

**Vermont Fire Service Training Council**  
*Minutes of the October 3, 2017 Meeting*

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The meeting was held at Department of Public Safety Headquarters in Waterbury on October 3, 2017 and called to order by Chairperson Corbin at 10:00 a.m.

**ROLL CALL:**

**Organization Representatives**

Vermont Career Chiefs Association	Troy Ruggles (call-in)
Secretary of Education	Absent
Vermont Fire Chiefs Association	Absent
Commissioner of the Department of Forest, Parks & Recreation	Lars Lund (designee)
Professional Firefighters of Vermont	Christopher Corbin, Chairperson
Commissioner of the Department of Health	Absent
Vermont State Firefighters Association	F. Tom Estey
Commissioner of the Department of Labor	Dan Whipple
Vermont Domestic Insurance	Jeffrey Pryce (call-in)
Division of Fire Safety Director	Michael Desrochers
General Public	John Marcus – Vice Chairperson
Commissioner of Public Safety	Tom Anderson

Visitors: Peter Lynch, Michael Skaza, Jessica Pomainville, Terry Farr, Aaron Collette, Brett LaRose, William Jones, and Todd Cosgrove

**Approval of Minutes**

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

**Report from the Executive Director of the Division of Fire Safety (Michael Desrochers)**

October 21, 2017 will be the calendar judging. The award ceremony will be on November 3, 2017 at the State House.

2017 National Electrical Code was adopted on October 1, 2017.

October 30, 2017 will be the Burn Building opening at the Vermont Fire Academy in Pittsford. The Division received an AFG in the amount of \$345,000 grant Fire Safe 802 – carbon dioxide and photovoltaic smoke alarms will be handed out. Modeled after the Red Cross Sound the Alarm program.

Fire Prevention week declared by the Governor.

FY19 Budget for the whole Division in both Tier 2, Fire Safety and the Academy has been prepared and submitted to the Commissioner.

Working to switch Mike Cannon's temporary position to a full time limited service position. Cannon has been asked for a list of equipment needs. Looking for funding outside Homeland Security so that they will be budgeted through the general fund, which provides more stable

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funding.

### **Report from the Chief of Training: Peter Lynch**

The Council representatives from PFFV, the VT Fire Chiefs, and Vermont Domestic Insurance are up for reappointment. Chief Lynch requests that he is sent something in writing to get the reappointments made prior to the next meeting from each respective group.

12 Firefighter I, II, and I/II programs were approved and three of the locations could not meet the minimum student requirements by the application deadline. Firefighter I: Milton, Middlebury, Manchester, Glover, Hyde Park, Waterbury; Firefighter II: Rutland Town and Windsor; Firefighter I/II in Hartford. The Milton class dropped below the 15 students prior to orientation and so the VFA has come up with a way to combine some practicals with the Waterbury class to ensure that the class is economical and successful.

Fire Instructor I program will be held in Barton starting in late October and another one will be held in South Londonderry in January.

A Fire Officer I/II program will be held again this year, the Chief of Training asks that if anyone has interested people or thoughts on a Program location to email him. Thoughts right now are Berlin, Hartford or the VFA in Pittsford.

The Vermont Fire Academy has hired the five new temporary instructors from Windsor, Windham, Chittenden, and Orange County counties.

The Academy has a structured instructor apprentice program that in place with an evaluation piece.

Regional Fire School committee will meet again on October 11, all are invited.

Ribbon cutting ceremony for the new burn building will happen on October 30<sup>th</sup>. The construction is going well, the structure is up, the exterior stair tower is up, the padgenite lining is next to be installed. The site grading is almost finished. It will be gravel until we have funding to pave. November 1 is the completion date which they are on target to meet.

Academy is trying to get the shelved classes off the shelf which is proving to be very challenging. The Director is working to get a curriculum developer position full time to help the Academy.

There is hope that LP Gas will be introduced to the Council at the next meeting.

2017 AFG grant is being spent down, hopefully all equipment will be ordered and ready to use by July 1, 2018. Radios were added to the Firefighter II programs, the Academy hopes to do that for the Firefighter I programs next year.

Discussion of the VFA Initiative timelines.

- Planning – Strategic planning working on the gathering survey for responses
  - SOG's are moving forward
  - Tech Rescue committee has submitted a final draft document on technical

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rescue training needs. On October 12 Cannon and Lynch will meet to review the committee document and then Cannon and Lynch will propose it to the Director.

- Staff and Instructor Development – job descriptions have been revised and the next project is to develop a evaluation process.
- Prop Train-the-Trainer has been put together and instructors and are being run through it.
- Instructor Development day was successful.
- Burn Building and 2016 AFG grant were already reviewed.
- Course and Program development is our downfall.

Those who attended the Entry-Level Exterior Firefighter meetings expressed an interest in a 50-hour hand off course. The VFA would put together the classroom materials and then hold a Train the Trainer and hand off the presentation to those that attended to go back and teach the course at their local venues.

A budget has been put together and will be going in the FY19 budget and it will then move forward.

VFA has transitioned to the National Incident Management course.

Haz Mat Awareness has been cleaned up.

Personnel to work on curriculums is the biggest problem right now for the Academy.

Discussion of the 2018 Initiatives are being developed now and the Chief of Training asks that if anyone on the Council has any ideas that they email them to him.

### **Report for the Council Chair:**

No report.

### **Statute and Rule Revision:**

Statute and rule revision has been worked on. Detailed explanations are being worked on.

### **Unfinished business:**

Fire Instructor I Challenge application and process has been developed by the Academy. The Council does not have to do anything however the Academy will give them a report at the next September meeting.

### **New business:**

Discussion of the Pumping Apparatus Driver/Operator pilot proposal PADO – November 25, 2017 for approval by January of 2018

Biggest change is that Firefighter I is no longer a prerequisite to certify to the PADO level. The requirement was replaced by JPR's that require very basic Firefighter skills. IFSTA has included "Essential duties" outside of the IDLH. Skill sheets are included in the manual and some new terms. IFSTA says it should take about 100 hours the VFA would like to submit the proposal as 56 hours.

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Discussion that TIMS should also be required for certification testing. TIMS training is easily accessible. The “old” Highway Safety will not be accepted as a prerequisite. Discussion on whether the training needs to be done prior to class, prior to certification or as part of the program.

All prerequisite training must be done prior to a program beginning.

**Motion to accept the VFA PADO proposal for pilot made by and Estey seconded by Ruggles. Motion passes unanimously.**

Standard Operating Guideline Discussion:

1. Certification Exam Results and Process Appeal – How candidates can appeal the results of certification exams.

Chairperson double checks that the SOG does not conflict with the Council Rules.

**Motion to approve to Certification Exam Results and Process Appeal SOG made by Ruggles and seconded by Estey. Motion passed.**

2. Test Development and Review – The VFA process for how the VFA secures and develops certification exams. Process on how the VFA maintains certification exam validity. This is done for both written and practical certification exams.

Discussion that this does not apply to the Wildland practicals.

Discussion on whether or not Fire Officer needs special language in the SOG, it is decided to wait and see.

**Motion to approve the Test Development and Review SOG made by Marcus, seconded by Estey. Motion passed.**

3. Auditing in Courses and Programs – explains how students can show up and attend a classroom session. They do not take quizzes or participate in practicals.

Students may attend Wildland as an audit

**Motion to endorse the Auditing in Courses and Programs SOG made by Lund, seconded by Estey. Motion passed.**

4. Instructor Assignment /Attendance – Documents how the VFA has been doing business and can be used as a reference.

**Motion to endorse the Instructor Assignment/Attendance SOG by Ruggles, seconded Lund. Motion passed.**

5. Return to Duty after a Medical Event and Injuries and Injury Reporting SOG passed out for

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FYI.

Discussion on how students and Chief's are expected to self-report however if instructors have a questions, they can always contact the staff at the Vermont Fire Academy if they have questions.

Collette asks that the VFA include the forms electronically, Corbin asks that the VFA provide instructors with a template on how to fill out the form.

**Coalition Report: (No Report)**

Discussion that the President of the Coalition be included on these emails and be invited to the meetings.

**Vermont Career Chiefs: (Ruggles) – No Report**

**Vermont State Firefighters Association: (Estey)**

New President is Pecker Hefferman

**Vermont Fire Chiefs: (Mansfield)**

Absent

**Professional Firefighters of Vermont: (Corbin)**

Conducted an anonymous survey with one question: "If something was going on at work, or at home, who would you contact?" Individuals were then selected to attend a two-day mental health IAFF training.

**Agency of Natural Resources: (Lund)**

Mike Cannon was directed towards ANR to find equipment. It is a program that is a lot of work. ANR does not have the staff. They are working on a way to give the okay to the USAR team. The Division and team cannot just accept equipment.

ANR is trying to figure out they can gain more trained personnel that are authorized to help them when they need to.

Wildland is interested in having their instructors be part of the evaluation process even if it is just using the student evaluations.

ANR is working with Emergency Management to organize a state Wildland Response Team.

**Department of Education: (Northern)**

Absent

**Department of Labor: (Whipple)**

There was good feedback from the Homeland Security exercise that was recently held. Rule revision has been made. Injury of your staff that requires hospitalization, lose an eye, or

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amputation requires reporting.

Firefighter/EMS rule has had no movement.

A final rule to protect workers from Beryllium has passed.

Walking/working surfaces rule has been submitted and might have an effect on the Fire Academy. Fall protection is discussed in this rule and will be going to ICAR. Regulatory language can be provided.

**Department of Health: (Bell)**

Absent

**Vermont Domestic Insurance: (Pryce)**

No Report

**Guests:**

Commissioner Tom Anderson introduces himself.

**Todd Cosgrove:** Haz Mat Team Report: 27 members, looking for two additional – southeast corner of the State. They are having a problem maintaining the vehicle in Putney. Discussion of his report.

**Collette:** Moving USAR team to general funding will free up the grant money for local training.

**General Public: (Marcus)**

No Report

The next Council meeting will be on December 5, 2017 at 1000 at the Vermont Fire Academy in Pittsford.

**Whipple makes a motion to adjourn, Estey seconded it. Motion Passed.**

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