

**Louisiana Fire and Emergency Training Commission Meeting  
Meeting Minutes  
September 12, 2018**

**Commission Members Present:**

Chad Major	Professional Firefighters Association of Louisiana
Karen St. Germain	Governor's Appointee
Ken Himel	Louisiana Fire Chief's Association
Michael Donahue	Chancellor's Designee from LSU
Louis Romero	Professional Firefighters Association of Louisiana
Martin Latino	Louisiana Fire Chief's Association
Brian Lindberg	Louisiana State Firemen's Association

**Commission Members Absent:**

Charlie Metcalf	Louisiana State Firemen's Association
Butch Browning	State Fire Marshal

**In Attendance:**

Loree Ramezan	FETI
Christian Earnhardt	FETI
Kathe Jones	FETI
Eddie Pyle	FETI
T.K. Devall	FETI

**QUORUM PRESENT**

The Louisiana Fire and Emergency Training Commission was called to order by Mr. Major. Invocation was performed by Martin Latino. Pledge was performed. Mr. Major called the roll and announced that a quorum was present. The meeting began.

Mr. Major performed the oath of office of commissioner for Mr. Brian Lindberg. He was duly sworn in as a commission member for FETI.

Mr. Major entertained a motion to adopt the minutes from the meeting held on August 3, 2018. Motion was made by Ms. St. Germain and Mr. Romero seconded the motion. No discussion was made. No opposition or abstentions were noted.

**MOTION PASSED.**

**Director's Report**

Mr. Donahue presented his report. He stated that there were no unusual activities or circumstances that needed to be reported. They were preparing a detailed training report for the LSFA meeting that was coming up soon. They would be giving more in depth updates at the meeting. The Recruit

Academy was doing well. There had been numerous discussions since Chief Crain had retired. There were some changes in respect to a now over emphasis on basic fire service training. They were excited about the direction that they were headed in. He updated the commission members on recent positions within the organization that had been filled. He opened the floor for questions. Mr. Romero asked for an update on the aerial apparatus. Mr. Donahue stated that it had been worked on and it was now running well again. Mr. Major asked if there were any other questions. None were voiced.

This concluded the presentation of the director's report.

### **Certification Report**

Ms. Earnheart presented her report. She reviewed the stats of the department for their fiscal year end. They had issued 6,308 exams, and their budget was \$170,000 and they had done \$177,000. They had done well despite many office and personnel changes that had taken place. She confirmed that she had taken the manager position for certification and that they were looking for her replacement as training coordinator along with the position of testing coordinator. The aerial tests had been updated and she had recently listed the text book that was referenced. The incident safety officer certification was coming back online. Mr. Latino had been working hard to put the practical skills and scenarios together for the course. The new evaluator program would kick off January 1, 2019. Mr. Major asked if there were any other questions. None were voiced.

### **Financial Report**

Ms. Ramezan presented her the report. She stated that the financials included were from July and August in the board packets. The reports were routine. They had received the state fire training grant, an NFA grant, to teach the designated courses. Other than that, there were no other updates. Mr. Major asked if there were any other questions. None were voiced.

This concluded the presentation of the financial report.

### **Old Business**

Mr. Major stated that he and Ms. St. Germain had met with the president of LSU and did as the commission had charged them to do. They had made their arguments and explained the reasoning behind their request regarding the job description and requirements for the municipal training officer. The final decision was made. The president and other personnel had decided that they would allow for a non-degree individual to apply as long as they were enrolled and making strides to obtain their degree in fire science and that degree would need to be completed in three years' time. Nothing had been put in firm writing regarding the job description, but the changes would be made. Currently, they had a verbal agreement. The information would not need be released until the frame of the job description and requirements were in writing. It would come through Ms. St. Germain, and then filter to Mr. Donahue, Loree and Christine and then be disseminated out to everyone else throughout the state. Mr. Major asked if there were any other questions. None were voiced.

This concluded the presentation of the old business.

**Chairman's Report**

Mr. Major presented his report. There were no updates. They did have team members heading to South and North Carolina to assist with the recovery efforts. Mr. Major stated that since they had met recently, he did not have anything else to add to his report. No other comments were made.

This concluded the presentation of the chairman's report.

**New Business**

No new business was addressed.

The next scheduled meeting date would be on October 17<sup>th</sup>.

Motion to adjourn was entertained by Mr. Major. Motion was made by Mr. Latino and Mr. Romero seconded the motion. No objections were voiced. Meeting was adjourned.

  
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Approved by: Chad Major

11-29-18  
Date: