

VIRGINIA FIRE SERVICES BOARD
Training and Education Committee
Thursday, June 4, 2015

A meeting of the Virginia Fire Services Training and Education Committee was held at the Virginia Department of Fire Programs Headquarters in Glen Allen, VA at 1:00 pm. Mr. Jeff Bailey served as Chair.

COMMITTEE MEMBERS PRESENT

Jeff Bailey - Chair - VA Chapter of the International Society of Fire Service Instructors

Walter Bailey – Chairman of VFSB – Virginia Fire Services Council

Peter Svoboda - Virginia Professional Firefighters

David Layman – Virginia Fire Chiefs Association

James “Robby” Dawson – Fire Prevention Association

COMMITTEE MEMBERS ABSENT

Lee Day - Virginia Fire Services Council

Charles ‘Ed’ Altizer – Virginia State Fire Marshal

AGENCY MEMBERS PRESENT

Brook M. Pittinger

Tom Berry

Don Hansen

Mohamed G. Abbamin

Dave Jolly

Brenda Scaife

Melvin Carter

Erin Rice

Dereck Baker

John Fugman

Steve Grainer

GUESTS PRESENT

Nathan Herlocker

Chris Shaver

R. Scott Garber

Jay Cullinan

Robert Mathews

Ed Rhodes

CHANGES IN THE AGENDA

Fire Education and Training Committee Business

A. ROLL CALL

B. SIGN-IN SHEET FOR GUESTS

C. CHANGES IN AGENDA

D. UNFINISHED BUSINESS

a. Update on VA Fire Chiefs Association Stakeholder Subcommittee Training Subcommittee Recommendations;

i. VDFP Instructor

ii. Curriculum Development, Review and Oversight

iii. Delivery Methods

iv. Instructor Credentialing

b. **Discussion:** Course request and completion form

- c. **Discussion:** Update on software for improving students/training divisions allowing access to their student transcripts. I.E: Printing certificates of attendance, obtaining test grades and analysis of test results.
- d. **Status:** Live Fire Training Certification class.
- e. **Status:** LPG Fire Suppression for the Firefighter II practical component.
- f. **Status:** Fire Attack Series Program.
- g. **Status:** VDFP course/class forms and documents accessible on the VDFP web site
- h. **Status:** The QA Division is reviewing all forms for the website. Most recently, the division modified Course Request Form to reduce the form to a one-page document with additions (see item #3).
- i. **Status:** Advanced notifications for all committee and full board meetings.
- j. **Status:** VDFP has and will continue to disseminate notifications of all relevant meetings in accordance to State Laws and Guidelines.
- k. **Status:** Accident Review Policy that was brought up.
- l. **Status:** Course development process scheduled for release on September 2015
 - i. Discussion on:
 1. Fire Officer I - IV
 2. Driver Operator: Pumper
 3. Driver Operator: Aerial
 4. Rural Water Supply
 5. Basic Pump Operations

E. NEW BUSINESS

- i. Credibility of Firefighter I/II Testing Process
- ii. Schedule for Instructor In-Services for 2015
- iii. E.V.O.C. Development process
- iv. Train the Trainer (TTT) for Training Departments

F. Stakeholder Groups Delivering VDFP Training

G. ADJOURNMENT

PUBLIC COMMENTS

There were no public comments.

COMMENTS FROM THE COMMITTEE CHAIR

Chairman of the Training and Education Committee, Jeff Bailey thanked everyone for their attendance and proceeded with the agenda.

Unfinished Business

Topic: Update on VA Fire Chiefs Association Stakeholder Subcommittee Training Subcommittee Recommendations.

Motion: NA

Topic Discussion: The following is a background provided by David Barlow, chairman of the previously established VFCA Stakeholder's Committee related to Training. See below for highlights that were provided to VFSB during the February 2015 board meeting. Mr. Barlow gave a presentation on those same recommendations at this, June 4, 2015 Training and Education Committee Meeting.

Background: The training subcommittee committee was instructed to evaluate the VDFP Training Programs' effectiveness and efficiency for the end user:

- Does VDFP meet the needs of all responders in the Commonwealth regarding training needs?
 - Large Career Departments to Small Rural Volunteer Departments
- Identify areas of concern within the VDFP business model
 - Administration
 - Instructor Credentials
 - Curriculum development
 - Curriculum delivery and access

Overall, the subcommittee was to provide viable recommendations and solutions to serve as a roadmap for moving VDFP forward. Areas of focus include;

VDFP Instructor

Background: VDFP's current business model does not meet the needs of its Customers. There are three major issues with the Infrastructure and Administration:

1. Centralized training monopoly with lack of required flexibility.
2. Obtaining training courses and instructor certifications is inconsistent, haphazard and unwieldy.
3. There are inconsistencies between divisions and training section heads which cause numerous issues with product administration, development and delivery.

Recommendations: VDFP should become more flexible with training certification. VDFP must move from its current rigid delivery model to a performance-based/certification agency.

1. VDFP should consider transitioning to a local based teaching emphasis.
2. Delegate teaching authority and embrace performance based validation.
3. Utilize components of the VA OEMS Certification/Training model.

Curriculum Development, Review and Oversight

Background: VDFP curriculums seem to have or require "VDFP Customization" by the various topic/subject committees (i.e. Officer, Instructor, HTR etc)

1. Validation of Curriculum is not always necessary or relevant.
2. Difficult to credential instructors.
3. Difficult to retain instructors.

4. Testing is convoluted and inconsistent.
5. Topic/Subject updates and reviews are time consuming and costly to VDFP.
6. Administration and delivery vary drastically across the different subjects facilitating the perception of nepotism and a general lack of transparency.

Recommendation: VDFP topic/subject committees should transition to a new role as training consultants to the local chiefs and training officers. Committees should serve as the quality assurance component of VDFP supporting the various jurisdictions different needs across the state. Validation of “off the shelf” curriculums and evaluating teaching, testing criteria and methodology must be considered.

Delivery Methods

Background: Delivery methods are difficult and do not meet the needs of many Customers.

1. Ability to fund courses is difficult.
2. Administrative requirements are very restrictive.
 - a) Student limits are present regardless of the amount of instructor availability.
3. Attendance minimums are very restrictive.
 - a) Could be resolved with different delivery options/platforms.

Recommendation: Pursue efforts to be “FLEXIBLE;”

1. Optional delivery methods to include online, hybrid, practical labs and/ classroom training.
2. Support modular formatting.
3. Give AHJ training officers the flexibility to customize course delivery.
4. Objective/Performance driven training requirements instead of hours related requirement.
5. Streamline administrative process (before-during-after).

Instructor Credentialing

Background: Prerequisites are too limiting and difficult to achieve and maintain

1. Train-the-Trainer classes are hard to find and maintain despite other relevant credentialing and KSAs.

Recommendation: Pursue efforts to be “FLEXIBLE”

1. Review and analyze the value of prerequisites.
2. Not every instructor needs to have state instructor credentials to teach a topic.
3. The LEAD instructor does not need to be physically present for every class.
4. One single relevant Train-the-Trainer should cover ALL subject and topic areas.
5. Eliminate the 16 hour per year requirement to teach in topic- Delegate that decision to the fire chief or training officer.
6. Allow AHJ to appoint their instructors.
7. Emphasize succession planning by allowing helpers and adjuncts to build their instructor experience.
8. Promote instructor mentor programs.

Topic: Discussion: Course request and completion form

Motion: N/A

Topic Discussion: The form has been updated and posted on VDFP website.

[Enclosure 1]

Vote: N/A

Motion Action: N/A

Topic: Discussion: Update on software for improving students/training divisions allowing access to their student transcripts. I.E: Printing certificates of attendance, obtaining test grades and analysis of test results.

Motion: N/A

Topic Discussion: The following is a background on the matter:

Chief Melvin Carter cited that the agency has been looking into several technological vendors as service provider. The agency is in the process of evaluating what those vendors are able to do for VDFP while also ensuring they are aligned with the agency's FSTRS system.

It was further cited that the agency wants to make the process user friendly. VDFP wants to have software that enables stakeholders to get information related to GIS modeling which over all allows evidence based problem solving and real time information.

Don Hansen added that the current concern as it relates to distributing training records must ensure that the agency is in compliance of the NFPA 1401 guidelines, for release of information. According to NFPA 1401 - the guideline recommends that there be a systematic approach to providing essential information for training records, reports and managing of the training function of the fire service organization.

Vote: N/A

Motion Action: N/A

Topic: Status: Live Fire Training Certification Class.

Motion: N/A

Topic Discussion: This topic is still in review.

Vote: N/A

Motion Action: N/A

Topic: Status: LPG Fire Suppression for the Firefighter II practical component.

Motion: N/A

Topic Discussion: As of the February 2015 board meeting, Tom Berry, indicated that there were two classes scheduled in the spring 2015 which were Pilots. The classes were cancelled due to low enrollment.

Vote: N/A

Motion Action: N/A

Topic: Status: Fire Attack Series Program.

Motion: N/A

Topic Discussion: Don Hansen indicated that it was rolled out on February 2015. Walt Bailey stated that localities are very interested in this method and enrollment has increased.

Vote: N/A

Motion Action: N/A

Topic Status: VDFP course/class forms and documents accessible on the VDFP web site

Motion: N/A

Topic Discussion: Don Hansen indicated that the agency is currently pursuing a third column that will be PDF which further allows the user to save it on their personal drive.

Vote: N/A

Motion Action: N/A

Topic: Status: The QA Division is reviewing all forms for the website. Most recently, the division modified Course Request Form to reduce the form to a one-page document with additions (see item #3).

Motion: N/A

Topic Discussion: This has already been discussed. Refer to [Enclosure 1].

Vote: N/A

Motion Action: N/A

Topic: Status: Advanced notifications for all committee and full board meetings.

Motion: N/A

Topic Discussion: The agency has successfully informed stakeholders of all fire services board meetings (committees/subcommittee/full board) meetings. Facebook, agency list-serv, and division chiefs' network are few of the notification outlets currently used.

Vote: N/A

Motion Action: N/A

Topic: Status: VDFP has and will continue to disseminate notifications of all relevant meetings in accordance to State Laws and Guidelines.

Motion: N/A

Topic Discussion: VDFP continues to follow this process.

Vote: N/A

Motion Action: N/A

Topic: Status: Accident Review Policy

Motion: N/A

Topic Discussion: VDFP is working in creating a risk reduction coordinator position to ensure a higher level of accountability.

Vote: N/A

Motion Action: N/A

Topic Status: Course development process scheduled for release on September 2015

Motion: N/A

Topic Discussion: See discussions/updates provided by Dave Jolly;

[Enclosure 2]

Fire Officer I/II

1. Textbook selected – Jones and Bartlett Fire Officer 3rd edition
 - Justification – committee looked at both texts, Jones and Bartlett and IFSTA, Committee decided that the Jones and Bartlett was written in a easier to read format and the online support with Navigate was superior to IFSTA

2. Pilots selected

- Fire Officer I
 - Henrico – July – career
 - Albemarle – August – Combination (Saturday schedule)
- Fire Officer II
 - Alexandria – July – career
 - Stafford – July – Combination
- Fire Officer I/II
 - Quantico
 - Bristol/Abingdon

Fire Officer III/IV

3. Textbook selected – IFSTA – only book available currently

- Fire Officer III pilots to be discussed at next meeting June 11, 2015.
- Fire Officer IV pilots concluded – two conducted. Program finalization to be discussed at June 11 meeting

Driver Operator: Pumper

1. Textbook selected – IFSTA – only book available currently

- Will only cover Chapter 4 and 5 of NFPA-1002 Standard
- Commentary driving will be done locally within 60 days of course
- See chart – New Suggested Flow Chart for Driving Programs [Enclosure 3]

Driver Operator: Pumper

1. Textbook selected – IFSTA – only book available currently

- Will only cover Chapter 4 and 5 of NFPA-1002 Standard
- Commentary driving will be done locally within 60 days of course
- See chart at end of report

Driver Operator: Aerial

1. Textbook selected – IFSTA – only book available.

- Textbook is both Aerial and Pumper, no stand alone Aerial textbook
- Using curriculum as provided from publisher

Rural Water Supply Basic Pump Operations

1. Change pre-requisites to remove EVOC from RWS

- Locality to provide operator for Apparatus used in RWS
- Add pre course work for student to complete prior to attending Basic Pump

Vote: N/A

Motion Action: N/A

New Business

Topic: Discussion: VDFP Joint Branch Meeting

Motion: NA

Topic Discussion: Melvin Carter indicated that the agency has been proactively taking into consideration areas of the recommendations provided through the stakeholder’s committee process.

Dave Jolly added that a VDFP joint Branch meeting was held to discuss topics regarding curriculum development, accreditation and course delivery moving forward.

Walt Bailey suggested that VDFP report back on the timeline of those recommendation by the July 30, 2015 Board Meeting. It was also cited that the agency must provide an out briefing of community college training as provided by Virginia Community College System. Timeline, TBD.

Vote: N/A

Motion Action: N/A

Topic: Credibility of Firefighter I/II Testing Process

Motion: N/A

Topic Discussion: Jeff Bailey cited that he heard some inconsistency in firefighter I/II testing process. The discussion was tabled and further deliberation will occur later.

Vote: N/A

Motion Action: N/A

Topic: Schedule for Instructor In-Services for 2015

Motion: N/A

Topic Discussion: See schedule below, as provided by Dave Jolly;

Division	Date	Location of In-service
Division 1 Glen Allen	August 15, 2015	
Division 2 Culpeper	September 26, 2015	
Division 3 Farmville	October 3, 2015	
Division 4 Chilhowie	August 8, 2015	
Division 5 Fort Monroe	August 22, 2015	
Division 6 Roanoke	August 29, 2015	
Division 7 Fairfax	September 10, 2015	

Division	Date	Location of In-service
Division 1 Glen Allen	November 2, 2015	
Division 2 Culpeper	November 7, 2015	
Division 3 Farmville	December 5, 2015	
Division 4 Chilhowie	October 17, 2015	
Division 5 Fort Monroe	October 15, 2015	
Division 6 Roanoke	October 24, 2015	
Division 7 Fairfax	December 12, 2015	

Vote: N/A

Motion Action: N/A

Topic: E.V.O.C. Development process

Motion: NA

Topic Discussion: Dave Jolly provided the following information;

- Committee met in February 2015 to make updates to program.
- The NHTSA is changing/updating program requirements.
- Committee will be looking at further updates once new requirements are released.
- Discussion about accepting additional EVOG programs as equal to the VDFP/VAVRS program.

Vote: N/A

Motion Action: N/A

Topic: Train the Trainer (TTT) for Training Departments

Motion: N/A

Topic Discussion: Dave Jolly provided the following information;

- Discussed with Division Chiefs and Stakeholder at meetings conducted on June 2nd and 3rd, 2015.
- Would require written agreement with locality.
- VDFP to QA the delivery of programs and provide testing.

Vote: N/A

Motion Action: N/A

Topic: Stakeholder Groups Delivering VDFP Training

Motion: N/A

Topic Discussion: See below update from Dave Jolly;

- Discussion occurred with Division Chiefs and Stakeholder at meetings held on June 2nd and 3rd, 2015.
- Would require written agreement with locality.
- VDFP to QA the delivery of programs and provide testing.

Vote: N/A

Motion Action: N/A

ADJOURNMENT

The Committee adjourned at 3:00pm.

Clerk of the Committee
Mohamed G. Abbamin

REVIEWED BY:

Acting, Branch Chief
Operations Branch

June 4, 2015

Enclosures:

1. VDFP Training Request/Course Completion Form - **Enclosure 1**
2. Course development process scheduled for release on September 2015 – **Enclosure 2**
3. New Suggested Flow Chart for Driving Programs - **Enclosure 3**