

Louisiana Fire & Emergency Training Academy

Commission Meeting Minutes

Date: May 23, 2024

Time: 10:00 AM

Location: FETA, 6868 Nicholson Drive, Baton Rouge, LA 70820

1. Call to Order/ Roll Call Roll call

<u>COMMISSION MEMBER</u>	<u>PRESENT</u>	<u>ABSENT</u>	<u>ZOOM</u>
Bryan Adams	x		
Butch Browning		x	
Brandon Davis		x	
Russell Di Salvo	x		
Stephen Guidroz	x		
Ken Himel		x	
Matt Lee	x		
Brian Lindberg		x	
Chad Major	x		
Tracey Normand	x		
Louis Romero	x		

2. Meeting Prayer and Pledge

3. Adopt Meeting Minutes from April 25, 2024. The minutes were adopted with a correction noted under certification no opposition.

4. Administrative Report

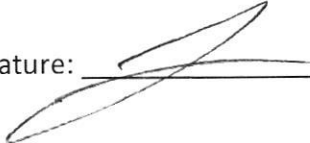
- a. **Superintendent:** Chief Woody gave the report. He noted that they attended a Chief’s association meeting to introduce himself. New instructors are in the hiring system. The website has the updated curriculum as well as the class numbers. Both campuses will be offering Chief Level non Officer Training will be offered soon. There is also new positions to be filled that will work with Certifications and the front office. Our WAE’s will be attending an Instructor development class. Our previous 6 month back log in reciprocity is down to just 3 individuals waiting since our new plan has been implemented.

- b. **Academy Operations:** Deputy Chief Martin discussed the repairs done to the Academy dorm as well as reiterated almost all of the reciprocity requests have been done. He and Deputy Chief Kleinpeter are looking into implementing our Microsoft 365 to measure our staffing capabilities as well as performance in Instructing. A new professional development class will be implemented in late 2025 into 2026 to assist with Industrial calls as well. Romero asked if the problem with the hiring was fixed to Chief Adams and he stated that the process is somewhat fixed. We will have someone dedicated to performing our background checks first.

- c. **Municipal Report:** Deputy Chief Kleinpeter discussed the different classes that have been taught out in the regions. We did hire 2 new Instructors out in the regions as well as 3 WAE's. However we are still looking for WAE's. Our NFA classes are having great turnouts.
 - d. **Recruit Academy:** Deputy Chief Kleinpeter gave the report. Class 186 started with several recruits from across the state. The new mattresses have been installed in the dorm as well as the floor being fixed in the bathroom. The recruits are currently in the 2nd week of the class. After the meeting there will be an open tour that can be given by Chief Kleinpeter if anyone wanted to view the dorm.
 - e. **Technical Rescue Report:** Dustin Kleinpeter gave the report. They are in the process of hiring a new rescue manager. Despite that there are classes still coming in for Technical Rescue. One of the goals is trying to get the contracts out here like they did for LSU.
 - f. **EMS Report:** Dustin Kleinpeter gave the EMS report. Advanced EMT is in clinical portion and the EMT is doing well. Summer EMT will be starting up soon as well.
 - g. **Virtual Training:** No report given
 - h. **Industrial Report:** Ricky Gary stood in for Chief Stone. Ricky stated last month alone they gave 23 classes, 19 of them being Fire Brigade, and 1 out of state. They are completely booked from September until the end of the year but may be able to fit some Hazmat classes in. By the middle of June they plane to be 100% on E3 fuel. The clients are still enjoying the fires even with using E3.
 - i. **Certification and Testing Report:** Steve Billman reported on certifications. The test validations for 401 and 1070 are currently ongoing. In May 44 certification events occurred. Several tests are auto testing and returning results quickly. A repository will now be held at FETA and the tests will be validated against the curriculum to create a baseline for all to reference. There are 7200 active users in Acadis. This month they issued 677 tests, no other month has ever done this many tests. A new way we are configuring Acadis will be able to show if the student challenged a test and if not, whose class they sat in. It will take a little bit to get it done but it is in the works.
 - j. **Financial Report:** Deputy Chief Katie Elliott gave the report. In April 318,000 was collected, from Municipal 9,230 was collected, 27320 for certification, 281,798 for industrial. In total we are a little over 2 million. As of May 23rd we have collected a little over 700,000. Invoices are going out within a week or two now. Chief Adams is working with Management Finance to work on a better way for FETA to get checks.
5. **Commission Chairman Report:** Chad Major stated that they are in the last phase to pass the cancer screening. He asked that FETA get their instructors tested for cancer.
 6. **Old Business:** Nothing reported.
 7. **New Business:** Chief Martin stated that starting June 10th they will start the summertime Professional Development series. It will be offered here at FETA Baton Rouge as well as Pine Country at the same time. All of the NFA classes have been posted on the website. Our Equipment show will be in the works

5. **Commission Chairman Report:** Chad Major stated that they are in the last phase of passing the cancer screening bill for the firefighters in the state, and FETA employees are not included. He asked that FETA find the money in the budget and test the instructors for cancer according to their age bracket, and follow the same guidelines as what is passed.
6. **Old Business:** Nothing reported.
7. **New Business:** Chief Martin stated that starting June 10, the summertime Professional Development series will begin. It will be offered here at FETA Baton Rouge as well as Pine Country. All of the NFA classes have been posted on the website. Our Equipment Show will be in the works for this year. The equipment show is scheduled for October 4 and 5. Chief Di Salvo will be heading up the Equipment Show with the Chief's Association. Major asked for FETA to look into having the three day leadership event geared towards professional development. Romero offered to host the leadership event if needed. Romero asked for an Origin and Cause class to be taught.
8. **Next Meeting Date:** Meetings are set for the fourth Thursday of every month, with the exception of November 21 and December 19.
9. **Adjournment:** A motion was made to adjourn with no opposition.

Approved on: 6.27.24

Signature:  _____