

**Louisiana Fire and Emergency Training Commission Meeting
Meeting Minutes
August 11, 2016**

Commission Members Present:

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

Commission Members Absent:

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

In Attendance:

Christine Melancon	FETI
Brian Lindberg	South Bossier Fire Department
Nick Palmer	FETI
Wayne Cruse	FETI
Kevin Fontenot	FETI

Chairman's Report

Mr. Major was in attendance, but no report was reviewed.

Director's Report

Mr. Casey presented his report. He began by stating that the Company Office Leadership Conference went very well and there had been many positive comments about it. He moved on to mention that they experienced some difficulties over the past week including water main damage, which took 9 days to repair. Even though the class was delayed, it was a small group so they were able to catch up. Also during that time, there were some issues and concerns with mold in the men's dorm. It was vacated and was checked by Environmental Service. They did not find any issues but it was discovered that the air conditioner was not working properly. It was still not currently repaired, but they were working on it. For the next class, they would be relocating to the main campus until everything is repaired. There would be a charge of \$210 per head per week.

As an update, he stated that there had been no announced budget cuts for them so far this year. They had received a budget cut announcement in the amount of \$276,000 last year at the end of the year, which had not given them much planning time.

The women's dorm was operational at the present time and it is occupied. They had also finished up the tuition changes and were finishing the classes which had individuals enrolled in them already. The biggest change besides the pricing was that the book would no longer come with the course anymore. The tuition now would include an online textbook, which could be used in e-reader and had many user and leader features. A hard copy could be purchased through them when the student registered if desired.

The new website was up and running. The layout was different, but better and easier to navigate.

The bid was awarded for the modular burn buildings back in January. They were still on time for the operational date to be around Thanksgiving. There were two burn rooms on the second floor, and an outprop coming out from the building. It was also on a frame that would allow them down the road if they found funding to enclose the first floor. It was also rated so the option of a third floor was allowed.

On the grant, the new SCBA's had arrived. They had new MSA's and they would be training their people on them directly. The second round of bunker gear through the AFG had arrived and it has been issued. There were three sets of forceful entry props, and the third Class A trailer which would be delivered next month. For this year's AFG, they were still working on the skills trailer. Only one company had contacted them with a proposal which was Dreyer. They were hoping to have that up and going out to bid directly. There would also be the LP fuel structural prop which was easier to use than the other one and there were about seven different vendors who could build that for them.

The Strategic Planning Group had not met since FETI's last scheduled meeting. They did come to an agreement on the four-tier training program. It is going to take a while to get the four-tier curriculum together. His intent was to get a better work product and the planning group to review it before they began on something different. His intent was to get the first tier up and running this fiscal year for sure and try to get the second one up as well. This would be a big change. They had the materials from before and they had done the JPR's. Mr. Major asked what was being done with the old SCBA's. Mr. Casey answered that the regional folks did not have SCBA's right now so the new packs were going to the recruit academy and to Pine Country and the ones from Pine Country were going to the regions. Most of the academy packs would be moved over to the industrial side. They were not up to NFPA spec but they were up to spec for industrial.

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

Certification Report

Mr. Steve Gervais presented his report. The new certification record system was now operational. It was a nice addition for them because it was easier to be able to go to one system instead of two or three. They had recently added a lead evaluator component to it. It

showed what each lead evaluator was qualified to teach and assisted in keeping trainings current and up to date for these lead evaluators. They had also updated the certification webpage with all the various changes.

He urged the group to be patient with the progression of the new website. They were working to make it more efficient but it would take a little time.

IFSAC did come for a site visit which went well. He did mention that he was appointed to the Proboard committee on accreditation by the board of directors which he felt would be good for LSU and give them more exposure. It would give him the opportunity to see other certification systems around the country. Mr. Casey added that this was a great promotion for them to have Steve on this board and it would be truly beneficial to them.

Mr. Steve Gervais then moved on to discuss exams. He stated that they were seeing better pass rates for Hazmat Ops. It was hard to pinpoint a true reason for this. Questions on the test had been streamlined to match the study material better. He did want to point out that on the I-series, Instructor I, Inspector I, Officer I, they had decided to go with J&B reference since they were coming out with test banks. They were looking at about 6 months before all these resources were out.

Mr. Casey added that going this route would show better test results in the future because the test banks and study material were actually better and more organized. Mr. Metcalf asked how this would affect ProBoard and IFSAC. Mr. Steve Gervais stated that this information on the curriculum had been submitted to these groups prior to use to receive their approval. And as long as they followed through with what they said they were going to use then these groups had no problem with it.

He updated them on fiscal year exam numbers. For fiscal year ending on June 30, there were 7,641 exams taken. This was a 46% increase from the prior year. Probably the increase was due to PIL changes and everyone's need to be in compliance as well as the new electronic system which was allowing their office to keep up with the volume.

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

Financial Report

Mr. Donahue presented his report. He stated that their budget was reduced by approximately \$275,000. They had made adjustments at mid-year anticipating this cut. He pointed that the final year ending balance for the fiscal year ending on June 30th was approximately \$67,000 instead of the listed \$71,000 because of another invoice that had come in.

They did budget \$3.2 million dollars for the upcoming year but again they would operate cautiously anticipating another similar 8% cut. They were not sure that it would happen, but it was best to be prepared.

Mrs. St. Germain asked that if anyone planned to go testify before the legislature that they let her know so that she could be there and add her comments and voice. She also suggested that they look up information on submitting an IED, emergency interim funding, in regards to the broken water main since this was a valid way to use emergency monies. The monies acted as an emergency transfer of funds, not a loan or grant.

Mr. Metcalf asked if they were able to get anything done with the trucks. Some discussion ensued about the process they were using to get the trucks. Mr. Donahue stated that the problem they were having was last year they were given a million in grants for new props and equipment, but they had no way to transport it so it was not very useful to its fullest extent that it could be. As well, if somehow they did get two more trucks next year, their federal vehicle allocation would be need to be increased to allow them to have them. Mrs. St. Germain stated that she felt she needed to schedule a meeting with Jay Darden to discuss these items. Everyone agreed.

Mr. Steve Gervais did add that the certification exam prices did increase. There was a letter drafted, and signed by all the players and sent out. This letter had been posted on the website back in March and it had been publicized in the HOTLAP Newsletters for months. The actual written correspondence had gone out to over 500 fire departments recently. The increase was \$5.

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

Old Business

No old business was addressed.

New Business

No new business was addressed.

The next meeting was scheduled for September 13, 2016 at 10 am at FETI.

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



Approved by: Chad Major

1-4.17

Date: