**FST Advisory Committee**

**Meeting Minutes**

**Date: 6-3-24**

Attendees:

Brad Terry, Cindy Cook, Matthew Frisbee, Steve Berg, Mark Mendez, Josh Masterson, Debbie Carpenter, Justin Capaul, Travis Myklebust.

Old Business:

* Flashover Trailer – Decision has been made. Notifications have not been done. FST received 4 applications. Glenns Ferry, Shoshone, SRVTOA, and Bonneville County applied. A panel of 4 including members from CTE, Advisory Council, Instructors and FST ranked the applications and decided a number 1. All 4 applicants were deserving to receive the prop. Notifications were not made yet.

Update: 06/04/2024 all applicants were notified and SRVTOA was granted the Flashover Trailer. 06/06/24 Title transferred to SRVTOA

06/10/24 SRVTOA made temporary repairs and transported trailer to SRV Training Center.

* Advisory Committee Membership has been updated.
* NFA – First course Nampa – Aug 19-20 Class is nearly full.

Travis – Regions 1&2 NFA coordination has started and will ramp up in July for classes starting in October. Update 06/12/24 Kootenai County Course added with NFA additional funding.

NFA – NFA notified FST that extra funding is available to allow more FY24 courses. FY24 Courses requested but denied from original application will be priority. Update 06/12/24: Kootenai County F0457 Decision Making for Initial Company Operations 11/9/24 and Selkirk F0610 WUI 09/21/24 Courses added with NFA additional funding. Total of 11 NFA Classes are funded for Idaho.

* Forcible Entry Prop – Trailer purchased and at branding. Prop has been received. All other tools are ordered. Should be ready for use in August. This will provide our most requested asset with 1 Forcible Entry Trailer at every Regional Hub.
* FST props, assets, etc currently there are paper inventory of what should be in the prop. Talked to Nampa FD and they will help us set up a system for us to use along with the instructors to keep assets ready to use. May be phone apps and QR codes.
* HazMat Revision – Cindy Cook: Delayed HMA 4th Edition validation. Plans are being made to validate the test with selected FST HAZMAT Instructors. It will take 2 days to go over it. Mid to later July dates during the week. Update 06/10: Validation likely in August
* FST Pay Cycle – Pay periods are posted on the FST website calendar and Matt and Cindy will be sending notifications out to instructors so that they can enter their time into LUMA on time. Late entries cause pay delays and much more work for FST and State DHR.
* Asset Rotation –Posted. Still working on coordination and qualifications for instructors to use selected assets.
* SOG Equivalency –Bill Steele, Bill Deruyter, Travis Myklebust and Brad Terry reviewed the SOG and the Equivalency Application to make notes of change in the SOG document. Document was shared with attendees. Reviewed the following areas of change

1. Definition of Equivalency
2. Certification/Participation Requirements (pre-reqs removed) Wording has been changed to indicate that applicants will be allowed to test for any of the disciplines; IFSAC certs will be issued once the pre-requisites are met.
3. HMA now reads “current Edition” (followed what Washington State does)
4. Application changes gone over. Add “a copy of certification” (do not need test results, etc.)
5. Update 06/10; Changes will be sent out to the Advisory Council Members for review and acceptance.

* Training/Rosters. 28 classes waiting for rosters or enrollment forms. Is it Instructor preference? (Travis – FFI difficult to fill out Roster) Matt will talk to Tanya to see if that can be fixed. Justin Capaul discussed solutions for getting training documents back to FST. Not getting rosters and enrollment forms in for students to get certifications is unacceptable. With hold pay: not an option. Not able to work future events for a term, this may be an option with repeat offenders.

NEW Business:

* FST Instructor/Evaluator LUMA Training: Cyber Security and Respectful Workplace needed completed by May 31.
  + If instructors aren’t logging time, they probably do not know how to use LUMA.
  + If instructors are not active in LUMA, they are being put in a different category. These instructors will need to follow steps in order to be “active” in LUMA again.
  + Training/Testing Coordinators will be looking for employees who need to be re-activated in LUMA and DHR will reach out to them for LUMA refresher.

CONNECT:

* Will be reaching out to Instructors/Evaluators. Plan is to use this time as Instructor Evaluator refresher training. We will be going over procedures and all of the forms that affect Instructors/Evaluators/Students.
* Discussion on Branding
* Discussion on Calendars
* Discussion on Assets
* We hope to be able to record this so that those individuals who are not able to attend will be able to watch the recording.

If you would like to come Aug 1-2, 2004 in Meridian. Aug 1 full day. Aug 2 half day

* Aug 2 – Skill Stack for Instructor and students will presented. Users will be able to view your own transcript with a log in and add certs to it for FST approval.

IFSAC: Brad Terry conducted an IFSAC site Review May 20-22, 2024 at Dept of Defense – Charlotte Fire Department with Airforce Fire Department combined airport station at Charlotte, NC Airport. Also a visit to the Air Force Technical Rescue Training Site near New London, NC.

Brad Tery: Our site review is coming up in early 2025 so it was valuable to be able to be a part of what actually happens at a site review; knowing what they are looking for and what we will need to do to fix it.

I am confident that we will be fine on our upcoming review.

With knowledge gained, Idaho FST will be looking at adding IFSAC Levels to the next site review.

Cindy: Reviewed Testing Forms

* Evaluation Forms Updated – We have to have these so that our Evaluators are doing what is in line with our SOGs . Evaluation Forms are saved in the individual Instructors Folders

Brad: Sandi and Matt are working hard to get Certificates out for completed training. Some are still waiting on rosters/enrollment forms from the field.

Instructor Applications: We will be working on processing the mentoring forms/instructor applications that have come in and eventually process the last years applications.

Justin Capaul: Discussion on missing rosters for Instructors/ What is the problem in general around Instructors not getting their rosters turned in.

Matthew Frisbie: I am not getting rosters. We are now sending out hard copy forms and/or they may use the online form.

There has been talk about instructors who do not submit their rosters in a timely manner…FST may be sending emails out to those individuals/departments who are waiting for their certificates to let them know that the instructors are the reason they are not getting their rosters. The instructors need to be held accountable.

Travis Myklebust: FST needs a policy. Rather have an instructor that completes documents and students get credit than an instructor who teaches but no one gets certs for them.

Cindy: We acknowledged the problem with everything going online vs. old-school hard copy. We will now give them the option to use old-school copies.

Matthew: It is usually instructors who are not FST instructors. If we have FST instructors who are not getting their rosters to us, we may not use that instructor.

**Next Advisory Council Meeting: July 1, 2024**

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Passcode: 234208