

Fire Education Advisory Commission
Division of Fire Safety
October 5, 2022

Meeting Minutes

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)

Called to order: 1000hrs

Roll call:

Fire Education Advisory Commission

- Bruce Lipe
- Jim Ludden
- Traci Wiley
- Alan Braun
- Greg Brown
- Brian Zaitz

Staff

- Tim Bean
- Matt Luetkemeyer
- Greg Landwehr
- Justin Merritt
- Amanda Williams
- Brock Biggerstaff
- Pete Martin
- Jessica Prewett

Guests

- Gail Hagans, MUFRTI
- Derek Atchison, Crowder College
- Brandy Glover, MACC

Approval of Minutes from 3/11/2022:

Motion: Alan Braun

Second: Brian Zaitz

In favor: All present

Approval of Minutes of special meeting from 4/12/22:

Motion: Jim Ludden

Second: Traci Wiley

In favor: All present

Approval of Minutes of special meeting from 8/31/22:

Motion: Brian Zaitz

Second: Alan Braun

In favor: All present

Legislative Update – Tim Bean, Fire Marshal

Special sessions working on tax reduction plan

- Passed, will be phased in and save citizens money

Prediction for 2023 session

- A lot like last year – a lot of money out there to help a lot of programs but no forward motion

New Speaker of the House

Division/Staffing Status – Tim Bean, Fire Marshal

Division Staffing update – See handout

- A lot of positive feedback on computer-based testing

- 50th Anniversary celebration on 10/9/2022

Training Unit New Staff Members

- Staff Development Training Specialists
 - Amanda Williams
 - Brock Biggerstaff

Current position openings

- Training Unit
 - Administrative Support Professional (posted)

Additional positions

- None currently open

Fiscal updates – Jessica Prewett

- Budget Update
 - NDI in Budget for Workforce Module (Acadis), per DPS Director Karston
 - Ongoing funding needed for upkeep (\$25,827, initial, \$22,525 ongoing) through GR
 - Annual cost for Acadis: \$177,500 plus addition of the Workforce Module
 - Chief Bean charged commission to look to move the money for Acadis from Fire Ed into GR, or look to raise additional funds for Fire Ed to ensure the Fire Ed funds are not depleted by Acadis
 - GR is most logical place to pull funds for Acadis as in times of budgetary adjustments, GR funds for a training system that is a necessity
 - Commissioner Braun inquired about addition of a user fee for testing that would help fund the system
 - Commissioner Zaitz presented perspective from the STL area that the luster of state certs is dwindling and paying for testing or recertification may not generate the revenue, so GR would be better option
 - Commissioner Brown charged Chief Bean to check with lawyer on best approach, and suggested a back-up plan of a user fee in the case that funds are swept
 - This would not be able to be requested to be moved to GR until FY2025

Training Unit Report – Greg Landwehr, Deputy Chief

- Contracted Training update
 - FY22 financial report
 - Fully expended all GR funds
 - Expending all but \$99,180 of Fire Ed
 - Roll-over, not swept, must maintain \$90-100k per year
 - Expended \$11,000 of the \$20,000 NFA budget
 - FY22 course request report
 - Course deliveries by region
 - Includes MERC, NFA, etc.
 - Overall averaged 19 students per class
 - Strictly contracted training
 - Cost per student: \$181.14
 - May be beneficial to lower enrollment requirements in regions where training attendance is lower and budgets are lower (e.g. Region H)
 - More department specific training than regional training
 - No rules or regulations in the state that sets minimum requirements, requirements were set by the commission
 - 8-hr or less is 12 students
 - Over 8-hr is 15 students
 - FY23 financial report
 - GR remaining not obligated: \$168,903
 - Fire Ed remaining not obligated: \$557.76, division has \$100k holdback
 - CEPF remaining not obligated: \$8,550
 - NFA application missed; however, classes being scheduled/requested are being paid for by GR
 - Scheduled several classes already across the state for NFA courses
 - Total requests for training: \$505k
 - This is over allotted budget if all classes are approved
 - FY23 course request report

- Approved means DFS has sent application to the vendor
 - Once approved and scheduled, status changed to scheduled
 - Once complete, status changed to completed
 - Courses that have not yet been approved are listed as Requested
- Current Contract status
 - Under last contract for contracted training
 - Contract period is off cycle against the fiscal year
 - 9/1 to 8/31
 - Under new RFP, looking to merge cycles to FY
- NFA Courses (Federal FY23 fiscal year 10/1/22 – 9/30/23)
 - See FY23 financial report above
- NFA in-state deliveries
 - See FY23 financial report above
- NFA Grant funded courses
- NFPA Standard Updates and New Courses
 - Fire Officer III to be delivered this month, first in the state, other levels being updated currently to include Incident Safety Officer (ISO)
 - Emergency Medical Responder (EMR) closing in on submission to IFSAC and ProBoard
 - Looking to add this as a minimum requirement for Firefighter and Technical Rescue
 - Only state in IFSAC/ProBoard to offer EMR certification
 - DFS will be an accredited training entity with the MO Bureau of EMS and possibly with the National Registry
 - Inspector standard should release in near future
 - Technical Rescue and Investigator standards should release within 6 months
 - HazMat standard update is in progress
- Reciprocity
 - Increase in reciprocity requests from other states
 - A number of applicants qualify for equivalency testing if they do not hold a current IFSAC/ProBoard certifications (must complete practical skills and certification exam)

AFG Grants Update – Deputy Chief Landwehr

- 2018 AFG (Burn Trailer)
 - Completed; returned \$9k not spent
- 2019 AFG (LMS)
 - Completed; close-out started 9/30/2022 and have 90 days to complete
- 2020 AFG (F550 Truck)
 - Truck is still not in production
 - 10 months remain to use funds
 - May need to look at a different option for purchasing
- 2021 AFG (Exterior Burn Props and Trailer)
 - Email poll
 - Accepted; under a 2 year performance period, can file for extension
 - RFP in progress

Old business:

- Workforce Module Update on possible funding source- Jessica Prewett
 - See Budget Update

New Business:

- Results of poll taken for acceptance of FY22 AFG grant
 - **Motion to accept poll results for 2021 AFG grant**
 - Motion: Brian Zaitz
 - Second: Traci Wiley
 - In favor: All present
- Commission role and responsibilities
 - Mission and function is to make sure programs are what commission wants to see and that money being spent is how commission wants it to be spent
 - Appeal process for certification: 2 commissioners will sit on appeals board should a student appeal a denial for certification
 - Commissioner Braun drew attention to term limits for commissioners
 - Lifetime appointment unless commissioner resigns or is removed

- Fire Ed Fund & Fire Ed Trust
 - No money currently in trust
 - Funded by insurance companies
 - May not look at this as a funding avenue as there is too much fluctuation
 - Current funding for Fire Ed Fund is from fireworks
 - Looking at an increase in fees that would increase revenue for Fire Ed
 - Fees set in 2004
 - Chief Bean visited with industry and the industry is forming committees to assist with updating the fireworks standard and agree on wording to pose during the next legislative session
- Closed Session under RSMO 610.021 (11)
 - **Motion to move into closed session**
 - Motion: Alan Braun
 - Second: Jim Ludden
 - In favor: All present
 - Start Time: 1117hrs
 - Specifications for burn props and trailer RFP
 - Mobile Prop full package, enclosed trailer with on-board LP tanks, car prop, burn pan, cylinder, dumpster; towable
 - Can be towed with current trucks
 - Specifications for competitive bidding FY24 Training Contracts RFP
 - Three Rivers and MUFRTI have maxed out their allowable increase of 2% for course costs
 - Currently on 4th year of contract
 - Example: Instructor I current cost through MUFRTI is \$4900, starting cost was \$3900
 - How can DFS mitigate spending and cost increases from vendors?
 - Through DFS, we can contract instructors for certification courses and have books drop-shipped to the site, for \$3300, which would be funded through the available training funds
 - Flat rate, no per diem, no overnight stay
 - Instructors would stay within their region unless a need arises in a neighboring region
 - For advanced level CEU training (e.g. large vehicle rescue), put out RFP for the course to cover multiple vendors, as is currently done.
 - Several current RFPs are for the course title which limits the number of vendors that can host the course (e.g. LETS Survive)
 - DFS would contract all certification courses directly to the instructor with book costs being paid directly by the Division, outside vendors would be contracted to deliver advanced CEU courses
 - All vendors would be required to use the Acadis system for all contracted training
 - Chief Landwehr noted deficiencies in the offerings of CEU classes and the need to add CEU classes for each NFPA standard and certification level
 - Commissioner Zaitz noted the positive impact this could have as there would be incentive to teach certification courses for instructors where no incentives currently exist
 - Does not negate an instructor's option to teach a course for free for certification levels
 - Commissioner Braun asked how taxing this process would be on staff
 - Chief Landwehr noted that it would be significantly easier than the current process
 - All processes would be laid out in the RFP, suggest a rotation for instructors in each region
 - Chief Landwehr presented cost breakdown for Instructor I and Technical Rescue in comparison to contracted vendors
 - Instructor I
 - DFS: \$3300 without evaluators, \$4500 with evaluators
 - MUFRTI: \$4900 without evaluators
 - Technical Rescue (all levels)
 - DFS: \$8300
 - MUFRTI: \$9250 (Core only)
 - Crowder College: \$7100 (Core only)
 - Commission agrees this is positive and charged Chief Landwehr with meeting with the vendors to ensure everyone is on board and no one is alienated from bidding to instruct a course
 - **Motion to separate certification courses from CEU courses and for DFS to contract certification courses to cadre of approved instructors; vendors to hold CEU/JPR driven courses**

- Motion: Brian Zaitz
 - Second: Traci Wiley
 - Roll Call Vote: All present – yes
 - Discussion points
 - Vetting instructors and process for becoming an approved instructor
 - Liability
- **Motion to move from closed session to open session**
 - Motion: Alan Braun
 - Second: Brian Zaitz
 - In favor: All present
- Open session resumes 1156hrs

Other business

- Comments/questions from guests
 - Gail Hagans
 - Harry Ward: New MUFRTI director starting 11/1/2022
 - LaPlata FD volunteer, Kirksville FD, Rolla Tech, Out of State fire

Next Meeting Date

DFS to send out proposed schedule for 2023 calendar year

Motion to Adjourn

Motion: Bruce Lipe
Second: Alan Braun
In favor: All present

Adjourn at 1205hrs