

**Louisiana Fire and Emergency Training Commission Meeting
Meeting Minutes
January 26, 2018**

Commission Members Present:

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

Commission Members Absent:

James Wood	Louisiana Fire Chief's Association
Butch Browning	State Fire Marshal

In Attendance:

Loree Ramezan	FETI
David Coco	FETI
Byron Johnson	FETI
Christine Earnheart	FETI
Jarad Charpentier	FETI
Carey King	FETI
Richard Joseph	Opelousas Fire
Jason Frosch	STFD #4
Brian Lindberg	Bienville Fire
Chad Roberson	LFCA / St. George Fire

QUORUM PRESENT

The Louisiana Fire and Emergency Training Commission was called to order by Mr. Major. Invocation was performed by Charlie Metcalf. Pledge was led by Brian Castille. Mr. Major called the roll and announced that a quorum was present. The meeting began.

Mr. Major entertained a motion to adopt all minutes that had not been approved to date and requested that Ms. Ramezan add the adoption of the minutes as a regular agenda item. Mr. Metcalf seconded the motion. No discussion was made. No opposition was noted.

MOTION PASSED.

Senior Director's Report

Mr. Donahue presented his report. He began by stating that he had submitted the director's job description for approval and there was a degree waiver technicality built into the job description. The waiver allowed a non-degree individual to hold the position if there was not a qualified individual with a degree available. Every time that waiver was used, it had to be brought before the committee at LSU to review and adopt for use. It was in place 4 years ago and it had to be done again presently. As soon as it was done, the job posting would be published.

They would also be reviewing other job descriptions to see if the waiver needed to be applied in those as well. Discussion ensued regarding the application process and timeline for hiring. The type of individual to hire, degreed or non-degreed, was also addressed. There were differing opinions voiced. Mr. Donahue stated that he had no issue with submitting the waiver and requesting that non-degreed and degreed individuals be considered for the position. Mr. Major requested that Mr. Donahue voice their concerns to LSU HRM and ask for consideration regarding the applicants for the position in question. He entertained this as a motion and Mr. Donahue seconded the motion. No further discussion was made. No opposition was noted.

MOTION PASSED.

He did apologize because he had committed at the last meeting to meet with the regional managers and create a detailed training report. He did not have that ready due to multiple issues. Training was shifting from classroom time to performance-based skills. He stated that he could have that ready for the February meeting or he could send it to them before the next meeting for discussion. The commission asked for it to be sent to them before the meeting. This concluded the presentation of the senior director's report.

Certification Report

Mr. Bryon Johnson presented his report. They had brought on Mr. Jarad Charpentier for the testing coordinator position. He had been a blessing. They were also bringing on a lady name Samantha Burton. They had recently attended a Pro-Board meeting and received some updates from them and they had an IFSAC meeting coming up in April. Mr. Major asked if there were any other questions.

Mr. Brian Castille asked if they had been able to speed up the testing process. Ms. Christine Earnhart explained the issues at hand. All test sites had to meet accreditation criteria and go through the process of being accredited. In the past when this process had been performed, there was no documentation recorded to support the test sites' accreditation. This had attributed to the delay in testing over the last month. They were having to complete all new accreditations for test sites.

Mr. Brian Castille asked if they were going to be able to get access to the portal for the practical's or did they still have to contact the certification team. Mr. Johnson stated that that for now they would still need to email them to get the practical's. They were hoping to have the portal available again soon. They were still fixing so many things within the department. Mrs. Earnhart asked that they be patient as they worked on the issues at hand. This concluded the presentation of the certification report.

Financial Report

Mr. Donahue presented his report. He stated first that in this calendar year they had budgeted less than they had in a long time and that was for stat debt receipts. They had known full well that they expected a cut-back. Secondly, their revenue self-generated collections in the first half of the year were much higher than they had been. Typically, they did one-third of their business before Christmas and two-thirds after. Their number before Christmas was higher than it had been since he came. He felt they were looking forward to an exceptional year and to being able to complete some of the five-year plan that had been discussed at the last chiefs' meeting. They were trying to use the self-generated income on facility enhancements, so the stat debt wouldn't be paying for them. Mr. Major asked if there were any questions. None were voiced. This concluded the presentation of the financial report.

Chairman's Report

Mr. Major presented his report. He stated that he and Mr. Donahue has spoken before the meeting had started. He updated the commission about being able to buy out of state trailers. He stated that there was nothing on the horizon for a new bill passing to allow it. He felt that they should leave it alone and requested a motion to be made not to pursue that with Representative Brown. Motion was made by Mr. Metcalf not to pursue this piece of legislation at the upcoming legislative session and Mr. Romero seconded the motion. No further discussion was made on this. No opposition was noted.

MOTION PASSED.

Mr. Major stated that the next meeting would be in Alexandria on February 15th and the convention started that day as well. He recommended the next meeting be at the beginning of April at the fire chiefs' conference. No meeting would be held in March. Motion was made by Mr. Major and Mr. Castille seconded the motion. No further discussion was made. No opposition was noted.

MOTION PASSED.

Discussion regarding Mr. James Wood's seat on the commission was discussed. The representatives from the Louisiana Fire Chief's Association stated they would discuss it at their next meeting.

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

Old Business

No old business was addressed.

New Business

No new business was addressed.

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



Approved by: Chad Major



Date: