

Fire Education Advisory Commission
Division of Fire Safety
January 4, 2023

Agenda

The Missouri Fire Safety Education/Advisory Commission works to provide training and continuing education to the fire service throughout Missouri.

Portions of this meeting may be closed pursuant to RSMo 610.021 (11 & 12)

Call to Order: Greg Brown @ 1000 hours

Roll call

Fire Education Advisory Commission: Dan Manley, Traci Wiley, Brian Zaitz, Greg Brown, Alan Braun, Jim Ludden, Bruce Lipe (not present, Todd Gray)

Staff: Greg Landwehr, Amanda Williams, Brock Biggerstaff, Julie Voss, Pete Martin, Tim Bean, Jessica Prewitt, Matt Leutkemeyer, Shane Adams

Guests: Harry Ward (Director of MUFRTI), Jeff Romines (Three Rivers)

Approval of Minutes from 10/5/2022:

Motion: Alan Braun

Second: Brian Zaitz

In favor: All present

Legislative Update – Tim Bean, Fire Marshal

Cancer legislation on the agenda for discussion for Fire Service with participation from agencies across the state, now looking into behavioral health

LODD Public Safety Officer Benefit (PSOB): Suicide has now been added as a coverage

- Brian Zinani is representative
- Opened new doors on addressing first responder suicide
- Several FFs in the state would now fall under coverage
- Retroactive coverage being assessed back to 2019

Division/Staffing Status – Tim Bean, Fire Marshal

Division Staffing update

- No additional updates

Training Unit New Staff Members

- Administrative Support Professional
 - Julie Voss

Fiscal updates – Jessica Prewett

Budget Update

- NDI (new decision item) for Acadis Workforce module in process and pending approval
 - Should hear this month on approval
 - Asked for GR to add ongoing every year (~\$30k initial start-up, \$25k annual maintenance)
 - Adds new modules to the Acadis system for department management to have ability to track personnel training and certifications
 - Also allows for simplified application for new portal accounts
 - Commissioner Ludden: Will module also help with compatibility with systems like Target Solutions and inputting data from TS into Acadis
 - Chief Landwehr: No answer from Acadis to date; one aspect is to verify department roster, which takes about 8 hours

Training Unit Report – Greg Landwehr, Deputy Chief

Contracted Training update

- FY23 financial report
 - \$25k left in GR, waiting to see what funding is needed for FF1/2 live burn training
 - Overobligated CEPF funds by \$5800
 - Remainder will be picked up by Fire Ed fund (\$40k remaining available for training)
 - Fire Ed Fund
 - Spending authority is ~\$250k per year
 - ~\$150k obligated to Acadis, ~\$95k remaining
- FY23 course request report
 - \$908k in requests for this year, budget of \$525k
 - Do not have a number of amount of requests for years past
 - 219 courses requested to date
 - Not from all counties
 - Volunteer departments represent a small amount of requests
 - Requests from career departments are still open to the volunteers
 - Chief Landwehr has breakdown to be sent to commission on dollar amounts for courses and vendors as well as regions where classes are being requested
 - Commissioner Manley: Is distribution across the state a communication issue?
 - Chief Landwehr: Yes. We have visited with departments across the state who did not know what contracted training is or that it was offered to departments across the state
 - Commissioner Wiley: Can we do a monthly newsletter to sent out that could include this info?
 - Chief Landwehr: A newsletter is being discussed and will need to discuss with O'Connell (media director) to ensure we follow state guidelines for media
 - Commissioner Wiley expressed concern that there are several insurance agencies that will not ensure commercial businesses where the local fire department has a low ISO score
 - Need to get training to these rural areas to help increase opportunities to raise local ISO scores
- NFA Courses (Federal FY23 fiscal year 10/1/22 – 9/30/23)
 - NFA fund application deadline missed; however, did schedule all nine NFA 2-day classes and are open for registration
 - Missouri got all three FEMA Region 7 classes (Chief Landwehr is Region 7 coordinator)
 - Plans Review class has two sessions now available as they are desirable and being filled
 - NFA dedicates \$20k per year to Missouri for in-state fire training classes

AFG Grants Update – Deputy Chief Landwehr

2020 AFG (F550 Truck)

- Pending delivery

2021 AFG (Exterior Burn Props and Trailer)

- Being drafted

Old business:

Meeting with vendors on update of new RFP requirements

- Met with all vendors first week of December regarding how to request a course to be added to the qualified vendor list as well as how certification classes will be handled
- All vendors were present with exception of O'Byrne
 - Chief Landwehr provided presentation

Specifications for competitive bidding FY24 Training Contracts RFP

- Table for closed session

New Business:

Fire Officer and Incident Safety Officer standard update

- Now certifying and registering classes for 1021-2020 for Fire Officer and 1521-2020 for Incident Safety Officer
 - IFSAC certification approved, pending ProBoard approval

Fire Inspector II relaunch pilot course #1

- Scheduled for March 16-20, 2023
- 20 seats open, almost 40 registration requests
- Working with FMAM on practical skills
 - To fund the course, need plans drawn up
 - FMAM looking for a licensed architect to draw up plans with deficiencies for skills, \$1500 in plans costs

- FMAM looking for funding to host the class
 - Need approval to use Fire Ed fund, approximately \$6k total for both classes
 - **Motion to approve \$3k and FMAM to cover the remainder: Brian Zaitz**
 - **Second: Alan Braun**
 - **In Favor: All present, Jim Ludden abstains**
- FMAM-approved instructors will be used for the course
 - Will teach from IFSTA 8th Edition, but skills are intensive

Other business

Comments/questions from guests

- No comments or questions

Closed Session

Motion to Enter: Traci Wiley

Second: Brian Zaitz

Entry Time: 1111 hours

Closed meeting for discussion and changes to the CE RFP specifications

Documents provided for Non-Certification Contract Course RFP

- Solicitation checklist: how anything is requested through procurement from the State
 - If approved, this worksheet will go to the state for approval then go into **Missouri Buys**
 - Purpose (contracted training for CE classes)
 - Current vendors listed
 - Approvals required refers to Commission
 - Once approved and course applications received, commission will meet and will go over applications to ensure they meet the Division's requirements for contract courses
 - Requirements: Currently states must meet the most current NFPA standard; do we add "or must be developed or updated within X years"?
 - Division currently has 2 years to adopt a new standard once NFPA releases standard
 - Based on the new way NFPA is going to combine standards or put standard on the same review cycles, it will be hard to keep up with updating curriculum immediately upon standard release
 - Commission approves a time frame of 5 years
 - Evaluators and SMEs
 - Division will act as SMEs, Commission will act as evaluators when approving courses
 - Workload will fall on Division
 - Contract manager is Chief Landwehr, Julie Voss will be the backup as she will be managing all course scheduling and processing
 - Page 7 lays out vendor requirements, such as fixed price, course description, NFPA standard and JPR, pre-reqs, equipment and PPE, maximum number of students, etc.
 - Vendors will also need to provide a list of qualified instructors
 - May be SMEs in their field and not necessarily IFSAC certified instructors
- Scope of Work
 - Breaks down requirements for the vendors
 - Minimum requirements for instructors based on class hours, size, type
 - Ludden: would there be an increase in cost if more instructors are required? For example, why have two instructors for a 40-hour course when it can be handled by one instructor?
 - Chief Landwehr: Will consider this point and potential verbiage update
 - Zaitz: Is there any possibilities to add a requirement for Instructor II certification for instructors teaching high hazard courses/skills
 - Chief Landwehr: Update verbiage to state for curriculums requiring more than one instructor, one instructor must be certified as Instructor II
 - Braun: This covers CEs, what about certification courses?
 - Chief Landwehr: A separate RFP will be drafted in which the Division will provide books, instructors, evaluators, etc. to departments who wish to apply for contracted training
 - Chief Bean: Will the contracted training RFP for certification courses create a conflict of interest for instructors who current work for a qualified vendor (e.g. MUFRTI)?
 - Braun: Keep in mind the potential of the state putting on a hiring freeze and the Division not being able to hire instructors to fulfill the contracts (when this has

happened in the past, instructors went to places like Three Rivers because organizations like MUFRTI couldn't hire them). Additionally, are we as a training and certification unit getting into more training than we should be?

- Chief Landwehr: One of the biggest drivers is being able to put on classes in areas where there is a need. Another driver is that we can put on a class for a fraction of the cost compared to what we would pay to have a vendor put on the class.
- More discussion will be had at a later date once the certification contract course RFP is drafted
- Courses provided by community colleges can only be held within their geographic region as assigned by the Department of Higher Education
 - This RFP corrects the fact that we are sending community colleges like Three Rivers all over the state to teach
- All scheduled courses must give us a 45-day lead time
 - E.g. if the Division sends a course to MUFRTI, MUFRTI must provide a start date no sooner than 45 days from notification to the Division of the start date
- Requirements for students to have Acadis accounts to capture enrollment
- Minimum capacity: 12 students per class, with the goal to not just meet the minimum
 - As long as the class meets the registration requirements, the class will not be cancelled by the Division
- Vendor must notify the Division 30 days in advance of course changes, Division will notify vendor 14 days before class start of cancellation
- Exhibit A
 - Lays out how the vendor will classify their courses based on standard and JPR

Motion to exit closed session: Dan Manley @ 1209 hours

- **Second: Brian Zaitz**
- **In favor: All present**

CY23 Meeting Dates and Times

- March 1, 2023 at 10 am
 - Invite all training partners and associations (FFAM, FMAM, MOChiefs, etc.) and brainstorm how we do a better job getting training out to all regions
 - Commissioner Wiley to assist with invites to Insurance Associations
 - All members to get with Chief Landwehr regarding who they believe should be invited
 - Need to invite someone who is associated with ISO
- June 7, 2023 at 10 am
- September 6, 2023 at 10 am
- December 6, 2023 at 10 am

Motion to Adjourn

Motion: Alan Braun @ 1210 hours

Second: Dan Manley

In favor: All present