

**Louisiana Fire and Emergency Training Commission Meeting
Meeting Minutes
December 10, 2015**

Commission Members Present:

Charlie Metcalf	Louisiana State Firefighters Association
Michael Donahue	Chancellor's Designee from LSU
Donald Milligan	Louisiana State Firefighters Association
James Wood	Louisiana Fire Chief's Association
Chad Major	Professional Firefighters Association of Louisiana
Louis Romero	Professional Firefighters Association of Louisiana
Martino Latino	Louisiana Fire Chief's Association
Dan Wallace	(Proxy for Butch Browning)

Commission Members Absent:

Butch Browning	State Fire Marshal
Karen St. Germain	Louisiana State Representative, Governor's Appointee

In Attendance:

Loree Ramezan	FETI
Christine Melancon	FETI
Carey King	FETI
Eddie Pyle	FETI
Wayne Cruse	FETI
T. K. Devall	FETI
John Christian	Crowley Fire Department

The Louisiana Fire and Emergency Training Commission were called to order. Pledge of Allegiance was led by Dan Wallace. Invocation was led by Charlie Metcalf. Chad Major called roll and announced that a quorum was present. The meeting began.

Chairman's Report

Mr. Major presented his report. He began by saying that he was not at the last meeting because of unexpected issues at headquarters, but there was nothing to report from that meeting. He did not believe that they had a quorum that day. He mentioned that they did have elections and that they did have a new governor elect. Karen was sitting on the transition team as well as him and they had brought forward several things that were important to them and items that they needed funding for. He understood that the state had a budget shortfall. He did mention USAR which was established, and also the fact that it was there but that there was really no money in it. He felt that they really needed to when possible put some money into USAR. It was a great resource to have. He reminded them that during Katrina and Rita they had been dependent on outside resources and they were not as structured

as they were now. Their efforts would be more orchestrated now than at those times. He did feel that they needed to fund those things in the future if the need arose.

He was looking forward to working with the new governor elect through the legislative process and then one on one getting things done for the fire service. He asked Mr. Michael Donahue to talk about his new boss. Mr. Donahue stated that there had been a transition in leadership at the Stevenson Center for National Security Research and Training which is the umbrella that FETI falls under. The former executive director, Mr. Fernandez, had moved over to the directorship of the National Center for Biomedical Research and Training and Mr. Jeffery Moulton had assumed the Executive Director position. He anticipated no change or impact if any on them. This concluded the presentation of the chairman's report.

Director's Report

Mr. Dave Casey presented his report. The first item covered was the recruit academy tuition. Last year, they had a meeting with the users group and it had bothered several for quite some time. At the meeting, there was discussion and he had proposed a tier raise in tuition to come up over a period of time. The input at the meeting was divided and there was a lot of discussion. His takeaway was to go to what they had said in the tiered approach and go straight to the end point.

Back in May, he had sent a letter out to all of the chiefs outlining the changes and the explanation for why they were changing tuition. They were asked to look it over and get with Clay or himself if there were any concerns, but there was no response from any of the letters sent out. The tuition increase was supposed to be taking place with the beginning of January classes, but when Clay went around checking with all of the chiefs, concerns were expressed regarding the rate increase. There were several departments that had decided that they would have to go off because they could not afford it. So after much discussion internally and reaching out to the chiefs personally, a decision was made to go forward with the current January class and for the next class with the rate at \$3,000 which was only a \$500 increase from what it was in the past. Now even with the increase to \$4,500 they would only be a little bit over 50% actual costs. Currently, they did have enough people for the class in January. His intent was to send a letter out to outline the current rate and future increases. Classes for this January and the spring class would begin at \$3,000, August 2016 class would rise to \$3,500, January 2017 would go to \$4,000 and then August 2017 would increase to \$4,500. Mr. Major asked if there were any questions.

Mr. Louis Romero stated that he had been speaking to fire chiefs around his area and other areas in his travel through the state regarding this topic. He asked if was a possibility to keep the rate at \$3,000 for 2016, and then raise it to \$3,500 for 2017, \$4,000 for 2018, and then finally \$4,500 for 2019. If needed in the future; then it could be raised to \$5,000 for 2020. He asked if they could go up gradually so that they could adjust budgets. At the end, they would reach the same goal. Mr. Casey answered that he could make that work with the finances and they would not have to reduce any classes that they were teaching in the region, but that would in all likelihood preclude them from expanding anything they were doing for the regions.

Mr. Donald Milligan asked how many departments saw students there. Mr. Casey answered that there were fewer than 40. He then asked how many students they dealt with on an average through recruit academy programs. Mr. Casey stated that this year was a little large and they did about 75 per year. Mr. Milligan felt that they should be putting more money into the regional since that was where the

majority of the students were. Mr. Casey commented that he understood where he was coming from, but that he did not have an answer.

Mr. Major asked Mr. Donahue to explain where the stat debt funds are generated from. Mr. Donahue explained that they came from $\frac{1}{4}$ of 1% of the insurance fund from the State of Louisiana. Mr. Major added that at the end of the legislative session last year, there was a resolution passed to study the feasibility of phasing out the IPT, insurance premium tags. It was approved and pushed by the insurance industry and the commissioner bought into it. Last week, he had attended that meeting where this decision was discussed. Jim Donelon was there with his attorney and the spokesperson for their department. They pointed out that they had to pay this when in other states they were not charged. They argued that removing the IPT would encourage more insurance companies to come set up shop here.

Currently, the rate for IPT in the state of Louisiana was 3% and they wanted to reduce it overall by 1%. The average nation-wide was 2%. Mr. Major stated that they voiced their concern on how it would affect the things that we do. It would impact their rebate, the money for FETI, money for the fire marshal's office, for the state examiner's office and the money that went into the pension systems. He was assured that it would not affect any of those things. However, when they took a 33% reduction in incoming stat debt funds, the money would have to be made up from somewhere else. There had not been a tuition increase in 6-8 years. Everyone wanted to add this program and that program. Some entities had needs out in the region, but others utilized programs onsite at LSU. Each program or thing added had an associated cost for it. He did understand the concern for jumping it so much within a year and a half's time.

Mr. Major agreed with slowly increasing it over a period of time and the new monies would allow for keeping the new programs going. Doing it this way, everyone would be getting what they wanted or needed. Mr. Donahue added regarding the increase that the $\frac{1}{4}$ of 1% that they received was seeing about a 3% increase yearly. It had grown from \$90,000 to \$118,000 per year. However, the cost associated with doing business had increased greater than 3%. Mr. Metcalf was concerned about increasing the rates so quickly as well. He asked how far behind the department was. Right now, Mr. Casey stated that they were not currently behind so to speak. The department was 70% funded by stat debt. If the tuition was increased incrementally, then they could use those stat funds for other things.

Mr. Louis Romero asked in regards to the recent email received about the cost per student. The email had stated that it cost around \$8,000 per student and he wanted to know where that number was coming from. Mr. Casey explained that that amount covered the instructor's hours both full time and part time, food, consumables, and then facility costs. Mr. Romero suggested that maybe they could save some money for rookie school by not including Driver Ops. It could be offered but the departments could decide if they wanted to send their recruits to Driver Ops the following Monday after graduation. It would save money because then there would be no food or lodging expenses. He still felt that they should go with the \$500 increment increase however. Mr. Casey answered that he had brought that up at the meeting.

Mr. Romero pointed out that when a guy came out of the academy, he was a fire fighter, but it may take 3-5 years to fully become that driver though and they would have to send him back to driving school again to get him caught up because for 5 years that guy had been fighting fires, but not driving. He suggested that they let each department decide to send the recruits for the extra two week Driver Ops course on their own expense. Mr. Casey again stated that he had brought up these very things at the

meeting and it was the general consensus of the fire chiefs not to do that. Personally, he felt that it was a dangerous thing to have recruits graduate on Friday and be driving a truck by themselves on Monday. He did realize that it was a reality for many departments though. Mr. Major asked if the recruits took the IFSAC certification and the Driver Ops course too. Mr. Casey stated that they did.

Based on feedback he had heard, Mr. Wood commented that he felt that they had not done the best job explaining what the \$8,000 was being spent on. It was hard to believe that it really was costing that much. He asked if there was a percentage that LSU wanted to target that the department or students were going to pay as their portion. Mr. Casey stated that they were trying to get it to 50/50. Mr. Wood asked if that was going to be across the board for all courses or was that just for the recruit academy. Mr. Casey answered that the recruit academy was by far the one that they charged the most for because it involved the most work and contact hours. Because the other programs were not residential, they did not go through consumables like they did for the recruit academy.

Mr. Wood then asked what percentage was the Fire Officer 1 and Inspector, etc. covered by student versus stat debt. Mr. Casey stated that right now those were covered mostly by stat debt, which they were trying to re-cost some of that with changes to some of the hybrid classes and the cost of student materials, etc. However, currently onsite they were mostly covered by stat debt, but if they took the classes on the road, the departments would then pick up some of the additional costs. Mr. Donahue wanted to add some clarity. The typical cost of what they referred to as an "I" course is for the books were around 80-90% of the total. The actual labor came out of stat debt so there was no attempt to re-coop any of that. Even if an instructor did not teach one course but taught another, the salary came out of stat debt.

There was some discussion on the actual cost of books. Mr. Donald Milligan suggested spreading out the cost of everything. Instead of only raising the cost of recruit class, maybe some of the other classes should be raised in some ways as well. Mr. Casey stated that they were actually in the process of re-costing the other classes too. Mr. Romero asked what the minimum number was of students they needed to have to put on an academy. Mrs. Christine Melancon answered about 15. Mr. Casey stated that they did not actually have a break-even price. They liked 15, but if there were a few less they would still have the class. They would just watch the student to instructor ratio. Mr. Romero asked for the class coming up in January what they had advertised the cost of the class at. Mr. Casey stated it was \$4,500. Mr. Romero asked how many people they had signed up. Mrs. Christine Melancon stated they had 7 people. Mr. Romero asked if they dropped the price down to \$3,000 how many did they have to sign up. Mrs. Christine Melancon stated that they had seventeen. Mr. Wallis suggested a percentage increase to all the classes instead of a flat amount to one and then every entity would be fair across the board and everyone would feel like that there was no one group absorbing the majority of increase in cost.

Mr. Casey stated that they were actually working on that also. They were working on bringing on more specialist classes and a double antenna on theirs. He felt that they were under-serving some areas, but for the most part those would be very minimally funded through stat debt and those actually generated revenue. Mr. Louis Romero asked how much it cost to feed a recruit a day. Mr. Casey answered that he did not know off the top of his head. Some discussion ensued about amounts of what meals cost. The final figure was \$5.25 a meal, 2 meals a day. Mr. Louis Romero commented that maybe they should present these costs broken down to the fire chiefs so they could see. He did not think they should drop the meals provided but he did think they should consider dropping Driver Ops.

Mr. Major asked Mr. Casey what the reasoning was behind the general consensus at the meeting not wanting to drop Driver Ops. Mr. Casey stated that around ¾ of the group felt that they needed to have them trained right away as driver/operator. The reason behind that was because they had present positions that needed to be filled and they didn't need to have them taken away from work for that period of time later to take the training.

Mr. Metcalf asked what they thought about starting the Driver Ops immediately on Monday after graduation only for those who wanted it. Mr. Donahue stated that the cost of the dormitory was not normally included in the cost for Driver Ops. Mr. Metcalf suggested that the entities that wanted the Driver Ops could be charge the extra costs involved. They could be charged an additional \$400-500 and no meal included. Mr. Romero summarized by saying that the charge could be \$3,000 for 12 week basic recruit school and then if they wanted Driver Ops, the cost would increase to \$3,500. Mr. Casey stated that he would agree to that, but he wanted to go over that with the chiefs because the majority had opposed that. Mr. Milligan felt that they should quit giving things away. He didn't think that any chief would be opposed to paying for housing or food if the instructor was built into the course already just like everywhere else. He further suggested a 20% increase in all courses.

Mr. Major added that at this point, they were locked in for the January class at the \$3,000 and there was currently 17 enrolled. Mr. Donahue confirmed that. Mr. Major asked if Mr. Casey had the breakdown on the new monies generated on the incremental increases. He stated that he did. Mr. Major continued by saying that he was getting a feeling from the members of the board that they would like to see the increases happen over a three year period instead of a year and half. He asked that Mr. Casey look at that, but to also look at everything else in total and see what those numbers showed that they would generate. He added that they should add that up and get the number and see if they could adjust everything to see if the increase could be lower than the before mentioned 20%. It could even come in at 10%.

At the next commission meeting, they could have this breakdown in front of them and then see if they should raise their prices through the recruit academy only or overall by percentage. It may even work out to where they could even keep the Driver Ops attached to the recruit academy and not have to disturb what was already set up. Mr. Casey added that the "I" series that they were looking at now included Fire Officer with more state specific materials and Driver Ops which would be more locally provided and more hands on. Mr. Major stated that with the new rating schedule he knew that between now and 2020 he had a lot of work to do on the side of certification which was difficult to do. He used his own department as an example that to complete the required certification, he had to offer time off or pay to the individual needing to complete it. The cost for this could be astronomical. His department would not be the only one affected by this either. All of this could actually benefit the FETI and the fire service as a whole and make it more palatable.

Mr. Casey stated that these certification courses were mostly online, but they were working with that and trying to keep the contact hours engaging with low amounts of PowerPoint time. Mr. Metcalf understood their pain and issue. He asked what incentive programs that they offered for completing that Fire Fighter One and Officer program. Mr. Major stated that they had offered it at one time and they were contemplating doing it again. They had proposed at one time \$20-30 per certification. He used four certifications for example which would be \$100 to each individual multiplied by 600 came to \$60,000 a month. That incentive would be pensionable so on the employer side 25% would have to be added on top of that.

Mr. Wood asked if the driver training went to 60 hours in 2017 and if so were they jumping in to that. Mr. Casey stated that they were looking at a revised curriculum right now and it was being discussed with the strategic planning group. He was pleased with it because they were able to cut the classroom hours down by locating more of it in the field into their departments so they could use their trucks. It was one of the hybrid classes. Mr. Wood asked it would adversely affect funding. Mr. Casey stated that it wouldn't.

Mr. Major added an example that was happening in his own department. They were required to do Hazmat certification every other year. Even if it was a lifelong certification, in the eyes of PIAL, it died at three years of age. So they were doing Hazmat Awareness every other year that way continually everybody was up to speed and they had an active certification in the eyes of PIAL. Now, that was changing. Now it was statewide and there were many large departments that would be calling in asking FETI how they could accomplish all the required certification. Those places were going to have to make some adjustments and catch up. They may be looking for online courses or other avenues to complete the process.

Mr. Wayne Cruse added that they probably wouldn't be able to count on this large expected influx because the departments actually could write their own certification or so he had heard; therefore, they wouldn't have to send any of their employees through Pro-Board or IFSAC. He did have that in writing so he was sure of the validity. Mr. Major stated that if he was going to go through all the trouble to certify his employees, he would want it to be through a recognized entity such as ProBoard or IFSAC which matched the national standard. Mr. Metcalf didn't feel that very many would do their own simply because of the problems with lawsuits. There was a major responsibility with doing your own certification. This concluded the discussion on this topic.

Mr. Major asked if it worked for the board to come back at the next commission meeting to view a report on the whole percentage across the board. At the time, the commission could take it under advisory and they could make a decision whether they would move forward on just the academy or increase rates by percentage across the board. Mr. Casey stated he was good with that. He stated that he would also work up the breakout for Driver Ops to see how that would affect the pricing.

Mr. Casey moved on to update the board on the Strategic Planning Group. They last met in September. The group was extremely diverse. There should be some good things come from it, but it wouldn't be happening quickly. Currently, they were concentrating on the volunteer training. Basically, they had the hybrid Fire Fighter One and they had been doing pilots. They had encountered some issues with people not following directions and they were working on that. The Strategic Planning Group's request to them as a board was to try to bring something in that was below Fire Fighter One. Other states did offer this type of course and they had reached out to Illinois who had just released a new course which was a five step. There were other states that they had met with at the North American meeting and they were able to get a lot of information from this meeting.

What was on the table right now was an orientation program for volunteers done internally at the fire department with curriculum provided. The next level would be an exterior volunteer fire fighter. This would allow them to work around the outside of the fire but no interior attempt. It would allow them to set up ventilation equipment, forcible entry, etc, but no actual entry. After completing exterior, they could move on to interior, but it still would not meet Fire Fighter One. The concern that had been brought up at the meetings however, was that the lowest national standard that was recognized was

Fire Fighter One. The concern with the volunteer chiefs was that they agreed, but something organized and clear in its scope was better than where they were at now with a lot of them.

Finally, what was offered to them was a bridge program to Fire Fighter One which would give them the full IFSAC or ProBoard certification. Mr. Donahue reiterated what Mr. Cruse had mentioned earlier that individual fire departments could develop their own certification standards. He asked if the four steps of the volunteer training could be certifiable by a department or was FETI developing some sort of certification standard for this particular tiered system. Mr. Casey stated that there was discussion on that right now and there was a way to make an IFSAC or ProBoard certification below the NFPA standard. It took about a year to go through the process if all went well.

The other states that he had talked to were split on this. Many offered a state qualification for the interior and exterior training. It was all being discussed currently, but no decision had been made. Mr. Wood shared that what they did was sign off on a designation letter if a volunteer finished certain portions of the program. The program had been successful and it was a good way to increase the quality and competency of fire fighters out there. He stated that they had a task book. Mr. Metcalf asked if he would share more details with them. He answered that he would be glad to. Mr. Casey stated that he would send him their proposal to compare with their program. He did remind him that it was just a proposal and all the objectives were not included yet. Mr. Casey added that fire chiefs did want everyone to get to the Fire Fighter One and doing it this way would allow them to do it in smaller portions. It may take a few years, but they would eventually get them there. They did still have the traditional Fire Fighter One and the hybrid version. Mr. Casey was hoping that they would reach a final decision at the next meeting. He asked if there were any questions. None were voiced.

He then began his update on the women's dorm. It was at DHH for plan review presently. As soon as they got it back, facilities had assured them that could move an accelerated bid and purchase plan. The primary vendor that was looking promising to get it had said that from P.O. to arrival it could be about four weeks. Once there, they would have to do the hookups which would take longer than actually building the building itself. Mr. Metcalf asked where it was going. Mr. Casey answered that it was going back behind the men's dorm by the washateria. They were hoping to get rid of the old dorms and certification trailers. Mr. Romero asked if it was open like the men's dorm. Mr. Casey answered that it was a bunk style for two with a bathroom and shower. Mr. Donahue asked if it were re-configured could it house four people. Mr. Casey stated that it would be very close quarters but possible.

He moved on to AFG. All of the 2013 AFG grant was done. The Class A trailer was there. The license plate arrived today and it would be on the road in January. They had the Class B prop which was out in California having some work done on it. It would be back soon and hitting the road. They had bought the SCBA, PPE, and the thermal imagers and they were getting ready to close that out. They had met with their facilities people and the most difficult item was the multi-story building with burn modules added to it. They were moving ahead on what they had previously discussed at the last meeting which was not to use the shipping container type thing, but pre-fabricated, panels which were heavily insulated. It was an innovative structure that would let them put on a second floor off the rear, two burn rooms with a hallway, and a large balcony. Both rooms were fully lined so they could burn anywhere in the rooms. They had some money coming out of the plant fund toward that for the difference, but it would allow them to use all the things that were in the existing building. They were waiting on some legal answers back and their finance folks and if the facilities people had their way, they would get that fast-tracked tremendously. Mr. Metcalf asked if there were any changes that they had to make to the existing burn building. Mr. Casey stated that there were some minor changes which

included a window becoming a doorway, lining the exterior brick around the entrance way from the burn boxes, and shielding the ceiling from the existing building into the prop. Mr. Donahue added that they were going to be in this project for around \$100,000 which was much better than in years prior. Mr. Casey continued by saying that it was going to be the first one in the state of this style. They were putting it where the original structural engineer suggested to FETI.

He then moved on to say that they were getting to run their second run of air packs and bunker gear. They were still good on that. It was primarily for their WAE people, but they still had a couple of folks to pick up on the full time side. There was a change in the skills trailers. They were trying to get two of them and they were very innovative. They had had a lot of interest from entities that had heard about this. They were however having issues with the engineering on them. They had found a private company in Oklahoma that had one similar to what they wanted but it was narrower in scope. They were having problems finding someone who would build it for them. It had been postponed currently and they were going to go through with another smaller Class A building which would be more mobile.

Mr. Metcalf asked for explanation on rebidding the SCBA. Mr. Casey explained that there was some confusion with Scott. Scott had been bought by a new company, and they wanted to change some of their rules. Mr. Donahue added that Tyco had bought Scott and part of the change was that Scott could no longer bid against as a corporate entity their distributor network. In the past, they would support a nationwide fire training academy program that they would sell to those academies at 50% of their list price. They would continue to do that, but it had to be from a contractual purchase and not an open bid purchase. So they were currently in the process of working with LSU purchasing and beyond that to the state of Louisiana purchasing for a justification and exception to the open bid. If they were forced to go with an open bid process then they would have to change because Scott would not bid on it. For example, Scott paid 8% more than they did before they marked it up at all so that would preclude them from using Scott based upon price. This would open up another can of worms because what they had done now is gone to that program and they did not have duplicate spare parts, etc. that they had to inventory.

The discussion moved on to the Online Fire Fighter One. Mr. Casey has sent some clarifications and updates by email. There were some complaints that they couldn't get it to work or that they couldn't log in or register to get in and then didn't come to class. At the meeting, they went over how to use it. The biggest issue was that individuals were not registered so they could not even log in. There was a rumor out that they were cancelling the class, but they were not. They just had trouble getting a fire department to step up and sponsor the class.

It was still a pilot so every time that they put it on, new things were discovered and worked out. Mr. Wayne Cruse stated that they had test dates set up for the fire departments to send in their test requests to certification. There were other pilots that they had going on. The students registering for the course were not taking advantage of the skills night which meant that they were not overwhelmingly ready for the test. Some discussion ensued regarding the fire departments, chiefs and students, not carrying out what was expected of them in regards to registration deadlines, communication, showing up to classes provided, etc. It was being offered, but it was up to the fire departments to make the most out of what was being provided to them. Mr. Casey stated that it was good curriculum. They had gone through and worked out the guidelines. They were working on a schedule and their intent was to roll out the program in January. Mr. Major asked if there were any questions. None were voiced.

Mr. Casey did briefly mention the two classes that were affected by the bad weather. Then the state trucks for purchase were going up to bid next week. It was all looking good.

New Business:

1. Text to sign up for HOTLap 22828 - He explained the sign up for text process. He was excited about the new feature.
2. 1973 American 2500 GPM pump operator trainer - He felt that this was going to be a controversial topic. He stated that the pump itself was being stored at Ferrar's Plant, but it was buried underneath a bed of material. They did travel to look at it and they saw two tires. He did say that they couldn't really restore it or use it. The pump itself was a really big deal back in 1973, but all the instrumentation was obsolete and they did not have a use for the truck anymore. They did not have a museum to put it in. It did count against their authorized vehicle list. He was requesting the commission's permission to surplus it. Motion was made by Mr. Major to surplus the 1973 American 2500 GPM pump operator trainer and Mr. Romero seconded the motion. No opposition. Motion passed.
3. AFG 2015 Request - The AFG period opened up on December 7th. They had some preliminary plans, but one of them was shot down in flames. They had planned to go forward with another flashover, but AFG would not pay for a flashover prop. He had spoken to some of the people unofficially and they had said that they could go to a B prop, propane, structural live fire training prop which could happen to go to a flashover. It would be a fire suppression prop. There were studies being done in regards to the Class A like they had had, and results were a number of injuries, carcinogens in the air saturating the gear and they do not want to be a part of issues like this. He did have quotes coming in and what they were proposing was a 30 ft. gas prop that would be easier to tow around. There were at least two vendors that had one which looked very realistic. Preliminary thinking put the cost at around \$150,000. It was unique so they were thinking that they would just get one and then evaluate it to see if it met the needs of the students. Previously, they had not been allowed to buy tow vehicles, but this year, they were going to allow it. North American fire training directors really went to bat with this which they were members of. They were very adamant about the tow vehicles, but the downside was that they were very low priority. If they did have a vehicle in question married to a prop that they were also seeking and that prop happened to be a high importance prop like the structural fire training prop then they could have them as a unit. They were currently asking for two trailers and two trucks. He also stated that they were asking for an ambulance gator. They were looking for one with a stretcher set up that would be the same as EBR EMS uses so if they had a serious incident they could start treating a patient without moving a patient from one stretcher to another. Right now, they were using the Suburban and it really didn't lend itself to be able to perform proper medical care. He had met with a vendor yesterday regarding this. He summarized that they were looking for one skills trailer and structural fire prop.
4. Capital Request - Chief Wood had requested the capital outlay plans for the replacement of buildings, equipment, apparatus, etc. - Currently, they did not have one because they were waiting for the Strategic Planning Committee's recommendations and the direction that they needed to go on different projects. They did however meet with the municipal managers and put together a list of projects they knew they needed over the next few years. Some of the current projects included were the roof on the building they were meeting in, two pickup trucks

they were doing right now, and the women's dorm which was at DHH. They had a list of nine projects that they knew they wanted to take on. They included a replacement dorm, another SCBA for Pine Country (his intents were once they got the first skills trailer, they would follow it with one for each region and it was the same for the flammable liquid and mobile gas prop), fire pumper for Pine Country, classrooms for onsite courses which they would need as the classes continued to expand, new vehicles for their regional instructors, a large pavilion with a concrete slab out back which would allow them to do a great deal of training in inclement weather that way, and close-up bleachers which come in handy during the Hazmat training. These were some of the projects that were on the agenda, but they did not include repairs or updates to existing aging buildings. Chief Wood commented on the projects in the works. He did point out that the image that LSU FETI put forward was one of everything being old or aging. He did understand that they were building and slowly replacing with new items, but there were other entities in the state building new props which was the competition. One of the issues he saw was that their only capital funding was from AFG so if they did not approve it then it was not done. Mr. Donahue stated that they could only do with what they had and the only other place to retrieve funds was from stat debt, but there was already 85% of it going out to make the program run. He applauded the concept that there needed to be planning, but if they were spending 93% of their income every year then that left little to nothing for capital planning. Chief Wood stated that he agreed but further suggested that FETI should share that information in more detail with everyone and explain that for instance they had \$5 million in projects and only \$500,000 coming in. He felt that they needed to share that with people in the plan that they put out. Mr. Casey stated that his grand scheme with the Strategic Planning Group was to begin with the volunteer training then come back and start building the necessary infrastructure to support that. Mr. Major felt that overall when they were looking at the fee structure, it would all come to one place. They would eventually see what was going to come out of stat debt and what would be residual to handle the brick and mortar type issues. He also believed that sharing the plan would help to make it clear why they were issuing a rate increase and keep people from thinking that they just wanted more money.

5. Upcoming changes in website access: Mr. Casey stated that LSU was consolidating all of the websites from all of the schools, and programs. There would be changes, and they would keep everyone updated on the available features. It was a little early for this, but they did want to keep everyone informed of upcoming changes. Mr. Donahue stated that the main change would be that the new website would not support databases. LSU now had a cloud support system. It would have to be determined by the user how important that functionality was because it would have to be hosted by a third party site if it was insisted on being used.

Mr. Major asked if there were any questions concerning the director's report. None were voiced. This concluded the presentation of the director's report.

Certification Report

Mr. Steve Gervais presented his report. He wanted to give some numbers since they were now at the six month mark. He stated that revenue last year was \$58,780. This year it was \$71,565 which was a 21% increase. They were down for expenditures by 4.3%. Mr. Metcalf asked how they had reduced expenditures. He stated that mainly they were reducing postage from confirmation letters, reduction in paper usage on booklets, and some items now were being done electronically. The amount of exams

being done could be attributed to the increase in revenue which was directly related to PIAL. Results of tests were getting back more quickly which was allowing for re-tests to be scheduled more quickly.

He did want to add about the increase in certification prices for a \$5 increase for the levels for the fire service. He had the letter suggesting this from CAC. He felt that it was a good idea for the training commission chairs, himself, and Dave to sign a letter and then send it out to the fire chiefs. He tried to discuss going effective January 1st or July 1st, but because of some administrative items that he still needed to do, he was going to just push for it to be effective at the first of next year. It was a 33% increase for Hazmat Ops, and Fire Fighter 1 & 2, and it was a 17% increase for everything else. If that was averaged out, it came to about a 25% increase.

Mr. Donahue asked what percentage of the total cost was the certification. Mr. Steve Gervais stated that it was close to around \$14.50. This price included associated costs of certification, templates, software, salaries, membership fees to IFSAC and ProBoard, travel associated with conferences for both organizations. This price was based on the fire fighter ProBoard certification prices at \$20.

Certification satisfaction survey deployed about three weeks ago. Three hundred thirteen emails were sent out to chiefs, training officers, and administrators and roughly about 30% have responded thus far. He updated them on the IFSAC site visit. They were waiting on a confirmation on the scheduled date of that. They had all the documents ready for the pre-site review. They did finally get the costing for the \$20 on the additional LSU ProBoard certificate now that they could print those. The request forms were now out on the certification webpage and they had started issuing some Pro-Board certificates. They had started working on the 2016 regional exam site calendar. The first six months should be online soon.

Mr. Major asked if there were any questions regarding the certification report. None were voiced. This ended the certification report discussion.

Financial Report

Mr. Donahue presented his report. He directed their attention to the reference of November 30, 2015 at the top. There was no reason to go backwards because these were cumulative totals. He pointed out the 11th line from the top and stated that it was the 170-40-0001 account which was the statutory dedicated which was the 3.2 million projected. They were all well aware that they would not know exactly what it would be until May 15th or 20th of next year. The third line over from the first column was actual expenses coming to \$868,000. Skipping three more lines would tell them that without encumbered salaries, contracts, or purchase orders, there was a current balance projected to be \$2.3 million and change and going to the very last column they would see that the balance of the same period of last year was \$2.27 million meaning that they were roughly around the same spending history. He did not have any concerns about those numbers whatsoever.

Mr. Major asked if there were any questions regarding the financial report. None were voiced. This ended the presentation of the financial report.

Old Business

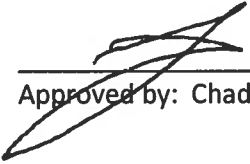
Mr. Major did want to bring up about the trucks that were mentioned earlier. Karen wanted to facilitate some resolution there. Mr. Casey stated that her contact person had retired, but they had another

contact. Mr. Major asked to be kept updated and that subsequently after January 11th if nothing had taken place then they would get together and decide what the next step would be.

The next meeting was scheduled for Thursday, January 28 at FETI.

Mr. Donald Milligan notified the Commission that this may be his last meeting. The LSFA would be appointing another commission meeting.

Motion to adjourn was entertained by Mr. Major, no motion or second was heard. No objections were voiced. Meeting was adjourned.



Approved by: Chad Major

1-28-16

Date: