

Louisiana Fire and Emergency Training Commission Meeting
Meeting Minutes
June 16, 2015
Held at the LSFA / LFCA Conference

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
Martino Latino	Louisiana Fire Chief's Association

In Attendance:

Greg Robichaux	FETI
Myles Rousse	LPFD #3
Mike Delaune	BCFD
Kelly Griffin	LPFD #3
Devin Dedon	LPFD #3
Jim Montez	LPFD #3
Nick Palmer	FETI
Brian Lindberg	BPFD #4 & 5
Mark Stevens	Houma Fire
Bobby Guilbeau	WSFPD - Evangeline
T. K. Devall	FETI
Wayne Cruse	FETI
Todd Dufrene	Houma Fire

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

Chairman's Report

Mr. Major reported on the recent session in legislature. He stated that it was an interesting but good session considering the items that were on the agenda. They were able to kill some revenue affecting pieces of legislation, as well as the state debt fund legislation which would have affected departments such as FETI, Civil Service, Fire Marshall's Office, etc. All in all, they came out unscathed. In January, there would be a special session called when the new government is sworn in because there would be a hole in the budget and they would not make it through the fiscal year. He commented that hopefully there would be some opportunities to pass some taxes and to generate some funds which they had not been able to do in 7 ½ years under the current government.

Director's Report

Mr. Dave Casey presented his report. He began by informing the attendees that they had been approved by AFG for the funding for the new two story modular burn building. He pointed out that the units pictured in the director's report were done by Kirila, the company that did some other props for

them. He is hoping that they would have it all put together over the next couple of months. He further stated that the grant that they had received was also for two skills trailers and PPE and SCBA for the instructors. He informed that the first trailer had arrived. They were not able to bring it over to be seen but it was pictured on the report. There were heat probes under it so they could monitor operations via laptop and it contained a secure sprinkler system as well. The propane props would not fit into the trailer as specified so they were working on that and that should be done in the next couple of weeks.

He recently met with the AFG people at the NFA Conference and they were told that the new AFG's (unclear) so they were going to try to get word to the different associations. At one point, they would have three different AFG's going. He moved on to discuss the strategic planning group. At this point, they had all the positions filled and he stated that he would be sending the entire rosters. His intent would be to have the membership of the group have an initial organizational meeting. Initially, they would try to go over small items such as field training and Fire Fighter One programs. The different proposals that were submitted would be reviewed, discussed and decided on.

Mr. Metcalf referred to the FESHE Professional Development Symposium that had occurred a couple of years ago and asked if that would be offered again possibly. Mr. Steve Gervais stated that it had been discussed because he always felt that it was unique that chiefs met and firefighters met, the union met, but the training guys never met to share their thoughts and suggestions. In the past, they had done two sessions like that and things started happening. They planned to partner with the FOOLS which was a training based organization to accomplish this. Mr. Casey stated that they had begun with the first step last year with the training of the fire officers and it had continued through this year. He hoped to grow that into the trade like the federal trade. Mr. Metcalf stated that he felt like it was an opportunity to promote instructors as well as academics.

Mr. Gervais stated that FEMA wanted them to do this on a regional level through Arkansas and Texas as well. They did not want to duplicate efforts, but just to share resources. Mr. Casey commented the items that were popular discussion at the meeting were listed on their website and the trade group consisted of training, resources, and data exchange. LSU FETI was responsible for the website. At trade's request, trade was going to review, re-organize and re-format the information listed on the website in a more appropriate manner. Mr. Metcalf commented that he did receive emails from trade with helpful information which he was sure that everyone else received as well. He did want to give props to LSU for managing that national system of data.

Mr. Casey gave an update on the women's dorm. He stated that they had the plans done and they had the plans from the vendor from the sketch he had given them in the beginning. They were supposed to be ready to go out for bid. It had tripled in price, but it is still the same square footage. The building costs were the same, but the architecture changed. Mr. Wood asked if there was backup building right now. Mr. Casey stated that there was not. He stated that recently they had a woman who needed the facility but thankfully she had an apartment down the street. Mr. Donahue asked if once it went out to bid and closed, would it be a 30-day deliverable. Mr. Casey stated that it would be a 60-day. He was being told that it could only be a couple of weeks, but they were counting on issues arising, etc. In regards to the facility, it would be modular and they would be able to lift it on a forklift and move it if they wanted to.

Next, Mr. Casey discussed the new items in the report. The Company Officer Leadership Conference was scheduled for July 21-23 in Eunice. Registration was slow right now, but they had talked to a few fire departments so they were hoping that it would pick up. This conference fills the officer training

requirement all at once which made this conference more desirable to clients. They had several good speakers this year which included Frank Viscuso and Mike Galliano. Jones and Bartlett are sponsoring one speaker. PFFALA and LSUE Con Ed would be co-sponsoring the event and they were picking up the airfare and expenses for one of the speakers. Mr. Steve Gervais added two things that had changed from last year. He stated that this year they were offering single day registration and in turn there was a cost difference. As well, he stated that last year they arranged for the people to stay in the LSU student apartments, but they would not be doing that this year. Holiday Inn and Best Western had given them a special rate for this conference. July 1st would be the deadline to book to receive the special rate. Mr. Donahue asked how they were informing the constituency regarding the changes. Mr. Gervais stated that they had sent out a flyer and the changes were also listed in the registration form/information.

Also, Mr. Casey mentioned that ISFSI received an AFG grant for training on the new SLICE-RS Modern Fire Attack. He went through Train the Trainer for it. The training would be held at FETI on August 6th and at Shreveport Fire Training Center on August 7th and both events were free. Train the trainer was not covered by the grant, but it would be held on August 8th at FETI and it will be offered at a charge.

Mr. Casey gave an explanation of the Strategic Planning Group to the audience in attendance. He also stated that Chad Sonnier would be replaced on the panel by another individual because he had accepted an invitation to be on a different panel. Mr. Casey stated that he would be sending out a revised list of members in the future.

At this time, no more questions were voiced and discussion of the Director's report ended.

Certification Report

Mr. Steve Gervais presented his report. He stated that the Pro-Board re-accreditation was in March. The pdf forms for test requests were developed so they could be sent through e-mail as attachments. The digitalizing of paper files started last week. His staff had begun to go through those and started digitalizing documentation so paper files would no longer be needed to be kept for 3-5 years. They were further developing the certification data system of which some of the reports received were a direct result of that. It was keeping a more accurate accounting of their contact information instead of relying on the State Fire Marshal's database. They were electronically sending confirmations for testing and also e-mailing the exam results and notifications which resulted in a quicker turnaround on deciding to re-test students, let candidates go, etc. There had been positive feedback on this. Created the FETICert@lsu.edu email account which all Certification staff has access to so emails can be answered more efficiently.

A new computer arrived last week for their new grading system and they would be testing out some different software. He was hoping it would produce better reporting. They did roll out a new certification design. Approval was received to issue Pro-Board certificates through LSU Fire Training. IFSAC site visiting is going to be either late fall or early spring.

Acquired some new test banks would be re-developing exams that were currently out there with test material. They were going to attempt to reduce the billing and certificate delivery. In the past, students received the certificate and paper notification within 30 days. He was going to attempt to reduce that to 21 which he believed was possible with the new updated system. They would continue to update their systems as they could afford to. They will address the needs of PIAL as they move forward. They wanted to increase certification attempts by industrial clients. They also wanted to continue to foster an increase in the municipal certification program. Lastly, they wanted to maintain or increase the

revenue stream. Mr. Gervais then presented some charts and graphs to show the state testing sites and pass/fail ratios across the state. He also showed a bar chart for the revenue for the fiscal year as well as a graph showing a revenue increase. He went on to discuss more charts that were included in his report that reported different percentages of pass/fail percentages for different areas. Mr. Metcalf concluded by stating that they would be having another meeting on Thursday with the CAC which would be a time to discuss the condensed items of this meeting more in depth.

Mr. Major asked if there were any questions regarding the certification report. No questions were voiced. There was no discussion.

Financial Report

Mr. Donahue presented his report. He stated that it had been a good year. Their statutory dedicated funds had increased the same amount, 3.2%. Their total collection was \$3,172,458. There were a few scares, but overall the budget was managed well. Anticipate rolling around \$70,000 into the plant fund. Industrial revenues were up approximately \$650,000 over the prior year. They were getting close to a ten year high. However, only about 12% of that money is available for spending because the other revenue is used to reinvest in the facility infrastructure. There was a point when they drew a line in the sand so to speak and said that the municipal monies would stay on one side and the industrial monies would stay on the other. Because of this, they had seen a great increase in municipal revenue, but a significant amount of one-time expenses through the industrial side. He did not feel that this would be a long term issue. Mr. Metcalf asked what they were actually profiting after taking out the cost of fuel, personnel, etc. Mr. Donahue stated that since they were a state agency they were not allowed to charge a markup so what was left was about 12% that was allowed to be charged for equipment repair and depreciation and in the event that they were very conservative then there was potentially 8-9% that carried over to the following year.

Mr. Major asked if there were any questions regarding the financial report. No questions were voiced. There was no discussion.

Old Business

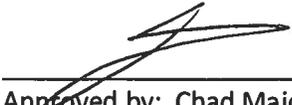
No old business was addressed.

New Business

No new business was addressed.

The next meeting was scheduled for Wednesday, July 22 at 4 p.m. at LSU-E.

Motion to adjourn was entertained by Mr. Major, moved by Mr. Metcalf. No objection. Meeting was adjourned.



Approved by: Chad Major



Date: