

# Louisiana Fire & Emergency Training Academy

## Commission Meeting Minutes

**Date:** August 22, 2024

**Time:** 10:00 AM

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

**1. Call to Order/Roll Call - 10:14 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	
Chad Major	X		
Cassidy Martin	X		
Tracey Normand	X		
Louis Romero	X		

**2. Meeting Prayer and Pledge**

**3. Adopt Meeting Minutes from July 25, 2024.** The minutes from last month’s meeting were adopted with no objections.

**4. Administrative Report:**

- a. **Superintendent:** Chief Woody gave the report. We have established a work group that will begin validating the Hazmat test banks and will begin next week. We have also established a work group to go through Fundamentals 5 since we will be switching. The high school program is becoming popular, and we are getting more and more calls about the program. FETA is working to correct issues with Acadis as well as its infrastructure. The new FETA vision, mission, and values were presented.

**Our Vision:** We will meet the needs of our customers and create a destination fire academy. To do this; we will create sought after and memorable student experiences with knowledgeable and professional instructors that deliver curriculum that is current and relevant – supplemented with props on and off campus that are modern, clean, functional and safe. Committed to excellence, we will embrace new technology and techniques to adapt to the changing needs of our customers. We will be known as a premier training agency across the country.

**Our Mission:** The mission of the Louisiana Fire and Emergency Training Academy is to train, certify and support emergency responders to safely perform basic and advanced skills through the delivery of high quality, relevant and accredited training curriculum developed to meet the needs of the ever-changing Fire, Rescue, and Emergency Medical industries.

**Our Values:**

**L – Loyal** – to those we serve and are accountable to

**A – Attention to detail** – in everything we do – seen and unseen

**F – Fine** – in service, curriculum, instruction, and certification of our students

**E – Excellence** – in innovation, instruction, training, and certification of our students

**T – Trust** – open, honest, collaborative, and transparent actions with each other and those we serve

**A – Accountability** – to each other, our leaders, our students and all we serve

b. **Academy Operations:** Chief Martin gave the report. A phone meeting was had with ProBoard and IFSAC to discuss the curriculum and the first site visit that will be in March of 2025. ProBoard and IFSAC gave FETA great applause for being able to go through such a huge transition and still be able to keep up with the students throughout despite all of the challenges. Policies and Processes are the main focus for Certifications. The skills examination is being reviewed and updated to the standard. Testing devices have been determined and an order has been put in for them.

c. **Municipal/Regional Training:** Chief Kleinpeter gave the report. In the southern region, there were 75 classes with 817 students. KFT is sending their personnel down in 2 weeks to work on repairs to the prop. It will be back on the road by October. There was a second round of Train the Trainer for our Flashover prop finished. In 2 weeks this prop will be sent to the northern area of Louisiana to teach the northern instructors. FETA's instructors will be getting new fire gear.

In the Northern region, there were 42 classes with 572 students. The Commission asked what an Officer can do to make them a better officer outside of taking a certifications class. Chief Woody explained that this is something they are addressing. The Commission mentioned that the Blue Card training was the best requested out in the field and Chief Woody mentioned that the Blue Card will be a program they will participate in as well.

d. **Recruit Academy:** Chief Kleinpeter stated that the last recruit academy has graduated, and the next one will start on September 3. The last academy class had the highest accumulative GPA that they have ever had. Chad and his crew are amazing at running the class. The Commission asked if we have considered adding EMT to the academy. Chief Woody said that we are looking into doing a-la-cart kind of academy to cater to department needs.

e. **Technical Training:** Chief Kleinpeter gave the report and mentioned that we are still in the process of hiring a Technical Rescue Manager. Many of the Confined Space classes have been done for the Industrial clients and there are many more planned. There is a Confined Space class in September at Fort Johnson. Chief Kleinpeter said that Chief Carpenter recommended us to a client in Destin to conduct a RIT class.

f. **EMS Training:** Chief Bankston gave the report. July consisted a lot of traveling. We did 4 weeks of EMR classes at Big Cajun Electric and Pinnacle Polymer, and a Paramedic Refresher. FETA EMS also gave a presentation at the LSFA conference. A new EMT class will be starting soon. September will be a big refresher month since it is getting close to the end of the refresher cycle.

- g. **Virtual Training:** Nothing reported.
- h. **Industrial Training:** Chief Stone gave the report. Two Fire Brigade Refresher classes were done in August. However, due to the heat, they were black-flagged by 10:30 AM. September starts the full fall schedule. The spring schedule is filling up fast, and out-of-state companies are coming for the first time. One company from California wants to come in April to train for 5 years in a row. Another company in West Louisiana wants us to teach a total of 150 classes to them, including certification testing. FETA is waiting to hire a few more instructors and revamp the prices since the prices for Industrial courses were set in 2016. The Commission offered to help with the pricing for the Industrial program classes.
- i. **Certification and Testing:** Chief Martin gave the report since Steve was not present. Currently, there are 8000 active users in Acadis. That is 80% of the initial projection for users. Refining the processes in Acadis is still ongoing. We administered 648 examinations last month with an average passing score of 79 with a failing rate of 63. There was a downward trend in the overall failing rate. The classes below had a pass rate that was outside of the normal margin and was the contributing factor to the change in the overall Pass/Fail rate: FFI, Instructor I, Hazmat Technician, Incident Safety Officer, and Inspector I. FETA is in the process of reviewing and updating the curriculum guide.

Chief Woody added that they expect the pass/fail rate to remain where it is for the remainder of the year with the announcement of the end of open challenge tests. At the beginning of the year, we expect another turnaround change in that score. FETA is enhancing the training of the Lead Evaluators so that they can be better trained. Chief Himel gave FETA good feedback about making the testing more available to the departments around the state. The lead evaluator information will be released to the public in the future. Chief Adams advised that 225 computers were ordered the day before and that were solely purchased to provide testing at both the facilities and out in the field. The Commission asked if there was a quota to continue having a class even if it is just 1 individual and Chief Woody confirmed as long as one person shows up to class, it will still go on.

- j. **Financial Report:** Chief Woody gave the report since Katie was out of the office. In July, we had an income of \$395,005. Municipal Income (July): \$6,324.40 | Fiscal Year-to-Date: \$6,324.40. Certification Income (July): \$16,910 | Fiscal Year-to-Date: \$16,910. Industrial Income (July): \$371,771.57 | Fiscal Year-to-Date: \$371,771.57. Total Fiscal Year Income: \$395,005.97. The majority of the income was from outstanding invoices. Chief Adams discussed the budget. He is projecting that we will be turning more profit in this next fiscal year. Chief Major asked about a negative remaining balance on the budget at the end of the fiscal year. Chief Adams explained that there was money set aside for the amount and that we will not start the year in the negative.

5. **Commission Chairman Report:** Nothing reported.

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

7. **New Business:** Chief Adams reported that we were awarded another grant for \$325,000 to buy equipment for FETA. When asked about the time frame to get the new hire for the role of Grant writer, Chief Adams replied that the person he is looking to hire already works for the state so it should not take as long. Chief Adams commented on the excitement in bringing Johnny Ogden back to be over the Pine Country location. There are plans to hire more people to help assist him up north. Retired Sheriff Cranford is also coming to teach classes with us. Chief Treadway has been assigned as Chief Adams's senior advisor. The Commission advised that FETA should be deeply involved in more of the conferences that go on across the state.

Chief Kimble discussed the USAR program; after the recent deployment, they identified some gaps that they encountered and will work on speeding up deployment as well as the training program. A committee was put together to streamline the training curriculum. Chief Adams commented that he was questioned about giving away the USAR program. He stated that he did not give the program away. He gave it back to the fire service where it belongs. They will funnel training geared towards Incident Disasters to the teams so that someone in Shreveport may have the same credentials as someone in another city. Chief Adams stated that the new system they are developing will show the qualifications of the individual on the team so that others may be able to determine if they are qualified for a task or not.

8. **Next Meeting Date:** September 26, 2024 at FETA

9. **Adjournment:** A motion was made to adjourn with no opposition at 11:28 AM.

Approved on: 9/26/24

Signature: 