

FIRE FIGHTER ADVISORY COMMITTEE
AGENDA
September 27, 2012, 9:00 A.M.
William B. Travis Building, Room 1-104, Austin, Texas

The Fire Fighter Advisory Committee will convene in open session to deliberate and possibly take formal action on any of the following agenda items:

1. Roll call – 9:00 a.m.
2. Adoption of the June 7, 2012 Fire Fighter Advisory Committee meeting minutes.
3. Discussion and possible action regarding proposed new title 37 TAC, Chapter 411, Injury Prevention Initiatives, including but not limited to, §411.1, Fire Service Joint Labor Management Wellness-Fitness Initiative, §411.3, Fire Protection Personnel Injuries, §411.5, Courage To Be Safe So Everyone Goes Home Program, and §411.7, Fire Protection Staffing Studies.
4. Discussion and possible action regarding proposed rule changes to title 37 TAC, Chapter 427, Training Facility Certification, including but not limited to, §427.307, On-Site and Distance Training Provider Staff Requirements.
5. Discussion and possible action regarding proposed rule changes to title 37 TAC, Chapter 435, Fire Fighter Safety, including but not limited to, §435.1, Protective Clothing, §435.5, Commission Recommendations, §435.7, Fire Department Staffing Studies, §435.17, Procedures for Interior Structural Fire Fighting (2-In/2-Out Rule), §435.21, Fire Service Joint Labor Management Wellness Fitness Initiative, §435.23, Fire Fighter Injuries, and §435.25, Courage to be Safe So Everyone Goes Home Program.
6. Discussion and possible action regarding proposed rule changes to title 37 TAC, Chapter 441, Continuing Education, including but not limited to, §441.3, Definitions, §441.5, Requirements, §441.7, Continuing Education for Structure Fire Protection Personnel, §441.9, Continuing Education for Aircraft Rescue Fire Fighting Personnel, §441.11, Continuing Education for Marine Fire Protection Personnel, §441.13, Continuing Education for Fire Inspector Personnel, §441.15, Continuing Education for Arson Investigator or Fire Investigator, §441.17, Continuing Education for Hazardous Materials Technician, §441.19, Continuing Education for Head of a Fire Department, and §441.21, Continuing Education for Fire Service Instructor.
7. Discussion and possible action regarding proposed rule changes to title 37 TAC, Chapter 449, Head of a Fire Department, including but not limited to, §449.1, Minimum Standard for the Head of a Fire Department, §449.3 Minimum Standards for Certification as Head of a Suppression Fire Department, and §449.5, Minimum Standards for Certification as Head of a Prevention Only Department.
8. Discussion and possible action regarding proposed rule changes to title 37 TAC, Chapter 451, Fire Officer, including but not limited to, new Subchapter C, Minimum Standards For Fire Officer III, §451.301, Fire Officer III Certification, §451.303, Minimum Standards For Fire Officer III Certification, §451.305, Examination Requirements, new Subchapter D, Minimum Standards For Fire Officer IV, §451.401, Fire Officer IV Certification, §451.403, Minimum Standards For Fire Officer IV Certification, and §451.405, Examination Requirements.
9. Discussion and possible action regarding proposed rule changes to title 37 TAC, Chapter 453, Minimum Standards For Hazardous Materials Technician, including but not limited to, new Subchapter A, Hazardous Materials Technician, §453.1, Hazardous Materials Technician Certification, §453.3, Minimum Standards For Hazardous Materials Technician Certification, §453.5, Examination Requirements, and §453.7, International Fire Service Accreditation Congress (IFSAC) Seal, new Subchapter B, Hazardous Materials Incident Commander, §453.201, Hazardous Materials Incident Commander, §453.203, Minimum Standards For Hazardous Materials Incident Commander, and §453.205, Examination Requirements.

10. Report from the Curriculum and Testing Committee with discussion and possible action on recommendations regarding changes to the Certification Curriculum Manual, including but not limited to:
 - a. Fire Officer III Curriculum, reference list and curriculum outline
 - b. Fire Officer IV Curriculum, reference list and curriculum outline
 - c. Basic Wildland Fire Fighter Curriculum, reference list and curriculum outline
 - d. Head of a Fire Department Curriculum, reference list and skill sheets

11. Discussion and possible action pursuant to Section 2001.039, Texas Government Code with respect to the proposed rule reviews and consideration of re-adoption of each of the rules contained in the following Chapters of Title 37 Texas Administrative Code:
 - A. 37 TAC, Chapter 421, Standards for Certification
 - B. 37 TAC, Chapter 423, Fire Suppression
 - C. 37 TAC, Chapter 425, Fire Service Instructors
 - D. 37 TAC, Chapter 427, Training Facility Certification
 - E. 37 TAC, Chapter 429, Minimum Standards for Fire Inspectors
 - F. 37 TAC, Chapter 439, Examinations for Certification
 - G. 37 TAC, Chapter 441, Continuing Education
 - H. 37 TAC, Chapter 451, Fire Officer
 - I. 37 TAC, Chapter 453, Minimum Standards for Hazardous Materials Technician
 - J. 37 TAC, Chapter 491, Voluntary Regulation of State Agencies and State Agency Employees
 - K. 37 TAC, Chapter 493, Voluntary Regulation of Federal Agencies and Federal Fire Fighters
 - L. 37 TAC, Chapter 495, Regulation of Nongovernmental Departments

12. Discussion and possible action on future meeting dates, agenda items and locations.

13. Adjourn meeting.

1. Roll call--9:00 a.m.

2. Adoption of the June 7, 2012 Fire Fighter Advisory Committee meeting minutes.

TEXAS COMMISSION ON FIRE PROTECTION

Presiding Officer Jim Reidy called the June 7, 2012 meeting of the Fire Fighter Advisory Committee to order at 8:00 a.m. at the William B. Travis Building, 1701 N. Congress Ave., Room 1-100, in Austin, Texas.

Attending	Jim Reidy	Michael Wisko**	Tommy Anderson	David Hudgins	Amado Cano, Jr.
	Jason Collier	Daniel DeYear	J. P. Steelman	Michael Jones**	
				*absent entire meeting	
				**absent part of meeting	

Staff	Mike Baker	Deborah Cowan	Don Wilson	Mollie Clakley	Tim Rutland	Paul Maldonado
	Mark Roughton	Jim Crowson, Assistant Attorney General				

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1. Roll call Secretary J. P. Steelman called roll and a quorum was present.
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2. Adoption of Minutes A motion was made by Tommy Anderson and seconded by Amado Cano Jr. to approve the minutes of the March 8, 2012, fire fighter advisory committee meeting as discussed. The motion carried.
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3. 37 TAC, Chapter 449 After discussion, no action taken.
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4. 37 TAC, Chapter 441 After discussion, a motion was made by Tommy Anderson and seconded by David Hudgins to table until further review. The motion carried.

After further discussion, a motion was made by Jason Collier and seconded by Daniel DeYear to approve for recommendation to the commission amendments to 37 TAC, Chapter 441, §§441.3, 441.5, 441.7, 441.11, 441.13, 441.15, 441.17, 441.19, and 441.21 as discussed. The motion carried.
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5. 37 TAC, Chapter 421 A motion was made by Mike Jones and seconded by J. P. Steelman to approve for recommendation to the commission amendments to 37 TAC Chapter 421, §421.17 as discussed. The motion carried.
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6. 37 TAC, Chapter 453 After discussion, no action taken.
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7. Fire Fighter Injury Data A motion was made by Daniel DeYear and seconded by Mike Jones to forward the identified and discussed recommendations to the commission. The motion carried.
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8. Report from Curriculum and Testing Committee Chairman Pat McAuliff gave a brief overview of activities of the committee since its last meeting.

A motion was made by Tommy Anderson and seconded by Daniel DeYear to accept the recommendations and send to commission new Chapter 10, Fire Department Safety Officer Curriculum, reference list and curriculum outline. The motion carried.

After discussion, a motion was made by Tommy Anderson and seconded by David Hudgins to table the recommendations regarding the Fire Officer III and Fire Officer IV Curricula, reference lists and curriculum outlines. The motion carried.
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| 9. 37 TAC,
Chapter 401 | A motion was made by Tommy Anderson and seconded by J.P. Steelman to approve for recommendation to the commission amendments to 37 TAC, Chapter 401, §§401.5, 401.11, 401.13, 401.17, 401.19, 401.21, 401.23, 401.31, 401.41, 401.43, 401.45, 401.47, 401.49, 401.51, 401.117, 401.121, 401.123, 401.125, and new 401.129 and 401.131 as discussed. The motion carried. |
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| 10. 37 TAC
Chapter 403 | A motion was made by Daniel DeYear and seconded by Mike Jones to approve for recommendation to the commission amendments to 37 TAC, Chapter 403, §§403.1, 403.3, 403.5, 403.9, 403.11, and 403.15 as discussed. The motion carried. |
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| 11. 37 TAC
Chapter 405 | A motion was made by Tommy Anderson and seconded by J. P. Steelman to approve for recommendation to the commission the repeal of 37 TAC, Chapter 405, in its entirety and information regarding charges for public records proposed as new Subchapter J in Chapter 401. The motion carried. |
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| 12. 37 TAC
Chapter 407 | A motion was made by J. P. Steelman and seconded by Tommy Anderson to approve for recommendation to the commission the repeal of 37 TAC, Chapter 407, in its entirety and information regarding historically underutilized businesses proposed as new Subchapter K in Chapter 401. The motion carried. |
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| 13. Rule Review | A motion was made by Jason Collier and seconded by Amado Cano, Jr. to approve for recommendation to the commission the proposed rule reviews for 37 TAC Chapter 401, Chapter 403, Chapter 405, Chapter 407, Chapter 431, Chapter 433, Chapter 435, Chapter 437, Chapter 443, Chapter 445, Chapter 447 and Chapter 449. The motion carried. |
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| 14. On-line
payments | After discussion, no action necessary. |
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| 15. On-line
testing | After discussion, no action necessary. |
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| 16. Pro-Board &
IFSAC | After discussion, a motion was made by David Hudgins and seconded by Tommy Anderson to table this issue for further review. The motion carried. |
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| 17. SCI's
SCBA issue | After discussion, no action necessary. |
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| 18. Nonprofit
Corporations | After discussion, no action necessary. |
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| 19. Future
meeting dates
agenda items
location | The committee scheduled its next meeting for September 27, 2012 beginning at 9:00 a.m. |

20. Adjournment A motion to adjourn was made by Michael Jones and seconded by Daniel DeYear.
The motion carried.

Jim Reidy
Presiding Officer

3. **Discussion and possible action regarding proposed new title 37 TAC, Chapter 411, Injury Prevention Initiatives, including but not limited to, §411.1, Fire Service Joint Labor Management Wellness-Fitness Initiative, §411.3, Fire Protection Personnel Injuries, §411.5, Courage To Be Safe So Everyone Goes Home Program, and §411.7, Fire Protection Staffing Studies.**

Chapter 411

INJURY PREVENTION INITIATIVES

§411.1. Fire Service Joint Labor Management Wellness-Fitness Initiative.

- (a) The commission recommends that all fire protection entities use as a guide the following publications:
- (1) National Fire Protection Association (NFPA) 1500, Fire Department Occupational Safety and Health Program.
 - (2) International Association of Fire Fighters/International Association of Fire Chiefs (IAFF/IAFC) publication, Fire Service Joint Labor Management Wellness-Fitness Initiative.
- (b) A fire protection entity must assess the wellness and fitness needs of its personnel.
- (c) A fire protection entity must develop and maintain a standard operating procedure to address its wellness-fitness needs.
- (d) A fire protection entity should address its personnel's wellness-fitness needs based on the local assessment and local resources.
- (e) A fire protection entity will make its wellness-fitness standard operating procedure available to the commission for inspection.

§411.3. Fire Protection Personnel Injuries.

- (a) All fire protection entities must report all injuries that occur to on-duty fire protection personnel to the Texas Commission on Fire Protection.
- (1) The purpose of the injury reporting program is to gather and evaluate injury data, and to develop recommendations to enhance fire protection personnel safety.
 - (2) Minor injuries are injuries that result in the fire protection personnel missing less than one duty period. A fire protection entity must report a minor injury within 30 business days of the injury event.
 - (3) Major injuries are injuries that require the fire protection personnel to miss more than one duty period. A fire protection entity must report a major injury within five business days of the injury event.
 - (4) A fire protection entity must report line-of-duty deaths (LODDs) to the commission. The commission will coordinate any follow-up inquiries or investigations with the State Fire Marshal's Office's LODD Task Force.
- (b) The commission may request information for clarification, or for more data on a specific incident, depending on the type and severity of a reported injury.
- (1) Upon the request of the head of department, the commission may assist fire protection entities with post-incident analyses and in-house injury investigations. The commission's invited participation in an entity's post-injury activities is intended to be neutral, non-biased and for the benefit of the fire protection entity. The commission may provide guidance regarding implementation of NFPA standards and other standard operating procedures (SOPs)
 - (2) The commission may seek additional information about an injury when the injury results from a fire protection entity's failure to comply with a commission-mandated standard operating procedure (SOP). The commission's inquiry will seek to determine whether the entity has the required SOP in place, and whether the entity is taking corrective action internally.
 - (3) The commission may initiate a risk-based investigation when an injury results from an equipment malfunction or failure, or from an entity's failure to comply with commission standards.

- (4) The commission may work with a fire protection entity to implement a corrective action plan to mitigate the cause of an injury. Non-compliance with corrective action plans, or investigations that reveal egregious, willful or frequent violations, may result in punitive measures in accordance with Chapter 435 (relating to Fire Fighter Safety).**
- (c) The commission is required to submit its annual injury report to the SFMO for inclusion in the SFMO's annual report. The commission may provide additional information or reports to the fire service regarding injury issues and trends.**

§411.5. Courage To Be Safe So Everyone Goes Home Program.

- (a) In an effort to improve Texas fire protection personnel safety, all regulated entities will ensure that the National Fallen Firefighters Foundation's "Courage To Be Safe So Everyone Goes Home" program be completed as part of the continuing education required for certified fire protection personnel by December 1, 2015. Individuals will be credited with four hours of continuing education credit for completing this program.**
- (b) All regulated fire protection personnel must complete the National Fallen Firefighters Foundation's "Courage To Be Safe So Everyone Goes Home" program prior to December 1, 2015.**
- (c) All fire protection personnel appointed after December 1, 2015 will be required to complete the National Fallen Firefighters Foundation's "Courage To Be Safe So Everyone Goes Home" program training within one year of appointment to a fire department.**
- (d) Fire protection entities will report the completion of training to the commission.**
- (e) Failure to complete the National Fallen Firefighters Foundation's "Courage To Be Safe So Everyone Goes Home" program before the required deadlines will be considered a violation of continuing education rules found in Chapter 441 of the commission's Standards Manual.**

§411.7. Fire Protection Staffing Studies.

- (a) Section 419.022(a)(4) Texas Government Code states that the commission may "on request, assist in performing staffing studies..." Staffing studies must take into consideration all the objectives and missions of the fire protection entity.**
- (b) A fire protection entity should ultimately decide on the level of fire protection it is able to provide to its citizens. The fire protection entity should, as a minimum, address the needs of prevention, investigation and suppression as outlined in the appropriate NFPA Standards. Such decisions should be based on facts, the safety of citizens, and the safety of fire protection personnel.**
- (c) The commission will assist by maintaining information pertinent to fire protection staffing. The commission will maintain the information in the Ernest A. Emerson Fire Protection Resource Library and will make copies available, free of charge, to anyone requesting such information, to the extent permitted by copyright laws.**

4. **Discussion and possible action regarding proposed rule changes to title 37 TAC, Chapter 427, Training Facility Certification, including but not limited to, §427.307, On-Site and Distance Training Provider Staff Requirements.**

Chapter 427

Training Facility Certification

Subchapter C

Training Programs for On-Site and Distance Training Providers

§427.307. On-Site and Distance Training Provider Staff Requirements.

- (a) The chief training officer of a training facility, as a minimum, must possess Fire Service Instructor III certification.
- (b) All training instructors (except guest instructors) must possess fire instructor certification. The instructor(s) must be certified in the applicable discipline or be approved by the commission to instruct in the applicable subject.
- (c) The lead instructor, as a minimum, shall possess a Fire Service Instructor II certification and must be certified by the commission in the applicable discipline.
- (d) Guest instructors are not required to be certified as instructors. A guest instructor is defined as an individual with special knowledge, skill, and expertise in a specific subject area who has the ability to enhance the effectiveness of the training. Guest instructors shall teach under the endorsement of the lead instructor.
- (e) In order to teach fire officer certification courses, an individual who does not meet the requirements of subsection (a) or (c) of this section, shall possess a minimum of a bachelor's degree in management or its equivalent.
- (f) In order to teach an instructor certification training course for Fire Service Instructor I, an individual must hold one of the following three qualifications:
 - (1) Hold a Fire Service Instructor II or higher, or
 - (2) A Bachelor's degree with the following:
 - (A) As a minimum, a minor in education, and
 - (B) Three years of teaching experience in a fire department, department of a state agency, educational institution, or political subdivision of the state, during which time the individual taught a minimum of 200 class hours; or
 - (3) An Associate's degree with the following:
 - (A) twelve semester hours of education instructional courses, and
 - (B) five years of teaching experience in a fire department, department of a state agency, educational institution, or political subdivision of the state, during which time the individual taught a minimum of 400 class hours.
- (g) In order to teach an instructor certification training course for Fire Service Instructor II or III, an individual must hold one of the following three qualifications:
 - (1) Hold a Fire Service Instructor III or
 - (2) A Bachelor's degree with the following:
 - (A) As a minimum, a minor in education, and
 - (B) Three years of teaching experience in a fire department, department of a state agency, educational institution, or political subdivision of the state, during which time the individual taught a minimum of 200 class hours; or
 - (3) An Associate's degree with the following:

- (A) twelve semester hours of education instructional courses, and
- (B) five years of teaching experience in a fire department, department of a state agency, educational institution, or political subdivision of the state, during which time the individual taught a minimum of 400 class hours.

(h) In order to teach a certification course for Basic Wildland Fire Protection, an individual must hold all of the following commission certifications:

- (1) Intermediate Wildland Fire Protection**
- (2) Fire Instructor Level II; and**
- (3) Fire Officer I**

(i) In order to teach a certification course for Intermediate Wildland Fire Protection, an individual must:

- (1) hold commission Intermediate Wildland Fire Protection certification**
- (2) hold commission Fire Instructor Level II certification**
- (3) hold commission Fire Officer II certification; and**
- (4) have completed training in ICS-300: Intermediate Incident Command System**

5. **Discussion and possible action regarding proposed rule changes to title 37 TAC, Chapter 435, Fire Fighter Safety, including but not limited to, §435.1, Protective Clothing, §435.5, Commission Recommendations, §435.7, Fire Department Staffing Studies, §435.17, Procedures for Interior Structural Fire Fighting (2-In/2-Out Rule), §435.21, Fire Service Joint Labor Management Wellness Fitness Initiative, §435.23, Fire Fighter Injuries, and §435.25, Courage to be Safe So Everyone Goes Home Program.**

Chapter 435

FIRE FIGHTER SAFETY

§435.1. Protective Clothing.

A regulated fire department shall:

- (1) purchase, provide, and maintain a complete set of protective clothing for all fire protection personnel who would be exposed to hazardous conditions from fire or other emergencies or where the potential for such exposure exists. A complete set of protective clothing shall consist of garments including bunker coats, bunker pants, boots, gloves, helmets, and protective hoods, worn by fire protection personnel in the course of performing fire-fighting operations;
- (2) ensure that all protective clothing which are used by fire protection personnel assigned to fire suppression duties comply with the minimum standards of the National Fire Protection Association suitable for the tasks the individual is expected to perform. The National Fire Protection Association standard applicable to protective clothing is the standard in effect at the time the entity contracts for new, rebuilt, or used protective clothing; and
- (3) maintain and provide upon request by the Commission, a departmental standard operating procedure regarding the use, selection, care, and maintenance of protective clothing which complies with NFPA 1851, Standard on Selection, Care, and Maintenance of Structural Fire Fighting Protective Ensembles.

§435.3. Self-Contained Breathing Apparatus.

The employing entity shall:

- (1) purchase, provide, and maintain a complete self-contained breathing apparatus for each on-duty fire protection personnel who engage in operations where IDLH atmospheres may be encountered, where the atmosphere is unknown or would be exposed to hazardous atmospheres from fire or other emergencies or where the potential for such exposure exists;
- (2) ensure that all self-contained breathing apparatus used by fire protection personnel complies with the minimum standards of the National Fire Protection Association identified in NFPA 1981, Standard on Open-Circuit Self-Contained Breathing Apparatus for Fire Fighters.
 - (A) the National Fire Protection Association standard applicable to a self-contained breathing apparatus is the standard in effect at the time the entity contracts for new, rebuilt, or used self-contained breathing apparatus;
 - (B) an entity may continue to use a self-contained breathing apparatus in use or contracted for before a change in the National Fire Protection Association standard, unless the Commission determines that the continued use of the self-contained breathing apparatus constitutes an undue risk to the wearer, in which case the Commission shall order that the use be discontinued and shall set an appropriate date for compliance with the revised standard;
- (3) develop an air quality program that complies with the most recent edition of the NFPA 1989 Standard on Breathing Air Quality for Emergency Services Respiratory Protection;
- (4) maintain and supply upon request by the Commission, records and reports documenting compliance with Commission requirements concerning self-contained breathing apparatus and breathing air. Records of all tests shall be made and the records shall be retained for a period of no less than three years;
- (5) maintain and provide upon request by the Commission, a departmental standard operating procedure regarding the use of self-contained breathing apparatus; and
- (6) maintain and provide upon request by the Commission, a department standard operating procedure regarding the selection, care, and maintenance of self-contained breathing apparatus that complies with

the most recent edition of the NFPA 1852 Standard on Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus (SCBA).

~~§435.5. Commission Recommendations.~~

~~[The commission recommends that all employing entities use as a guide the following publications:]~~

~~[(1) NFPA 1403 "Live Fire Training Evolutions";]~~

~~[(2) NFPA 1500 "Fire Department Occupational Safety and Health Program;"]~~

~~[(3) IAFF/IAFC "Fire Service Joint Labor Management Wellness Fitness Initiative."]~~

~~§435.7. Fire Department Staffing Studies.~~

~~[(a) Section 419.022(a)(4) Texas Government Code provides that the commission may "on request, assist in performing staffing studies of fire departments." Staffing studies must take into consideration all the objectives and missions of the fire department. The commission does not have the resources or the staff to directly assist in performing the necessary tasks to perform a staffing study. Many staffing studies have been developed that can be used to assist in evaluating the needs of a fire department.]~~

~~[(b) A city should ultimately decide on the level of fire protection it is willing to provide to its citizens. The city and fire department should, as a minimum, address the needs of prevention, investigation and suppression as outlined in the appropriate NFPA Standards. That decision should be based on facts, the safety of its citizens, and the safety of the fire fighters providing that protection.]~~

~~[(c) The commission will assist by maintaining information pertinent to fire department staffing. The information shall be maintained in the Ernest A. Emerson Fire Protection Resource Library at the Texas Commission on Fire Protection. Copies shall be made available, free of charge, to anyone requesting such information to the extent permitted by copyright laws.]~~

§435.9. Personal Alert Safety System (PASS).

The employing entity shall:

(1) purchase, provide, and maintain a PASS device for each on duty fire protection personnel who engage in operations where IDLH atmospheres may be encountered, or where the atmosphere is unknown, or where hazardous conditions from fire or other emergencies exist, or where the potential for such exposure exists;

(2) ensure that all PASS devices used by fire protection personnel comply with the minimum standards of the National Fire Protection Association identified in NFPA 1982, Standard on Personal Alert Safety Systems (PASS) for Fire Fighters:

(A) the National Fire Protection Association standard applicable to a PASS device is the standard in effect at the time the entity contracts for new, rebuilt, or used PASS devices;

(B) an entity may continue to use a PASS device that meets the requirements of an earlier edition of NFPA 1982, unless the commission determines that the continued use of the PASS device constitutes an undue risk to the wearer, in which case the commission shall order that the use be discontinued and shall set an appropriate date for compliance with the revised standard;

(3) ensure that the PASS device assigned to an individual user be inspected at the beginning of each duty period and before each use.

(4) maintain and provide upon request by the commission, a departmental standard operating procedure regarding the proper use, selection, care and maintenance of PASS devices.

§435.11. Incident Management System (IMS)

- (a) The fire department shall develop, maintain and use an incident management system.
- (b) The incident management system shall:
 - (1) include a written operating procedure for the management of emergency incidents;
 - (2) require that the IMS be used at all emergency incidents;
 - (3) require operations to be conducted in a manner that recognizes hazards and assists in the prevention of accidents and injuries;
 - (4) require that all fire protection personnel be trained in the use of the IMS; and
 - (5) require that the IMS be applied to all drills, exercises and all other situations that involve hazards similar to those encountered at an actual emergency.
- (c) The IMS shall meet the requirements of the applicable sections of the National Fire Protection Association 1561, Standard on Fire Department Incident Management System.
- (d) The Commission recommends departments follow the National Incident Management System (NIMS) when developing their incident management system.

§435.13. Personnel Accountability System.

- (a) The fire department shall develop, maintain and use a personnel accountability system that provides for a rapid accounting of all personnel at an emergency incident.
- (b) The accountability system shall:
 - (1) require all fire protection personnel be trained in the use of the accountability system;
 - (2) require that the fire protection personnel accountability system be used at all incidents;
 - (3) require that all fire protection personnel operating at an emergency incident to actively participate in the personnel accountability system; and
 - (4) require that the incident commander be responsible for the overall personnel accountability system for the incident.
- (c) The fire department shall be responsible for developing the system components required to make the personnel accountability system effective.
- (d) The personnel accountability system shall meet the minimum standards required by the National Fire Protection Association 1561, Standard on Fire Department Incident Management System. If the standard is revised, the fire department shall have one (1) year from the effective date of the new standard to comply.

§435.15. Operating At Emergency Incidents.

- (a) The fire department shall develop, maintain and use a standard operating procedure for fire protection personnel operating at emergency incidents.
- (b) The standard operating procedure shall:
 - (1) specify an adequate number of personnel to safely conduct emergency scene operations;
 - (2) limit operations to those that can be safely performed by personnel at the scene;

(3) require all personnel to be trained in and use the standard operating procedures; and

(4) comply with §435.17 (Procedures for Interior Structural Fire Fighting).

(c) The fire department may use standards established by the National Fire Protection Association for fire protection personnel operating at an emergency incident.

§435.17. Procedures for Interior Structural Fire Fighting (2-In/2-Out Rule).

(a) The fire department shall develop written procedures that comply with the Occupational Safety and Health Administration's Final Rule, 29 CFR Section 1910.134(g)(4) by requiring:

(1) a team of at least four fire protection personnel must be assembled before an interior fire attack can be made when the fire has progressed beyond the incipient stage;

(2) at least two fire protection personnel to enter the IDLH atmosphere and remain in visual or voice (not radio) contact with each other;

(A) Visual means that the fire protection personnel must be close enough to see each other.

(B) Voice means that the fire protection personnel of the entry team must be close enough to speak to one another without the use of radios.

(3) at least two fire protection personnel remain located outside the IDLH atmosphere to perform rescue of the fire protection personnel inside the IDLH atmosphere;

(4) all fire protection personnel engaged in interior structural fire fighting use self-contained breathing apparatus and be clothed in a complete set of protective clothing as identified in Chapter 435;

(5) all fire protection personnel located outside the IDLH atmosphere be equipped with appropriate retrieval equipment where retrieval equipment would contribute to the rescue of the fire protection personnel that have entered the IDLH atmosphere;

(6) one of the outside fire protection personnel must actively monitor the status of the inside fire protection personnel and **may** not be assigned **any additional duty** other **than that of the incident commander role.**~~[duties.]~~ The second outside fire protection personnel may be assigned to an additional role, including, but not limited to, incident commander, safety officer, driver-operator, command technician or aide, or fire fighter/EMS personnel, so long as this individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any fire protection personnel working at the scene;

(7) the fire protection personnel outside the IDLH atmosphere must remain in communication (including, but not limited to, radio) with the fire protection personnel in the IDLH atmosphere. Use of a signal line (rope) as a communications instrument for interior fire fighting is not permitted by the commission. This does not preclude the use of rescue guide ropes (guide line or lifeline or by what ever name they may be called) used during structural searches; and

(8) each outside fire protection personnel must have a complete set of protective clothing and self-contained breathing apparatus, as identified in Chapter 435, immediately accessible for use if the need for rescue activities inside the IDLH atmosphere is necessary.

(b) The fire department shall comply with the 2-in/2-out rule as described in this section except in an imminent life-threatening situation when immediate action could prevent the loss of life or serious injury before the team of four fire protection personnel are assembled.

§435.19. Enforcement of Commission Rules.

- (a) The Commission shall enforce all Commission rules at any time, including, but not limited to, Commission investigations, fire department inspections, or upon receiving a written complaint from an identified person or entity of an alleged infraction of a Commission rule.
- (b) The Commission shall not provide prior notification of an inspection to a fire department.
- (c) Upon receipt of a signed complaint alleging a violation of a Commission rule, the Commission shall have 30 days to initiate an investigation and report back to the complainant its progress.
- (d) Upon substantiating the validity of a written complaint, the Commission shall follow the procedures outlined in Government Code, Chapter 419, §419.011(b) and (c).

~~§435.21. Fire Service Joint Labor Management Wellness-Fitness Initiative.~~

- ~~[(a) — A fire department shall assess the wellness and fitness needs of the personnel in the department. The procedure used to make this assessment shall be written and made available for commission inspection.]~~
- ~~[(b) — A fire department shall develop and maintain a standard operating procedure to address these needs.]~~
- ~~[(c) — The approach to the fitness needs of the department shall be based on the local assessment and local resources.]~~
- ~~[(d) — The standard operating procedure shall be made available to the commission for inspection.]~~

~~§435.23. Fire Fighter Injuries.~~

- ~~[(a) A fire department shall report all Texas Workers' Compensation Commission reportable injuries that occur to on-duty regulated fire protection personnel on the Commission form.]~~
- ~~[(b) Minor injuries are those injuries that do not result in the fire fighter missing more than one duty period or does not involve the failure of personal protective equipment. Minor injuries shall be reported within 30 business days of the injury event.]~~
- ~~[(c) Major injuries are those that require the fire fighter to miss more than one duty period. Major injuries shall be reported within five business days of the injury event.]~~
- ~~[(d) Investigatable injuries are those resulting from the malfunction of personal protective equipment, failure of personal protective equipment to protect the fire fighter from injury, or injuries sustained from failure to comply with any provision of Commission mandated department SOPs. Investigatable injuries shall be reported within five business days of the injury event.]~~
- ~~[(e) The regulated entity shall secure any personal protective equipment involved in a fire fighter injury and shall be made available to the Commission for inspection.]~~

~~§435.25. Courage to be Safe So Everyone Goes Home Program.~~

- ~~[(a) In an effort to improve firefighter safety in the State of Texas, all regulated entities will ensure that the National Fallen Firefighters Foundation's "Courage to be Safe So Everyone Goes Home" program be completed as part of the continuing education required for certified fire protection personnel by December 1, 2015. Individuals will be credited with four hours of continuing education credit for completing this program.]~~
- ~~[(b) All regulated fire protection personnel must complete the National Fallen Firefighters Foundation's "Courage to be Safe So Everyone Goes Home" program prior to December 1, 2015.]~~

~~[(c) All fire protection personnel appointed after December 1, 2015 will be required to complete the National Fallen Firefighters Foundation's "Courage to be Safe So Everyone Goes Home" program training within one year of appointment to a fire department.]~~

~~[(d) Departments will report the completion of training through the Commission web based reporting system.]~~

~~[(e) Failure to complete the National Fallen Firefighters Foundation's "Courage to be Safe So Everyone Goes Home" program before the required deadlines will be considered a violation of continuing education rules found in Chapter 441 of the Commission's Standards Manual.]~~

§435.27. Live Fire Training Structure Evolutions.

The most current edition of NFPA 1403; Standard on Live Fire Training Structure Evolutions, shall be used as a guide when developing standard operating procedures for conducting live fire training. The following requirements shall apply for all Live Fire Training Structure Evolutions conducted.

- (1) The officer in charge or instructor will ensure that the water supply rate and duration for each individual Live Fire Training Structure Evolution is adequate to control and extinguish the training fire, the supplies necessary for backup lines to protect personnel, and any water needed to protect exposed property.
- (2) The instructor in-charge shall assign the following personnel:
 - (A) One instructor to each functional crew, which shall not exceed five students.
 - (B) One instructor to each backup line.
 - (C) Additional personnel to backup lines to provide mobility.
 - (D) One additional instructor for each additional functional assignment.
- (3) The officer in charge or instructor will ensure that the buildings or props being utilized for live fire training are in a condition that would not pose an undue safety risk.
- (4) A safety officer shall be appointed for all Live Fire Training Structure Evolutions. The safety officer shall have the authority, regardless of rank, to alter, suspend or control any aspect of the operations when, in his or her judgment, a potential or actual danger, accident, or unsafe condition exists. The safety officer shall not be assigned other duties that interfere with safety responsibilities.
- (5) No person(s) shall play the role of a victim inside the building.
- (6) Prior to the ignition of any fire, instructors shall insure that all personal protective clothing and/or self-contained breathing apparatus are NFPA compliant and being worn in the proper manner.
- (7) Prior to conducting any live fire training, a pre-burn briefing session shall be conducted. All participants shall be required to conduct a walk-through of the structure in order to have a knowledge of, and familiarity with, the layout of the building and to be able to facilitate any necessary evacuation of the building.
- (8) A standard operating procedure shall be developed and utilized for Live Fire Training Evolutions. The standard operating procedure shall include, but not be limited to:
 - (A) a Personal Alert Safety System (PASS). A PASS device shall be provided for all participating in live fire training and shall meet the requirements in §435.9 of this title (relating to Personal Alert Safety System (PASS));
 - (B) a Personnel Accountability System that complies with §435.13 of this title (relating to Personnel Accountability System) shall be utilized;
 - (C) an Incident Management System;
 - (D) use of personal protective clothing and self-contained breathing apparatus;

(E) an evacuation signal and procedure; and

(F) pre-burn, burn and post-burn procedures.

Paul Maldonado, Compliance Manager
 Texas Commission on Fire Protection
 1701 N. Congress Ave. Suite 1-105
 Austin, Texas 78701

Re: 37 TAC 435.17

Sir:

Please consider this letter to be a formal request for the Firefighter Advisory Committee of the Texas Commission on Fire Protection to review the following paragraph 37 TAC 435.17(6),

(6) “one of the outside fire protection personnel must actively monitor the status of the inside fire protection personnel and not be assigned other duties. The second outside fire protection personnel may be assigned to an additional role, including, but not limited to, incident commander, safety officer, driver-operator, command technician or aide, or firefighter/EMS personnel, so long as this individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any fire protection personnel working at the scene;”

The following revision of this paragraph is a possible suggested change to the wording in this Rule that is less restrictive and will allow the initial arriving incident commander some flexibility while still maintaining compliance with 29 CFR 1910.134(g)(4):

(6) “one of the outside fire protection personnel must actively monitor the status of the inside fire protection personnel and **may** not be assigned **any additional duty** other **than that of the incident commander role** duties. The second outside fire protection personnel may be assigned to an additional role, including, but not limited to, incident commander, safety officer, driver-operator, command technician or aide, or firefighter/EMS personnel, so long as this individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any fire protection personnel working at the scene;”

A less restrictive change in the wording would also be helpful in making the TCFP rule more compatible with NFPA 1561 *Standard on Emergency Services Incident Management System* 2008 Edition, Annex C page 32, wherein it gives 3 examples from NFPA 1500 that indicate how a fire department could deploy a team of four members initially at the scene of a structure fire. The third example seems to conflict with our rule as it reads:

(3) “The two firefighters could advance the hoseline in the IDLH atmosphere, and the team leader and pump operator remain outside as stand-by members.”

From a historical perspective, there is most likely a reason for the Administrative Code to be written as it is, however, it is a very common practice in the Texas Fire Service for the Incident Commander and the pump operator to fill the roles of the two outside stand-by rescue personnel when the resources assembled on scene are limited to four personnel. A revision to this rule or a clarification of the intent of the code allowing the team leader of a four person crew the flexibility, if the situation warrants, to be both the IC and the one person actively monitoring the status of the inside personnel would be more beneficial to the operational policies of most Texas fire departments.

6. Discussion and possible action regarding proposed rule changes to title 37 TAC, Chapter 441, Continuing Education, including but not limited to, §441.3, Definitions, §441.5, Requirements, §441.7, Continuing Education for Structure Fire Protection Personnel, §441.9, Continuing Education for Aircraft Rescue Fire Fighting Personnel, §441.11, Continuing Education for Marine Fire Protection Personnel, §441.13, Continuing Education for Fire Inspector Personnel, §441.15, Continuing Education for Arson Investigator or Fire Investigator, §441.17, Continuing Education for Hazardous Materials Technician, §441.19, Continuing Education for Head of a Fire Department, and §441.21, Continuing Education for Fire Service Instructor.

CHAPTER 441

CONTINUING EDUCATION

§441.1. Objective.

Continuing education is intended to maintain or increase the knowledge and skills pertinent to the fire service.

§441.3. Definitions.

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise.

- (1) Certification period--That period from the time a certificate is obtained or renewed until it is time for the certificate to be renewed again. See §437.5 of this title (relating to renewal fees) for the definition of certification period.
- (2) **Level 1**~~[Track A]~~ --Training intended to maintain previously learned skills as stated in the commission certification curriculum manual for the certifications held.
- (3) **Level 2**~~[Track B]~~ -- Fire service training or education intended to develop new skills that are not contained in the commission's certification curriculum manual for certifications held.

§441.5. Requirements.

- (a) Continuing education shall be required in order to renew certification. ~~[which has a continuing education requirement stated in this chapter.]~~
- (b) The continuing education requirement for renewal of certification shall consist of a minimum of **18**~~[20]~~ hours of training to be conducted during the certification period. ~~[Only 20 total hours of continuing education shall be required to renew all Texas Commission on Fire Protection certificates if any individual holds more than one certificate, except as provided in §441.17 of this title (relating to Continuing Education for Hazardous Materials Technician).]~~All documentation of training used to satisfy the continuing education requirements must be maintained for a period of three years from the date of the training. Continuing education records shall be maintained by the department in accordance with the Texas State Library and Archives Commission, State and Local Records Management Division, Records Schedule, Local Schedule (GR 1050-28), whichever is greater.
- (c) **Level 1**~~[Track A]~~ training must be conducted by a certified instructor. Interactive computer-based continuing education training that is supervised and verified by a certified instructor is acceptable.
- (d) The continuing education program of a regulated entity must be administered and maintained in accordance with commission rule by a certified instructor.
- (e) No more than four hours per year in any one subject of **Level 1 training** ~~[the appropriate chapter of the commission's Certification Curriculum Manual]~~ may be counted toward the ~~[20-hour]~~ continuing education requirement for **a particular certification**.~~[Track A]~~
- (f) There shall be no "hour per subject limit" placed on **Level 2**~~[Track B]~~ courses, except that emergency medical courses shall be limited to four hours per year.
- (g) The head of a fire department may select subject matter for continuing education appropriate for a particular discipline.

(h) The head of a fire department must certify whether or not the individuals whose certificates are being renewed have complied with the continuing education requirements of this chapter on the certification renewal **document**.~~[application]~~ Unless exempted from the continuing education requirements, an individual who fails to comply with the continuing education requirements in this chapter shall be notified by the commission of the failure to comply.

(i) After notification from the commission of a failure to comply with continuing education requirements, an individual who holds a certificate is prohibited from performing any duties authorized by a required certificate until such time as the deficiency has been resolved and written documentation is furnished by the department head for approval by the commission, through its Fire Service Standards and Certification Division director. Continuing education hours obtained to resolve a deficiency may not be applied to the continuing education requirements for the current certification period.

(j) Any person who is a member of a paid or volunteer fire department who is on extended leave for a cumulative period of six months or longer due to a documented illness, injury, or activation to military service may be exempted from the continuing education requirement for the applicable renewal period(s). Such exemptions shall be reported by the head of the department to the commission at renewal time, and a copy kept with the department continuing education records for three years.

(k) Any individual who is not a member of a paid or volunteer fire department who is unable to perform work, substantially similar in nature as would be performed by fire protection personnel appointed to that discipline, may be exempted from the continuing education requirement for the applicable renewal period(s). Commission staff shall determine the exemption using documentation of the illness or injury that cumulatively lasts six months or longer, which is provided by the individual and the individual's treating physician or by documentation of activation to military service.

(l) In order to renew certification for any discipline which has a continuing education requirement stated in this chapter, an individual holder of a certificate not employed by a regulated entity must comply with the continuing education requirements for that discipline.~~[Only 20 total hours of continuing education for each certification period shall be required to renew all certificates the individual holds, except as provided in §441.17 of this title (relating to Continuing Education for Hazardous Materials Technician).]~~

(m) An individual certificate holder, not employed by a regulated entity, shall submit documentation of continuing education training **upon notification by the commission**.~~[at the time of renewal.]~~ An example of documentation of continuing education training may include, but not be limited to a Certificate of Completion, a college or training facility transcript, a fire department training roster, etc. Commission staff will review and may approve or disapprove such documentation of training in accordance with applicable commission rules and/or procedures. The training for a resident of Texas at the time the continuing education training is conducted shall be administered by a commission instructor, commission certified training facility, an accredited institution of higher education, or a military or nationally recognized provider of training. The training for a nonresident of Texas, shall be delivered by a state fire academy, a fire department training facility, an accredited institution of higher education, or a military or nationally recognized provider of training. The individual must submit training documentation to the commission for evaluation of the equivalency of the training required by this chapter. The individual certificate holder is responsible for maintaining all of his/her training records for a period of three years from the date of the training.

(n) If an individual has completed a commission approved academy in the 12 months prior to his or her certification expiration date, a copy of that certificate of completion will be acceptable documentation of continuing education for that certification renewal period.

§441.7. Continuing Education for Structure Fire Protection Personnel.

(a) **A minimum of two hours of continuing** ~~[Continuing]~~ **education in addition to the continuing education requirements in §441.5(b) of this title relating to (Requirements)** will be required for

personnel certified as structure fire protection personnel **and who are appointed to structure fire protection duties.**

(b) Subjects selected to satisfy the continuing education requirement may be selected from either **Level 1,** ~~[Track A]~~**Level 2,** ~~[Track B]~~ or a combination of the two.

§441.9. Continuing Education for Aircraft Rescue Fire Fighting Personnel.

(a) Continuing education will be required for personnel assigned as aircraft rescue fire fighting personnel.

(b) Continuing education must, at a minimum, meet the specific training requirements of FAR 139.319(i)(2) and (3) (pertaining to Aircraft Rescue and Fire Fighting Operational Requirements). Continuing education required by this subsection may exceed 20 hours, if necessary, to complete all required subjects.

§441.11. Continuing Education for Marine Fire Protection Personnel.

(a) **A minimum of two hours of continuing** ~~[Continuing]~~education **in addition to the continuing education requirements in §441.5(b) of this title relating to (Requirements)** will be required for personnel certified as marine fire protection personnel **and who are appointed to marine fire protection duties** for any certification period beginning after October 31, 1993.

(b) Subjects selected to satisfy the continuing education requirement may be selected from either **Level 1,** ~~[Track A]~~**Level 2,** ~~[Track B]~~ or a combination of the two.

§441.13. Continuing Education for Fire Inspection Personnel.

(a) **A minimum of two hours of continuing** ~~[Continuing]~~education **in addition to the continuing education requirements in §441.5(b) of this title relating to (Requirements)** will be required for personnel certified as fire inspection personnel **and who are appointed to fire inspection duties.**

(b) Subjects selected to satisfy the continuing education requirement may be selected from either **Level 1,** ~~[Track A]~~**Level 2,** ~~[Track B]~~ or a combination of the two.

§441.15. Continuing Education for Arson Investigator or Fire Investigator.

(a) **A minimum of two hours of continuing** ~~[Continuing]~~education **in addition to the continuing education requirements in §441.5(b) of this title relating to (Requirements)** in will be required for personnel certified as arson investigation or fire investigation personnel **and who are appointed to arson or fire investigation duties.**

(b) Subjects selected to satisfy the continuing education requirement may be selected from either **Level 1,** ~~[Track A]~~**Level 2,** ~~[Track B]~~ or a combination of the two.

§441.17. Continuing Education for Hazardous Materials Technician.

(a) **Eight**~~[Ten]~~ hours of continuing education in hazardous materials (technician level) will be required for individuals certified as a hazardous materials technician. This will be in addition to continuing education required by other sections of this chapter.

(b) Subjects selected to satisfy the continuing education requirement may be selected from either **Level 1,** ~~[Track A or]~~**Level 2,** ~~[Track B]~~ or a combination of the two.

§441.19. Continuing Education for Head of a Fire Department.

(a) **A minimum of two hours of continuing** [Continuing] education **in addition to the continuing education requirements in §441.5(b) of this title relating to (Requirements)** will be required for personnel certified as head of a fire department **and who are appointed as head of a department.**

(b) Subjects selected to satisfy the continuing education requirement may be selected from either **Level 1,**[Track-A] **Level 2,**[Track-B] or a combination of the two.

§441.21. Continuing Education for Fire Service Instructor.

(a) **A minimum of two hours of continuing** [Continuing] education **in addition to the continuing education requirements in §441.5(b) of this title relating to (Requirements)** will be required for individuals certified as a fire service instructor **and who are appointed to fire service instructor duties.**

(b) Subjects selected to satisfy the continuing education requirement may be selected from either **Level 1,** [Track-A or] **Level 2,**[Track-B] or a combination of the two.

7. **Discussion and possible action regarding proposed rule changes to title 37 TAC, Chapter 449, Head of a Fire Department, including but not limited to, §449.1, Minimum Standard for the Head of a Fire Department, §449.3 Minimum Standards for Certification as Head of a Suppression Fire Department, and §449.5, Minimum Standards for Certification as Head of a Prevention Only Department.**

Chapter 449

HEAD OF A FIRE DEPARTMENT

§449.1. Minimum Standards for the Head of a Fire Department.

- (a) An individual who becomes employed and is assigned as the head of a fire department must be certified by the commission as head of a fire department, within one year of appointment.
- (b) An individual appointed head of a department must be eligible to be certified at the time of the appointment or will become eligible to be certified within one year of the appointment and must submit an affidavit verifying eligibility status at the time of the appointment if not holding a Commission certification.
- (c) Holding the head of a fire department certification does not qualify an individual for any other certification. An individual who seeks certification in another discipline must meet the requirements for that discipline.
- (d) Nothing contained in this chapter shall be construed to supercede Chapter 143, Local Government Code, in regard to appointment of a head of a fire department.

§449.3. Minimum Standards for Certification as Head of a Suppression Fire Department.

- (a) **Applicants for Head of a Fire Department certification must complete the following requirements:**[In order to be certified as a head of a fire department providing fire suppression, an individual must be appointed as head of a fire department; and]
 - (1) must be appointed as head of a fire department; and**
 - (2) complete the Standards Review Assignment for Head of Department identified in Chapter 11 of the Curriculum Manual; and**
 - (3) arrange a meeting with a TCFP Compliance Officer for review and approval of the Standards Review Assignment; and**
 - (4)**[(1)] hold a certification as a fire protection personnel in any discipline that has a Commission-approved curriculum that requires structural fire protection personnel certification and five years experience in a full-time fire suppression position; or
 - (5)**[(2)] an individual from another jurisdiction who possesses valid documentation of accreditation from the International Fire Service Accreditation Congress that is deemed equivalent to the Commission's approved basic fire suppression curriculum and provide documentation in the form of a sworn nonself serving affidavit of five years experience in a full-time fire suppression position; or
 - (6)**[(3)] provide documentation in the form of a nonself serving sworn affidavit of ten years experience as an employee of a local governmental entity in a full-time structural fire protection personnel position in a jurisdiction other than Texas; and successfully pass a Commission, Head of Department examination as specified in Chapter 439 of this title; or
 - (7)**[(4)] provide documentation in the form of a sworn nonself serving affidavit of ten years of experience as a certified structural part-time fire protection employee; or
 - (8)**[(5)] provide documentation in the form of a sworn nonself serving affidavit of ten years experience as an active volunteer fire fighter in one or more volunteer fire departments that meet

the requirements of subsection (b) of this section and successfully pass a Commission, Head of Department examination as specified in Chapter 439 of this title.

- (b) The ten years of volunteer service must include documentation of attendance at 40% of the drills for each year and attendance of at least 25% of a department's emergencies in a calendar year while a member of a volunteer fire department or departments with 10 or more active members that conducts a minimum of 48 hours of drills in a calendar year.
- (c) Individuals certified as the head of a fire department must meet the continuing education requirement as provided for in Chapter 441 of this title.
- (d) An individual certified as head of a fire department under this section may engage in fire fighting activities only as the head of a fire department. These activities include incident command, direction of fire fighting activities or other emergency activities typically associated with fire fighting duties, i.e. rescue, confined space and hazardous materials response.

449.5. Minimum Standards for Certification as Head of a Prevention Only Department.

- (a) In order to be certified as the head of a fire department providing fire prevention activities only, an individual must be appointed as head of a Fire Prevention Department; and
 - (1) hold a certification as a fire inspector, fire investigator, or arson investigator and have five years of full-time experience in fire prevention activities; or
 - (2) an individual from another jurisdiction who possesses valid documentation of accreditation from the International Fire Service Accreditation Congress that is deemed equivalent to the Commission's approved basic arson investigator, fire investigator or fire inspector curriculum and provide documentation in the form of a sworn nonself serving affidavit of five years experience in a full-time fire prevention position; or
 - (3) provide documentation in the form of a sworn nonself serving affidavit of ten years experience as an employee of a local governmental entity in a full-time fire inspector, fire investigator, or arson investigator position in a jurisdiction other than Texas and successfully pass a Commission, Head of Department examination as specified in Chapter 439 of this title; or
 - (4) provide documentation in the form of a sworn nonself serving affidavit of ten years experience as a certified fire investigator, fire inspector or arson investigator as a part-time fire prevention employee; or
 - (5) provide documentation in the form of a sworn nonself serving affidavit of ten years experience as an active volunteer fire inspector, fire investigator, or arson investigator with ten years experience in fire prevention and successfully pass a Commission Head of Department examination as specified in Chapter 439 of this title.
- (b) Individuals certified as the head of a fire department under this section must meet the continuing education requirement as provided for in Chapter 441 of this title.

8. Discussion and possible action regarding proposed rule changes to title 37 TAC, Chapter 451, Fire Officer, including but not limited to, new Subchapter C, Minimum Standards For Fire Officer III, §451.301, Fire Officer III Certification, §451.303, Minimum Standards For Fire Officer III Certification, §451.305, Examination Requirements, new Subchapter D, Minimum Standards For Fire Officer IV, §451.401, Fire Officer IV Certification, §451.403, Minimum Standards For Fire Officer IV Certification, and §451.405, Examination Requirements.

Chapter 451

Fire Officer

SUBCHAPTER C

MINIMUM STANDARDS FOR FIRE OFFICER III

§451.301. Fire Officer III Certification.

A Fire Officer III is a midlevel supervisor who performs both supervisory and first-line managerial functions who has met all the job performance and certification requirements of Fire Officer II as defined in NFPA 1021, Standard for Fire Officer Professional Qualifications. Typical duties of an individual at the Fire Officer III level include: establishing procedures for hiring, assignment, and professional development of personnel; developing public service/partnership and programs; preparing budgets and budget management systems; planning for organizational resource management; evaluating inspection and public safety programs and plans; managing multi-agency plans and operations; serving as Incident Commander at expanding emergency incidents for all hazard types; and developing and managing a departmental safety program.

§451.303. Minimum Standards for Fire Officer III Certification.

(a) In order to be certified as a Fire Officer III an individual must:

- (1) hold certification as Structural Fire Protection Personnel, Aircraft Rescue Fire Fighting Personnel, or Marine Fire Protection Personnel; and**
- (2) hold Fire Officer II certification through the commission; and**
- (3) hold, as a minimum, Fire Service Instructor II certification through the commission; and**
- (4) document completion of ICS-300: Intermediate Incident Command System; and**
 - (A) possess valid documentation of accreditation from the International Fire Service Accreditation Congress as Fire Officer III; or**
 - (B) complete a commission-approved Fire Officer III program and successfully pass the commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved Fire Officer III program must consist of one of the following:**
 - (i) completion of a commission-approved Fire Officer III Curriculum as specified in Chapter 9 of the commission's Certification Curriculum Manual;**
 - (ii) completion of an out-of-state and/or military training program that has been submitted to the commission for evaluation and found to be equivalent to or exceed the commission-approved Fire Officer III Curriculum; or**
 - (iii) successful completion of 15 college semester hours of upper level coursework from a four-year regionally accredited institution in any of the following subject areas:**
 - (I) Administration/Management**
 - (II) Budget/Finance**
 - (III) Planning/Organization**
 - (IV) Leadership/Ethics**
 - (V) Risk Management**
 - (VI) Safety and Health**

(VII) Community Risk Reduction

(C) Special temporary provision: Within one year following the effective date of this subchapter, an individual is eligible to take the commission examination for Fire Officer III upon documentation to the commission that the individual has completed training that covers the requirements of NFPA 1021, Chapter 6. The documentation of completed training must be either: a letter signed by the department head or department training officer/coordinator verifying completion of the required training, or a certificate of completion from a nationally recognized training provider. During the one year period, the commission examination shall consist of a written exam. The examination requirements in §451.305(b) must still be met. This paragraph (C) expires one year from the effective date of this subchapter.

(b) Out-of-state or military training programs which are submitted to the commission for the purpose of determining equivalency will be considered equivalent if all competencies set forth in Chapter 9 (pertaining to Fire Officer) of the commission's Certification Curriculum Manual are met.

§451.305. Examination Requirements.

(a) Examination requirements of Chapter 439 of this title (relating to Examinations for Certification) must be met in order to receive Fire Officer III certification.

(b) Individuals will be permitted to take the commission examination for Fire Officer III certification by documenting the following: Structure Fire Protection Personnel certification, Fire Service Instructor II certification and Fire Officer II certification through the commission or the equivalent IFSAC seals, and completing a commission-approved Fire Officer III program.

Chapter 451

Fire Officer

SUBCHAPTER D

MINIMUM STANDARDS FOR FIRE OFFICER IV

§451.401. Fire Officer IV Certification.

A Fire Officer IV is an upper level supervisor who performs both supervisory and managerial functions who has met all the job performance and certification requirements of Fire Officer III as defined in NFPA 1021, Standard for Fire Officer Professional Qualifications. Typical duties of an individual at the Fire Officer IV level include: Administering job performance requirements; evaluating and making improvements to department operations; developing long-range plans and fiscal projections; developing plans for major disasters; serving as Incident Commander at major incidents for all hazard types; and administering comprehensive risk management programs.

§451.403. Minimum Standards for Fire Officer IV Certification.

(a) In order to be certified as a Fire Officer IV an individual must:

- (1) hold certification as Structural Fire Protection Personnel, Aircraft Rescue Fire Fighting Personnel, or Marine Fire Protection Personnel; and
- (2) hold Fire Officer III certification through the commission; and
- (3) document completion of ICS-400: Advanced Incident Command System; and
 - (A) possess valid documentation of accreditation from the International Fire Service Accreditation Congress as Fire Officer IV; or
 - (B) complete a commission-approved Fire Officer IV program and successfully pass the commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved Fire Officer IV program must consist of one of the following:
 - (i) completion of a commission-approved Fire Officer IV Curriculum as specified in Chapter 9 of the commission's Certification Curriculum Manual;
 - (ii) completion of an out-of-state and/or military training program that has been submitted to the commission for evaluation and found to be equivalent to or exceed the commission-approved Fire Officer IV Curriculum; or
 - (iii) successful attainment of a bachelor's degree or higher from a regionally accredited institution in any of the following:
 - (I) Fire Science/Administration/Management
 - (II) Emergency Management
 - (III) Public Administration
 - (IV) Emergency Medicine
 - (V) Business Management/Administration
 - (VI) Political Science
 - (VII) Human Resources Management

(VIII) Public Health

(IX) Risk Management

(X) Criminal Justice, or

(XI) a related management/administration/leadership degree

(C) Special temporary provision: Within one year following the effective date of this subchapter, an individual is eligible to take the commission examination for Fire Officer IV upon documentation to the commission that the individual has completed training that covers the requirements of NFPA 1021, Chapter 7. The documentation of completed training must be either: a letter signed by the department head or department training officer/coordinator verifying completion of the required training, or a certificate of completion from a nationally recognized training provider. During the one year period, the commission examination shall consist of a written exam. The examination requirements in §451.405(b) must still be met. This paragraph (C) expires one year from the effective date of this subchapter.

(b) Out-of-state or military training programs which are submitted to the commission for the purpose of determining equivalency will be considered equivalent if all competencies set forth in Chapter 9 (pertaining to Fire Officer) of the commission's Certification Curriculum Manual are met.

§451.405. Examination Requirements.

(a) Examination requirements of Chapter 439 of this title (relating to Examinations for Certification) must be met in order to receive Fire Officer IV certification.

(b) Individuals will be permitted to take the commission examination for Fire Officer IV certification by documenting the following: Structure Fire Protection Personnel certification, and Fire Officer III certification through the commission or the equivalent IFSAC seals, and completing a commission-approved Fire Officer IV program.

9. **Discussion and possible action regarding proposed rule changes to title 37 TAC, Chapter 453, Minimum Standards For Hazardous Materials Technician, including but not limited to, new Subchapter A, Hazardous Materials Technician, §453.1, Hazardous Materials Technician Certification, §453.3, Minimum Standards For Hazardous Materials Technician Certification, §453.5, Examination Requirements, and §453.7, International Fire Service Accreditation Congress (IFSAC) Seal, new Subchapter B, Hazardous Materials Incident Commander, §453.201, Hazardous Materials Incident Commander, §453.203, Minimum Standards For Hazardous Materials Incident Commander, and §453.205, Examination Requirements.**

Chapter 453

HAZARDOUS MATERIALS

[Minimum Standards For Hazardous Materials Technician]

Subchapter A

MINIMUM STANDARDS FOR HAZARDOUS MATERIALS TECHNICIAN

§453.1. Hazardous Materials Technician Certification.

- (a) A Hazardous Materials Technician is defined as an individual who performs emergency response to an occurrence which results in, or is likely to result in, an uncontrolled release of a hazardous substance where there is a potential safety or health hazard (i.e., fire, explosion, or chemical exposure). A Hazardous Materials Technician responds to such occurrences and is expected to perform work to handle and control (stop, confine, or extinguish) actual or potential leaks or spills. The Hazardous Materials Technician assumes a more aggressive role than a first responder at the operations level, in that the Hazardous Materials Technician will approach the point of release. The Hazardous Materials Technician is expected to use specialized Chemical Protective Clothing (CPC) and specialized control equipment.
- (b) All individuals holding a Hazardous Materials Technician Certification shall be required to comply with the continuing education requirements in §441.17 of this title (relating to Continuing Education for Hazardous Materials Technician).

§453.3. Minimum Standards for Hazardous Materials Technician Certification.

- (a) In order to be certified as a Hazardous Materials Technician an individual must:
- (1) hold certification as Structural Fire Protection Personnel, Aircraft Rescue Fire Fighting Personnel, or Marine Fire Protection Personnel and;
 - (2) possess valid documentation of accreditation from the International Fire Service Accreditation Congress as a Hazardous Materials Technician; or
 - (3) complete a **commission**[Commission]-approved Hazardous Materials Technician program and successfully pass the **commission**[Commission] examination as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved Hazardous Materials Technician program must consist of one of the following:
 - (A) completion of a **commission**[Commission]-approved Hazardous Materials Technician Curriculum as specified in Chapter 6 of the **commission**[Commission's] Certification Curriculum Manual.
 - (B) completion of an out-of-state and/or military training program that has been submitted to the Commission for evaluation and found to be equivalent to, or exceeds the **commission**[Commission]-approved Hazardous Materials Technician Curriculum.
- (b) Out-of-state or military training programs which are submitted to the **commission**[Commission] for the purpose of determining equivalency will be considered equivalent if all competencies set forth in Chapter 6 (pertaining to Hazardous Materials Technician) of the **commission's**[Commission's] Certification Curriculum Manual are met.

§453.5. Examination Requirements.

- (a) Examination requirements of Chapter 439 of this title (relating to Examinations for Certification) must be met in order to receive a Hazardous Materials Technician Certification.
- (b) Individuals will be permitted to take the **commission**[Commission] examination for Hazardous Materials Technician by documenting completion of the NFPA 472 Awareness and Operations level training and completing a **commission**[Commission]-approved Hazardous Materials Technician curriculum.

§453.7. International Fire Service Accreditation Congress (IFSAC) Seal.

- (a) Individuals holding a current **commission**[Commission] Hazardous Materials Technician certification received prior to March 10, 2003, may be granted an International Fire Service Accreditation Congress (IFSAC) seal as a Hazardous Materials Technician by making application to the **commission**[Commission] for the IFSAC seal and paying applicable fees.
- (b) Individuals completing a **commission**[Commission]-approved Hazardous Materials Technician program, documenting an IFSAC seal for Hazardous Materials Awareness Level Personnel and,
 - (1) Hazardous Materials Operations Level Responders, including the Mission-Specific Competencies for Personal Protective Equipment and Product Control under the current edition; or
 - (2) NFPA 472 Hazardous Materials Operations prior to the 2008 edition, and
 - (3) upon passing the applicable state examination, may be granted an IFSAC seal as a Hazardous Materials Technician by making application to the **commission**[Commission] for the IFSAC seal and paying applicable fees.

Subchapter B

MINIMUM STANDARDS FOR HAZARDOUS MATERIALS INCIDENT COMMANDER

§453.201. Hazardous Materials Incident Commander Certification

The hazardous materials incident commander is defined as that person responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources.

§453.203. Minimum Standards for Hazardous Materials Incident Commander

(a) In order to be certified as Hazardous Materials Incident Commander an individual must:

- (1) hold certification as Structural Fire Protection Personnel, Aircraft Rescue Fire Fighting Personnel, or Marine Fire Protection Personnel; and
- (2) possess valid documentation of accreditation from the International Fire Service Accreditation Congress as a Hazardous Materials Incident Commander; or
- (3) complete a commission-approved Hazardous Materials Incident Commander program and successfully pass the commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved Hazardous Materials Incident Commander program must consist of one of the following:
 - (A) completion of a commission-approved Hazardous Materials Incident Commander curriculum as specified in Chapter 6 of the commission's Certification Curriculum Manual.
 - (B) Completion of an out-of-state and/or military training program that has been submitted to the commission for evaluation and found to be equivalent to, or exceeds the commission-approved Hazardous Materials Incident Commander Curriculum.
 - (C) Special temporary provision: Within one year following the effective date of this subchapter, an individual is eligible to take the commission examination for Hazardous Materials Incident Commander upon documentation to the commission that the individual has completed training that covers the requirements of NFPA 472, Chapter 8. The documentation must be either: a letter signed by the department head or department training officer/coordinator verifying completion of the required training, or a certificate of completion from a nationally recognized training provider. During the one-year period, the commission examination shall consist of a written exam. The examination requirements in §453.205(b) must still be met. This paragraph (C) expires one year from the effective date of this subchapter.

(b) Out-of-state or military training programs which are submitted to the commission for the purpose of determining equivalency will be considered equivalent if all competencies set forth in Chapter 6 (pertaining to Hazardous Materials Incident Commander) of the commission's Certification Curriculum Manual are met.

§453.205 Examination Requirements

- (a) Examination requirements of Chapter 439 of this title (relating to Examinations for Certification) must be met in order to receive a Hazardous Materials Incident Commander certification.
- (b) Individuals will be permitted to take the commission examination for Hazardous Materials Incident Commander by documenting completion of NFPA 472 Awareness and Operations level training and completing a commission-approved Hazardous Materials Incident Commander program.

10. Report from the Curriculum and Testing Committee with discussion and possible action on recommendations regarding changes to the Certification Curriculum Manual, including but not limited to:

- a. Fire Officer III Curriculum, reference list and curriculum outline**
- b. Fire Officer IV Curriculum, reference list and curriculum outline**
- c. Basic Wildland Fire Fighter Curriculum, reference list and curriculum outline**
- d. Head of a Fire Department Curriculum, reference list and skill sheets**

REFERENCE LIST FOR THE FIRE OFFICER III CURRICULUM

Certified Training Facilities approved to teach this curriculum must have the following reference materials:

Required References:

Chief Officer (2nd Ed) (2004). Stillwater, OK: International Fire Service Training Association

National Incident Management System: Principles and Practice (1st Ed) (2005). Sudbury, MA: Jones and Bartlett Publishers, Inc.

NFPA 1021: Standard for Fire Officer Professional Qualifications (2009 Ed.). Quincy, MA: National Fire Protection Association. NFPA Publications

Standards Manual for Fire Protection Personnel Austin, TX: Texas Commission on Fire Protection.

Recommended References:

Chief Officer (1st Ed)(2012). Burlington, MA: Jones and Bartlett Learning.

Officer Development Handbook (2nd Ed)(2010). Fairfax, VA: International Association of Fire Chiefs.

CHAPTER NINE
FIRE OFFICER III
CURRICULUM OUTLINE

SECTION	SUBJECT	RECOMMENDED HOURS
903-6.1	General	2
903-6.2	Human Resource Management	10
903-6.3	Community and Government Relations	4
903-6.4	Administration	10
903-6.5	Inspection and Investigation	4
903-6.6	Emergency Service Delivery	6
903-6.7	Health and Safety	4
903-6.8	Emergency Management	4
	Performance Skills*	12
	TOTAL RECOMMENDED HOURS	56

*The recommended hours for skills evaluation is based on 12 students. Actual hours needed will depend on the number of students, the number of examiners, availability of equipment, and the student skill level.

FIRE OFFICER III

A Fire Officer III is a midlevel supervisor who performs both supervisory and first-line managerial functions who has met all the job performance and certification requirements of Fire Officer II as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications*. An individual at the Fire Officer III level as part of his or her duties and responsibilities:

- Establishes procedures for hiring, assigning, promoting, and encouraging professional development of members
- Develops programs that improve and expand service and build partnerships with the public
- Prepares a divisional or departmental budget, develops a budget management system, solicits bids, plans for resource allocation and works with information management systems
- Evaluates inspection programs to determine effectiveness and develops public safety plans
- Manages multi-agency planning, deployment, and operations
- Develops, manages and evaluates a departmental safety program

903-6.1 General

For qualification at Fire Officer Level III, the Fire Officer II shall meet the requirements of Fire Instructor Level II as defined in NFPA 1041 and the job performance requirements defined in Sections 6.2 through 6.8 of NFPA 1021, 2009 Edition.

Fire Officer III certification prerequisites include:

- Fire Officer II
- Fire Instructor II

903-6.1.1 General Prerequisite Knowledge. Current national and international trends and developments related to fire service organization, management, and administrative principles; public and private organizations that support the fire and emergency services and the functions of each.

