

Vermont Fire Service Training Council
Minutes of the June 27, 2017 Meeting

The meeting was held at the Vermont Fire Academy in Pittsford on June 27, 2017 and called to order by Vice Chairperson Marcus at 10:00 a.m.

ROLL CALL:

Organization Representatives

Vermont Career Chiefs Association	Troy Ruggles
Secretary of Education	Alexander Northern(designee) - phone
Vermont Fire Chiefs Association	Wendall Mansfield
Commissioner of the Department of Forest, Parks & Recreation	Lars Lund (designee)
Professional Firefighters of Vermont	Christopher Corbin, Chairperson - phone
Commissioner of the Department of Health	Dan Batsie - proxy
Vermont State Firefighters Association	F. Tom Estey
Commissioner of the Department of Labor	Dan Whipple (phone)
Vermont Domestic Insurance	Absent
Division of Fire Safety Director	Absent
General Public	John Marcus – Vice Chairperson
Commissioner of Public Safety	Absent

Visitors: Peter Lynch, Michael Skaza, Jessica Pomainville, Ben Whalen, William Jones, Mrs. Mansfield, and Lindsey Simpson.

Approval of Minutes

A motion was made by Northern and seconded by Estey to accept the previous meeting minutes as written. Motion passes.

Report from the Executive Director of the Division of Fire Safety (Michael Desrochers – Absent – Peter Lynch)

The FY17/FY18 budget: no extra money will be in the Division budget. Next year's budget has passed and is level funded, but rescissions could always happen to make up for revenue shortfalls. There is one vacant position in the Fire Marshal's office in Williston and the hope is to fill it by the end of the July.

The PIVOT team and Governors Office are trying to improve permitting.

The Director of the Division and the Chief of the Fire Academy attended 5 meetings around the State to talk about a Basic Exterior Firefighter course.

2018 Codes and Standards adoption process is underway.

The opening and closing ceremonies for the VFSA Cadet Academy will have representation from the Department of Public Safety.

The Coalition is on break throughout the summer.

From January 1 until now the Arson Team has had 45 fires, 17 were found to be undetermined in course.

The VT USAR Team has 86 team members and are allowed 90 spots so they are very confident. They have also ordered a new truck.

They will be participating in the National Guard exercise on September 20 & 21 of 2017.

VERMONT FIRE ACADEMY
STANDARD OPERATING GUIDELINES

Title: Single-Level Written Exam Procedures

Section: Evaluations and Testing

Section Number: 5

Council Approval: Month, Date, 2017

Council Endorsement: N/A

Effective Date: July 1, 2017

Approved By:

Purpose: The purpose of this guideline is to outline the procedure for the administration of cognitive (written) certification examinations when testing a single-level with a single exam.

Definitions:

Standard: A consensus document approved and issued by the National Fire Protection Association (NFPA) that established professional qualifications for various fire service disciplines.

Test Instrument (cognitive): A subset of test items from a test bank selected to sufficiently assess an individual's knowledge of a standard or part of a standard for the purpose of certification (a written exam).

Training Manager Academy: The cognitive evaluation database utilized by the Vermont Fire Academy for the generation of written examination.

Guideline:

1. The exam shall consist of one section and one test instrument and will be generated in Training Manager Academy (TMA) for each level of the NFPA standard being tested.
2. One answer sheet will be used for the exam because there is only one section being tested.
3. The following requirements must be met to pass a single-level written exam as established by the Vermont Fire Service Training Council:
 - a. The candidate must score a minimum of 70% on the written exam.
 - b. Any candidate who fails to achieve a minimum score of 70% on the written exam will be considered to have failed the entire written exam and may be permitted

another attempt in accordance with the Vermont Fire Academy policy on written exams.

Reference:

1. Pro Board Test Development Criteria TD2 and TD3

DRAFT

VERMONT FIRE ACADEMY
STANDARD OPERATING GUIDELINES

Title: Certification Exam Results

Section: Evaluations and Testing

Section Number: 5

Council Approval: Month day, year

Council Endorsement: N/A

Effective Date: July 1, 2017

Approved By:

Purpose: This guideline establishes how the Vermont Fire Academy controls and manages certification exam results.

Definitions:

Project phase: the part of a certification testing consisting of practical work in a particular field.

Test Score: Results of a certification exam.

Guideline:

1. All Vermont Fire Academy certification exams will be scored by authorized personnel only and the final results of the exam will be mailed to students within two weeks of the completion of the certification examination process with the exception of programs that require a project phase.
 - a. Students in a program that require a project phase will be mailed their written certification exam results within two weeks of taking the written exam. This letter will also indicate if the student can progress to the project phase, if the course syllabus requires this.
2. All test scores and training transcripts are confidential and will only be distributed by hardcopy US mail.
3. Test scores and training transcripts will only be released to the individual who has taken the certification exam.

4. Students will have 60 days from the date of the start of the certification exam process to complete all portions of the certification exam process unless there is a project phase that requires more time. This applies to each attempt. Failure to complete the certification exam process within 60 days after the start of the certification process will result in a failed attempt.
 - a. For programs that have a project phase candidates must complete the project phase as outlined in the course syllabus.
 - b. All re-tests shall follow the Re-test Guideline.

References:

1. Re-test Guideline

VERMONT FIRE ACADEMY
STANDARD OPERATING GUIDELINES

Title: Obtaining Certification

Section: Certification

Section Number:

Council Approval: Month Day Year

Council Endorsement: N/A

Effective Date: July 1, 2017

Approved By:

Purpose: To establish the policy for obtaining an accredited and/or Vermont firefighter certification.

Definitions:

Pro Board: an accrediting agency that establishes an internationally recognized means of acknowledging professional achievement in the fire service and related fields.

Pro Board Certification: firefighting certification that is issued in accordance with the accreditation requirements of and registered with the National Board on Fire Service Professional Qualifications.

Vermont Certification: firefighting certification that is issued by the Vermont Fire Academy as authorized by the Vermont Fire Service Training Council, meeting an applicable National Fire Protection Association Professional Qualification Standard, and subject to annual recertification.

Vermont Fire Department: an organized emergency service force that is authorized by a Vermont municipality, fire district, industrial facility, or State Agency as the provider of fire protection, fire service training, fire prevention, hazardous materials response, and/or technical rescue for a jurisdiction.

Guideline:

1. The Vermont Fire Academy will issue Pro Board certifications to all individuals who:
 - a. Successfully pass the prescribed certification examination following the completion of a ProBoard accredited program delivered by the Vermont Fire Academy.
 - b. Successfully pass the prescribed current challenge certification examination for a Pro Board accredited certification level.

2. Vermont firefighter certifications shall be issued for any individuals who are issued a ProBoard certification by the Vermont Fire Academy for the levels of Firefighter I, Firefighter II, Fire Inspector I, Fire Inspector II, Fire Officer I, and Fire Officer II and who are affiliated with a Vermont Fire Department at the time of that certification issuance.
3. Vermont Firefighter Certification will be issued for any individual who is currently affiliated with a Vermont Fire Department and applies for and receives certification reciprocity in accordance with the Standard Operating Guideline for Reciprocity for Firefighter I, Firefighter II, Fire Inspector I, Fire Inspector II, Fire Officer I, or Fire Officer II.
4. Expiration of Vermont Firefighter Certifications
 - a. One-year certification terms: newly issued Vermont firefighter certifications shall expire on December 31st of the year following issuance and then on December 31st of each year thereafter.
 - b. Three-year certification terms: newly issued Vermont firefighter certifications shall expire on December 31st of the year that is three years from issuance and then on December 31st every three years thereafter.
 - c. Recertification is required and is achieved by completing annual training prescribed by the Vermont Fire Service Training Council and certified by the Fire Chief or Training Officer of the department that the certification holder is affiliated with.

Reference:

1. Standard Operating Guideline on Reciprocity
2. Standard Operating Guideline on Expiration of Vermont Certification

VERMONT FIRE ACADEMY
STANDARD OPERATING GUIDELINES

Title: Reciprocity

Section: Certification

Section Number:

Council Approval: Month Day, Year

Council Endorsement: N/A

Effective Date: July 1, 2017

Approved By:

Purpose: This policy shall establish the process for which a fire service certification that was issued by an entity other than the Vermont Fire Academy can be recognized for course prerequisite purposes or to gain Vermont Firefighter Certification.

Definitions:

Accredited: officially recognized as meeting the requirements of the Pro Board, International Fire Service Accreditation Congress (IFASC), or United States Department of Defense (DOD).

Affiliated: having membership, employment and/or sponsorship of an organization.

Certification Term: The period of time beginning when a Vermont certification is earned and ending at the date when recertification training hours are due. The initial expiration date of a certification is December 31st of the subsequent year and then December 31st of each year thereafter.

Reciprocal: equivalent regardless of the fact that it originates from another entity.

Sponsoring Department Delegate: A person designated by an agency head that signs the general admission application indicating that the agency is fiscally and physically responsible for the applicant.

Guideline:

1. A person may apply for reciprocal recognition of a fire service certification that has been issued by an entity other than the Vermont Fire Academy under the following conditions:
 - a. The applicant is currently affiliated with a Vermont Fire Department, or;
 - b. The applicant is applying to take a course or program from the Vermont Fire Academy that requires recognition of prerequisite certification(s).
2. A Vermont certification can only be issued for certification levels that are authorized by the Vermont Fire Service Training Council.

3. The granting of reciprocity will not lead to the issuance of a Pro Board certificate. A Pro Board certificate can only be issued to an individual who has successfully passed the current certification exam for a given level.
4. A certification that is recognized as reciprocal for prerequisite purposes only shall be recognized during the time that it is compliant with the current or previous two editions of the applicable standard.
5. Applications for reciprocity
 - a. Reciprocity requests must be made using the approved Vermont Fire Academy Certification Reciprocity Application form.
 - b. The Certification Reciprocity Application form must be signed by the applicant and the chief or sponsoring department delegate.
 - c. It is the responsibility of the applicant to provide the necessary proof of certification with the application. This includes copies of certificates and/or official training transcripts.
 - d. Applications for reciprocity will be reviewed by the Chief of Training or his/her designee and a decision shall be issued within 30 days of receipt of a completed application.
6. Reciprocity for certification earned within the current certification term.
 - a. A Vermont certification shall be issued to anyone who has achieved an accredited certification within the current certification term and who meets any additional training requirements for certification as required by the Vermont Fire Service Training Council.
7. Reciprocity for certification earned within the previous three certification terms.
 - a. A Vermont certification shall be issued to anyone who has achieved an accredited certification within the previous three certification terms and who meets any additional training requirements for certification as required by the Vermont Fire Service Training Council, and;

- b. The applicant has provided proof of continued annual training relevant to their level of certification that is equal to or exceeds the minimum requirements for renewal of a Vermont certification at that same level.
 - c. An applicant who has an accredited certification as indicated above, but *does not* have the proof of continued annual training equal to or exceeding the minimum requirements for renewal of a Vermont certification at that same level shall have their certification recognized for course prerequisite purposes only.
 - d. An applicant who does not have an accredited certification as indicated above, but has proof of previous training that is clearly compliant with an applicable standard may have that training recognized for course prerequisite purposes only. These requests shall be evaluated on a case by case basis under the following circumstances:
 - i. Reciprocity is being sought for a certification level that has been added by the Vermont Fire Service Training Council within the last three years.
 - ii. The training was delivered by a contractor when there was no accredited certification training available in Vermont at the time that the certification was obtained.
8. Reciprocity for certification earned prior to the previous 3 certification terms.
- a. An applicant who has achieved an accredited certification prior to the previous three certification terms shall be granted reciprocity for prerequisite purposes if the certification is compliant with the current or previous two editions of the applicable standard.
 - b. An applicant who does not have an accredited certification but has proof of previous training that is clearly compliant with an applicable standard may have that training recognized for course prerequisite purposes only. These requests shall be evaluated on a case by case basis under the following circumstances:
 - i. Reciprocity is being sought for a certification level that has been added by the Vermont Fire Service Training Council within the last three years, or;
 - ii. The training was delivered by a contractor when there was no accredited certification training available in Vermont at the time that the training was obtained.
9. Vermont certification that is granted through reciprocity.

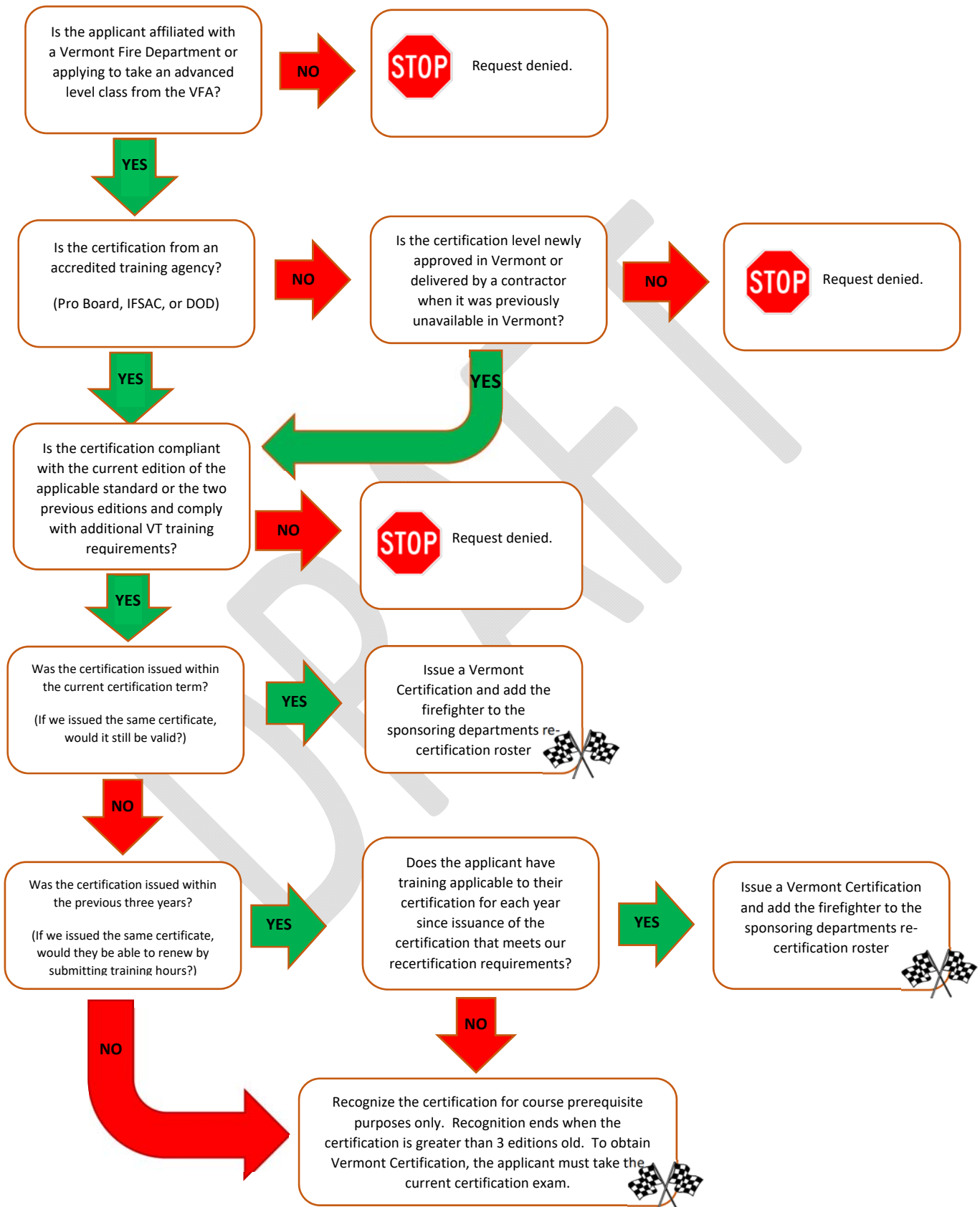
- a. Applicants who are granted Vermont certification through reciprocity shall be placed on the recertification roster of the sponsoring department.
- b. The expiration date of a Vermont certification that is achieved through reciprocity shall be the same as though the certification was initially issued by the Vermont Fire Academy.
- c. The recertification requirements for a Vermont Certification received through the reciprocity process shall be the same as that for certifications received through passing the certification exam for that level.

Reference:

1. Vermont Fire Academy Certification Reciprocity Application

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Reciprocity Application Flow Chart



VERMONT FIRE ACADEMY
STANDARD OPERATING GUIDELINES

Title: Security of test items and materials

Section: Evaluations and Testing

Section Number:

Council Approval: N/A

Council Endorsement: Month Day, Year

Effective Date: September 1, 2017

Approved By:

Purpose: To ensure that all Vermont Fire Academy certification examination materials are secure at all times during test development, validation and review processes, storage, use, transportation and administration.

Definitions:

Authorized User/Personnel: a Vermont Fire Academy employee whose job duties require access to restricted materials.

Examination Proctor: a Vermont Fire Academy employee who is authorized to administer certification examinations.

Courier Service: door to door, local or international, pickup and delivery service of high-value goods or urgently required documents.

Guideline:

All testing instruments, cognitive and psychomotor, that are utilized for certification testing shall be kept secure at all times during test development, storage, use, transportation and administration.

1. All certification test banks shall be uploaded into the Training Manager Academy database and shall be password protected and accessed by authorized personnel only. The folder location on the server shall be further restricted to network users who are immediately involved with test development, production, or result processing.

2. Security during test development, validation review:

- a. Test items undergoing review shall be printed from the test bank by an authorized user and the hard copies shall be utilized for the review process. The hard copies will remain accounted for and under the control of the authorized staff member at all times.
- b. No member of the Subject Matter Expert (SME) group shall be permitted to photograph, record, copy, or otherwise take possession of the test items or information contained within the review package.
- c. Upon completion of the review, the hard copy and all notes generated from the review shall be returned to the responsible staff member who will perform an inventory to ensure that all pieces of information are accounted for.
- d. Test items in hardcopy format will be destroyed by shredding as soon as the results of the review have been processed and they are no longer useful. Test items shall remain physically secured at all times when in hardcopy format until destroyed.

3. Security of test banks/instruments while in storage:

- a. When in electronic format, all certification tests instruments shall be accessible by password by authorized personnel only.
- b. When in a hardcopy format, all test instruments and answer sheets shall be kept in the designated locked cabinets in the Vermont Fire Academy (VFA) Workroom. Access shall be granted to authorized personnel only.

4. Security of test instruments during transport and administration:

- a. When preparing testing instruments for transport to an examination site or back to the Vermont Fire Academy, all test instruments, answer sheets, and related administrative materials for an exam shall be inventoried by the authorized staff member who is preparing or receiving the exam materials. The inventory of materials being sent or returned from the exam site shall be recorded on an Exam Box Inventory Sheet and signed by the exam kit preparer. A copy of the Exam Box Inventory Sheet shall be included inside of the exam kit and a copy shall be retained at the Vermont Fire Academy. All exam materials shall then be secured inside of the kit and sealed with a tamper evident seal.
- b. Once the exam kit has been sealed it shall be logged on the Certification Exam Log Sheet and initialed by the sealer. When the kit is returned to the Vermont Fire Academy it is logged back in on the Certification Exam Log Sheet by the receiver. The Certification Exam Log Sheet can be found in the Work Room.

- c. The sealed exam kit shall remain at the Vermont Fire Academy in a secure location until such time as it is to be transported to the examination site. The exam kit may be transported to and/or from the exam site by:
 - i. Hand delivery to an Examination Proctor by an authorized Vermont Fire Academy staff member.
 - ii. Delivered to an Examination Proctor by a courier service with a signature required upon receipt.
- d. During the exam process, the Examination Proctor shall open the container and verify that the contents match what is shown on the Exam Box Inventory Sheet. The Examination Proctor will administer the exam, re-gather all the testing materials after the exam, and perform an inventory to ensure that all items are accounted for. The results of this inventory will be recorded on the Exam Box Inventory Sheet and the sheet will be signed by the Examination Proctor. All examination materials listed on the inventory sheet will be sealed inside of the container using a tamper evident seal for transport back to the Vermont Fire Academy.
- e. After arrival back at the Vermont Fire Academy, the exam kit shall be opened by an authorized staff member who shall, verify the contents against the Exam Box Inventory Sheet, and sign the inventory sheet for verification. An electronic or hardcopy of the Exam Box Inventory Sheet shall be retained with the exam files.
- f. Test items in hardcopy format will be destroyed by shredding as soon as the results have been processed and they are no longer useful except for the student answer sheets. Test items shall remain physically secured at all time when in hardcopy format until destroyed.
 - i. Student answer sheets shall be archived with the Exam Box Inventory Sheet and other exam files.

References:

1. Exam Box Inventory Sheet
2. Certification Exam Log Sheet

VERMONT FIRE ACADEMY
STANDARD OPERATING GUIDELINES

Title: Registration Process

Section: Registration Requirements

Section Number: 1

Council Approval: N/A

Council Endorsement: Month Day, Year

Effective Date: July 1,2017

Approved By:

Purpose: To describe how the Vermont Fire Academy registers students for courses and programs.

Definitions:

Course: Instruction of one or more learning objectives that focus on a particular subject. The completion of multiple courses may lead to eligibility for program certification testing.

Program: A collection of multiple courses resulting in Pro Board certification.

Sponsoring Department delegate: A representative of the agency that is authorized to sign the general admission application and is fiscally and physically responsible for the applicant in the absence of the Chief.

Guideline:

1. All applicants must meet all prerequisites for the program or course they are applying for as listed on the course offering prior to being registered.
2. All applicants must submit the applicable application for the desired course or program that is signed by themselves and their Chief or Sponsoring Department delegate.
3. Applications must be received by the application deadline that is set by the Vermont Fire Academy and stated in the course announcement.
4. Applicants must meet applicable age requirements for the course or program they are applying for as listed in the Age Requirements SOG.

5. If the course or program is full applicants will be placed on a waitlist. Priority is awarded to Vermont residences over the age of 18 and by the date the application is received.
6. After the application deadline, applicants will be contacted and informed of their application status.
 - a. Wait listed applicants will be notified if a space opens after the application deadline and before the start of the course or program.
7. Non-Vermont residents may apply for Vermont Fire Academy courses or programs but will not count towards the minimum student number for the course or program to be held.
8. Applications will be received and accepted on a first come first serve basis with the host department having priority.
 - a. Due to the demand for Fire Instructor and Fire Officer, seats will be awarded to applicants based on fair department disbursement. An applicant's Chief or Training Officer may be consulted during the decision making process to identify a priority list within their department.

Reference:

VERMONT FIRE ACADEMY
STANDARD OPERATING GUIDELINES

Title: Dress Code for Vermont Fire Academy Employees and Students

Section:

Section Number:

Council Approval: N/A

Council Endorsement: N/A

Effective Date: September 1, 2017

Approved By:

Purpose: This guideline identifies proper dress attire for Vermont Fire Academy instructors, full-time staff and students

Definitions:

Student: A person enrolled in a Vermont Fire Academy course or program.

Business Casual: Collared shirt, polo shirt, dresses, slacks, skirts, sweaters and blouses. Hemlines shall be no shorter than four inches above the knee. No shorts or opened toed shoes.

Business Formal: Collared button-up shirt, tie, dress coat, dress pants, dresses, slacks, skirts, sweaters, blouses, dress shoes. Hemline shall be no shorter than four inches above the knee.

Vermont Fire Academy Uniform: Button-up uniform shirt, navy pant, black dress shoes or duty boots.

Guideline:

Vermont Fire Academy Employees

1. Classroom: Dress code in the classroom shall be business casual in all programs and courses except as listed below. All employees shall be dressed in proper attire before students arrive. Casual pants and a collared shirt with a Vermont Fire Academy logo is preferred but not required.
 - a. Fire Instructor, Fire Officer and Fire Inspector programs require employees to dress in business formal attire.

2. Practical: Dress Code Employees working assignments involving practical skills instruction shall wear work attire for the task they are performing. Vermont Fire Academy logo shirts are preferred but not required.
 - a. Personal protective equipment(PPE) is required for practical activities and not limited to live fire. The lead instructor or Instructor in Charge shall set the proper PPE to be worn during the practical session as referenced in the safety standard operating guideline. PPE selection shall be based on the anticipated hazard.
3. When attending outside group meetings employees shall wear business formal, business casual or Vermont Fire Academy uniform. The attire for the meeting should follow the specific group an employee will be meeting with.
4. Employees in the office setting shall wear attire that is appropriate for the business environment of the day. A Vermont Fire Academy logo on the shirt is preferred but not required.
5. Employees involved in site work shall wear proper attire for the task they are performing, this includes trailer and equipment delivery. Proper attire includes non -open toed shoes, pants, shorts. A Vermont Fire Academy logo tee shirt is preferred but not required.
6. Apparel shall be neat, clean and suitable for the learning environment of the Vermont Fire Academy. Below is a list of unacceptable attire:
 - a. Clothing bearing a message that is inappropriate to the learning environment
 - b. Bare midriffs
 - c. Mesh see through tops
 - d. Tank tops

Students:

1. Students and apparel shall be neat, clean and suitable for the classroom environment of the Vermont Fire Academy. Below is a list of inappropriate attire:
 - a. Clothing bearing a message that is inappropriate to the learning environment
 - b. Bare midriffs

- c. Mesh see through tops
 - d. Tank tops
2. Students and apparel in the practical setting shall be neat and clean. Students shall wear work attire for the task they are performing.
 - a. PPE is required for all practical skills and the proper PPE to be worn shall be set by the lead Instructor or the Instructor in Charge as referenced in the safety standard operating guideline.
 - b. No opened toed shoes shall be allowed on the training ground.
 3. The Lead instructor or the instructor in charge shall enforce any dress code violation. If a student does not comply with the dress code they shall leave the training environment.

Reference:

1. Safety Standard Operating Guideline

Council Rules and Policies

Vermont Fire Service Training Council Rules and Policies

Effective January 1, 2007 2017 Draft Revision

1. INTRODUCTION

1.1 Adoption

1.1.1 These rules are adopted pursuant to 20 V.S.A. Chapter 179.

1.2 Purpose

1.2.1 The Vermont Fire Service Training Council provides standards for training and certification of firefighters.

1.3 Appointments to Council

1.3.1 The Governor appoints members of the Council in accordance with 20 V.S.A. § 3152.

2. DEFINITIONS

2.1 The definitions set out at 20 V.S.A. § 3151 shall be applicable for these rules:

2.1.1 "Council" means the Vermont Fire Service Training Council.

2.1.2 "Fire Service" means activities related to fire prevention, investigation, suppression or fire related rescue.

2.1.3 "Firefighter" means a member of a state, municipal or county fire department or a privately owned fire department, which is responsible for fire suppression, prevention, investigation or fire related rescue.

2.1.4 "Full-Time Firefighter" means a firefighter who receives compensation for performing fire service duties of a predictable and continuing nature more than 32 hours per week and more than 25 weeks per year.

2.1.5 "Chief Fire Service Training Officer" is appointed by the commissioner of public safety and has the duties and powers specified in 20 V.S.A. § 3154.

