

**Louisiana Fire and Emergency Training Commission Meeting  
Meeting Minutes  
April 3, 2018**

**Commission Members Present:**

Chad Major	Professional Firefighters Association of Louisiana
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
Ken Himel	Louisiana Fire Chief’s Association
Butch Browning	State Fire Marshal

**Commission Members Absent:**

Karen St. Germain	Governor Appointed Citizen at Large
Louis Romero	Professional Firefighters Association of Louisiana

**In Attendance:**

Loree Ramezan	FETI
Christine Earnheart	FETI
Jarad Charpentier	FETI
Cary Manuel	PC FD #1
Donald Milligan	Mansura VFD
Lee Hedgepeth	Bossier Fire District #1
Brian Lindberg	Bossier Fire
Kully Griffin	Lafourche FD #3
Jimmy Holmes	Haughton Fire
Joe Foster	LFPD #1
Wes Anders	Ball Fire Dept
Keith Ward	Houma Fire
Russell DiSalvo	Coteau Fire
Toby Henry	Montegut Fire

**QUORUM PRESENT**

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

Mr. Major entertained a motion to adopt the minutes from the meeting held in January. Motion was made by Mr. Martin Latino and Mr. Charlie Metcalf seconded the motion. No discussion was made. No opposition was noted.

**MOTION PASSED.**

**Director's / Financial Report**

Mr. Donahue presented his report. He stated that the biggest changes they would see for FETI was that the classroom used for the recruit academy had been fixed. The foundation had cracked and sank, but it had been repaired and about \$250,000 worth of facility maintenance had been performed which was overdue. The financials were in great shape and he was hoping to reach out to the treasury next month and get an estimate on the state debt funding. Mr. Major asked if there were any questions on the director / financial report. None were voiced. This concluded the presentation of the director / financial report.

**Certification Report**

Mrs. Earnheart wished to update the commission on a few things. At the last meeting, the need was expressed for improved communication with the fire service regarding topics such as changes with certification, the new process for applying via test site, how to apply for test dates, etc. She stated that each commission member had a copy of the most recent certification update which was sent out on March 8<sup>th</sup>. There had been a lot of questions and concerns. She appreciated all the feedback because it did help them to do their job more effectively. She was hoping to continue to send updates every 2-3 months on certification as needed.

They were continuing with the test site additions. As of the last meeting, they had acquired 41 test sites and now they were up to 50 across all four of the regions. They had 91 test dates scheduled for the rest of the year and 61 were open sites posted on their website for anyone to sign up for. There are deadlines listed for paperwork submission and so far, everything had been transitioning very well. They had hired 3 part-time test proctors to administer the exams in the region. Their goal would be to have 4-5 in each of the four regions, so they could balance a nice number of tests. They wanted these individuals to be completely neutral of firefighting/emergency response to avoid any conflicts of interest that could arise.

They were working on test banks and updating them. Three had been done and there were six more that were required to be updated by December. She stated that she was going to Oklahoma City next week to the IFSAC conference to learn about updated information. She did add that she had received a lot of feedback that customer service had improved since hiring new personnel in the office.

Mr. Metcalf asked where they stood with ProBoard and IFSAC accreditation. There had been issues at some point in time. Mrs. Earnheart stated that ProBoard accreditation renewed roughly every five years so ProBoard was set for 2019. It would have to be renewed by June 2019. They had gone to the conference in January and it had been recommended that they start the process in June 2018 so that they had plenty of time to fix anything missing. ProBoard and IFSAC were done at the same time even though their approval time was different. Some discussion ensued regarding test proctors and appearance of integrity and proper test proctor and evaluator process. Mr. Major asked if there were any questions. None were voiced. This concluded the presentation of the certification report.

**Chairman's Report**

Mr. Major presented his report. He stated that at the special meeting in March they had voted unanimously with one abstention to change the name of the municipal director to chief of municipal fire training and operations. Mr. Major reviewed the changes in the job descriptions and requirements for the applicant with a Bachelor's degree, the applicant with an Associate degree, and the applicant with no degree. He had been working on creating a letter for the commission and drawing up the document that would outline the changes that the commission approved for the new position. He stated that he

should have it done by the weekend and then the process should move forward. He was also going to request a face to face meeting to discuss.

There was discussion regarding the future person that would be hired for the position. There was a consensus to hire someone from Louisiana if possible so that relationships could be formed and built to handle concerns and issues that arose. Someone from Louisiana would have the knowledge of how things operated in their state.

The next meeting date was scheduled for May 4<sup>th</sup> at LSU. He also stated that the legislature and the ADHOC committee had made recommendations on stat dedicated funds. He was not ignoring it or undermining the importance of it, but that committee was no different than the previous committee making stat ded decisions. At the end of day, the same recommendations that were made before would be made again and they were going to have to make their arguments for receiving the funds as they had done previously. The committee was discussing going into special session around May 20<sup>th</sup>. Revenue had to be generated so this was the process.

The commission decided to schedule the meeting for June on Tuesday the 12<sup>th</sup> at FETI at 10 am. 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. Motion was made by Mr. Brian Castille and Mr. Ken Himel seconded the motion. No objections were voiced. Meeting was adjourned.

  
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Approved by: Chad Major

7-6-18  
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Date: