

**THE TENNESSEE COMMISSION ON FIREFIGHTING
PERSONNEL STANDARDS AND EDUCATION**

Commission on Firefighting Personnel Standards & Education
Minutes
December 4th and 5th, 2013
Pigeon Forge

December 4, 2013 Work Session

Roll Call was called at 9:00 Commission Members present were: Frank Cotton; Mark Finucane, Chair; Thomas J. McCormack; Charles M. Vance; Brian C. Biggs; Michael A. Slay, Secretary; Gerald Wakefield. Ex-officio non-voting member present: Roger Hawks.

Commission Members absent from the meeting: Michael Naifeh and Matthew Sorge. Ex-officio non-voting member absent: Julie Mix McPeak, Commissioner.

Director's Job Plan

Fire Officer II Grading Criteria

Set Peer Review Date for In-Service Training Programs for 2014 to be conducted at TFACA on 1/28/14

Educational Incentive Form Revision

Meeting adjourned at 4:30 PM

December 5, 2013 Business Meeting

The meeting of the Tennessee Commission on Fire Fighting Personnel Standards and Education was called to order by Chairman Mark Finucane at 9:00 A.M. on December 5, 2013 at Pigeon Forge. Roll was called and Commission Members present at the meeting were: Mark Finucane, Chairman, Gerald Wakefield, Frank Cotton, Thomas McCormack, Matthew Sorge, Brian Biggs and Michael Slay, and Charlie Vance. Ex-officio non-voting Member present at the meeting: Roger Hawks.

Commission Member absent from the Meeting: Michael Naifeh and Ex-officio non-voting Member absent: Julie McPeak.

Commerce and Insurance / Fire Prevention Staff present at the meeting:
Gary West, Assistant Commissioner, Division of Fire Prevention
Randy Fox, Director of Commission on Firefighting Personnel Standards and Education
Ed Scudder, Staff Attorney
Greg Adams, Administrative Services Assistant 2, Division of Fire Prevention

Guests present at the meeting:

Jeff Elliott Tennessee Fire Service and Codes Academy

Brad Goss	Harriman Fire Department
Chuck Hiatt	Roane County OES
Jim Dyer	Athens Fire Department
Mark Warren	Rural Metro Fire Department
Josh Waldo	Oak Ridge Fire Department
Jim Whaley	Alcoa Fire Department
Chris Dyer	Knoxville Fire Department
Chris Knutsen	Pigeon Forge Fire Department
Steve Snow	Tennessee Fire Service and Codes Academy
Stacey Rucker	Nashville Fire Department
Tony Watson	Pigeon Forge Fire Department
Mike Williams	Sevierville Fire Department
Ben Atchley	Cleveland Fire Department
Steve Cross	Tennessee Commission on Firefighting Standards and Education

Motion to approve of October minutes made by Gerald Wakefield seconded by Frank Cotton and motion carried.

Communications

None

Director's Report

Randy Fox, Director of Firefighting Personnel Standards and Education gave a report on behalf of the Commission office.

- I am on board to attend the IFSAC meeting which is typically in April 2014.
- Pro Board:
 - I will be attending the board meeting January 16-18, 2014 and there will be no cost on my behalf
 - Accreditation invoice had been sent and paid
 - Draft application has been sent in, they have reviewed it and said there were some things that needed clarifying and they will be back with me.
 - We will hopefully have a site visit in Spring 2014
- We have set up Fed Ex for the contractors so they can overnight the tests to speed up the process of receiving tests back from the field.
- We are working with IT Department in setting up a drop box or a shared system so we can upload documents for the meetings that you can log into and view instead of sending them by e-mail.
- LXR training was attended November 18-22, 2013 for my administrative assist and me in Florida and we learned more of the LXR system and how to better utilize the software and can be back-up for each other in the event one of us is out of the office.

Old Business

None.

New Business

- Reciprocity: Greg Adams presented reciprocity applicants that are certified elsewhere and would like those certifications recognized in TN. (Spreadsheet handed out to Members)
 - Applications 1 – 13 were applicants that were fully completed. Motion made by Commissioner Wakefield, seconded by Commissioner McCormack and carried to approve.
 - Applications 14-21 did not include letters from previous departments. **Motion to deny made by Commissioner Sorge, seconded by Commissioner Wakefield and carried**
 - Application for Michael Cromer #22 for FFI and FFII. **Motion made to deny by Commissioner Wakefield, seconded by Commissioner Slay. Motion and carried.**
 - Applications 23-29. **Motion made by Commissioner McCormack to deny, seconded by Commissioner Biggs and carried to deny.**
- Consideration to approve Fire Inspector One course. **Motion to approve by Commissioner Vance and seconded by Commissioner Cotton. Motion carries.**
- Consideration to approve 2014 In-Service Training Programs:
 - Franklin Fire Department- Motion to approve by Commissioner McCormack and seconded by Commissioner Slay. Motion carries.
 - Mount Pleasant Fire Department- Motion to approve by Commissioner Slay and seconded by Commissioner Sorge. Motion carries.
 - Alcoa Fire Department- Motion to approve by Commissioner Slay and seconded by Commissioner Cotton. Motion carries.
 - Lafollette Fire Department- Motion to approve by Commissioner Vance and seconded by Commissioner Cotton. Motion carries.
 - Lewisburg Fire Department- Motion to approve by Commissioner Sorge and seconded by Commissioner Slay. Motion carries.
 - Oak Ridge Fire Department- Motion to approve by Commissioner Wakefield and seconded by Commissioner Vance. Motion carries.
 - Athens Fire Department- Motion to approve by Commissioner Finucane and seconded by Commissioner Wakefield. Motion carries.
 - Brentwood Fire Department- Motion to approve by Commissioner Vance and seconded by Commissioner McCormack. Motion carries.
 - Kingsport Fire Department- Motion to approve by Commissioner Biggs and seconded by Commissioner Slay, Commissioner Sorge abstains. Motion carries.

- Bartlett Fire Department- Motion to approve by Commissioner Cotton and seconded by Commissioner Slay. Motion carries.
- Chattanooga Fire Department- Motion to approve by Commissioner Finucane and seconded by Commissioner Vance. Motion carries.
- Livingston Fire Department- Motion to approve by Commissioner Wakefield and seconded by Commissioner McCormack. Motion carries.
- Consideration to approve audits for 2012 in-service training programs to this date conducted by Director Fox and Commission members.
 - Red Bank – motion to approve by Commissioner Sorge and seconded by Commissioner Wakefield. Commissioner Finucane abstains. **Motion carried.**
 - Chattanooga Airport – motion to approve by Commissioner Sorge and seconded by Commissioner Biggs. Commissioner Finucane abstains. **Motion carried.**
- Future Meeting Date and Time – **To be determined at the January 28, 2014 work session. January 27, 2014 is a travel day.**

Motion made by Commissioner Sorge, seconded by Commissioner McCormack and carried to adjourn.

Mark Finucane, Chairman

Michael Slay, Secretary