

VIRGINIA FIRE SERVICES BOARD
Training and Education Committee
Wednesday, January 27, 2016

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
David Layman – Virginia Fire Chiefs Association
James “Robby” Dawson – Fire Prevention Association
Lee Day - Virginia Fire Services Council

COMMITTEE MEMBERS ABSENT

Charles ‘Ed’ Altizer – Virginia State Fire Marshal
Peter Svoboda - Virginia Professional Firefighters

AGENCY MEMBERS PRESENT

Brook M. Pittinger	Don Hansen	Mohamed G. Abbamin	
Dave Jolly	Brenda Scaife	Melvin Carter	Erin Rice

GUESTS PRESENT

Jerome Williams	Chris Shaver	Ronnie Coleman	Jonathan Wright	Luke Nuar
April Elmore				

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 (Statuses/Updates)
 - a. Fire Officer I, II, III, IV
 - b. Driver Pump Operator (*flow chart*)
 - c. Driver Aerial Operator
 - d. Rural Water Supply
 - e. Basic Pump Operator
 - f. Updating the E.V.O.C. program
 - g. Updating the Hazmat Awareness and Hazmat Operations programs
 - h. Train-the-trainer / Stakeholder Groups to deliver VDFP Trainings
 - i. Software to access student transcripts:
 - j. Live Fire Training Certification Class
 - k. LPG Classes Pilot
 - l. Fire Attack Series Program

- m. Instructor Digital Access to VDFP Forms
 - i. Accident Review Policy
 - ii. Course Request Form / School Number Input Capability
- n. Crosswalk – Community College Training
 - i. Out briefing of community college training as provided by VCCS (Crosswalk).
- o. VFSCA Four Training Recommendations
- p. Virginia Fire Chief’s Association Subcommittee Four Training Recommendations.

E. NEW BUSINESS

- a. Reading of VDFP Test
- b. Crosswalk Officer
- c. Instructor/Training Officers
- d. VDFP/Instructor/Course Improvement
- e. Incident Safety Officer Certification
- f. Quality Control
- g. Instructor’s Credentialing Process
- h. Retest Policy
- i. Maximum enrollment
- j. AHJ Self Certifying
- k. Pro-Board Registration
- l. Up-to-date instructor resources (VDFP Website)
- m. VDFP Expectation
- n. VDFP Communications

F. 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: See below

Motion: N/A

Topic Discussion: VDFP Staff provided the below updates;

- a. **Fire Officer I, II, III, IV:** The Training and Education (T/E) Committee recommended for the agency to modify the teaching requirements for the following officer series. Under this recommendation an individual should at least hold one of these positions in order to teach the respective program;

- i. **Fire Officer I:** Junior Company Officer
 - ii. **Fire Officer II:** Senior Company Officer
 - iii. **Fire Officer III, IV:** Chief Officer for both Fire Officer III and IV.
 1. **Action:** VFSB Chairman Bailey recommended for this to be reviewed at the Spring 2016 board meeting. VDFP will provide an update at that time.
- b. **Driver Pump Operator (DPO) / Driver Aerial Operator (DAO):** (*flow chart*): Dave Jolly provided the following update;
- i. **DPO:** The development committee has updated the program to the new curriculum from IFSTA and has completed the first pilot and is in the middle of the second pilot program with some good feedback. The program has been reduced in hours due to only teaching the chapters that are required to meet the NFPA-1002 objectives along with having a pre course project that is completed by the locality prior to the students attending the program. There has been some discussion on potential of piloting the curriculum from Jones and Bartlett due to concerns with the material covered to meet the JPR's for the DAO program. Lastly, the agency has been working to crosswalk the current program to the new curriculum textbook so delivery can continue until the program is changed over.
 - ii. **DAO:** The development committee has updated the program to the new IFSTA curriculum and completed the first pilot. The reviews from both the instructors and students were not positive so the Agency reached out to Jones and Bartlett to request that curriculum package and will be piloting that in the next thirty days or so. The Agency has also had a discussion with J&B about creating a textbook with only the chapters that we are teach to satisfy the NFPA-1002 JPR's and they are receptive to our suggestion. The Agency will continue to move forward with our work on this program.
 1. **Delivery Date:** Final delivery July 1 2016.
- c. **Rural Water Supply:** Most work has been completed however; Agency is waiting to complete the DPO work before finalizing the program. Based on discussion with both the committee and the Division Chiefs - the EVOC requirement for the program has been removed as of January 21, 2016.
- d. **Basic Pump Operator:** The basic program is completed however; Agency is waiting to complete the DPO program prior to moving forward. Based on discussion with both the committee and the Division Chief's the EVOC requirement for the program has been removed as of January 21, 2016.
 - i. **Motion:** *The T/E made a motion - see [motion #1](#)*
- e. **Updating the E.V.O.C. program:**

- i. Dave Jolly provided the following update; Agency is reviewing other programs. VDFP has been working to develop the matrix to be used to consistently evaluate the other programs that might be available for delivery. VDFP is open to opportunities available through other programs.
 - ii. **Action:** Work Group was suggested to review EVOC challenge test process.
- f. **Updating the Hazmat Awareness and Hazmat Operations programs:**
 - i. Dave Jolly provided the following update; The Agency is scheduling a meeting in the next sixty days with the original development committee to develop a timeline and plan. The new NFPA 1072 standard is being finalized but has yet to be published (publicly). Therefore, current program is still at its original form but does meet the requirements of the current NFPA Standard and the accreditation of the agency.
- g. **Train-the-trainer / Stakeholder Groups to deliver VDFP Trainings:**
 - i. Agency staff cited an MOU will be developed between the locality and VDFP. VDFP will manage the testing process and ensure quality assurance is appropriate. Every instructor that came to the in-service is aware of this. Dave Jolly also added that he encourages locality with staffing to reach out to VDFP.
 - 1. **Action:** This has been forwarded as an item for the workgroup.
- h. **Software To Access Student Transcripts:**
 - i. Agency cited it is still doing research on vendors that can deliver the work needed. There are two concerns - whether to select a “cloud based” system versus “internal” one. It will take 90-180 days until VITA provides the waiver. Agency has a designated personnel working on FSTRS for the past four months. In conclusion, the software will be delivered – the Executive Director, Melvin Carter has informed the Secretary’s Office so it can be expedited.
- i. **Live Fire Training Certification Class**
 - i. Dave Jolly stated that the accrediting body cited that there are curriculum packages which enables a third party organization to deliver such class.
 - 1. **Action:** Review and provide an update in February 2016 Board Meeting.
- j. **LPG Classes Pilot:**
 - i. Dave Jolly cited that the agency has scheduled the first pilot program for the weekend of January 30th-31st. The committee will make any adjustments that need to be made and then pilot the program again. Pilot is scheduled over the next couple of months. The program will be finalized and Train-the-Trainers will be scheduled.
 - 1. **Action:** Get solution by July 2016

k. **Fire Attack Series Program**

- i. Dave Jolly stated the program was released on February 2015. Issue resolved.

l. **Instructor Digital Access to VDFP Forms**

- i. Accident Review Policy
- ii. Course Request Form / School Number Input Capability:
 - 1. **Action:** Dave Jolly cited that all of these forms and its updates will be delivered by July 1, 2016.

m. **Crosswalk – Community College Training**

- i. Out briefing of community college training as provided by VCCS (Crosswalk)
 - 1. Agency has met with J. Sergeant Community College. However, it's a process that will take time.

n. **VFSCA Four Training Recommendations/Virginia Fire Chief's Association Subcommittee Four Training Recommendations.**

- i. VDFP, Executive Director Melvin Carter cited that a presentation would be given at the February 2016 board meeting. Deputy Executive Director, Brook Pittinger added that most of the training related recommendations were used during the agency's re-organization process.

Vote: N/A

Motion Action: See motions below;

Basic Pump Operator and Rural Water Supply – Motion #1

Motion: To remove the EVOC pre-requisite for Basic Pup Operation and Rural Water Supply with the exception of the schools for the upcoming D1 Regional School (DFP can allow registration for these 2 programs without the pre-requisite).

Vote: Unanimous

Motion Action: Motion Carries

New Business

Topic: New Information Listed Below

Motion: N/A

Topic Discussion: See below update from Dave Jolly;

a. **Reading of VDFP Test**

- i. Deputy Executive Director, Brook Pittinger cited that for students that have IEP, they should have the opportunity to have their Hazmat test read out loud to them. A situation related to this matter rose recently. She added that tests (i.e. firefighter 1 test) are read to students with IEP. Agency decided to accommodate students with IEP regardless of their type of testing, temporarily; ERG was not read to them just the test questions were. For now it will be evaluated on a case-by-case basis.
 - 1. **Action:** Robby Dawson suggested for the agency to seek the Attorney General’s opinion on this matter.
- b. **Crosswalk Officer**
 - i. DFP to reorganize the FESHE training meetings to ensure community college applied fire sciences curriculum.
- c. **VDFP/Instructor/Course Improvement**
 - i. Agency cited it is developing on-line form for students to complete before certificate is issued.
- d. **Incident Safety Officer Certification**
 - i. Agency cited that it is ensuring information is up-to-date and videos are current and relevant. The Board would like to see the VDFP classes refreshed on a rotating schedule.
 - 1. **Action:** Deliverable is as follows; on July 1, 2016 VDFP will present schedule for updating process for Attendance Classes (to mirror 5 year update process for Certification Courses).
- e. **Quality Control**
 - i. Agency was advised that there is a lack of quality assurance and feedback being received by the instructors and delivered by the Agency. The Agency will need to better develop a QA strategic plan to address internal QA as well as external/instructor QA.
- f. **Instructor’s Credentialing Process**
 - i. **Background:** Prerequisites are too limiting and difficult to achieve and maintain. Train-the-Trainer classes are hard to find and maintain despite other relevant credentialing and KSAs.
 - ii. **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.
- g. Retest Policy**
- i. The current policy seeks to have the student take the entire course if they failed the test twice. The board would like the agency to reexamine this policy and develop an alternative that does not repeat the test. Agency will get feedback from test takers as to areas the agency might want to modify.
- h. Maximum enrollment**
- i. Jeff Bailey cited that at times there are over 30 students that sign up for a course. He wants to have more people to be in the class. Jeff Bailey cites that
- i. AHJ Self Certifying**
- i. Localities and departments doing their own DPO and DAO training programs. Some localities are doing department or local only classes.
- j. Pro-Board Registration**
- i. Pro Board would like to address the fire services Board during the February Board meeting. Deliverable: The Board will grant the Pro Board representatives with 15 minutes at the February VFSB meeting. Please add to February Agenda, to be determined.
- k. Up-to-date instructor resources (VDFP Website)**
- i. Updates will be published on VDFP website.
- l. VDFP Expectation**
- i. Jeff Bailey cited that some stakeholders have expressed that they want VDFP to work within the parameters in which it was created. Melvin Carter cited that during his tenure, both he and Brook Pittinger will continue to improving community risk reduction.
- m. VDFP Communications**
- i. Melvin Carter cited the agency continues to improve the following areas;
 1. Pro-Board, delivery of materials in timely manner, professionalism within instructors, external communication, process improvement, technology enhancement, along with mass adjunct in-service adjunct availability etc.

Vote: N/A

Motion Action: N/A

The Committee adjourned at 3:00pm.

Clerk of the Committee
Mohamed G. Abbamin

REVIEWED BY:

Donald E. Hansen

Branch Chief
Technical Services Branch

January 27, 2016

Enclosures:

None

Approved