website calendar. Email will be sent out to the Advisory Council with links to that site.**