2.2 For the purpose of these rules, the term "Firefighter" shall include any member of the "Fire Service" as defined in section 2.1.2 of these rules.

3. COUNCIL PROCEDURES

3.1 Meetings

3.1.1 The Council shall meet at least twice a year as required by 20 V.S.A. § 3152. The date, time and place of such meetings shall be set by notice as provided in this section.

3.1.2 Special meetings may be called at any time by the chair or upon written request of seven (7) Council members. The time, date and place shall be set by notice as provided in this section.

3.1.3 The chief fire service training officer shall give notice of any regular or special meeting in writing to each Council member in compliance with the specific requirements of Vermont's Open Meeting law. The notice shall include the time, date and place of the meeting and an agenda. Copies of any available documents that pertain to items on the agenda shall be included.

3.1.4 The chief fire service training officer, with advice of the Chair, shall prepare the agenda of any meeting. The agenda shall include any business required by statute to be conducted by the Council, any business to be conducted at a special meeting, any action to be taken on old business, and any matter appropriate for Council action as new business. Any member present may raise additional agenda items at the meeting.

3.1.5 Council members may appoint a person to act as his or her alternate in their absence. The alternate serves at the pleasure of the member and shall be appointed by letter to the Chair of the Council. The appointment shall be valid for up to one year and conveys full membership status in the absence of the member. The chair for good cause may grant exceptions to this procedure.

3.1.6 A majority of the members of the Council shall constitute a quorum. The Council shall act only by vote of a majority of its members present and voting at a meeting at which there is a quorum. Council members may fully participate in the meeting by electronic or other means without being physically present at the designated meeting location and be counted as a present member toward a quorum in accordance with 1 V.S.A. § 312(a)(2).

3.1.7 The meetings of the Council shall be presided over by the chair or, in his or her absence, by the vice-chair. In the event neither the chair nor vice-chair is present at the meeting, the Council may elect from its members there present a chair pro tempore who shall preside at the meeting.

3.1.8 Regular and special meetings shall be conducted under the committee provisions of Robert's Rules of Order, unless otherwise noted.

3.1.9 All meetings shall be open to the general public unless an executive session is invoked under 1 V.S.A., Chapter 5. Minutes of each meeting shall be kept and made part of the public record, except portions of such minutes that are exempted by Vermont law. The chief fire service

training officer shall be responsible for the keeping of all Council minutes, and for their timely preparation and dissemination to all Council members following each meeting.

3.1.10 Any Council meeting may be recessed or adjourned on the majority vote of the members or alternates present, subject at all times to the requirements of Vermont law.

3.1.11 Voting at any meeting may be by written ballot, by show of hands, or by voice as determined by the presiding officer.

3.2 Officers

3.2.1 The general conduct of the duties and responsibilities of the Council shall be vested in its chair who shall preside over all meetings. The chair shall have the authority to act on behalf of the Council in all matters that have been previously approved by vote of its members.

3.2.2 In the event the chair is unable for any reason to discharge his or her duties, the vice chair shall serve as the chair.

3.2.3 The chair and vice-chair shall be elected for a term of one (1) year upon the vote of the members at the last regular meeting of the calendar year. Nominations for chair or vice-chair may be made from the floor or by letter of any Council member filed with the chief fire service training officer on or before the date of such election. A nomination in either manner shall be required to have a second, and the person receiving the most votes of the members present and voting shall be declared the chair or vice-chair respectively.

3.2.4 A vacancy is created in the positions of chair or vice-chair whenever either officer ceases to be a member of the Council, ceases to hold the position in government that initially qualified him or her for Council membership or upon unavailability, for any reason, for a period of six (6) months.

3.2.5 In the event the position of chair becomes vacant, the balance of his or her term shall be discharged by the vice-chair. A new vice-chair shall be elected in the manner provided in this section for the balance of the term. Should both the positions of the chair and vice-chair become vacant, a new election for each office shall be held to complete the term of the officer.

3.3 Committees

3.3.1 The Chair, with the approval of the Council, may appoint such standing and special committees as necessary to assist it in conducting its business. Any committee appointed shall have a written charge that describes the scope and responsibilities of the committee and the method of appointing members of the committee.

4. TRAINING

4.1 Levels of Fire Service Training

4.1.1 The Council ~~may~~shall approve courses and programs of instruction that result in certification. ~~to complete the following levels of fire service training.~~

~~4.1.1.1 Firefighter I and II, Fire Officer, Fire Instructor, Hazardous Materials and the National Incident Management System (NIMS) Incident Command System (ICS).~~

~~4.1.1.2 Other courses as deemed appropriate by the Council.~~

4.1.2 Before the Council approves a course or program of instruction it shall review and approve the curriculum and any prerequisites required. In reviewing courses of instruction the Council should compare the proposed curriculum with applicable Vermont Occupational Safety and Health Administration (VOSHA) regulations, NFPA Standards and other nationally recognized courses.

4.2 Instructors

4.2.1 The chief fire service training officer may approve instructors for delivery of Council approved courses that are currently certified at a minimum as a Fire Instructor I or equivalent. Specialty instructors may be appointed to assist in the delivery of courses based on subject matter expertise.

5. CERTIFICATIONS

5.1 Standards for certification of firefighters.

5.1.1 Procedures for testing for certification ~~may~~shall be approved by the Council consistent with applicable nationally recognized accreditation bodies.

~~5.2. Firefighter I, II and Fire Officer~~

~~5.2.12~~ The Council shall approve prerequisites for certification exams.

~~5.2.23~~ Passage of a written and, if appropriate, practical, examination based on the curriculum specified in section 4 of these rules with a minimum grade of 70%.

~~5.3 For certifications other than those courses approved under sections 5.1 and 5.2.~~

~~5.3.1 Successful completion of a course of instruction as specified in section 4 of these rules and passage of a written and, if appropriate, practical exam with a minimum grade of 70% or passage~~

~~of a written and, if appropriate, practical, examination based on the curriculum specified in section 4 of these rules with a minimum grade of 70% as determined by the Council.~~

5.4 Minimum basic certification for full-time firefighters

5.4.1 The minimum basic certification for a full-time firefighter in accordance with 20 V.S.A. § 3153(a)(2)(A) shall be Firefighter I. This certification shall be obtained within 12 months of a firefighter meeting the definition of full-time firefighter in section 2.1.4 of these rules.

~~5.4.2 Upon written request from a chief of a fire department, the chief fire service training officer may waive the time required to receive certification in accordance with section 5.5.1 of these rules but not to exceed 24 months. A waiver of section 5.4.1 of these rules may be requested in writing to the chief fire service training officer by the fire chief of a fire department within 12 months of a full-time firefighter's date of hire. A waiver request must include the reason why section 5.4.1 of these rules can not be met and a plan by which the firefighter will obtain certification.~~

~~5.4.3 The chief fire service training officer is delegated by the Council to rule on a waiver request and issue a waiver after determining that reasonable circumstances exist. A waiver shall not exceed 24 months from a full-time firefighter's date of hire.~~

5.5 Standards for maintaining certifications issued by the Vermont Fire Academy as Firefighter I, II and Fire Officer

~~5.5.1 All certified firefighters shall successfully complete a minimum of 24 number of hours of training in a range of subjects approved by the Council per year to maintain certification at their highest level of certification. per certification term to maintain certification. The minimum number of hours per certification term shall be based on the level of certification and shall be prescribed by the Council. Failure to complete this required training shall result in loss of certification.~~

~~5.5.2 The Vermont Fire Academy may issue certifications for a term not to exceed three (3) years.~~

~~5.5.3 All training used to maintain certification shall be based on the job performance requirements, requisite knowledge, requisite skills, or objectives outlined in the applicable National Fire Protection Association Standard for Professional Qualifications for the level(s) of the certification held. The Council may require mandatory training topics for any certification level.~~

~~5.5.4 Firefighters who hold certifications at multiple levels shall be required to successfully complete training within all certification levels that they hold, but the total number of training hours required for the maintenance of certification shall be determined by their highest level of certification.~~

5.6 Standards for reestablishing expired Recertifications issued by the Vermont Fire Academy of Firefighter I, II and Fire Officer

5.6.1 Firefighters who have previously been certified by the Council as Firefighter I, II and Fire Officer and have not maintained their certification for a three year period shall successfully pass the certification exam specified in section 5.2 of these rules to receive recertification. The three-year period shall be extended for firefighters who are members of the national guard, state guard, or reserve component and were activated or deployed in accordance with 20 V.S.A. § 368. Firefighters who fail to recertify may do so by obtaining the prescribed training hours per year within 2 years of their certification expiration date or by passing the approved challenge exam for the applicable level of certification in accordance with section 5.8 of these rules. This period shall be extended for firefighters who are members of the national guard, state guard, or reserve component and were activated or deployed in accordance with 20 V.S.A. § 368.

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5.7 Equivalency

The chief fire service training officer may issue letters of equivalency for the purpose of prerequisites after reviewing the level of training achieved in other jurisdictions based on a comparison with the curriculums specified in section 4 of these rules.

5.7 Reciprocity

5.7.1 The chief fire service training officer may issue reciprocal Vermont certification(s) to individual(s) who meet the requirement of sections 5.7.1.1 through 5.7.1.4 of these rules.

5.7.1.1 The applicant shall be currently affiliated with a Vermont Fire Department.

5.7.1.2 The applicant's certification shall be accredited by Pro Board, International Fire Service Accreditation Congress (IFSAC), or the United States Department of Defense (DOD).

5.7.1.3 The applicant's certification was issued within the current certification term, or was issued within the previous 3 years and the applicant has applicable training that meets or exceeds the current recertification requirements in accordance with section 5.5 of these rules.

5.7.1.4 The applicant shall meet any additional training requirements specified as prerequisite for certification at the applicable level as required by the Council.

5.7.2 The chief fire service training officer may deem a certification as equivalent for prerequisite purposes to individual(s) who meet the requirements of sections 5.7.2.1 through 5.7.3 of these rules.

5.7.2.1 The applicant shall be currently affiliated with a Vermont Fire Department or applying to attend a Vermont Fire Academy course or program that requires recognition of prerequisite certifications.

5.7.2.2 The applicant's certification shall be accredited by Pro Board, International Fire Service Accreditation Congress (IFSAC), or the United States Department of Defense (DOD).

5.7.2.3 The applicant's certification shall be compliant with the current or previous 2 editions of the applicable National Fire Protection Association Standard for Professional Qualifications.

5.7.3 Reciprocity or equivalency shall only be issued for certification levels that are authorized by the Council.

5.8 Challenge Certification Exams

5.8.1 Individuals who have not completed an approved Vermont Fire Academy sanctioned program or who's certification has expired may obtain certification through the challenge certification exam process.

5.8.2 The Council shall approve the certification levels for which certification can be granted through the challenge certification exam process.

5.8.3 An individual shall only be allowed to attempt the challenge certification exam process once every five years per certification level.

6. REVOCATION OF FIREFIGHTER CERTIFICATION

6.1 In addition to decertification as a result of not completing continuing annual training as required by these rules, the Council may revoke a firefighter certification for any of the following grounds:

6.1.1 The holder of the certification obtained such certification through fraud or misrepresentation of material fact.

6.1.2 The holder of the certification is convicted of a crime, provided that the acts involved are found by the Council to have a direct bearing on the person's fitness to serve the public in the capacity of a firefighter.

6.1.3 The holder of the certification is convicted of violating any section of VSA Title 13, Chapter 11: Arson and Burning.

6.2 No revocation of a certification shall occur without an investigation and notice and opportunity for hearing.

7. HEARINGS AND APPEALS

7.1 Any decision relating to certification, decertification or revocation of certification may be appealed in accordance with this section.

7.2 Procedures

7.2.1 The appeal shall be filed with the chief fire service training officer within thirty (30) calendar days of the final decision that is being appealed.

7.2.2 The chief fire service training officer shall notify the Council of the appeal at the next Council meeting after receiving the appeal.

7.2.3 The appeal shall be in writing and contain, as a minimum, the following elements”:

7.2.3.1 The name of the firefighter submitting the appeal.

7.2.3.2 The decision being appealed.

7.2.3.3 A statement of facts supporting the appeal referenced to these rules.

7.2.3.4 The requested remedy.

7.2.4 The Council shall conduct a hearing in accordance with this section within forty-five days of receiving the notice of appeal.

7.2.5 Any hearing before the Council in accordance with these rules shall be conducted in accordance with the contested case procedures of the Administrative Procedures Act. At the sole discretion of the Council the appeal may be heard by the full Council or a Committee of the Council.

7.2.6 The decision of the Council shall be considered a final decision.

8. SEVERABILITY

8.1 The provisions of these rules are severable. If any provision of a rule is invalid, or if any application thereof to any person or circumstances is invalid, the invalidity shall not affect other provisions for applications which can be given effect without the invalid provision or application.

9. EFFECTIVE DATE

These rules shall become effective ~~January 1, 2007~~ _____. All prior certificates and approvals issued on behalf of the Council shall continue in full force and effect except as otherwise provided in these ~~rules~~ rules.

ICS Training Proposal

Firefighter I, Firefighter II and Combined Programs

Currently the Vermont Fire Academy relies on ICS courses that are instructed by our staff in the Firefighter I and Firefighter II programs that are not approved or recognized by Vermont Emergency Management or the Federal Emergency Management Agency. Once the student has completed the Fire Academy training, they then must go on-line and take a similar class which includes the recognized certification exam. In order to make this process more educational and efficient, we have created a closer partnership with Vermont Emergency Management to provide the entire recognized course in our programs. This partnership will allow us to return to the method of delivery that was originally put in place by both agencies and approved by the council. We believe that the process outlined below will create a better learning environment for the students and be efficient Fire Academy.

