

**THE TENNESSEE COMMISSION ON FIREFIGHTING
PERSONNEL STANDARDS AND EDUCATION
August 2013 Meeting
Memphis Tennessee**

August 19-20, 2013 Work Session

Roll was called at 9:30 at the Memphis Fire Department, 4341 O.K. Robertson Road, Memphis, Tennessee. Commission Members present at the meeting were: Mark Finucane, Chairman, Michael Naifeh, Brian Biggs, Michael Slay, Gerald Wakefield, Frank Cotton, Matt Sorge and Charlie Vance. Ex-officio non-voting Member present at the meeting: Roger Hawks, In addition, guest Assistant Commissioner Gary West, TFACA Director of Fire Training Jeff Elliott and West Tennessee Contractor Mike Gill.

Commission Member absent from the Meeting: Thomas McCormack and Ex-officio non-voting Member absent: Julie McPeak

After the roll call the director went over the objectives of the work session and the commission members divided into two groups to review the rules. Once work was completed in the groups, the commission assembled and went over each groups work together. After lunch on the 20th, a training session was held for commission members on how to conduct a written exam by Chairman Finucane.

August 21, 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 August 21, 2013 at the Memphis Fire Department, 4341 O.K. Robertson Road, Memphis, Tennessee. Roll was called and Commission Members present at the meeting were: Mark Finucane, Chairman, Michael Naifeh, Brian Biggs, Michael Slay, Gerald Wakefield, Frank Cotton, and Charlie Vance. Ex-officio non-voting Member present at the meeting: Roger Hawks.

Commission Member absent from the Meeting: Thomas McCormack and Matthew Sorge. 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
Jim McMillen	Arlington Fire Department
Byron Smith	Germantown Fire Department
Swen Albers	Hardin County Fire Department
Russell Peterson	Brentwood Fire Department
Blake H. Boros	Bartlett Fire Department
Alfred Dickson	Memphis Fire Department
Dennis L. Bryant	Memphis Fire Department
Jonathan Richie	Memphis Fire Department
Michael Gill	Millington Fire Department
Steve Holt	Virtual Academy

Motion to approve of previous minutes made, seconded and carried.

Motion made to approve June minutes made, seconded and carried.

Communications

None

Director's Report

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

- Website changes- we are looking at things we can add to website to make it more customer friendly.
 - We've added in-house practical booklets;
 - Name change of Commission to reflect the actual name of the Commission;
 - In the future looking to add Fire Officer grading criteria and Safety Officer grading criteria so applicants know the standard they are being graded against
- Status of Administrative Assistant position – Cheryl Deener has been hired effective September 3rd and that has been approved.
- Coordinator positions have been placed in the budget and approved to hire. Those positions should be posted on Sept. 4th. The posting will close on Sept. 18th.
- IFSAC Fall Board Meeting is Sept. 20-22. Awaiting approval for Randy to attend that meeting in Anchorage, Alaska.
- Pro Board:
 - We are working toward accreditation.
 - We will start the process in October.
 - We are working closely with Fred Piechota, Accreditation Manager, on this.
 - It may be spring before we will be on board and have accreditation.
- Field Contracts:
 - Currently Terry Priest has been awarded Middle TN and has been approved. He also put in for East TN. We are awaiting approval on that.
 - Terri Whiteside put in For Middle and East TN as well. As of today, she has been approved for East TN. We are awaiting approval for Middle TN.
 - Michael Gill is present today. He has applied for West TN and we are awaiting approval on that.

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 – 25 were applicants that were fully completed. Motion made, seconded and carried to approve.
 - Applications 26 – 28 the certification level was in question because HMA & HMO was combined in one application. **Motion made, seconded and carried to provisionally approve all three applications once Commission office receives the correct paperwork – that being separate application forms.**
 - Applications 29 & 30 – No letters from previous fire departments. **Motion made, seconded and carried to deny by applications.** Clarification was made that Humphries needed to fix his application and the others needed a letter.
 - Application 40 – Commission Member questioned why a problem. Greg explained the application was for Fire Officer 1, but what was submitted was for Fire Officer 3. Director Fox explained that the applicant did get obtain Fire Officer 2/3 or 3 in GA, but did not have the Fire Officer 1 prerequisite. He basically slipped through the cracks. Chairman Finucane asked for clarification

as to if he was reverting back to get Fire Officer 1 which he obtained via Pro Board in GA. Director Fox indicated that was correct. He is trying to get a lower certification when he already has a higher certification. A Commission Member asked for the rule regarding this to be read. After rule was read, Commission Member asked if seeking this reciprocity was in violation of that rule. Director Fox responded that it was and that the proposed rule changes would address this type of situation. Director also told the Commission that he has spoken with this applicant and made him aware that he would need to go back and get Fire Officer 1 and Fire Officer 2 in order to obtain Fire Officer 3 reciprocity as this is the correct procedure. **Motion made, seconded and carried to deny.**

- Applications 41 – 56 – **Motion made, seconded and carried to deny.**
- Applications 57 – 59 – Similar circumstances. No letter. **Motion made and seconded to deny.**
Discussion: Commissioner Naifeh asked to abstain from vote and asked for a roll call vote.
 - Roll Call Vote by Director Fox
 - Commissioner Biggs – yes
 - Commissioner Cotton – no
 - Commissioner Naifeh – Abstain
 - Commissioner Slay – yes
 - Commissioner Vance – yes
 - Commissioner Wakefield – yes
 - **Motion carried with one abstention.**
- Application 60 – Firefighter 1 and Firefighter 2 - **Motion made, seconded and carried to approve once application has been properly submitted.**
- Application 61 – Does not have IFSAC Seal or Pro Board certification. No letters from previous departments. Motion made and seconded to deny. Commissioner Vance stepped out of room. Therefore Roll Call vote called for.
 - Roll call by Director Fox
 - Commissioner Vance
 - Commission Biggs – yes
 - Commissioner Cotton – yes
 - Chairman Finucane – yes
 - Commissioner Naifeh – yes
 - Commissioner Slay – yes
 - Commissioner Wakefield – yes
 - **Motion carried to deny.**
- Applications 63 – 67 is one applicant. No IFSAC sealed certificate. Motion made and seconded to deny. Roll Call vote called for
 - Roll Call vote by Director Fox:
 - Commissioner Biggs – yes
 - Commissioner Cotton – yes
 - Commissioner Finucane – yes
 - Commissioner Naifeh – yes
 - Commissioner Slay – yes
 - Commissioner Vance
 - Commissioner Wakefield – yes
 - **Motion to deny carried.**
- Application 68 – No letter from previous fire department. **Motion made, seconded and carried to deny.**

- Greg stated that he will prepare letters to applicants letting them know status of applications.
- Commissioner Naifeh requested to table the Equivalency for Higher Education for Fire Officer certifications and discuss at the next meeting. Request granted.
- Shelby County request for Recruit approval:
 - **Motion to approve carried.**
- Northeast Tennessee Regional Recruit and Kingsport requested approval of domestic violence training course.
 - **Motion made, seconded and carried to approve.**
- Virtual Academy Savant Learning Systems seeking approval of programs
 - Steve Holt, with Virtual Academy, made presentation to Commission.
 - Motion made and seconded to approve.
 - Motion revised and seconded to make it approval provisional on obtaining correlation sheet from Academy showing they meet standards.
 - Director Fox will contact Mr. Holt and explain process.
 - Roll Call vote by Director Fox
 - Commissioner Biggs – yes
 - Commissioner Cotton – yes
 - Chairman Finucane – yes
 - Commissioner Naifeh – abstain
 - Commissioner Slay – Yes
 - Commissioner Vance – yes
 - Commissioner Wakefield – yes
 - **Motion carries with 6 yes and 1 abstention**
 - Request to table next set of bullets and put on next agenda. Request granted. Chairman Finucane will ask Director Fox to put them on next meeting agenda so Commission Members will have time to review materials.
 - Future Meeting Date and Time – **TFACA October 23 -24.**
 - Director Fox indicated only one day for work session and one for business meeting would be required.
 - Meeting at TFACA with travel day on 22nd, work session on 23rd and business meeting on 24th.
 - **Motion made, seconded and carried to for work session to start at 9:00 A.M.**
 - **Motion made, seconded and carried for business meeting to start at 1:30 P.M.**
 - **Motion made, seconded and carried to adjourn.**

Mark Finucane, Chairman

Michael, Secretary

