

# Louisiana Fire & Emergency Training Academy Commission Meeting Minutes

**Date:** June 27, 2024

**Time:** 10:00 AM

**Location:** FETA, 6868 Nicholson Drive, Baton Rouge, LA 70820

**1. Call to Order/ Roll Call Roll call - 10:01 AM**

<u>COMMISSION MEMBER</u>	<u>PRESENT</u>	<u>ABSENT</u>	<u>ZOOM</u>
Bryan Adams	x		
Michael Kimble	x		
Brandon Davis	x		
Russell Di Salvo	x		
Stephen Guidroz			x
Ken Himel			x
Matt Lee		x	
Brian Lindberg			x
Chad Major	X		
Tracey Normand	X		
Louis Romero			x

**2. Meeting Prayer and Pledge**

**3. Adopt Meeting Minutes from April 25, 2024.** Chad Major adopted in the minutes from last month’s meeting with no objections.

**Amended Agenda:**

Chief Adams made a motion to amend the agenda to discuss commission business without opposition. Chief Adams nominated and motioned to elect Chad Major as the Chairman of the Commission. Motion carried without opposition. Chad Major nominated and motioned to elect Chief Adams as the Vice Chairman. Motion carried without opposition.

Chief Adams made the recommendation to ask the Governor to nominate Chief Michael Kimble, Chief Tracey Normand, and Chief Brandon Davis to sit on the Commission, taking effect as of June 27, 2024. This motion was seconded by Russell Di Salvo, and the motion carried without opposition. Chief Adams will send a letter to the Governor with a copy of the minutes.

**4. Administrative Report:**

- a. **Superintendent:** Chief Woody gave the report. Meetings were attended in North LA by the Superintendent, Fire Marshal, and Fire Marshal representatives. In May of 2025, the Leadership conference will be held in Crowley, LA. With the assistance of personnel from around the state, Firefighter I, Firefighter II, Hazmat Awareness, Hazmat Operations, and Hazmat Technician test banks have all been validated, and alterations are currently underway. In January 2025, we will

be moving to Jones and Bartlett Fundamentals 5. Those currently using Fundamentals 4 will be allowed to test on that until January of 2026. We will continue to update and offer new curriculum, and hiring in Certifications is underway. The new flashover prop will arrive in July. Per the Commission's recommendation, FETA has obtained prices for employee cancer screenings.

- b. **Academy Operations:** Deputy Chief Martin touched on hiring for Certifications. Over the last month, the primary focus has been testing and certification. Employment offers have been extended, and we are days from having positions filled in the Certification section. This is critical for enhancing service to the State's Fire Service. We have worked with Vector Solutions to identify better efficiencies and workflows. One innovation implemented with the Superintendent's blessing was the ability to auto-grade about 15 tests offered. Students will see instant grading results on those exams. We validated FFI, FFII, Hazmat Awa – Ops – IC test banks and curriculum. Discussions have been had to enhance our ARFF program with the Naval Reserve Station in New Orleans. A facility assessment necessitated the move of the maintenance and logistics staff. The staff was relocated to the front offices to help with operations by providing a better environment and will help us achieve becoming a destination fire academy.
- c. **Municipal Report:** Deputy Chief Kleinpeter gave the report. The schedules have been packed. He discussed Acadis in the field and the positive reception. Many quotes have gone out for Live Fire Instructor and other courses. In May, the Southern Region had 79 classes with 904 students. The Northern Region had 41 classes with 557 students. We had 40 hour classes at FETA - Instructor I, Inspector I and II, and Officer I class. FETA is working with the railroad to set up new training that is coming. They will bring out rail props for training. This will enhance Railroad Hazmat training for the fire service at both campuses. Tim Crocket went to NFA for a course. New fire gear is coming in for the instructors. We are still looking for instructors.
- d. **Recruit Academy:** Deputy Chief Kleinpeter stated that the Recruit Academy is doing outstanding. They had a 100% pass rate on the Hazmat Awareness and Operations tests. We currently have 11 recruits (one independent). This academy has had the highest accumulative GPA.
- e. **Technical Rescue Report:** (skipped unintentionally – see under Industrial Report)
- f. **EMS Report:** Blance Bankston gave the report. We finished with an EMT and Advanced EMT class. Iberville had a parish-wide EMR and EMR refresher with a successful pass rate. The end-of-fiscal-year inventory for teaching and medical supplies is underway. In July, we will have EMR and EMR refreshers every week. In July we will be at Big Cajun and Pinnacle Polymers to teach and will have a paramedic refresher beginning. The EMS WAE group is doing very well.
- g. **Virtual Training:** No report given
- h. **Industrial Report:** Chief Stone gave the report. Last month, we had 18 classes with 304 students. Industrial had two of the bigger classes canceled due to excessive heat. The third delivery of E-III is being done today. We had five off-site meetings and one on-site meeting in May with our industrial clients. Due to the heat, no classes in July due to the heat. We will have Hazmat classes. During the summer break, we plan on bringing the Fin Fan cooler back up online to be used out on the fire field and other projects to add more props on the fire field. New companies are requesting quotes. A new WAE started today. The industrial team has been doing great and have

received compliments from customers. The first Tuesday in September the industrial classes will start up again.

Chief Woody requested the commission go back to item "e" which was skipped by accident.

**Technical Rescue Report:** Dustin Kleinpeter gave the report. We are in the process of hiring a new manager. Several classes are scheduled in August. In September, we will be having an Inland Search and Rescue course at FETA-BR provided by the United States Air force. This is a great course with 22 open spots – help spread the word.

Chief Adams went back to discuss Industrial and express how proud he is of where we are and where we are headed.

- i. **Certification and Testing Report:** Chief Martin gave the report for Steve Billman. Bi-weekly meetings have been established to touch base on the needs of staff to make sure the customer service needs are supported. YTD, we have a little over 70% pass rate. In June, we administered 359 examinations to date. Certifications is in the process of being able to differentiate between an individual testing that has taken formalized training and has not taken formalized training. Long-term, we are working on a career role which would allow a training site coordinator to identify a person for example as Fire Inspector I which establishes an automated workflow to help capture the data of when they pass their skills, etc. Other discussion occurred.

Chief Himel asked and it was determined as long as you schedule, you can send someone to FETA to take a test. FETA will test at approved locations without a minimum number. There is a maximum per testing session.

- j. **Financial Report:** Katie Elliott gave the report. In May we had an income of 956,248 with an YTD of a little over 3 Million. Today we had our first ACH go through the account so we will now be able to accept ACH.

5. **Commission Chairman Report:** Chad Major stated that the legislation passed the purchases outside of Lamaze and cancer screening as well.

6. **Old Business:** Nothing reported.

7. **New Business:** Nothing reported

8. **Next Meeting Date:** July 25, 2024 at the LSFA Conference in Baton Rouge.

9. **Adjournment:** A motion was made to adjourn with no opposition at 10:57 AM.

Approved on: 7-25-24

Signature:  \_\_\_\_\_