Firefighter I

1. The full Vermont Emergency Management / Federal Emergency Management Agency ICS 100 approved course and exam shall be offered during every Firefighter I program.
2. The course will be taught by Fire Academy Instructors holding Federal Emergency Management Agency Incident Command System Train the Trainer (L449) certification that has been approved by Vermont Emergency Management.
3. On occasions where there is not a Vermont Fire Academy Instructor available, a Vermont Emergency Management Instructor will instruct the course.
4. All written materials for the course will be supplied by Vermont Emergency Management.
5. Registration for the course by Firefighter I students will be the responsibility of the Fire Academy in cooperation with Vermont Emergency Management.
6. If there are seats available in the class after the Firefighter I students are enrolled, then other responders are welcome to attend. Vermont Emergency Management will register those students in the Vermont Learning Management System.
7. All of the exam results for the Firefighter I students shall be sent to the Fire Academy to be recorded, and then sent to Vermont Emergency Management where they will be uploaded into the Vermont Learning Management System. ICS 100 certificates will be available to students on-line through the Learning Management System.
8. Any student holding a Federal Emergency Management Agency ICS 100 certification that wishes to have that recognized as a substitute to attending the course, shall submit the certificate with their application to the Vermont Fire Academy office prior to the start of the Firefighter I program. Once the Firefighter I program has begun, no certificates will be accepted, and all students that have not submitted an ICS certificate will be required to complete the entire ICS 100 course.
9. The current updates to the ICS 100 course to the Firefighter I program will not extend the length of the program.

Firefighter II

1. The full Vermont Emergency Management / Federal Emergency Management Agency ICS 200 approved course and exam shall be offered during every Firefighter II program.
2. The course will be taught by Fire Academy Instructors holding Federal Emergency Management Agency Incident Command System Train the Trainer (L449) certification that has been approved by Vermont Emergency Management.
3. On occasions where there is not a Vermont Fire Academy Instructor available, a Vermont Emergency Management Instructor will instruct the course.
4. All written materials for the course will be supplied by Vermont Emergency Management.
5. Registration for the course by Firefighter II students will be the responsibility of the Fire Academy in cooperation with Vermont Emergency Management.
6. If there are seats available in the class after the Firefighter II students are enrolled, then other responders are welcome to attend. Vermont Emergency Management will register those students in the Vermont Learning Management System.
7. All of the exam results for the Firefighter II students shall be sent to the Fire Academy to be recorded, and then sent to Vermont Emergency Management where they will be uploaded into the Vermont Learning Management System. ICS 200 certificates will be available to students on-line through the Learning Management System.
8. Any student holding a Federal Emergency Management Agency ICS 200 certification that wishes to have that recognized as a substitute to attending the course, shall submit the certificate with their application to the Vermont Fire Academy office prior to the start of the Firefighter II program. Once the Firefighter II program has begun, no certificates will be accepted, and all students that have not submitted an ICS certificate will be required to sit through the entire ICS 200 course.
9. The current updates to the ICS 200 course to the Firefighter II program will not extend the length of the program.

Firefighter I / II Combined

1. All of the ICS 100 and ICS 200 requirements of the Firefighter I and Firefighter II programs listed above also apply to the Combined program.
2. The ICS 100 and 200 courses shall be taught separately.

Fire Instructor I Challenge Process

Prerequisites for program:

1. High School diploma or equivalent.
2. Three years experience in fire or emergency services.
3. Firefighter I Certification/Qualification or EMS Certification.

Prerequisites for challenge:

1. High School diploma or equivalent.
2. Five years experience in fire or emergency services.
3. Firefighter I Certification/Qualification or EMS Certification with three years of active service at that level.
4. An endorsement by the candidate's current department chief in the form of a signed application of qualifications and experience equal to those outlined in NFPA 1041.

Testing for both:

The certification exam requirements would be the same for someone that has completed a program and someone that was challenging.

1. A fifty-question written exam that include a sampling of question from each section of the NFPA 1041 standard for Fire Instructor I.
2. A practical exam that include prepared presentations that are based on the NFPA 1041 standard Fire Instructor I. This will include a cognitive/didactic presentation and a psychomotor presentation using provided materials.

2018 Course Requests

	<u>Requestor</u>	<u>Approved Requests</u>	<u>Withdrawn Requests</u>	<u>Denied Requests</u>
1	Bennington County	Arlington FF I		
2	Caledonia County	Barnet FF I		
3	Windham County	Brattleboro FF II		Newbrook FF I
4	Orleans County	Glover FF I		
5	Windsor County	Hartford FF I/II		
6	Lamoille County	Hyde Park FF I	Cambridge FF I/II	
7	Addison County	Middlebury FF I		
8	Chittenden County	Milton FF I		Williston FF I/II
9	Washington County	Northfield FF II	Williamstown FF I/II	
10	Rutland County	Rutland Town FF II		
11	Washington County	Waterbury FF I		
12	Windsor County	Windsor FF II	Springfield FF II	

Vermont Fire Service Training Council
Minutes of the June 27, 2017 Meeting

The Haz Mat Team has 28 employees.

Report from the Chief of Training: Peter Lynch

Instructor job descriptions are done and approved by the Director and DPS Human Resources.

About 20 instructors have been promoted and a few instructors have resigned.

Two instructors are in the hiring process and three more instructors have interviews scheduled. The Fire Academy is actively recruiting.

All Spring 2017 Regional Fire Schools were attended by a VFA representative. A meeting was held with Regional Fire School member representatives and a member of the VFA to talk about the future.

All permits are secured, all contracts are in place, the new burn building for Pittsford is ordered and in production, and the construction is beginning this week. The project is on target for a November 1, 2017 completion. There have been set-backs with the concrete around the building that may take up to a year for that to be completed.

2016 AFG grant was awarded and the Fire Academy is waiting for July 1st to move ahead with purchasing. PPE will be the first priority and then bid specs for rescue tools, generators, trailers will be next. The process will take up to a year.

Strategic planning is underway to set the VFA goals for the next five years. Standard Operating Guides are still a work in progress. The USAR working group is still meeting to figure out the needs of USAR training.

Instructor evaluation tools are being developed to be used for promotion, remediation and development.

Bill Jones has been working on mobile training prop train the trainers.

The Instructor Development Day is being planned. Instructor Development Day – 53 instructors will be attending the day.

Classroom 2 has been added and will comfortable seat 24.

Fire Officer I/II revisions have been put on hold until the next delivery.

LP – Flammable Gas course is being worked on and the VFA hopes that it will to be ready for the September Council Meeting.

AADO/PADO has a small curriculum group working on them. The VFA hopes that will be ready for the September Council Meeting.

National Traffic Incident Management Train the Trainers have been scheduled.

RIC is being worked on in the background and will push forward towards the end of the Summer.

Haz Mat Awareness had minor clean-up/corrections done.

**Vermont Fire Service Training Council
Minutes of the June 27, 2017 Meeting**

Discussion of the 2016 program numbers. Student success in our programs has been very good this year. 231 students were enrolled and to date 177 students certified, which is an 82% completion rate.

Report for the Council Chair:

No report.

Statue and Rule Revision:

Statue and Rule Revision hand out has been circulated. The Committee and Vermont Fire Academy worked hard on the suggested changes and tried to make sure that the changes were not just appropriate for right now but for the future as well.

A justification for each change will be sent around to all the Council members in the next 30 days. The hope is that the Council will be able to approve the changes at the September meeting so the process can move forward.

Comments can be sent to the Committee members and we asked that the Council Members share this with their constituents and get back to the Committee prior to the September Meeting.

Wendall Mansfield arrived at 1043 with his wife.

Unfinished business:

ICS handout is distributed and discussed. At the last Council meeting the VFA discussed a lot of options for ICS and since then a lot of changes have occurred at Vermont Emergency Management. Brittany Marquette now oversees all Vermont Emergency Management trainings, which includes ICS and the VFA staff met with her last week. The VFA program location announcement will include the ICS certificate requirement so students will know up front what is required and what changes have been made. Instructors will be encouraged to spread the word prior to Orientation. The Vermont Fire Academy would like the Council to vote to endorse the clean-up of the ICS curriculum in the Firefighter I, II and I/II programs. They will deliver the full ICS 100 and 200 courses in Firefighter I and II respectively. Discussion that the changes can be made to program schedules if instructors are not available.

Motion by Lund to endorse ICS training for Firefighter I and II curricula, seconded by Estey. Motion passes unanimously.

Fire Instructor I Challenge Process handout distributed. Chief Lynch has met with people around the State who would be qualified to teach for the VFA but do not hold Fire Instructor I certificate. Discussion of the Fire Instructor I handout. Northern asked that Chief Lynch define what level of EMS certification is needed to sit through the program. Chief Lynch explains that it is any level of certification. Discussion that the prerequisites for Challenging the Fire Instructor I Level training should be higher than what is for attending the program. Discussion on the testing process for the Challenge and Program attendance candidates.

Motion by Estey to accept the Fire Instructor I challenge, second by Northern.

Discussion - Marcus asks if everyone Challenges the exam will that affect how often the Fire Instructor I is held? The VFA says that the amount of people with the qualifications and experience that it would take to successfully complete the challenge process is not great, so they do not think that it will affect the Instructor I program delivery. EMS departments will be able to attend the Fire Instructor I Challenge and their department chief/head can sign off on the sponsoring candidate.

**Vermont Fire Service Training Council
Minutes of the June 27, 2017 Meeting**

Estey makes an amendment to the original motion that the Academy adds one more random skill and that it is in Pilot period until the Council meeting in September 2018. Corbin seconds. The motion passes unanimously.

Lund asks if there should be some type of speaking/teaching experience as a prerequisite. Chief Lynch says that the VFA is trying to put the responsibility on the sponsoring department. It is hard thing to quantify. Failed Fire Instructor Challenge attempts will follow the re-testing requirements laid out in the re-testing SOG's.

Chief Lynch met with Chief Leinoff and Cronan will Challenge the test once he feels better. The request for an extension has been withdrawn.

New business:

17 course requests were made and 13 came from different counties. Some classes/counties combined

The VFA staff would like to see 12 courses held and 12 is very ambitious so 2 were turned down due to staffing of part-time and full-time staff and financially it could put us in trouble.

Course locations approval is open to discussion:

Corbin feels that Williston has the best facility in Chittenden County. And that Chittenden County needs to submit their program request as a County organization, similar to how Addison County does.

The Academy would like to see every county make requests on a county level.

Motion to endorse the VFA course location allocations. Motion carries – Estey, seconded by Lund.

Standard Operating Guideline Discussion:

1. Single-Level Testing – where one level is tested, establishes pass criteria taken from Council Rules.

Motion to approve to Single -Level Testing Ruggles and Corbin.

2. Certification Exam Results – students have 60 days to retest so as to bring an end to the certification testing process. We have been doing this for the past two years and have not had any issues with it.

Motion to approve to the Certification Exam Results SOG made by Estey, approved by Corbin. Passes unanimously.

CPAT does not meet the requirements of a Certification Exam so it does not apply.

3. Obtaining Certification - Vermont Certification which is renewed annually according the Council Rules and Proboard Certification. No change to what we have been doing, however just a formalization of the process. Minor changes are as follows:

**Vermont Fire Service Training Council
Minutes of the June 27, 2017 Meeting**

1a. – shall end in ; *or*

4a – change from to **following**

Motion to approve the Obtaining Certification SOG with the changes above is made by Estey, seconded by Mansfield, motion passes unanimously.

4. Reciprocity

33 Requests for reciprocity have been made to date this year. More people have been bringing their certifications into our state. The requests may be made for the following reasons:

- 1) Request VT certification
- 2) Request that we recognize any certification for prerequisite purposes.

No one gets a ProBoard certificate through reciprocity, ProBoard certificates can only be issued to those who have gone through the certification testing process.

Reciprocal certification will be treated the same as those who take the certification exam in Vermont.

Discussion of why the Academy uses the “within two editions of the current standard” and that it has just been past practice. The ProBoard liked the practice when they visited.

Motion to approve the Reciprocity SOG by Corbin, seconded Estey, passes unanimously.

5. Security of Test Items and Materials – matter of process to keep the exams and materials secure.

Motion to endorse the Security of Test Items and Materials by Estey, seconded by Corbin, motion passes unanimously.

6. Registration Process

Discussion that the Academy will look into adding more screening material for the at least the Fire Officer and Fire Instructor programs.

Motion to endorse the Registration Process made by Lund, seconded by Estey. Passes unanimously.

7. Dress Code SOG passed out for FYI.

Coalition Report: (No Report)

Vermont Career Chiefs: (Ruggles) – No Report

Vermont State Firefighters Association: (Estey)

VSFA Cadet Academy is underway and there are 21 students. VSFA convention is scheduled for July 7 & 8.

Vermont Fire Chiefs: (Mansfield)

No Report

**Vermont Fire Service Training Council
Minutes of the June 27, 2017 Meeting**

Professional Firefighters of Vermont: (Corbin)
S-66 law passed

Agency of Natural Resources: (Lund)
It has been a quiet spring so it has been quiet for ANR.

Department of Education: (Northern)
Absent

Department of Labor: (Whipple) – had to leave
No Report

Department of Health: (Batsie)
No Report

General Public: (Marcus)
No Report

Discussion to move the next Council meeting to October 3, 2017 at 1000 at the Division of Fire Safety Central Office in Berlin.

Corbin makes a motion to adjourn, Ruggles seconded it. Motion Passes.

**Vermont Fire Service Training Council
Minutes of the June 27, 2017 Meeting**