1. Functions of management
 - a. Planning
 - b. Organizing
 - c. Leading
 - d. Controlling

2. Basic problem solving model
 - a. Analyze
 - b. Plan
 - c. Implement
 - d. Evaluate

3. Planning process
 - a. Analyze opportunities
 - b. Identify goals and objectives
 - c. Identify possible solutions
 - d. Select best solution
 - e. Create plan
 - f. Implement plan
 - g. Monitor plan
 - h. Evaluate plan effectiveness
 - i. Provide feedback and revise

4. Organizing
 - a. Organizational culture
 - i. Beliefs
 - ii. Values
 - iii. Norms
 - b. Trends

- i. Traditional
 - a) Hierarchical/scalar
 - b) Bureaucratic
 - ii. New trends
 - a) Flat organizations
 - b) Regionalization
 - c) Flexibility
- 5. Leadership styles
 - a. Charismatic
 - b. Situational
 - c. Contingency
 - d. Citizen
 - e. Servant
 - f. Chameleon
 - g. Transformational/transactional leadership continuum
- 6. Fire Service Leadership Model
 - a. Lead from the front
 - b. Effectively communicate
 - c. Advise, mentor and counsel
 - d. Decide, act and evaluate
 - e. Envision the future
 - f. Remain flexible
 - g. Share your knowledge
 - h. Honesty is always right
 - i. Invest in your personnel
 - j. Prepare to fail, if you fail to prepare
- 7. Controlling
 - a. Organizational behavior
 - i. Performance reviews
 - ii. Policies, procedures, rules, regulations
 - b. Fiscal oversight
 - i. Budget process
 - ii. Purchasing process
 - iii. Audits
 - c. Other
 - i. Capital improvement plans
 - ii. Strategic plan
 - iii. Emergency management plans
 - iv. Information management
- 8. Fire Officer III Functions
 - a. Human resource management

- b. Community and government relations
- c. Administration
- d. Inspection and investigation
- e. Emergency service delivery
- f. Health and safety

903-6.1.2 General Prerequisite Skills. The ability to research, to use evaluative methods, to analyze data, to communicate orally and in writing, and to motivate members.

903-6.2 Human Resource Management

This duty involves establishing procedures for hiring, assigning, promoting, and encouraging professional development of members, according to the following job performance requirements.

1. Human resource management includes:
 - a. Hiring and promoting
 - b. Recruitment, induction and retention
 - c. Termination
 - d. Discipline
 - e. Assigning/work force planning
 - f. Time management
 - g. Professional development training/education
 - h. Health, safety, survival and wellness
 - i. Compensation and benefits

903-6.2.1 Establish personnel assignments to maximize efficiency, given knowledge, training, and experience of the members available in accordance with policies and procedures.

Requisite Knowledge. Minimum staffing requirements, available human resources, and policies and procedures.

1. Minimum staffing requirements
 - a. Authority having jurisdiction (AHJ)
 - b. National consensus standards
 - i. NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*
 - ii. NFPA 1720, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments*

- iii. NFPA 1500, *Standard for Fire Department Safety and Health Program*
 - iv. NFPA 1201, *Standard for Providing Emergency Services to the Public*
 - v. NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communication Systems*
 - vi. NFPA 1250, *Recommended Practice in Emergency Service Organization Risk Management*
 - vii. NFPA 1600, *Standard on Disaster/Emergency Management and Business Continuity Programs*
 - viii. NFPA 450, *Guide for Emergency Medical Services and Systems*
 - ix. NFPA 551, *Guide for the Evaluation of Fire Risk Assessments*
- c. Contractual agreements
 - i. Collective bargaining
 - ii. Meet and confer
 - iii. Private sector contracts
- 2. Available human resources
 - a. Availability of skilled workers
 - b. Applicant pool is determined by:
 - i. Education
 - ii. Experience
 - iii. Certification
 - iv. Ability to perform
- 3. Policies and procedures
 - a. Legal requirements
 - i. Federal
 - ii. State
 - iii. Local
 - iv. AHJ

Requisite Skills. The ability to relate interpersonally and to communicate orally and in writing.

- 903-6.2.2** Develop procedures for hiring members, given policies of the AHJ and legal requirements, so that the process is valid and reliable.
- Validity – effectiveness – measures what is supposed to be measured
 - Reliability – dependability – measures performance consistently

Requisite Knowledge. Applicable federal, state/provincial, and local laws; regulations and standards; and policies and procedures.

1. Applicable federal, state/provincial, and local laws
 - a. Federal
 - i. Civil Rights Act of 1964 (Title VII)
 - ii. Age Discrimination and Employment Act (ADEA)
 - iii. Americans With Disabilities Act (ADA)
 - b. State
 - i. Texas Commission on Fire Protection (TCFP) standards
 - ii. Local Government Code 143 (Civil Services)
 - iii. Health and Safety Code 775 (Emergency Services Districts)
 - iv. Texas Department of State Health Services (DSHS) – EMS requirements as applicable
 - v. Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) – Peace Officer requirements for Arson Investigators
 - c. Local
 - i. AHJ
 - a) Local Government Code 143 – Local Rules
 - b) Health and Safety Code 775 – Local Rules
 - c) Local ordinances
2. Regulations
 - a. Texas Commission on Fire Protection (TCFP) standards
 - b. Local Government Code 143 (Civil Service)
 - c. Health and Safety Code 775 (Emergency Services Districts)
 - d. Texas Department of State Health Services (DSHS) – EMS requirements as applicable
 - e. Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) – Peace Officer requirements for Arson Investigators
3. Standards – may be required by the AHJ
 - a. NFPA Professional Qualification Standards
 - b. NFPA Safety and Health Standards
4. Policies and procedures
 - a. Contractual agreements
 - b. Local policies, procedures, rules and regulations

Requisite Skills. The ability to communicate orally and in writing.

- 903-6.2.3** Develop procedures and programs for promoting members, given applicable policies and legal requirements, so that the process is valid and reliable, job-related, and nondiscriminatory.

Requisite Knowledge. Applicable federal, state/provincial, and local laws; regulations and standards; and policies and procedures.

1. Applicable federal, state/provincial, and local laws
 - a. Federal
 - i. Civil Rights Act of 1964 (Title VII)
 - ii. Age Discrimination and Employment Act (ADEA)
 - iii. Americans With Disabilities Act (ADA)
 - iv. Fair Labor Standards Act (FLSA)
 - v. Equal Pay Act of 1963
 - vi. Uniform Services Employment and Reemployment Rights Act (USERRA)
 - b. State
 - i. Texas Commission on Fire Protection (TCFP) standards - Head of Department designation only
 - ii. Local Government Code 143 (Civil Services)
 - c. Local
 - i. AHJ
 - a) Local Government Code 143 – Local Rules
 - b) Health and Safety Code 775 – Local Rules
 - c) Local ordinances
2. Regulations
 - a. Texas Commission on Fire Protection (TCFP) standards - Head of Department designation only
 - b. Local Government Code 143 (Civil Service)
3. Standards – may be required by the AHJ
 - a. NFPA Professional Qualification Standards
 - b. NFPA Safety and Health Standards
4. Policies and procedures
 - a. Contractual agreements
 - b. Local policies, procedures, rules and regulations

Requisite Skills. The ability to communicate orally and in writing, to encourage professional development, and to mentor members.

- 903-6.2.4** Describe methods to facilitate and encourage members to participate in professional development to achieve their full potential.

Requisite Knowledge. Interpersonal and motivational techniques.

1. Mentoring

2. Coaching
3. Role modeling
4. Succession planning
5. Encouraging participation
6. Job rotation
7. Special projects/assignments
8. Specialized training
9. Promotional opportunities
10. Pay incentives
11. Other compensation (e.g., department-issued vehicle)

Requisite Skills. The ability to evaluate potential, to communicate orally, and to counsel members.

- 903-6.2.5** Develop a proposal for improving an employee benefit, given a need in the organization, so that adequate information is included to justify the requested benefit improvement.

Required Knowledge. Agency's benefit program.

1. Insurance
2. Various accumulated leave (pay for time not worked)
3. Pay
4. Pension
5. Conditions of work
6. Incentive programs
7. Employee/member assistance programs

Required Skills. The ability to conduct research and to communicate orally and in writing.

903-6.2.6 Develop a plan for providing an employee accommodation, given an employee need, the requirements, and applicable law, so that adequate information is included to justify the requested change(s).

Required Knowledge. Agency's policies and procedures, and legal requirements or reasonable accommodations.

1. Agency's policies and procedures
2. Legal requirements or reasonable accommodations
 - a. Civil Rights Act of 1964 (Title VII)
 - b. Age Discrimination and Employment Act (ADEA)
 - c. Americans With Disabilities Act (ADA)
 - d. Texas Commission on Fire Protection (TCFP) standards
 - e. Texas Workers' Compensation laws
 - f. Local AHJ

Required Skills. The ability to conduct research and to communicate orally and in writing.

903-6.2.7 Develop an ongoing education training program, given organizational training requirements, so that members of the organization are given appropriate training to meet the mission of the organization.

Required Knowledge. Agency mission and goals, training program development, and needs assessment.

1. Agency mission and goals (AHJ)
2. Training program development
 - a. Training program design
 - b. Developing training policies, records, and standards
 - c. Determining organizational training needs
 - d. Recruiting and selecting instructors
 - e. Scheduling training programs
 - f. Evaluating training programs and instructors
 - g. Providing budget and resource management
3. Needs assessment
 - a. Community or service area needs
 - b. Hazard assessment
 - c. Risk analysis
 - d. Improved operational efficiency
 - e. Continuing education requirements

- f. New certification or training requirements
- g. Demographics (e.g., population, occupancy types, urban/suburban/rural/frontier, etc.)
- h. Fire department type

Required Skills. Ability to perform a needs assessment and to communicate orally and in writing.

903-6.3

Community and Government Relations

This duty involves developing programs that improve and expand service and build partnerships with the public, according to the following job performance requirements.

- 903-6.3.1** Prepare community awareness programs to enhance the quality of life by developing nontraditional services that provide for increased safety, injury prevention, and convenient public services.

Requisite Knowledge. Community demographics, resource availability, community needs, and customer service principles.

1. Community demographics
 - a. Age
 - b. Gender
 - c. Religion
 - d. Education
 - e. Cultural/ethnic/racial backgrounds
 - f. Income level
 - g. Population density
2. Resource availability
 - a. Staffing
 - b. Equipment, apparatus, and facilities
 - c. Funding
3. Community needs
 - a. Community hazard and risk analysis
 - b. Community threat profile
 - c. Urban/suburban/rural/frontier
4. Customer service principles
 - a. Caring attitude
 - b. Excellent technical service

Requisite Skills. The ability to relate interpersonally and to communicate orally and in writing.

903-6.4

Administration

This duty involves preparing a divisional or departmental budget, developing a budget management system, soliciting bids, planning for resource allocation, and working with records management systems, according to the following job performance requirements.

903-6.4.1

Develop a divisional or departmental budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.

Requisite Knowledge. The supplies and equipment necessary for existing and new programs; repairs to existing facilities; new equipment, apparatus maintenance, and personnel costs; and approved budgeting system.

1. The supplies and equipment necessary for existing and new programs
2. Repairs to existing facilities
 - a. Federal requirements may include:
 - i. Americans with Disabilities Act (ADA)
 - ii. National Historic Preservation Act
 - iii. Environmental and historic preservation review
 - b. State requirements may include:
 - i. Texas Historical Commission
 - ii. Texas Asbestos Health Protection rules
 - c. AHJ requirements may include:
 - i. Local codes and standards
 - ii. Zoning restrictions
 - iii. Ordinances
3. New equipment
 - a. Is there a local need?
 - b. Is there a statutory requirement?
 - c. Equipment specifications
 - d. Cost/benefit analysis
4. Apparatus maintenance
 - a. Manufacturer's recommendations
 - b. Statutory requirements
5. Personnel costs
 - a. Direct costs

- b. Indirect costs
6. Approved budgeting system
 - a. Types of budgets
 - i. Operating/expense budget
 - ii. Capital budget
 - b. Budgeting systems
 - i. Line-item budget
 - ii. Zero-based budget
 - iii. Program budget
 - iv. Matrix budget

Requisite Skills. The ability to allocate finances, to relate interpersonally, and to communicate orally and in writing.

- 903-6.4.2** Develop a budget management system, given fiscal and financial policies, so that the division or department stays within the budgetary authority.

Requisite Knowledge. Revenue to date, anticipated revenue, expenditures to date, encumbered amounts, and anticipated expenditures.

1. Revenue to date – current funding status from:
 - a. grants
 - b. fund raisers
 - c. private foundations
 - d. corporate/individual donations and gifts
 - e. taxes
 - f. enterprise funds
 - g. user fees
 - h. bonds
2. Anticipated revenue – projected funding from:
 - a. grants
 - b. fund raisers
 - c. private foundations
 - d. taxes
 - e. enterprise funds
 - f. user fees
 - g. bonds
3. Expenditures to date – documented costs:
 - a. Personnel
 - b. Operations
 - c. Capital

4. Encumbered amounts – committed costs:
 - a. Personnel
 - b. Operations
 - c. Capital

5. Anticipated expenditures – projected costs
 - a. Personnel
 - b. Operations
 - c. Capital

Requisite Skills. The ability to interpret financial data and to communicate orally and in writing.

903-6.4.3 Describe the agency's process for developing requests for proposal (RFPs) and soliciting and awarding bids, given established specifications and the agency's policies and procedures, so that competitive bidding is ensured.

Requisite Knowledge. Purchasing laws, policies, and procedures.

1. Purchasing laws
 - a. Federal – purchasing rules required by federal grant programs or agencies
 - i. DHS (Department of Homeland Security) grants
 - ii. FEMA (Federal Emergency Management Agency) grants
 - iii. Federal Highway Administration
 - iv. Federal Aviation Administration (FAA) grants
 - v. Department of Defense (DOD)
 - vi. Housing and Urban Development (HUD) Community Development block grants
 - b. State – Texas local government codes
 - i. Chapter 252 “Competitive Requirements for Certain Purchases
 - ii. Chapter 271 “Competitive Bidding Procedure Applicable to Contract”
 - iii. Chapter 2155 “Purchasing: General Rules and Procedures”
 - iv. Chapter 2156 “Purchasing Methods”
 - v. Chapter 2254 “Professional Consulting Services”
 - vi. Chapter 2161 “Historically Underutilized Businesses”
 - vii. Chapter 2157 “Purchasing: Purchase of Automated Information Systems”
 - viii. Chapter 2262 “Statewide Contract Management”
 - ix. Texas Health and Safety Code – Subchapter E “Finances and Bonds”
 - x. Texas Forest Service grant requirements

- xi. Department of State Health Services (DSHS)
 - c. Local AHJ ordinances and resolutions
2. Policies and procedures
 - a. Federal – agency or grant requirements
 - b. State – agency or grant requirements
 - c. Local AHJ rules, regulations, policies and procedures
 - d. Private – private grant or foundation policies

Requisite Skills. The ability to use evaluative methods and to communicate orally and in writing.

903-6.4.4 Direct the development, maintenance, and evaluation of a department record and management system, given policies and procedures, so that completeness and accuracy are achieved.

Requisite Knowledge. The principles involved in the acquisition, implementation, and retrieval of information by data processing as it applies to the record and budgetary processes and the capabilities and limitations of information management systems.

1. The principles involved in the acquisition, implementation and retrieval of information by data processing as it applies to the record and budgetary processes
 - a. Compliance with legal requirements
 - b. High-quality data to support decision making
 - c. Information needed
 - d. Information format
2. The capabilities and limitations of information management systems
 - a. Capabilities
 - i. Provide accurate data for analysis
 - ii. Assist in the decision-making process
 - iii. Software and hardware
 - b. Limitations
 - i. Analysis of records and data
 - ii. Data quality input
 - iii. Ability to retrieve data
 - iv. Validity of data
 - v. Interpretation problems
 - vi. Software and hardware restrictions
 - c. Considerations
 - i. Freedom of Information Act (FOIA)
 - ii. Texas Open Records Act
 - iii. Records retention requirements

iv. Historical records

Requisite Skills. The ability to use evaluative methods, to communicate orally and in writing, and to organize data.

903-6.4.5 Analyze and interpret records and data, given a fire department records system, so that validity is determined and improvements are recommended.

- **Validity** – *effectiveness* – measures what is supposed to be measured
- **Reliability** – *dependability* – measures performance consistently
- **Quantitative** – *measuring* – types of information that can be counted or expressed numerically
- **Qualitative** – *describing* – used to describe types of information

Requisite Knowledge. The principles involved in the acquisition, implementation, and retrieval of information and data.

1. The principles involved in the acquisition of information and data
 - a. Sources of data
 - i. Federal
 - a) US Fire Administration
 - b) Federal Aviation Administration (FAA)
 - c) Centers for Disease Control (CDC) and National Institute for Occupational Safety and Health (NIOSH)
 - d) Department of Transportation (DOT)
 - e) Department of Defense (DOD)
 - f) Occupational Safety and Health Administration (OSHA)
 - g) National Institute of Standards and Technology (NIST)
 - h) Census Bureau (Department of Commerce)
 - i) US Department of Agriculture (USDA)
 - j) Bureau of Alcohol, Tobacco, Firearms and Explosives (BATF)
 - k) Federal Bureau of Investigation (FBI)
 - l) Department of Homeland Security (DHS)
 - m) Department of Justice (DOJ)
 - ii. State
 - a) Texas Commission on Fire Protection (TCFP)
 - b) Department of Insurance – State Fire Marshal's Office
 - c) Texas Forest Service (TFS)
 - d) Department of State Health Services (DSHS)
 - e) Texas Commission on Environmental Quality (TCEQ)
 - f) General Land Office (GLO)
 - g) Texas Department of Transportation (TxDOT)

- h) Department of Public Safety (DPS) and Texas Division of Emergency Management (TDEM)
 - i) Railroad Commission (RRC)
 - iii. Regional
 - a) Council of Governments (COGs)
 - b) Trauma Regional Advisory Councils (RACS)
 - c) Local Emergency Planning Council (LEPC)
 - iv. Local
 - a) AHJ reporting systems
 - 1. TXFIRS (Texas Fire Incident Reporting System)
 - 2. PCRs and PTRs (Patient Care Reports; Patient Transfer Reports)
 - 3. GIS (Geographic Information System)
 - 4. CAD system
 - b) Public works
 - c) Planning departments
 - d) Economic Development Commission (EDC)
 - v. Other
 - a) Insurance Service Office (ISO)
 - b) Factory Mutual (FM)
 - c) Underwriters Laboratory (UL)
 - d) Insurance agencies
 - e) State Firemen's and Fire Marshals' Association (SFFMA)
 - f) Universities and colleges
- 2. The principles involved in the implementation and retrieval of information and data
 - a. Qualitative/quantitative data analysis
 - i. Compare results to desired results or standards
 - ii. Compare results to the original goals
 - iii. Compare results to indications of accomplished outcomes
 - iv. Compare results to descriptions of the organization's/program's experiences, strengths, and weaknesses
 - v. Consider recommendations submitted by customers
 - b. Compliance with legal requirements
 - c. Performance evaluations
 - i. Goal-based
 - ii. Process-based
 - iii. Outcome-based
 - d. Benefits of evaluations
 - i. Understanding, verifying, or increasing the effect of services on external customers
 - ii. Making delivery mechanisms more efficient and less costly

- iii. Verifying that the organization is doing what it planned
- iv. Focusing management's attention on the mission of the organization
- v. Producing data or verifying results
- vi. Producing valid comparisons between various programs
- vii. Examining and describing effective programs

Requisite Skills. The ability to use evaluative methods, to communicate orally and in writing, and to organize and analyze data.

- 903-6.4.6** Develop a model plan for continuous organizational improvement, given resources for an area to be protected, so that resource utilization is maximized.

Requisite Knowledge. Policies and procedures, physical and geographic characteristics and hazards, demographics, community plan, staffing requirements, response time benchmarks, contractual agreements, recognized best practice assessment programs, and local, state/provincial, and federal regulations.

1. Model plan considerations include:
 - a. Policies and procedures
 - b. Physical and geographic characteristics and hazards
 - c. Demographics
 - d. Community plan
 - e. Staffing requirements
 - f. Response time benchmarks
 - g. Contractual agreements
 - h. Recognized best practice assessment programs
 - i. Local, state/provincial, and federal regulations
2. Local plan development must take the above into consideration.

Requisite Skills. The ability to research, to use evaluative methods, to analyze data, to communicate orally and in writing, and to organize.

903-6.5 **Inspection and Investigation**

This duty involves evaluating inspection programs of the AHJ to determine effectiveness and developing public safety plans, according to the following job performance requirements.

- 903-6.5.1** Evaluate the inspection program of the AHJ, given current program goals, objectives, performance data, and resources so that the results are evaluated to determine effectiveness.

Requisite Knowledge. Policies and procedures, accepted inspection practices, program evaluation, and applicable codes, standards, and laws.

1. Policies and procedures (AHJ)
2. Accepted inspection practices
 - a. NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner
 - b. AHJ
3. Program evaluation
 - a. Describe the program context
 - b. Identify stakeholders and their needs
 - c. Determine the evaluation purpose
 - d. Identify intended uses
 - e. Create an evaluation plan
 - f. Gather data
 - g. Analyze data
 - h. Make conclusions and recommendations
 - i. Report results
4. Applicable codes, standards and laws
 - a. Local building and fire codes, etc.
 - b. Standards
 - i. National Fire Protection Association (NFPA)
 - a) NFPA 1, Fire Code
 - b) NFPA 101, Life Safety Code
 - c) NFPA 5000, Building Construction and Safety Code
 - ii. International Code Council (ICC)
 - a) International Building Code
 - b) International Fire Code
 - c. State laws
 - i. TCFP
 - ii. DSHS
 - iii. Texas Administrative Code (TAC)

Requisite Skills. The ability to use evaluative methods, to analyze data, and to communicate orally and in writing.

- 903-6.5.2** Develop a plan, given an identified fire safety problem, so that the approval for a new program, piece of legislation, form of public education, or fire safety code is facilitated.

Requisite Knowledge. Policies and procedures and applicable codes, ordinances, and standards and their development process.

1. Policies and procedures (AHJ)
2. Applicable codes, ordinances, and standards, and their development process
 - a. Local AHJ
 - i. Local building and fire codes, etc.
 - ii. Ordinances
 - b. Standards
 - i. National Fire Protection Association (NFPA)
 - a) NFPA 1, *Fire Code*
 - b) NFPA 101, *Life Safety Code*
 - c) NFPA 5000, *Building Construction and Safety Code*
 - ii. International Code Council (ICC)
 - a) International Building Code
 - b) International Fire Code
 - c. State laws
 - i. TCFP
 - ii. DSHS
 - iii. TAC
 - d. Code adoption process
 - i. Varies by AHJ
 - ii. Basic process
 - a) Model Code research
 - b) Staff review
 - c) Public meetings
 - d) Staff recommendation/proposed resolution
 - e) Adoption by AHJ
 - f) Implementation

Requisite Skills. The ability to use evaluative methods, to use consensus-building techniques, to communicate orally and in writing, and to organize plans.

903-6.6 **Emergency Service Delivery**

This duty involves managing multi-agency planning, deployment, and operations, according to the following job performance requirements.

- 903-6.6.1** Prepare an action plan, given an emergency incident requiring multiple agency operations, so that the required resources are determined and the resources are assigned and placed to mitigate the incident.

Requisite Knowledge. Policies, procedures, and standards, including the current edition of NFPA 1600 and resources, capabilities, roles, responsibilities, and authority of support agencies.

1. Policies, procedures and standards, including the current edition of NFPA 1600
 - a. AHJ policies, procedures, rules, regulations
 - b. NFPA 1600, Standard on Disaster/Emergency management and Business Continuity Programs
 - c. Local emergency management plan
 - d. Automatic aid agreements
 - e. Mutual aid agreements
 - i. State
 - ii. Regional
 - iii. Local
 - f. Texas Intrastate Fire Mutual Aid System (TIFMAS)

2. The following will be primarily dictated by the local emergency management plan:
 - a. Resources of support agencies
 - b. Capabilities of support agencies
 - c. Roles of support agencies
 - d. Responsibilities of support agencies
 - e. Authority of support agencies

Requisite Skills. The ability to use evaluative methods, to delegate authority, to communicate orally and in writing, and to organize plans.

903-6.6.2

Develop and conduct a post-incident analysis, given a multi-agency incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the appropriate forms are completed and processed in accordance with policies and procedures.

Requisite Knowledge. Elements of a post-incident analysis, emergency management plan, critical issues, involved agencies' resources and responsibilities, procedures relating to dispatch response, strategy tactics and operations, and customer service.

1. Elements of a post-incident analysis
 - a. Reconstruct the incident to establish a clear picture of the events surrounding the incident
 - b. Non-punitive
 - c. Focus on improving emergency response

2. Emergency management plan (AHJ)

3. Critical issues

- a. Incident dependent
 - b. Interoperability
 - c. Communications
 - d. Command and control
4. Involved agencies' resources and responsibilities
 - a. Local emergency management plan
 - b. Automatic aid responders
 - c. Mutual aid responders
 - d. Command staff
 - e. General staff
 - f. Agency reps
 5. Procedures relating to dispatch response (AHJ)
 6. Strategy tactics and operations
 - a. Incident dependent
 - b. Local emergency management plan
 - c. Local policies, procedures, SOPs, UOGs
 7. Customer service (AHJ)

Requisite Skills. The ability to write reports, to communicate orally, and to evaluate skills.

- 903-6.6.3** Develop a plan for the agency, given an unmet need for resources that exceed what is available in the organization, so that the mission of the organization is capable of being performed in times of extraordinary need.

Requisite Knowledge. Needs assessment and planning.

1. Develop a needs assessment based on the community threat profile
 - a. Hazard analysis and risk assessment
 - i. The likelihood or frequency of occurring
 - ii. The potential impact or damage to the community
2. Develop a plan based on the following:
 - a. Local emergency management plan
 - b. Automatic aid agreements
 - c. Mutual aid agreements
 - i. State
 - ii. Regional
 - iii. Local
 - d. Texas Intrastate Fire Mutual Aid System (TIFMAS)
 - e. Federal (DHS, FEMA) guidelines

Requisite Skills. The ability to conduct a needs assessment, evaluate external resources, and develop a plan.

903-6.7 **Health and Safety**

This duty involves developing, managing, and evaluating a departmental health and safety program, according to the following job performance requirements.

- 903-6.7.1** Develop a measurable accident and injury prevention program, given relevant local and national data, so that the results are evaluated to determine effectiveness of the program.

Requisite Knowledge. Policies and procedures, accepted safety practices, and applicable codes, standards, and laws.

1. Policies and procedures (AHJ)
2. Accepted safety practices
 - a. 16 Life Safety Initiatives
 - b. Everyone Goes Home
 - c. Protective clothing
 - d. SCBA
 - e. PASS
 - f. Incident Management
 - g. Personnel Accountability System
 - h. Operating at Emergency Incidents
 - i. Interior Structural Fire Fighting
 - j. Wellness/fitness Initiative
 - k. Rules of engagement
 - l. Crew Resource Management
 - m. Wildland standard fire orders
 - n. Wildland watch out situations
3. Applicable codes, standards and laws
 - a. Local AHJ
 - b. Standards
 - i. National Fire Protection Association (NFPA) 1500 series
 - ii. NIOSH (National Institute for Occupational Safety and Health)
 - c. State laws
 - i. TCFP
 - ii. DSHS
 - iii. TAC – TX Administrative Code
 - iv. TWCC – TX Workers Compensation Commission
 - d. Federal laws

- i. OSHA (Occupational Safety and Health Administration)
- ii. EPA (Environmental Protection Agency)

Requisite Skills. The ability to use evaluative methods, to analyze data, and to communicate orally and in writing.

903-6.8 **Emergency Management**

This duty involves policies, procedures, and programs for the role of the fire service in the community's emergency management plan; roles of local, state/provincial, and national emergency management agencies.

- 903-6.8.1** Develop a plan for the integration of fire services resources in the community's emergency management plan, given the requirements of the community and the resources available in the fire department, so that the role of the fire service is in compliance with local, state/provincial, and national requirements.

Required Knowledge. Role of the fire service; integrated emergency management system; preparedness-emergency management planning; emergency operations centers; roles of local, state/provincial, and national emergency management agencies.

1. Role of the fire service (AHJ)
2. Integrated emergency management system
 - a. NIMS (National Incident Management System)
 - b. National Response Framework
3. Preparedness – emergency management planning
 - a. Planning "P"
 - b. Local emergency management plan
 - c. Policies and procedures of the AHJ
 - d. NFPA 1600
 - e. Continuity of Operations Plan (COOP)
4. Emergency operations centers
 - a. NFPA 1221
 - b. NFPA 1600
 - c. State operations center
 - d. ASTM International Standard E2668
5. Roles of local, state/provincial, and national emergency management agencies
 - a. Local roles
 - i. Mitigation

- ii. Preparedness
- iii. Response
- iv. Recovery
- b. State emergency management agencies
 - i. TDEM – Texas Division of Emergency Management
 - ii. Emergency Management Association of Texas
 - iii. Texas Forestry Service
- c. National emergency management agencies
 - i. FEMA
 - ii. NIMS Integration Center

Required Skills. The ability to communicate orally and in writing and to organize a plan; and familiarity with emergency management inter-agency planning and coordination.

REFERENCE LIST FOR THE FIRE OFFICER IV CURRICULUM

Certified Training Facilities approved to teach this curriculum must have the following reference materials:

Required References:

Chief Officer (2nd Ed) (2004). Stillwater, OK: International Fire Service Training Association

National Incident Management System: Principles and Practice (1st Ed) (2005). Sudbury, MA: Jones and Bartlett Publishers, Inc.

NFPA 1021: Standard for Fire Officer Professional Qualifications (2009 Ed.). Quincy, MA: National Fire Protection Association. NFPA Publications

Standards Manual for Fire Protection Personnel Austin, TX: Texas Commission on Fire Protection.

Recommended References:

Chief Officer (1st Ed)(2012). Burlington, MA: Jones and Bartlett Learning.

Officer Development Handbook (2nd Ed)(2010). Fairfax, VA: International Association of Fire Chiefs.

CHAPTER NINE
FIRE OFFICER IV
CURRICULUM OUTLINE

SECTION	SUBJECT	RECOMMENDED HOURS
904-7.1	General	2
904-7.2	Human Resource Management	12
904-7.3	Community and Government Relations	6
904-7.4	Administration	12
904-7.5	Inspection and Investigation	No performance requirements at this level
904-7.6	Emergency Services Delivery	12
904-7.7	Health and Safety	6
	Performance Skills*	6
	TOTAL RECOMMENDED HOURS	56

*The recommended hours for skills evaluation is based on 12 students. Actual hours needed will depend on the number of students, the number of examiners, availability of equipment, and the student skill level.

FIRE OFFICER IV

A Fire Officer IV is an upper level supervisor who performs both supervisory and first-line managerial functions who has met all the job performance and certification requirements of Fire Officer III as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications*. An individual at the Fire Officer IV level as part of his or her duties and responsibilities:

- Administers job performance requirements, and evaluates and improves the department
- Projects a positive image of the fire department to the community
- Develops long-range plans and fiscal projections
- Develops plans for major disasters
- Administers a comprehensive risk management program

7.1 **General**

For qualification at Fire Officer Level IV, the Fire Officer III shall meet the job performance requirements defined in Sections 7.2 through 7.7 of NFPA 1021, 2009 Edition.

Fire Officer IV certification prerequisites include:

- Fire Officer III

7.2 **Human Resource Management**

This duty involves administering job performance requirements and evaluating and improving the department, according to the following job performance requirements.

- 7.2.1** Appraise the department's human resource demographics, given appropriate community demographic data, to determine if the recruitment, selection, and placement of human resources is effective and consistent with law and current best practices.

Requisite Knowledge Policies and procedures; local, state/provincial, and federal regulations; community demographics; community issues; and formal and informal community leaders.

- 1) Policies and procedures (AHJ)
- 2) Local, state/provincial, and federal regulations
 - a. Federal
 - i. Civil Rights Act of 1964 (Title VII)
 - ii. Age Discrimination and Employment Act (ADEA)
 - iii. Americans With Disabilities Act (ADA)
 - b. State
 - i. Texas Commission on Fire Protection (TCFP) standards
 - ii. Local Government Code 143 (Civil Services)
 - iii. Health and Safety Code 775 (Emergency Services Districts)
 - iv. Texas Department of State Health Services (DSHS) – EMS requirements as applicable
 - v. Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) – Peace Officer requirements for Arson Investigators
 - c. Local (AHJ)
 - i. Local Government Code 143 – Local Rules
 - ii. Health and Safety Code 775 – Local Rules
 - iii. Local ordinances
 - iv. Labor contract or agreement

- 3) Community demographics
 - a. City Planning Department
 - b. US Census Bureau
- 4) Community issues
 - a. Economic Development Corporation
 - b. Local Chamber of Commerce
- 5) Formal and informal community leaders
 - a. Civic groups
 - b. Neighborhood associations
 - c. Boards and commissions
 - d. Special interest groups

Requisite Skills The ability to communicate orally and in writing, to relate interpersonally, to delegate authority, to analyze issues, and to solve problems.

7.2.2

Evaluate current employee/management relations and initiate the development of a process that supports a positive and participative employee/management program.

Requisite Knowledge Policies and procedures, contractual agreements, and local, state/provincial, and federal regulations.

- 1) Policies and procedures (AHJ)
- 2) Contractual agreements
 - a. Collective bargaining
 - b. Meet and confer
 - c. Private sector contracts
- 3) IAFC/IAFF Labor-Management Initiative
 - a. Improve interpersonal communications between labor and management
 - b. Increase the involvement and cooperation between labor and management
 - c. Gain an increased focus on the goals that will benefit your organization and its members
 - d. Learn how to minimize the number of grievances and other adverse actions that affect labor-management relationships
 - e. Discover new ways to work through and past labor-management obstacles to accomplish more for the fire department and the community

- f. Roles and Responsibilities: Union, Fire Department, Local Government.
 - g. Labor-Management Best Practices
- 4) Local, state/provincial, and federal regulations
- a. Federal
 - i. Civil Rights Act of 1964 (Title VII)
 - ii. Age Discrimination and Employment Act (ADEA)
 - iii. Americans With Disabilities Act (ADA)
 - b. State
 - i. Local Government Code 143 (Civil Services)
 - ii. Health and Safety Code 775 (Emergency Services Districts)
 - c. Local (AHJ)
 - i. Local Government Code 143 – Local Rules
 - ii. Health and Safety Code 775 – Local Rules
 - iii. Local ordinances
 - iv. Labor contract or agreement

Requisite Skills The ability to communicate orally and in writing, to negotiate, to analyze current status of employee relations, to relate interpersonally, to analyze the current employee/management relations, and to conduct program implementation.

7.2.3

Establish and evaluate a list of education and in-service training goals, given a summary of the job requirements for all positions within the department, so that all members can achieve and maintain required proficiencies.

Requisite Knowledge Training resources, community needs, internal and external customers, policies and procedures, contractual agreements, and local, state/provincial, and federal regulations.

- 1) Training resources
 - a. NFPA professional qualification standards
 - b. TCFP Curriculum Manual
 - c. DSHS
 - d. TCLEOSE
 - e. Textbooks
 - f. Professional journals
 - g. External training and educational institutions
 - h. NFA (National Fire Academy)
- 2) Community needs

- a. Demographics (e.g. population, occupancy types, urban/suburban/rural/frontier, etc.)
 - b. Fire department type
 - c. Community or service area needs
 - d. Hazard assessment
 - e. Risk analysis
 - f. Improved operational efficiency
 - g. Continuing education requirements
 - h. New certification or training requirements
- 3) Internal and external customers
 - 4) Policies and procedures (AHJ)
 - 5) Contractual agreements
 - a. Collective bargaining
 - b. Meet and confer
 - c. Private sector contracts
 - 6) Local, state/provincial, and federal regulations
 - a. Federal
 - i. OSHA (Occupational Safety and Health Administration)
 - ii. EPA (Environmental Protection Agency)
 - iii. DHS (Department of Homeland Security)
 - b. State
 - i. TCFP
 - ii. DSHS
 - iii. TCLEOSE
 - iv. ISO-PPC (Insurance Service Office – Public Protection Class)
 - c. Local (AHJ)

Requisite Skills The ability to communicate orally and in writing and to organize data and resources.

- 7.2.4** Appraise a member-assistance program, given data, to determine if the program, when used, produces the desired results and benefits.

Requisite Knowledge Policies and procedures, available assistance programs, contractual agreements, and local, state/provincial, and federal regulations.

- 1) Policies and procedures (AHJ)
- 2) Available assistance programs

- a. Smoking cessation
 - b. Financial counseling
 - c. Relationship counseling
 - d. Mental health counseling
 - e. Health and wellness
 - f. Substance abuse
 - g. Legal counseling
 - h. Critical incident stress management
 - i. Suicide prevention
- 3) Contractual agreements
- a. Collective bargaining
 - b. Meet and confer
 - c. Private sector contracts
- 4) Local, state/provincial, and federal regulations
- a. Local
 - i. Private contracts
 - ii. Public departments
 - b. State
 - i. DSHS
 - ii. TCFP
 - c. Federal
 - i. HHS (US Department of Health and Human Services)
- 5) Resources
- a. NFPA 1500
 - b. National Fallen Fire Fighters Foundation
 - c. IAFF (International Association of Fire Fighters)
 - d. IAFC (International Association of Fire Chiefs)

Requisite Skills The ability to communicate orally and in writing, to relate interpersonally to members, and to analyze needs and results.

7.2.5 Evaluate an incentive program, given data, so that a determination is made regarding achievement of the desired results.

Requisite Knowledge Policies and procedures, available incentive programs, contractual agreements, and local, state/provincial, and federal regulations.

- 1) Policies and procedures (AHJ)
- 2) Available incentive programs
 - a. Awards and recognition

- b. Educational incentive
 - c. Certification pay
 - d. Longevity pay
 - e. Tuition reimbursement
- 3) Contractual agreements
 - a. Collective bargaining
 - b. Meet and confer
 - c. Private sector contracts
 - 4) Local, state/provincial, and federal regulations

Requisite Skills The ability to communicate orally and in writing, to relate interpersonally, and to analyze programs.

7.3 **Community and Government Relations**

This duty involves projecting a positive image of the fire department to the community, according to the following job performance requirements.

- 7.3.1 Attend, participate in, and assume a leadership role in given community events in order to understand and respond to community needs and enhance the image of the fire department.

Requisite Knowledge Community demographics, community and civic issues, effective customer service methods, and formal and informal community leaders.

- 1) Community demographics
 - a. City Planning Department
 - b. US Census Bureau
 - c. Occupancy types
 - d. Urban/suburban/rural/frontier
- 2) Community and civic issues
 - a. Perception vs. reality
 - b. Taxes
 - c. Response times
 - d. Services provided
- 3) Effective customer service methods
 - a. Phoenix Fire Department model
 - i. Deliver best service possible
 - ii. Always be nice
 - iii. Execute standard problem solving outcome
 - iv. Regard everyone as a customer

- v. Consider how/what you are doing looks
 - vi. Don't disqualify customer with your qualifications
 - vii. Customer-centered organizational behavior
 - viii. Continually improve customer service
 - b. NYPD model
 - i. Courtesy
 - ii. Professionalism
 - iii. Respect
 - c. RESPECT model for customer service
 - i. Responsive
 - ii. Educate
 - iii. Solution focused
 - iv. Professional
 - v. Empathize
 - vi. Courtesy
 - vii. Teamwork
 - d. Other
- 4) Formal and informal community leaders
- a. Civic groups
 - b. Neighborhood associations
 - c. Boards and commissions
 - d. Special interest groups

Requisite Skills The ability to communicate orally and familiarity with public relations.

7.4 Administration

This duty involves long-range planning and fiscal projections, according to the following job performance requirements.

- 7.4.1** Develop a comprehensive long-range plan, given community requirements, current department status, and resources, so that the projected needs of the community are met.

Requisite Knowledge Policies and procedures, physical and geographic characteristics, demographics, community plan, staffing requirements, response time benchmarks, contractual agreements, and local, state/provincial, and federal regulations.

- 1) Policies and procedures (AHJ)
- 2) Physical and geographic characteristics
 - a. Urban/suburban/rural/frontier
 - b. Community or service area needs

- c. Hazard assessment
 - d. Risk analysis
- 3) Demographics
 - a. City Planning Department
 - b. US Census Bureau
 - c. Occupancy types
 - d. Urban/suburban/rural/frontier
 - 4) Community plan
 - a. Community's financial plan
 - b. Community's master plan
 - c. Continuity of operation plan
 - 5) Staffing requirements
 - a. ISO
 - b. NFPA
 - c. CFAI (Commission on Fire Accreditation International)
 - d. Labor contracts or agreements
 - 6) Response time benchmarks
 - a. NFPA 1710
 - b. NFPA 1720
 - c. CFAI
 - d. ISO
 - e. NIST (National Institute of Standards and Technology) Report on Residential Fireground Field Experiments
 - 7) Contractual agreements
 - a. Collective bargaining
 - b. Meet and confer
 - c. Private sector contracts
 - 8) Local, state/provincial, and federal regulations

Requisite Skills The ability to communicate orally and in writing and familiarity with fiscal analysis, public policy processes, forecasting resources, and analyzing current department status requirements.

7.4.2 Evaluate and project training requirements, facilities, and buildings needs, given data that reflect community needs and resources, to meet departmental training goals.

Requisite Knowledge Policies and procedures, physical and geographic characteristics, building and fire codes, departmental plan, staffing

requirements, training standards, needs assessment, contractual agreements, and local, state/provincial, and federal regulations.

- 1) Policies and procedures (AHJ)
- 2) Physical and geographic characteristics
 - a. Urban/suburban/rural/frontier
 - b. Community or service area needs
 - c. Hazard assessment
 - d. Risk analysis
- 3) Building and fire codes
 - a. National Fire Protection Association (NFPA)
 - i. NFPA 1, Fire Code
 - ii. NFPA 101, Life Safety Code
 - iii. NFPA 5000, Building Construction and Safety Code
 - b. International Code Council (ICC)
 - i. International Building Code
 - ii. International Fire Code
- 4) Departmental plan
 - a. Strategic plan
 - b. Master plan
 - c. Financial plan
 - d. Staffing plan
- 5) Staffing requirements
 - a. ISO
 - b. NFPA
 - c. CFAI
 - d. Contracts
- 6) Training standards
 - a. TCFP Curriculum Manual
 - b. NFPA 1402, 1403, 1404
 - c. NFPA 1500
 - d. NFPA Professional Qualification Standards
 - e. AHJ
 - f. ISO
 - g. DSHS
 - h. Local medical standards
 - i. NFPA 472, 473
- 7) Needs assessment

- a. Demographics (e.g. population, occupancy types, urban/suburban/rural/frontier, etc.)
 - b. Fire department type
 - c. Community or service area needs
 - d. Hazard assessment
 - e. Risk analysis
 - f. Improved operational efficiency
 - g. Continuing education requirements
 - h. New certification or training requirements
- 8) Contractual agreements
- a. Collective bargaining
 - b. Meet and confer
 - c. Private sector contracts
- 9) Local, state/provincial, and federal regulations
- a. Local (AHJ)
 - i. Building and fire codes
 - ii. Ordinances
 - b. State
 - i. TCFP
 - ii. DSHS
 - iii. TAC (Texas Administrative Code)
 - iv. Texas Historical Commission
 - v. Texas Asbestos Health Protection rules
 - c. Federal
 - i. ADA
 - ii. National Historic Preservation Act
 - iii. Environmental and historic preservation review
 - iv. OSHA
 - v. EPA
 - vi. NIMS (National Incident Management System)

Requisite Skills The ability to communicate orally and in writing and familiarity with fiscal analysis, forecasting needs, and analyzing data.

7.4.3

Complete a written comprehensive risk, hazard, and value analysis of the community, given the appropriate features of the service area of the organization, so that an accurate evaluation is made for service delivery decision-making.

Requisite Knowledge Risk, hazard, and value analysis methods and process, as well as community development features, community demographics, and assessed valuation of properties in the community.

- 1) Risk, hazard, and value analysis methods and process
 - a. Mitigation action plan
 - i. Establish hazard mitigation goals and objectives
 - ii. Identify and prioritize hazard mitigation actions
 - iii. Prepare the implementation strategy
 - iv. Document the planning process
 - b. RHAVE – Risk Hazard and Value Evaluation
 - c. NFPA Risk Management model
 - i. Risk identification
 - ii. Risk evaluation
 - iii. Risk control techniques
 - iv. Risk management monitoring
 - d. CWPP (Community Wildfire Protection Program)

- 2) Community development features
 - a. Urban/suburban/rural/frontier
 - b. Fire department type
 - c. Community or service area needs
 - d. Improved operational efficiency

- 3) Community demographics
 - a. Population
 - b. Occupancy types

- 4) Assessed valuation of properties in the community
 - a. County appraisal district
 - b. Tax rate
 - c. Tax role

Requisite Skills The ability to conduct a needs assessment plan, to effectively communicate in writing, problem solving.

7.4.4

Develop a plan for a capital improvement project or program, given an unmet need in the community, so that there is adequate information to educate citizens about the needs of the department.

Requisite Knowledge Strategic planning, capital improvement planning and budgeting, and facility planning.

- 1) Strategic planning
 - a. Define the organization's mission
 - b. Establish goals/objectives
 - c. Identify strategic alternatives
 - d. Formulate a strategy

- 2) Capital improvement planning and budgeting
 - a. Establish a capital planning committee with bylaws
 - b. Take inventory of existing capital assets
 - c. Evaluate previously approved, unimplemented or incomplete projects
 - d. Assess financial capacity
 - e. Solicit, compile and evaluate new project requests
 - f. Prioritize projects
 - g. Develop a financing plan
 - h. Adopt a capital improvements program
 - i. Monitor and manage approved projects within the CIP
 - j. Update existing/ongoing capital programs

- 3) Facility planning
 - a. Design
 - b. Location
 - c. Finance

Requisite Skills The ability to conduct a needs assessment plan, to effectively communicate in writing, and problem solving.

7.5 Inspection and Investigation

7.5.1 Definition of Duty No additional job performance requirements at this level.

7.6 Emergency Services Delivery

This duty involves developing plans for major disasters, according to the following job performance requirements.

7.6.1 Develop a comprehensive disaster plan that integrates other agencies' resources, given data, in order to rapidly and effectively mitigate the impact on a community.

Requisite Knowledge Major incident policies and procedures, physical and geographic characteristics, demographics, target hazards, incident management systems, communications systems, contractual and mutual-aid agreements, and local, state/provincial, and federal regulations and resources.

- 1) Major incident policies and procedures (AHJ)

- 2) Physical and geographic characteristics
 - a. Urban/suburban/rural/frontier
 - b. Community or service area needs

- c. Hazard assessment
 - d. Risk analysis
- 3) Demographics
 - a. City Planning Department
 - b. US Census Bureau
 - c. Occupancy types
 - d. Urban/suburban/rural/frontier
- 4) Target hazards (AHJ)
 - a. Critical infrastructure
 - b. High occupancy
 - c. High hazard industry
- 5) Incident management systems
 - a. NIMS
 - b. ICS (Incident Command System - FIRESCOPE)
 - c. IMS (Incident Management System - NFPA 1561)
 - d. Fireground Command System (Blue card)
- 6) Communications systems
 - a. NFPA 1221
 - b. AHJ
 - c. Interoperability
 - d. Texas SCIP (Statewide Communications Interoperability Plan)
- 7) Contractual and mutual-aid agreements
 - a. Mutual aid
 - b. Auto aid
 - c. Private contracts
 - d. State contracts
- 8) Local, state/provincial, and federal regulations and resources
 - a. Local Resources
 - i. Community Emergency Management Plan
 - ii. Community Wildfire Protection Plan
 - iii. Local SOPs/SOGs
 - b. State Resources
 - i. TDEM (Texas Division of Emergency Management)
 - a) TFS (Texas Forest Service)
 - b) DSHS
 - c) Texas Adjutant General (National Guard)
 - d) Texas Task Force One
 - ii. TXDOT (Texas Department of Transportation)
 - iii. GLO (General Land Office)

- iv. TCEQ (Texas Commission on Environmental Quality)
- v. Texas Parks and Wildlife
- vi. DPS (Department of Public Safety)
- c. Federal Resources
 - i. USDA (US Department of Agriculture)
 - a) US Forest Service
 - ii. DHS
 - a) FEMA (Federal Emergency Management Agency)
 - b) US Coast Guard
 - c) Secret Service
 - iii. DOJ (Department of Justice)
 - a) FBI (Federal Bureau of Investigation)
 - iv. Department of the Treasury
 - a) BATF(Bureau of Alcohol, Tobacco and Firearms)
- d. Other Resources
 - i. NFPA 1710
 - ii. NFPA 1720
 - iii. NFPA 1500
 - iv. NFPA 1561
- e. Local Regulations (AHJ)
- f. State Regulations
 - i. TCFP
 - ii. DSHS
 - iii. TCLEOSE
 - iv. TDEM
- g. Federal Regulations
 - i. OSHA
 - ii. EPA
 - iii. FEMA
 - iv. DHS
 - a) NIMS
 - b) National Response Framework

Requisite Skills The ability to communicate orally and in writing and to organize a disaster plan; familiarity with inter-agency planning and coordination.

7.6.2

Develop a comprehensive plan, given data (including agency data), so that the agency operates at a civil disturbance, integrates with other agencies' actions, and provides for the safety and protection of members.

Requisite Knowledge Major incident policies and procedures, physical and geographic characteristics, demographics, incident management systems, communications systems, contractual and mutual-aid

agreements, and local, state/provincial, and federal regulations and resources.

- 1) Major incident policies and procedures (AHJ)
- 2) Physical and geographic characteristics
 - a. Urban/suburban/rural/frontier
 - b. Community or service area needs
 - c. Hazard assessment
 - d. Risk analysis
- 3) Demographics
 - a. City Planning Department
 - b. US Census Bureau
 - c. Occupancy types
 - d. Urban/suburban/rural/frontier
- 4) Incident management systems
 - a. NIMS
- 5) Communications systems
 - a. AHJ
 - b. Interoperability
- 6) Contractual and mutual-aid agreements
 - a. Mutual aid
 - b. Auto aid
 - c. Private contracts
 - d. State contracts
- 7) Local, state/provincial, and federal regulations and resources
 - a. Local Resources
 - i. Community Emergency Management Plan
 - ii. Local SOPs/SOGs
 - b. State Resources
 - i. TDEM
 - a) TFS
 - b) DSHS
 - c) Texas Adjutant General (National Guard)
 - d) Texas Task Force One
 - ii. TXDOT
 - iii. DPS
 - c. Federal Resources
 - i. DHS
 - a) FEMA

- b) US Coast Guard
 - c) Secret Service
 - ii. DOJ
 - a) FBI
 - iii. Department of the Treasury
 - a) BATF
- d. Local Regulations (AHJ)
- e. State Regulations
 - i. TCFP
 - ii. DSHS
 - iii. TCLEOSE
 - iv. TDEM
- f. Federal Regulations
 - i. OSHA
 - ii. EPA
 - iii. FEMA
 - iv. DHS
 - a) NIMS
 - b) National Response Framework

Requisite Skills The ability to communicate orally and in writing and to organize a plan; familiarity with inter-agency planning and coordination.

7.7 Health and Safety

This duty involves administering a comprehensive risk management program, according to the following job performance requirements.

- 7.7.1** Maintain, develop, and provide leadership for a risk management program, given specific data, so that injuries and property damage accidents are reduced.

Requisite Knowledge Risk management concepts, retirement qualifications, occupational hazards analysis, and disability procedures, regulations, and laws.

- 1) Risk management concepts
 - a. NFPA Risk Management model
 - i. Risk identification
 - ii. Risk evaluation
 - iii. Risk control techniques
 - iv. Risk management monitoring
- 2) Retirement qualifications
 - a. Age
 - b. Years of service

- c. Disability
- d. AHJ

3) Occupational hazards analysis

- a. Select the job
- b. Break the job into successive steps
- c. Identify the hazards in each step of the process
- d. Eliminate or reduce the hazard

4) Disability procedures, regulations and laws

- a. TWCC (Texas Workers Compensation Commission)
- b. ADA
- c. AHJ
- d. Civil Service Rules and Laws

Requisite Skills The ability to communicate orally and in writing, to analyze data, and to use evaluative methods.

RECOMMENDED REFERENCE LIST FOR THE BASIC WILDLAND FIRE FIGHTER CURRICULUM

Certified Training Facilities approved to teach this curriculum must have the following reference materials:

Firefighter Training S-130, Instructor Guide (2003). Boise, ID: National Wildfire Coordinating Group. National Interagency Fire Center.

Firefighter Training S-130, Student Work Book (2003). Boise, ID: National Wildfire Coordinating Group. National Interagency Fire Center.

Fireline Handbook (March, 2004). Boise, ID: National Wildfire Coordinating Group. National Interagency Fire Center.

Incident Response Pocket Guide (IRPG) (2010). Boise, ID: National Wildfire Coordinating Group. National Interagency Fire Center.

Introduction to Wildland Fire Behavior S-190, Instructor Guide (March, 2006). Boise, ID: National Wildfire Coordinating Group. National Interagency Fire Center.

Introduction to Wildland Fire Behavior S-190, Student Work Book (March, 2006). Boise, ID: National Wildfire Coordinating Group. National Interagency Fire Center.

New Generation Fire Shelter (2003). [DVD] Boise, ID: National Wildfire Coordinating Group. National Interagency Fire Center.

NFPA 1051: Standard for Wildland Fire Fighter Professional Qualifications (2012 Ed.). Quincy, MA: National Fire Protection Association. NFPA Publications

Standards Manual for Fire Protection Personnel. Austin, TX: Texas Commission on Fire Protection.

CHAPTER ELEVEN
BASIC WILDLAND FIRE FIGHTER
CURRICULUM OUTLINE

SECTION	SUBJECT	RECOMMENDED HOURS
Basic Wildland Fire Fighter		
1101-5.1	General	5
1101-5.2	Human Resource Management	1
1101-5.3	Preparedness	2
1101-5.4	Mobilization	2
1101-5.5	Suppression	30
TOTAL RECOMMENDED HOURS		40

*The recommend hours total is based on a class of 12 students. Actual hours required will depend on the number of students, the number of examiners, availability of equipment, and the student skill level.

**SECTION 1101
BASIC WILDLAND FIRE FIGHTER**

1101-5.1 General

1101-5.1.1 The Basic Wildland Fire Fighter shall meet the JPRs defined in Sections 1101-5.1 through 1101-5.5.

Requisite Knowledge. Fireline safety, use, and limitations of personal protective equipment, agency policy on fire shelter use, basic wildland fire behavior, fire suppression techniques, basic wildland fire tactics, the fire fighter's role within the local incident management system, and first aid.

1. Fireline safety
 - a. Fire behavior (see S-190, *Introduction to Wildland Fire Behavior*)
 - b. Ten standard fire orders (see NFES 0065, *Fireline Handbook*)
 - c. Eighteen "Watch out" situations (see NFES 0065, *Fireline Handbook*)
 - d. Downhill indirect line construction checklist (see NFES 1077, *Incident Response Pocket Guide [IRPG]*)
 - e. LCES (lookouts, communications, escape routes, and safety zones)
 - f. NFES 2712, *New Generation Fire Shelter DVD*
 - g. Look up, down and around (see NFES 1077, *Incident Response Pocket Guide [IRPG]*)
 - h. Briefing checklist (see NFES 1077, *Incident Response Pocket Guide [IRPG]*)
 - i. Wildland engine safety
2. Use of personal protective equipment (PPE)
3. Limitations of personal protective equipment (PPE)
4. Agency policy on fire shelter use (AHJ)
5. Basic wildland fire behavior
6. Fire suppression techniques
7. Basic wildland fire tactics

8. The fire fighter's role within the local incident management system (AHJ)
9. First aid
 - a. *Fireline Handbook*, Chapter 1, Firefighter Health
 - b. *IRPG*, Section 7

Requisite Skills. Basic verbal communications and the use of required personal protective equipment.

1101-5.2 **Human Resource Management.** No JPRs at this level

1101-5.3 **Preparedness**

1101-5.3.1 **Definition of Duty.** Activities in advance of fire occurrence to ensure safe and effective suppression action.

1101-5.3.2 Maintain assigned personal protective equipment, given the standard equipment issue, so that the equipment is serviceable and available for use on the fireline and defects are recognized and reported to the supervisor.

Requisite Knowledge. Maintenance of personal protective equipment, including inspection, the recognition of unserviceable items, and proper cleaning procedures.

Maintenance of personal protective equipment (PPE) to include:

1. Inspection
 - a. Fire shelter
 - b. Pants
 - c. Shirt
 - d. Gloves
 - e. Helmet
 - f. Eye protection
 - g. Wildland boots
2. Recognition of unserviceable items
 - a. Conditions that make an item unserviceable
 - b. Procedures for replacement
3. Proper cleaning procedures – per manufacturers' recommendations

Requisite Skills. No requisite skills required at this level.

- 1101-5.3.3** Maintain assigned suppression hand tools and equipment, given tools and equipment and agency maintenance specifications, so that assigned equipment is safely maintained and serviceable and defects are recognized and reported to the supervisor.

Requisite Knowledge. Inspection of tools and assigned suppression equipment, the recognition of unserviceable items, and required maintenance techniques.

1. Inspection of tools (hand tools)
 - a. Shovel
 - b. Pulaski
 - c. Council rake
 - d. McLeod
 - e. Flapper
 - f. Other AHJ tools
2. Inspection of assigned suppression equipment
 - a. Backpack pumps
 - b. Hose
 - c. Nozzles
 - d. Hose clamps
 - e. Fittings
 - f. Other AHJ suppression equipment
3. Recognition of unserviceable items
 - a. Conditions that make an item unserviceable
 - b. Procedures for replacement
4. Required maintenance techniques – per manufacturers' recommendations

Requisite Skills. Sharpening and other maintenance techniques for assigned suppression equipment, and use of required maintenance equipment.

1101-5.4 **Mobilization.** No JPRs at this level.

1101-5.5 **Suppression**

1101-5.5.1 **Definition of Duty.** All activities to confine and extinguish a wildland fire, beginning with dispatch.

- 1101-5.5.2** Assemble and prepare for response, given an assembly location, an assignment, incident location, mode of transportation, and the time requirements, so that arrival at the incident with the required personnel and equipment meets agency guidelines.

Requisite Knowledge. Equipment requirements, agency time standards and special transportation considerations (weight limitations), agency safety, and operational procedures for various transportation modes.

1. Equipment requirements
2. Agency time standards
3. Special transportation considerations (weight limitations)
4. Agency safety
5. Operational procedures for various transportation modes
 - a. Vehicle
 - b. Boat
 - c. Helicopter
 - d. Fixed wing aircraft
 - e. Foot travel

Requisite Skills. None specified.

- 1101-5.5.3** Recognize hazards and unsafe situations given a wildland or wildland/urban interface fire and the standard safety policies and procedures of the agency, so that the hazard(s) and unsafe condition(s) are promptly communicated to the supervisor and appropriate action is taken.

Requisite Knowledge. Basic wildland fire safety, fire behavior, and suppression methods.

1. Basic wildland fire safety
 - a. Fire behavior (see S-190, *Introduction to Wildland Fire Behavior*)
 - b. Ten standard fire orders (see NFES 0065, *Fireline Handbook*)
 - c. Eighteen "Watch out" situations (see NFES 0065, *Fireline Handbook*)
 - d. Downhill indirect line construction checklist (see NFES 1077, *Incident Response Pocket Guide [IRPG]*)

- e. LCES (lookouts, communications, escape routes, and safety zones)
 - f. NFES 2712, *New Generation Fire Shelter DVD*
2. Fire behavior
 - a. Fire triangle
 - b. Methods of heat transfer
 - c. Basic terminology
 - d. Factors that affect fire behavior
 - 1) Topography
 - 2) Weather
 - 3) Fuels
 3. Suppression methods
 - a. Direct
 - b. Indirect
 - c. Parallel

Requisite Skills. None specified.

- 1101-5.5.4** Construct a fireline, given a wildland fire, agency line construction standards, suppression tools, water or other suppression agents, and equipment, so that the fireline conforms to the construction standard.

Requisite Knowledge. Principles of fireline construction, techniques, and standards.

1. Principles of fireline construction
2. Fireline construction techniques
3. Fireline construction standards (AHJ)

Requisite Skills. Correct use of hand tools, fire stream practices, and agent application.

- 1101-5.5.5** Secure the fireline, given a wildland fire and suppression tools, water or other suppression agents, and equipment, so that burning materials and unburned fuels that threaten the integrity of the fireline are located and abated.

Requisite Knowledge. Line improvement techniques and safety considerations when burning out.

1. Line improvement techniques

2. Safety considerations when burning out

Requisite Skills. Use of basic ignition devices.

- 1101-5.5.6** Describe the methods to reduce the threat of fire exposure to improved properties given a wildland or urban/interface fire, suppression tools, and equipment so that improvements are protected.

Requisite Knowledge. Wildland fire behavior, wildland fuel removal, structure protection methods, and equipment and personnel capabilities.

1. Wildland fire behavior
 - a. Wildland-Urban Watch-Outs
 - b. Factors that affect fire behavior
 - 1) Topography
 - 2) Weather
 - 3) Fuels
2. Wildland fuel removal
 - a. Create a defensible space
3. Structure protection methods
 - a. Structural triage
 - b. Modes of operation
 - 1) Offensive
 - 2) Defensive
 - 3) Combined
4. Equipment capabilities
 - a. Type and kind
5. Personnel capabilities
 - a. Training
 - b. Qualifications
 - c. Experience

Requisite Skills. The application of requisite knowledge to protect structures.

- 1101-5.5.7** Mop up fire area, given a wildland fire, suppression tools, and water or other suppression agents and equipment, so that burning fuels that threaten escape are located and extinguished.

Requisite Knowledge. Mop-up principles, techniques, and standards.

1. Mop-up principles
2. Mop-up techniques
 - a. Wet
 - b. Dry
 - c. Cold trailing
3. Mop-up standards (AHJ)

Requisite Skills. Use of basic tools and techniques to perform mop-up operations.

1101-5.5.8 Patrol the fire area, given a wildland fire, suppression tools, and equipment, so that control of the fire area is maintained.

Requisite Knowledge. Patrol principles, techniques, and standards.

1. Patrol principles
2. Patrol techniques
3. Patrol standards (AHJ)

Requisite Skills. The application of requisite knowledge.

CERTIFICATION CURRICULUM MANUAL

CHAPTER ELEVEN

HEAD OF A FIRE DEPARTMENT

2013 Edition

EFFECTIVE JANUARY 1, 2013



Texas Commission on Fire Protection
P.O. Box 2286 Austin, Texas 78768-2286 (512) 936-3838

REFERENCE LIST FOR THE HEAD OF A FIRE DEPARTMENT CURRICULUM

Certified Training Facilities approved to teach this curriculum, must have the following reference materials:

Standards Manual for Fire Protection Personnel Austin, TX: Texas Commission on Fire Protection.

Web access to the Texas Commission on Fire Protection web site www.tcfp.texas.gov

SECTION 1201
HEAD OF A FIRE DEPARTMENT

The Head of a Fire Department is a member of the fire service responsible for the overall operations of a fire protection agency who has demonstrated the knowledge and ability to:

- **lead members of a fire department in times of emergency;**
- **develop and maintain procedures for safe and effective operations at emergency and non-emergency incidents;**
- **meet the record-keeping requirements of the authority having jurisdiction.**

1201-1.0 **General**

For certification at the Head of Department level, the candidate shall meet the requirements defined in Sections 1201-1.0 through 1201-_____ and meet any other certification requirements.

1201-1.1 **Texas Commission on Fire Protection Mission and Goals**

1201-1.1.1 The commission's authority is defined by [Chapter 419 of the Texas Government Code](#)  The commission's statutory authority and role within this community is to serve Texas fire department

1201-1.1.2 The commission's strategic plan includes two major goals:

- To provide education and assistance to the fire service
 - Fire protection resource library
- To enforce statewide fire service standards
 - Four program areas
 - Certification
 - Training approval and testing
 - Standards compliance
 - Curriculum development

1201-1.2 **Compact with Texans**

1201-1.2.1 The commission's statutory authority and role within this community is to serve Texas fire departments by:

- Providing resources to Texas fire departments with critical equipment and training needs, and

- Establishing and enforcing standards for fire protection personnel training, protective clothing, and self-contained breathing apparatus.

1201-1.3 **Agency services and customer service standards**

1201-1.3.1 **Providing fire protection resources**

- Fire protection Resource Library
 - The Ernest A. Emerson Fire Protection Resource Library provides fire protection research and educational materials to Texas fire departments, schools and the general public.

1201-1.3.2 **Establishing and enforcing fire protection standards**

- Fire protection personnel certification
 - The commission's [certification section](#) certifies (regulates?) approximately 29,000 fire protection personnel in Texas.
 - Paid fire protection personnel are required by state law to be certified by this commission; volunteers and individuals not affiliated with a paid or volunteer department can choose to be certified by the commission on a voluntary basis.
- Examination and training standards
 - The commission's [testing and training approval program](#) administers the written and performance examinations for [fire service personnel](#) certification.
 - The testing and training approval program staff evaluates prior training completed by individuals to determine whether individuals are eligible to sit for the commission examination.
 - The testing and training approval program staff also evaluates and approves training academy certification classes.
- Standards Compliance
 - The goal of the commission's [compliance program](#) is to ensure the safety of the state's fire protection personnel by inspecting fire departments and other regulated entities to confirm that they are in compliance with state laws and rules.
 - The compliance inspectors also inspect training records to ensure that fire protection personnel are in compliance with the appropriate certification rules for their disciplines.

- The commission's compliance officers travel to every regulated entity at least once every two years to inspect fire protection personnel certifications, training records, breathing air test records, protective clothing and self-contained breathing apparatus.
- If a department is found to be in violation of a state law or commission rule, the compliance section works with the entity to develop a plan that will lead to compliance.

1201-1.4 Contacting the Commission

1201-1.4.1 Contacting agency staff

- The commission's main phone number is (512) 936-3838
- E-mail links and phone numbers for all agency staff members are on this web site's [contacts](#) page.
- The commission's mailing address is Texas Commission on Fire Protection, PO Box 2286, Austin, TX 78768-2286. The commission's main e-mail address is info@tcfp.texas.gov



1201-1.4.2 Contacting commissioners and advisory board members

- The names and brief biographical information about the commissioners are also listed on this web site's [contacts](#) page.
- Advisory committee members are also listed on this web site's [contacts](#) page.
- Staff will forward letters to commissioners and advisory committee members.

1201-1.4.3 Requests for items to be placed on future meeting agendas

- Items for future commission or advisory committee meetings should be submitted in writing to the agency at least 30 days before the meeting.
- In no event should items be submitted later than 15 days prior to the meeting.
- If the item requested is a petition for new rules, the agency recommends that the submitter review [§401.19](#) 

1201-14.4 Open records requests

- Requests for records under the Texas Open Records Act should be submitted in writing.

1201-1.4.5 Complaints about entities regulated by the commission

- Complaints about a violation of a rule within the agency's jurisdiction should be made in writing to the agency's standards compliance section at the Texas Commission on Fire

Protection, Compliance Section, PO Box 2286, Austin, TX 78768-2286.

1201-1.4.6 Appeals of agency decisions or actions

- Appeals of agency decisions or actions should be submitted to the agency in accordance with [§401.51](#)

1201-1.4.7 Complaints about the agency

- Persons with complaints about a staff member or about the agency's service should contact the agency's customer relations representative at (512) 936-3838, or by writing in care of the Texas Commission on Fire Protection, Customer Relations Representative, PO Box 2286, Austin, TX 78768-2286.

1201-1.5 FAQ's

1201-1.5.1 Tuition Assistance for Fire Protection Education

- The State of Texas offers tuition exemptions or financial aid for fire protection training.
- The Texas Education Code, [Title 3 - Higher Education, Chapter 54 - Tuition and Fees, Section 54.208 - Firemen Enrolled in Fire Science Courses](#), states that personnel employed as fire fighters who attend a state-supported school and take courses in a fire science or fire technology program do not have to pay tuition fees.

1201-1.5.2 Volunteer Fire Fighter Certification

- Volunteer fire fighters and individual fire fighters who are not affiliated with a department can participate voluntarily in the commission's certification programs.
- Volunteers who have achieved advanced certification with the State Firemen's and Fire Marshals' Association of Texas (SFFMA) may qualify to complete the commission-designated skill evaluation process and take the certification exam (please see [Chapter 423](#) of the Standards Manual).

1201-1.5.3 Establishing a Volunteer Fire Department

- The [Texas Department of Agriculture](#) has more information about rural volunteer fire departments and emergency service districts (ESDs).
- The [State Firemen's and Fire Marshals' Association of Texas](#) (SFFMA), a nonprofit association, also offers a great deal of assistance to volunteer fire departments.

1201-1.5.4 Funding and Other Resources for Texas Fire Departments

- The Texas Forest Service offers several types of assistance to Texas fire departments. [TFS assistance programs](#)
- The United States Fire Academy publishes a reference titled [Funding Alternatives for Fire and Emergency Services](#)
- For non-firefighting equipment, the Texas Facilities Commission publishes a monthly [state surplus property](#) listing.
- [The Idea Bank](#) maintains an extensive [online library of grant resources](#), including a wide variety of funding sources and grant writing tips and techniques.

1201-1.5.5 Death and Disability Benefits

- The Texas Forest Service maintains an extensive [list of resources](#) that are available to the fire fighter or the fire fighter's family.
- The [National Fallen Firefighters Foundation](#) offers resources including the [Chaplain's Manual](#) and [other resources](#)
- The [Texas Line of Duty Death \(LODD\) task force](#) also assists departments with line of duty deaths.

1201-1.5.6 TEXFIRS, Fire Extinguishers, Fire Sprinklers, Fire Alarm Systems, and Firefighter Fatalities

- The [State Fire Marshal's Office \(SFMO\)](#) regulates the fire extinguisher, fire protection sprinkler, and fire alarm system industries in Texas.
- The SFMO also administers the Texas Fire Incident Reporting System (TEXFIRS). The SFMO is a division of the Texas Department of Insurance (TDI).
- The SFMO is responsible for investigating all firefighter fatalities in Texas.
- The SFMO's e-mail address is fire.marshall@tdi.state.tx.us

1201-1.5.7 Building and Fire Codes

- The commission does not have any jurisdiction with regard to building or fire codes.
- If your building is in an area that does not have local codes, the requirements of the [National Fire Protection Association's](#) Life Safety Code 101 (2009 edition) have been adopted by the [State Fire Marshal's Office](#) for fire safety inspections.

1201-2.0 **Fire Protection Personnel Certification**

1201-2.1.1 Certification Program Overview

- The commission annually renews the certificates of approximately 30,000 fire protection personnel in basic, intermediate, advanced and master levels.
- General Certification Requirements:
 - Certification for paid fire protection personnel in Texas is mandatory.
 - Volunteer fire protection personnel participating in a certification program is strictly voluntary.
 - Volunteers who have achieved advanced certification with the State Firemen's and Fire Marshals' Association of Texas (SFFMA) may qualify for commission certification by completing the commission's designated skill evaluation and certification examination processes.
 - Individuals not affiliated with fire departments can maintain their own certifications, provided continuing education requirements (see [Chapter 441](#)) continue to be met.
 - The certification program also certifies [fire protection training facilities](#). Rules governing the certification of these facilities are in [Chapter 427](#).

1201-2.1.2 Fire Suppression, including Structure, Aircraft Rescue, and Marine Fire Protection.

- The minimum standards for basic and higher levels of fire suppression certification are in [Chapter 423](#) of the *Standards Manual for Fire Protection Personnel*.
- Standards for structure fire protection certification are in [Chapter 423, Subchapter A](#). The basic fire suppression curriculum is in [Chapter 1](#) of the curriculum manual.
- Standards for aircraft rescue fire protection certification are in [Chapter 423, Subchapter B](#). The basic aircraft rescue fire protection curriculum is in [Chapter 2](#) of the curriculum manual.
- Standards for marine fire protection certification are in [Chapter 423, Subchapter C](#). The basic marine fire protection curriculum is in [Chapter 3](#) of the curriculum manual.

1201-2.1.3 Fire Investigation, including Fire Investigator and Arson Investigator.

- The minimum standards for basic and higher levels of fire investigation are in [Chapter 431](#).
- Standards for arson investigator certification are in [Chapter 431, Subchapter A](#).

- Standards for fire investigator certification are in [Chapter 431, Subchapter B](#). The basic fire investigator curriculum is in [Chapter 5](#) of the curriculum manual.

1201-2.1.4 **Fire Instructor**

- Standards for fire service instructor certification are in [Chapter 425](#).

1201-2.1.5 **Fire Inspector**

- The minimum standards for basic and higher levels of fire inspector certification are in [Chapter 429, Subchapter B](#). The basic fire inspector curriculum is in [Chapter 4](#) of the curriculum manual.

1201-2.1.6 **Head of a Fire Department**

- The basic fire inspector curriculum is in [Chapter 4](#) of the curriculum manual.

1201-2.1.7 **Hazardous Materials Technician**

- A voluntary certification is available for hazardous materials technicians. The standards for this certification are in [Chapter 453](#). The hazardous materials technician curriculum is in [Chapter 6](#) of the curriculum manual.

1201-2.1.8 **Driver/Operator – Pumper**

- A voluntary certification is available for driver/operator-pumper. The standards for this certification are in [Chapter 433](#). The driver/operator-pumper curriculum is in [Chapter 7](#) of the curriculum manual.

1201-2.1.9 **Fire Officer I and II**

- Voluntary certifications are offered for Fire Officer I and Fire Officer II. The standards for this certification are in [Chapter 451](#). The fire officer curriculum is in [Chapter 9](#) of the curriculum manual.

1201-2.2 **Individual Renewals**

If you are currently employed by a regulated entity (e.g., a fire department or fire marshal's office) in Texas, your department is responsible for your renewal.

1201-2.3 **Basic Fire Suppression Certification**

To work in Texas as a paid fire fighter, you have to earn a Texas "basic structure fire suppression" certificate. To earn the certificate, you must:

1105-2.3.1 [Finish a basic fire fighter training program.](#)

Texas requires a lot of training for its paid fire fighters. The Texas basic curriculum includes 468 hours of training. The curriculum covers all of the [National Fire Protection Association's \(NFPA\) qualifications](#) for:

- Fire Fighter I
- Fire Fighter II
- Hazardous Materials-Awareness
- Hazardous Materials-Operations

1201-2.3.2 [Show that you can perform basic fire fighting skills.](#)

If you attend a commission-certified training program, the program will include an official, formal evaluation of your performance of these randomly selected skills. A commission-approved field examiner will conduct the evaluation.

1201-2.3.3 [Pass the state certification test.](#)

The basic fire suppression certification test is the written part of the state examination process. You must score 70 percent or higher to pass the written exam.

1201-2.3.4 [Finish your emergency medical responder training.](#)

When you have passed the skills evaluation and written test, the next step toward getting your certification is to show us that you have had emergency medical response training. The training must be equal to one of the following:

- Texas Department of State Health Service's (DSHS) emergency care attendant (ECA).
- American Red Cross Emergency Responder (with optional lessons and enrichment sections).

This is the minimum requirement for the state certification. Many departments require more medical training, such as an Emergency Medical Technician (EMT) or paramedic certification. That's up to each department. For the state certification, you just need to show us that you have finished the training.

1201-2.3.5 [Apply for your certification.](#)

To apply, complete the [Application for Certification Form, TCFP-002](#) . The application fee is \$85.

- 1201-2.3.6** [Get fingerprints and pass a criminal history background check.](#)
When you submit your application, you must also submit your fingerprints so the commission can do a criminal history background check. You have to do this **even if you have already done this for another agency.**
- 1201-2.4** **Transferring to Texas**
- If you are coming to Texas from an IFSAC jurisdiction, please refer to the first part of this page, [Transferring to Texas from an IFSAC jurisdiction.](#)
 - If your current jurisdiction does not participate in IFSAC, please refer to the second part of this page, [Transferring to Texas from a non-IFSAC jurisdiction.](#)
- 1201-2.5** **A-List and B-List Courses**
- To earn intermediate, advanced and master certifications in fire protection, certificate holders must meet specific time and training requirements. Certain combinations of the A-List and B-List courses listed below can help fire protection personnel meet the training requirements. For information on specific requirements for higher levels of certification in each discipline, please refer to the appropriate sections of the [Standards Manual for Fire Protection Personnel.](#)
 - [A-List Courses](#)  [updated July 12, 2012].
 - [B-List Courses](#)  [updated July 12, 2012].
- 1201-2.6** **Certification Verification**
To verify an individual's certification status, simply enter the individual's last name or the name of his or her department in the appropriate box on the commission web site.
- 1201-2.7** **Courage to be Safe Resources**
On Oct. 20, 2010 the Texas Commission on Fire Protection adopted the [National Fallen Firefighters Foundation](#)  **16 Firefighter Life Safety Initiatives – Everyone Goes Home program** . This initiative is required for all certified fire protection personnel to complete this program by Dec. 1, 2015 (See [§435.25](#)).
- 1201-3.0** **Training Approval and Testing Program**
- The fire service standards and certification division's training approval and testing program approves certification courses and administers examinations for fire service personnel certification.
 - The International Fire Service Accreditation Congress (IFSAC) has accredited the commission's fire fighter testing process as

meeting the national standards for Fire Fighter I and Fire Fighter II as specified in the National Fire Protection Association's NFPA 1001, Standard for Fire Fighter Professional Qualifications, and hazardous materials awareness and operations levels as specified in NFPA 472. The commission's aircraft rescue fire fighter, fire inspector, fire investigator, hazardous materials technician, driver/operator-pumper, fire instructor and fire officer certification programs are also accredited by IFSAC.

1201-3.1 Regional Testing

- Written examinations are administered at various regional testing sites. The following examinations can be administered at the regional testing sites:
 - Basic Fire Inspector
 - Basic Fire/Arson Investigator
 - Basic Aircraft Rescue Fire Fighter
 - Basic Marine Fire Fighter
 - Hazardous Materials Technician
 - Driver/Operator-Pumper
 - Fire Officer I and II
 - Fire Instructor I, II, and III
 - Fire Fighter I and II
 - Hazardous Materials Awareness
 - Hazardous Materials Operations
 - Fire Inspector I and II
 - Plan Examiner I
 - Head of Department
- The Basic Structure Fire Fighter examination can only be administered at academy testing sites, not at regional testing sites

1201-3.2 Field Examiner Course

Many certification exams include a skills evaluation conducted by a certified Field Examiner. Certified instructors may complete the on-line Field Examiner course found on the commission web site.

1201-3.3 IFSAC

IFSAC is the acronym for the International Fire Service Accreditation Congress, an organization that accredits international, national, or regional fire service certification programs, with emphasis on the certification testing process. IFSAC is a peer-driven organization that not only ensures compliance with IFSAC policy and procedures, but improves the quality of an entity's

program. Specific information about the organization is available on the [IFSAAC website](#).

1201-4.0 **Compliance Program Overview**

- The goal of the commission's compliance program is to ensure the safety of the state's fire protection personnel by inspecting fire departments and other regulated entities to see that they are in compliance with state laws and rules. The compliance inspectors also inspect training records to ensure that fire protection personnel are in compliance with the appropriate certification rules for their disciplines.
- Rules governing fire fighter safety, including protective clothing and self-contained breathing apparatus, are in [Chapter 435](#) of the Standards Manual. Rules governing the commission's compliance inspections are in [Chapter 445](#).
- The agency has compliance inspectors in Allen, Austin, San Antonio, Fort Worth, Houston, Lubbock and Lufkin. These inspectors travel to every regulated entity at least once every two years to check fire protection personnel certification status, training records, breathing air test records, protective clothing and self-contained breathing apparatus.

1201-4.1 **Complying with NFPA Standards**

- The commission has adopted the following National Fire Protection Association (NFPA) Standards listed below; regulated departments must comply with these standards.
 - [NFPA 1971, 2007 Edition](#). *Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting.*
 - [NFPA 1851, 2008 Edition](#). *Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting.*
 - [NFPA 1981, 2007 Edition](#). *Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services.*
 - [NFPA 1852, 2008 Edition](#). *Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus (SCBA).*
 - [NFPA 1982, 2007 Edition](#). *Personal Alert Safety Systems (PASS).*
 - [NFPA 1989, 2008 Edition](#). *Breathing Air Quality for Emergency Services Respiratory Protection.*
 - [NFPA 1561, 2008 Edition](#). *Emergency Services Incident Management System.*

1201-4.2 **Compliance Guides**

The Texas Commission on Fire Protection makes available on-line guides to assist agencies in preparation for an inspection by commission compliance officers.

1201-4.2.1 **Compliance Inspection**

The Compliance Inspection Guide lists information that is to be readily available during a compliance inspection.

<http://www.tcfp.texas.gov/compliance/TCFP-066.pdf>

1201-4.2.2 **Certified Training facility Inspection Guide**

The Certified Training Facility Inspection Guide lists information that to be readily available for review during a training facility inspection.

<http://www.tcfp.texas.gov/compliance/TCFP-062.pdf>

1201-4.2.3 **Wellness-Fitness Rule**

- Compliance officers will ask to see a document that describes the procedure the department used for assessing the wellness and fitness needs of the personnel in the department.
- Compliance officer will ask to see a written Standard Operating Procedure to address wellness and fitness needs of the department based on local resources.

1201-5.0 **Injury Reporting**

Texas Government Code, [§419.048](#), which took effect Sept. 1, 2009, requires all fire protection entities in Texas to report injuries to the commission.

1201-5.1 **Kinds of Injuries to Report**

- A fire department should report all injuries.
- Fire departments must report minor injuries within 30 business days of the injury event. Minor injuries are injuries that do not result in the fire fighter missing more than one full duty period.
- Fire departments must report major injuries (serious/critical/fatal) within five (5) business days of the injury event. Major injuries (i.e., serious/critical/fatal) are those that require the fire fighter to miss more than one full duty period.

1201-5.2 **Inquiries and Investigations**

- An inquiry is a non-punitive gathering of additional information on the reported incident for statistical purposes.
- An investigation is a non-punitive compliance inspection directed primarily at determining the circumstances of the injury. In general, the commission's compliance officer will inspect the injured individual's PPE and other items related to fire fighter safety mandates.

- Investigable injuries are injuries that result from:
 - Failure or malfunction of self-contained breathing apparatus (SCBA).
 - Failure of personal protective equipment (PPE).
 - Failure to comply with commission-mandated department standard operating procedures (SOPs).

1201-5.3 **Return to Work**

For injury reporting purposes, the commission defines missed work as "lost time" when an individual misses more than one full duty period as a direct result of an injury. Lost time includes time during which the individual does not return to the duties to which the department assigned the individual prior to the injury.

1201-6.0 **Library**

The Texas Commission on Fire Protection administers the Ernest A. Emerson Fire Protection Resource Library to provide resources and assistance for fire protection research and to provide educational materials to fire departments and other entities.

1201-6.1 **Library Mission**

The Texas Commission on Fire Protection established the Ernest A. Emerson Fire Protection Resource Library as the preeminent statewide resource library for fire protection, fire prevention and education, research and educational materials for all fire service organization and professionals as well as private citizens and entities interested in improving the safety and life quality of all Texans from the hazards associated with fire, man-made and natural disasters.

1201-6.2 **Resource Library-Services**

- Audio Visual Training Library
- Research Services
- Print Collection

1201-7.0 **Manuals**

1201-7.1 **Standards Manual for Fire Protection Personnel**

The Texas Commission on Fire Protection's *Standards Manual for Fire Protection Personnel* is a compilation of the state laws codified in Title 37, Part 13 of the Texas Administrative Code (TAC). When the commission proposes or adopts "rule changes," these are the laws that the commission is changing.

1201-7.1.1 **Chapter 401 Practice and Procedure**

- 1201-7.1.2 [Chapter 403](#) Criminal Convictions and Eligibility for Certification
- 1201-7.1.3 [Chapter 405](#) Charges for Public Records
- 1201-7.1.4 [Chapter 407](#) Administration
- 1201-7.1.5 [Chapter 421](#) Standards for Certification
- 1201-7.1.6 [Chapter 423](#) Fire Suppression
- 1201-7.1.7 [Chapter 425](#) Fire Service Instructors
- 1201-7.1.8 [Chapter 427](#) Training Facility Certification
- 1201-7.1.9 [Chapter 429](#) Minimum Standards for Fire Inspectors
- 1201-7.1.10 [Chapter 431](#) Fire Investigation
- 1201-7.1.11 [Chapter 433](#) Minimum Standards for Driver/Operator-Pumper
- 1201-7.1.12 [Chapter 435](#) Fire Fighter Safety
- 1201-7.1.13 [Chapter 437](#) Fees
- 1201-7.1.14 [Chapter 439](#) Examinations for Certification
- 1201-7.1.15 [Chapter 441](#) Continuing Education
- 1201-7.1.16 [Chapter 443](#) Certification Curriculum Manual
- 1201-7.1.17 [Chapter 445](#) Administrative Inspections and Penalties
- 1201-7.1.18 [Chapter 447](#) Part-Time Fire Protection Employee
- 1201-7.1.19 [Chapter 449](#) Head of a Fire Department
- 1201-7.1.20 [Chapter 451](#) Fire Officer
- 1201-7.1.21 [Chapter 453](#) Minimum Standards for Hazardous Materials Technician

1201-7.1.22 [Chapter 455](#) Minimum Standards for Wildland Fire Protection Certification

1201-7.1.23 [Chapter 457](#) Minimum Standards for Incident Safety Officer Certification

1201-7.1.24 [Chapter 491](#) Voluntary Regulation of State Agencies and State Agency Employees

1201-7.1.25 [Chapter 495](#) Regulation of Nongovernmental Departments

1201-8.0 **Certification Curriculum Manual**

The Texas Commission on Fire Protection's curriculum program staff works with the [curriculum and testing committee](#) to update and distribute the *Certification Curriculum Manual*, which provides the curriculum for the training of structural fire suppression personnel, aircraft rescue fire protection personnel, and marine fire protection personnel, as well as fire inspectors, fire investigators, hazardous materials technicians, driver/operators-pumper, fire instructors and fire officers.

1201-8.1 Chapter 1, Basic Fire Suppression

1201-8.2 Chapter 2, Basic Aircraft Rescue Fire Suppression

1201-8.3 Chapter 3, Basic Marine Fire Suppression

1201-8.4 Chapter 4, Fire Inspector

1201-8.5 Chapter 5, Fire Investigator

1201-8.6 Chapter 6, Hazardous Materials

1201-8.7 Chapter 7, Driver/Operator-Pumper

1201-8.8 Chapter 8, Fire Instructor

1201-8.9 Chapter 9, Fire Officer

1201-8.10 Chapter 10, Fire Department Safety Officer

1201-8.11 Chapter 11, Wildland Fire Fighter

1201-9.0 **Texas Government Code Chapter 419**

GOVERNMENT CODE TITLE 4. EXECUTIVE BRANCH SUBTITLE
B. LAW ENFORCEMENT AND PUBLIC PROTECTION CHAPTER
419. TEXAS COMMISSION ON FIRE PROTECTION

1201-10.0 ***FIDO***

FIDO is a tool which allows commission-regulated entities to create user accounts for their employees. Departments can create "departmental accounts" to allow their personnel to manage commission-required data. Departments can also create "individual accounts" for their employees to manage their own personal data.

1201-10.1 **FIDO for registered entities**

- File reports with TCFP.
- Manage department data.
- Manage department employee data.
- Generate reports in real time.

1201-10.2 **FIDO for Individuals**

- Manage personal data.
- Generate reports in real time, such as certification cards and test results.

Injury Report Form-Skill Number 1
Complete an Injury Report Form using the FIDO criteria

PERFORMANCE STANDARD**Section 1201-5.0****OBJECTIVE**

Complete an Injury Report using the FIDO criteria based on the scenario provided.

INSTRUCTIONS - procedures for achieving the objective

Using the information provided in the scenario, complete the injury report by writing in the responses on the skill sheet. Refer to FIDO screen shots on the attached pages when answering questions with drop down menu choices. Include the completed Injury Report Form in your Standards Review Assignment.

SCENARIO: Single family Dwelling Fire

At 15:27 on July 8, 2012, Engine 1, Engine 2, truck 1, Med 3 and Battalion 1 responded to a reported structure fire at 3331 Bluestem, Flat Rock, TX Upon arrival firefighters found a two story wood frame, brick veneer structure with flames coming from the second story front window. With fire attack and search assignments underway, truck 1 was assigned vertical ventilation.

Full-time employee Truck 1 crew members FF Don Hall (Mage 34), FF Brenda Potts (F 27), and Capt. Earl Schneider (M52) successfully completed the ventilation assignment. While exiting the roof at approximately 25 minutes into the incident, Capt. Schneider slipped on a loose shingle. He immediately lost his balance and fell directly to the roof. The pitch of the roof was such that Capt. Schneider began sliding toward the edge. Capt. Schneider was not using the roof ladder in place according to department SOPs' at the time of the fall. When Capt. Schneider fell to the roof deck, his helmet became dislodged, but remained on his head as a result of a loose fitting chin strap fastened underneath his chin. Capt. Schneider was "on air" at the time. He slid off the edge of the roof and fell to the ground from the second story roof level – approximately 20'. He landed on his left shoulder and was in severe pain. Paramedics from Med 3 rushed to his aid, removed him from immediate danger of continued firefighting efforts, and began to remove his protective clothing to better examine his injury. Medics treated Capt. Schneider for his shoulder injury and transported him to the hospital where he was diagnosed and treated for a fractured clavicle. The doctor did not allow Capt. Schneider to return to work for at least 3 weeks after the incident. At time, he was assigned to light duty for 6 weeks teaching in-service classes on the importance of utilizing a roof ladder when working on a roof.

Type of Injury Drop Down Menu 1 of 5

The screenshot shows a web browser window titled "Individual Department Management - Internet Explorer, optimized for Bing a...". The address bar shows the URL: https://fido.tcfp.texas.gov/FIDO/DeptMgmt/Injuries/Injury_add.asp. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content includes a form with several required fields, each marked with a red exclamation point icon:

- Address where injury occurred:
- City where injury occurred:
- State where injury occurred:
- Was the injured firefighter treated at the scene?:
- Was the injured firefighter transported to the hospital?:
- Type of injury?:

MINOR Injuries are those where the injured did not miss more than 1 full duty period (Missed Work).
- Activity at time of injury?: Please Select
- Was the firefighter wearing PPE?: Please Select
- Was suspected failure/malfunction of PPE (not SCBA) a contributing factor to the injury?: Please Select
- Was suspected failure/malfunction of SCBA a contributing factor to the injury?: Please Select

The "Type of injury?" dropdown menu is open, displaying a long list of injury categories. The list includes:

- Please Select
- Bites-Stings-Minor -Arm-Wrist-Shoulder
- Bites-Stings-Minor -Body
- Bites-Stings-Minor -Head
- Bites-Stings-Minor -Legs-Knee-Ankle
- Bites-Stings-Serious -Arm-Wrist-Shoulder
- Bites-Stings-Serious -Body
- Bites-Stings-Serious -Head
- Bites-Stings-Serious -Legs-Knee-Ankle
- Bites-Stings-Critical -Arm-Wrist-Shoulder
- Bites-Stings-Critical -Body
- Bites-Stings-Critical -Head
- Bites-Stings-Critical -Legs-Knee-Ankle
- Bites-Stings-Fatal -Arm-Wrist-Shoulder
- Bites-Stings-Fatal -Body
- Bites-Stings-Fatal -Head
- Bites-Stings-Fatal -Legs-Knee-Ankle
- Broken Bones-Minor -Non-spinal
- Broken Bones-Serious -Non-spinal
- Broken Bones-Critical -Non-spinal
- Broken Bones-Fatal -Non-spinal
- Broken Spine-Neck-Critical -Spinal
- Broken Spine-Neck-Fatal -Spinal
- Burns-Minor -Epidural
- Burns-Serious -Epidural
- Burns-Critical -Epidural
- Burns-Fatal -Epidural
- Chest Pains-Cardiac-Minor -Chest
- Chest Pains-Cardiac-Serious -Chest
- Chest Pains-Cardiac-Critical -Chest

At the bottom of the dropdown menu, there is a "NOTE: If you cannot determine the type of injury in the drop-down list above, please contact us before entering this injury report. Contact us at 512-936-3831, 512-936-3832 OR Compliance_Supervisors@tcfp.state.tx.us

The Windows taskbar at the bottom shows the Start button, several open applications (Internet Explorer, Search Results, Novell GroupWise - M...), and the system tray with the date and time: 11:27 AM.

Type of Injury Drop Down Menu 2 of 5

Individual Department Management - Internet Explorer, optimized for Bing an

https://fido.bcfp.texas.gov/FIDO/DeptMgmt/Injuries/Injury_add.asp

File Edit View Favorites Tools Help

Individual Department Management

(Maximum) You have 150 characters left.
Editing note: If you need to edit the text you entered, click into the text box to edit. To delete, click the delete icon.

Type of injury?:
MINOR Injuries are those where the injured did not miss more than 1 full duty period (Missed Work).

NOTE: If you cannot determine the type of injury in the drop-down list above, please contact us before entering this injury report. Contact us at 512-936-3831, 512-936-3832 OR Compliance_Supervisors@tcfp.state.tx.us

Activity at time of injury?: Please Select

Was the firefighter wearing PPE?: Please Select

Was suspected failure/malfunction of PPE (not SCBA) a contributing factor to the injury?: Please Select

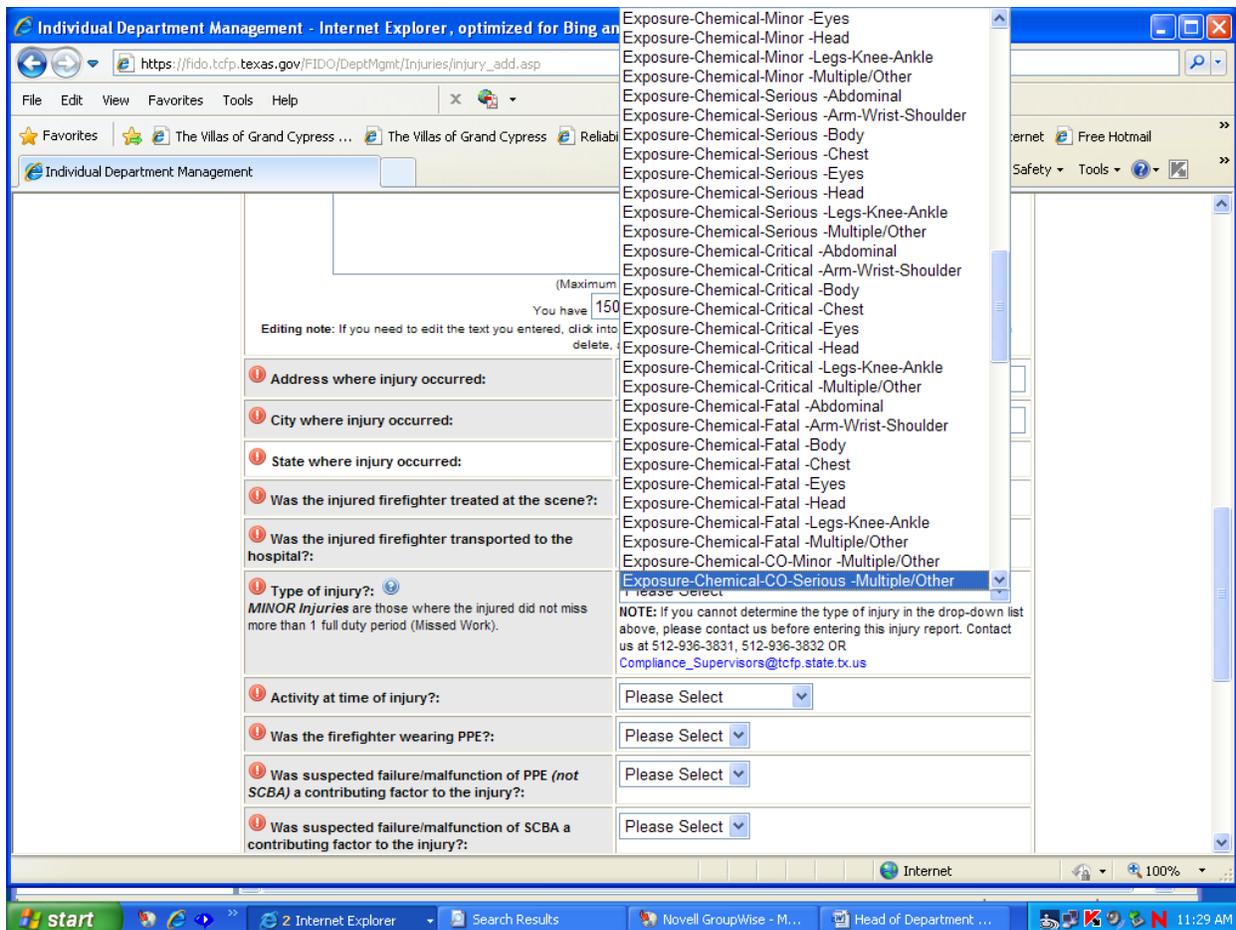
Was suspected failure/malfunction of SCBA a contributing factor to the injury?: Please Select

Drop Down Menu Items:

- Chest Pains-Cardiac-Critical -Chest
- Chest Pains-Cardiac-Fatal -Chest
- Debris/Penetrating-Minor -Eyes
- Debris/Penetrating-Serious -Eyes
- Debris/Penetrating-Critical -Eyes
- Drowning-Critical -Lungs
- Drowning-Fatal -Lungs
- Electrocution-Minor -Body
- Electrocution-Serious -Body
- Electrocution-Critical -Body
- Electrocution-Fatal -Body
- Environmental-Minor -Body
- Environmental-Serious -Body
- Environmental-Critical -Body
- Environmental-Fatal -Body
- Exposure - body fluids-Minor -Other
- Exposure - body fluids-Serious -Other
- Exposure Airborne Pathoge-Minor -Multiple/Other
- Exposure Airborne Pathoge-Serious -Multiple/Other
- Exposure Airborne Pathoge-Critical -Multiple/Other
- Exposure Airborne Pathoge-Fatal -Multiple/Other
- Exposure Blood Pathogens-Minor -Multiple/Other
- Exposure Blood Pathogens-Serious -Multiple/Other
- Exposure Blood Pathogens-Critical -Multiple/Other
- Exposure Blood Pathogens-Fatal -Multiple/Other
- Exposure-Chemical-Minor -Abdominal
- Exposure-Chemical-Minor -Arm-Wrist-Shoulder
- Exposure-Chemical-Minor -Body
- Exposure-Chemical-Minor -Chest
- Exposure-Chemical-Minor -Eyes

start | 2 Internet Explorer | Search Results | Novell GroupWise - M... | Head of Department ... | 11:29 AM

Type of Injury Drop Down Menu 3 of 5



Type of Injury Drop Down Menu 4 of 5

Individual Department Management - Internet Explorer, optimized for Bing an

https://fido.tcfp.texas.gov/FIDO/DeptMgmt/Injuries/Injury_add.asp

File Edit View Favorites Tools Help

Individual Department Management

(Maximum You have 150

Editing note: If you need to edit the text you entered, click into delete.

Address where injury occurred:

City where injury occurred:

State where injury occurred:

Was the injured firefighter treated at the scene?:

Was the injured firefighter transported to the hospital?:

Type of injury?:
MINOR injuries are those where the injured did not miss more than 1 full duty period (Missed Work).

Activity at time of injury?: Please Select

Was the firefighter wearing PPE?: Please Select

Was suspected failure/malfunction of PPE (not SCBA) a contributing factor to the injury?: Please Select

Was suspected failure/malfunction of SCBA a contributing factor to the injury?: Please Select

Exposure-Chemical-CO-Serious -Multiple/Other
 Exposure-Chemical-CO-Critical -Multiple/Other
 Exposure-Chemical-CO-Fatal -Multiple/Other
 Exposure-Undetermined-Minor -Multiple/Other
 Exposure-Undetermined-Serious -Multiple/Other
 Exposure-Undetermined-Critical -Multiple/Other
 Exposure-Undetermined-Fatal -Multiple/Other
 Hearing Loss - Acute-Minor -Head
 Hearing Loss - Chronic-Minor -Head
 Heart Attack-Critical -Heart
 Heart Attack-Fatal -Heart
 Pain Medical Unspecified-Minor -Body
 Pain Medical Unspecified-Serious -Body
 Pain Medical Unspecified-Critical -Body
 Smoke Inhalation-Critical -Chest
 Smoke Inhalation-Fatal -Chest
 Smoke-Gas Inhalation-Minor -Lungs
 Smoke-Gas Inhalation-Serious -Lungs
 Smoke-Gas Inhalation-Critical -Lungs
 Smoke-Gas Inhalation-Fatal -Lungs
 Strain-Sprain-Minor -Abdominal
 Strain-Sprain-Minor -Arm-Wrist-Shoulder
 Strain-Sprain-Minor -Back-Neck
 Strain-Sprain-Minor -Legs-Knee-Ankle
 Strain-Sprain-Minor -Multiple/Other
 Strain-Sprain-Serious -Abdominal
 Strain-Sprain-Serious -Arm-Wrist-Shoulder
 Strain-Sprain-Serious -Back-Neck
 Strain-Sprain-Serious -Legs-Knee-Ankle
 Strain-Sprain-Serious -Multiple/Other

NOTE: If you cannot determine the type of injury in the drop-down list above, please contact us before entering this injury report. Contact us at 512-936-3831, 512-936-3832 OR Compliance_Supervisors@tcfp.state.tx.us

Internet 100%

start 2 Internet Explorer Search Results Novell GroupWise - M... Head of Department ... 11:30 AM

Type of Injury Drop Down Menu 5 of 5

Individual Department Management - Internet Explorer, optimized for Bing an

https://fido.tcfp.texas.gov/FIDO/DeptMgmt/Injuries/Injury_add.asp

File Edit View Favorites Tools Help

Individual Department Management

(Maximum
You have 150

Editing note: If you need to edit the text you entered, click into delete.

Address where injury occurred:

City where injury occurred:

State where injury occurred:

Was the injured firefighter treated at the scene?:

Was the injured firefighter transported to the hospital?:

Type of injury?:
MINOR Injuries are those where the injured did not miss more than 1 full duty period (Missed Work).

Activity at time of injury?: Please Select

Was the firefighter wearing PPE?: Please Select

Was suspected failure/malfunction of PPE (not SCBA) a contributing factor to the injury?: Please Select

Was suspected failure/malfunction of SCBA a contributing factor to the injury?: Please Select

Strain-Sprain-Serious -Abdominal
 Strain-Sprain-Serious -Arm-Wrist-Shoulder
 Strain-Sprain-Serious -Back-Neck
 Strain-Sprain-Serious -Legs-Knee-Ankle
 Strain-Sprain-Serious -Multiple/Other
 Strain-Sprain-Critical -Abdominal
 Strain-Sprain-Critical -Back-Neck
 Strain-Sprain-Fatal -Abdominal
 Stroke-Critical -Cardio-vascular
 Stroke-Fatal -Cardio-vascular
 Wound-Minor -Abdominal
 Wound-Minor -Body
 Wound-Minor -Chest
 Wound-Minor -Extremities
 Wound-Minor -Head
 Wound-Serious -Abdominal
 Wound-Serious -Body
 Wound-Serious -Chest
 Wound-Serious -Extremities
 Wound-Serious -Head
 Wound-Critical -Abdominal
 Wound-Critical -Body
 Wound-Critical -Chest
 Wound-Critical -Extremities
 Wound-Critical -Head
 Wound-Fatal -Abdominal
 Wound-Fatal -Body
 Wound-Fatal -Chest
 Wound-Fatal -Extremities
 Wound-Fatal -Head
 Strain-Sprain-Critical -Abdominal

NOTE: If you cannot determine the type of injury in the drop-down list above, please contact us before entering this injury report. Contact us at 512-936-3831, 512-936-3832 OR Compliance_Supervisors@tcfp.state.tx.us

Internet 100%

start 2 Internet Explorer Search Results Novell GroupWise - M... Head of Department ... 11:31 AM

Type of Work Assignment Status after injury Drop Down Menu 1 of 1

Individual Department Management - Internet Explorer, optimized for Bing and MSN

https://fido.tcfp.texas.gov/FIDO/DeptMgmt/Injuries/injury_add.asp

Individual Department Management

<p>Was suspected failure/malfunction of PPE (not SCBA) a contributing factor to the injury?:</p>	Please Select
<p>Was suspected failure/malfunction of SCBA a contributing factor to the injury?:</p>	Please Select
<p>PASS Device - Was suspected failure/malfunction of a PASS Device a contributing factor to the injury? OR Was a PASS device needed for this activity?:</p>	Please Select
<p>Was failure to comply with TCFP Mandated SOP's a contributing factor to the injury?:</p>	Please Select
<p>Did the injured firefighter miss work?: <i>Missed Work</i> means more than ONE (1) full duty period and cannot be <i>Minor Injuries</i>. If the injured person missed more than one full duty period, the injury is not minor.</p>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<p>Work Assignment Status after Injury</p>	Please Select Please Select Modified/Light Duty (temporary) Change of Duty (permanent) Regular Duty Not Returned Deceased Retired Medically separated No longer with dept. Withdrawal from program
<p>Confirmation: I, Thomas McAuliff of the Collin Co. Comm. College, hereby certify that the information provided is true and complete to the best of my knowledge. I also certify that I could not reveal the identity of the injured firefighter. I have not provided the injured firefighter's Social Security Number.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Certified firefighter is providing information that could reveal the firefighter's name, Social Security Number, or other identifying information.

Submit

Internet 100%

start Individual Departmen... Head of Department ... 10:41 AM

Head of a Fire Department-Skill Number 2
Commission Members and Staff

PERFORMANCE STANDARD

Section 1201-1.4

OBJECTIVE

Identify each of the members of the Texas Commission on Fire Protection and agency administrative staff members.

INSTRUCTIONS - procedures for achieving the objective

Using the form provided, identify each of the 13 members of the Texas Commission on Fire Protection as listed on the TCFP "Contact Us" web site link <http://www.tcfp.texas.gov/home/contacts.asp> . Additionally, identify the staff members in the following positions: Executive Director, Fire Service Standards Director, Compliance Manager, Educational and Professional Development Manager, and the Compliance Officer for the regional office located nearest your department.

PREPARATION & EQUIPMENT

Computer with Web Access to TCFP web site

Candidate: _____

Notes: _____

Examiner: _____

		<u>TEST</u>		<u>RETEST</u>	
		PASS	FAIL	PASS	FAIL
Identifying Commission Members and Staff					
Identify each of the members of the Texas Commission on Fire Protection and agency administrative staff members.					
The candidate identified the following:	<i>Enter Candidate Response in this Column</i>	S	U	S	U
a) Presiding Officer for TCFP					
b) Commissioner					
c) Commissioner					
d) Commissioner					
e) Commissioner					
f) Commissioner					
g) Commissioner					
h) Commissioner					
i) Commissioner					
j) Commissioner					
k) Commissioner					
l) Commissioner					
m) Commissioner					
n) TCFP Executive Director					
o) Fire Service Standards Director					

p) Compliance Manager					
q) Educational and Professional Development Manager					
r) Compliance Officer at nearest regional office					

Examiner/Candidate Comments:

All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.

Certifying Examiner

Date

Re-Test Certifying Examiner

Date

Overall Skill Sheet Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>

Head of a Fire Department -Skill Number 3
Master Level Certification Requirements

PERFORMANCE STANDARD

Section 1201-____

OBJECTIVE

Identify requirements for Master Structure Fire Protection Personnel as outlined in Chapter TAC 435.

INSTRUCTIONS - procedures for achieving the objective

Using the TCFP web site as a reference, complete the information in the space provided below by identifying the requirements for Master Structural Fire Protection Personnel.

PREPARATION & EQUIPMENT

Computer and web access to the TCFP web site

Candidate: _____

Notes: _____

Examiner: _____

		<u>TEST</u>		<u>RETEST</u>	
Master Structural Fire Protection Personnel Requirements		PASS	FAIL	PASS	FAIL
Identify requirements for Master Structure Fire Protection Personnel as outlined in Chapter TAC 435.					
The candidate identified:	<i>Enter Candidate Response in this Column</i>	S	U	S	U
a) Prerequisite level of certification					

b) Number of years of fire protection experience					
c) Number of college semester hours					
d) Number of college semester hours in fire science subjects					
e) Acceptable degree in lieu of college semester hours					

Examiner/Candidate Comments:

All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.

Certifying Examiner

Date

Re-Test Certifying Examiner

Date

Overall Skill Sheet Score

Pass Fail

Overall Skill Sheet Re-Test Score

Pass Fail

Head of a Fire Department -Skill Number 4
Arson Investigator Level Certification Requirements

PERFORMANCE STANDARD

Section 1201-2.1.3

OBJECTIVE

Identify requirements for Arson Investigation Personnel as outlined in Chapter TAC 431.

INSTRUCTIONS - procedures for achieving the objective

Using the TCFP web site as a reference, complete the information in the space provided below by identifying the requirements for Arson Investigation Personnel.

PREPARATION & EQUIPMENT

Computer and web access to the TCFP web site

Candidate: _____

Notes: _____

Examiner: _____

		<u>TEST</u>		<u>RETEST</u>	
Arson Investigation Personnel Requirements		PASS	FAIL	PASS	FAIL
Identify requirements for Arson Investigation Personnel as outlined in Chapter TAC 435.					
The candidate identified:	<i>Enter Candidate Response in this Column</i>	S	U	S	U
a) Certification time frame from the date of initial appointment as Arson Investigation personnel					
b) Training program requirement					

c) Additional state license requirement for certification					
---	--	--	--	--	--

Examiner/Candidate Comments:

All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.

_____ Certifying Examiner	_____ Date	<table border="1"> <tr> <td colspan="2">Overall Skill Sheet Score</td> </tr> <tr> <td>Pass <input type="checkbox"/></td> <td>Fail <input type="checkbox"/></td> </tr> <tr> <td colspan="2">Overall Skill Sheet Re-Test Score</td> </tr> <tr> <td>Pass <input type="checkbox"/></td> <td>Fail <input type="checkbox"/></td> </tr> </table>	Overall Skill Sheet Score		Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Overall Skill Sheet Re-Test Score		Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Score										
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>									
Overall Skill Sheet Re-Test Score										
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>									
_____ Re-Test Certifying Examiner	_____ Date									

11. Discussion and possible action pursuant to Section 2001.039, Texas Government Code with respect to the proposed rule reviews and consideration of re-adoption of each of the rules contained in the following Chapters of Title 37 Texas Administrative Code:

- A. 37 TAC, Chapter 421, Standards for Certification**
- B. 37 TAC, Chapter 423, Fire Suppression**
- C. 37 TAC, Chapter 425, Fire Service Instructors**
- D. 37 TAC, Chapter 427, Training Facility Certification**
- E. 37 TAC, Chapter 429, Minimum Standards for Fire Inspectors**
- F. 37 TAC, Chapter 439, Examinations for Certification**
- G. 37 TAC, Chapter 441, Continuing Education**
- H. 37 TAC, Chapter 451, Fire Officer**
- I. 37 TAC, Chapter 453, Minimum Standards for Hazardous Materials Technician**
- J. 37 TAC, Chapter 491, Voluntary Regulation of State Agencies and State Agency Employees**
- K. 37 TAC, Chapter 493, Voluntary Regulation of Federal Agencies and Federal Fire Fighters**
- L. 37 TAC, Chapter 495, Regulation of Nongovernmental Departments**

PROPOSED RULE REVIEW

Texas Commission on Fire Protection

- <p>The Texas Commission on Fire Protection (commission) files this notice of intention to review and consider for re-adoption, revision, or repeal, Texas Administrative Code, Title 37, Part 13, Chapter 421, concerning Standards For Certification. Chapter 421 consists of <*>421.1, Procedures for Meetings, <*>421.3, Minimum Standards Set by the Commission, <*>421.5, Definitions, <*>421.9, Designation of Fire Protection Duties, <*>421.11, Requirement To Be Certified Within One Year, <*>421.13, Individual Certificate Holders, <*>421.15, Extension of Training Period, and §421.17, Requirement to Maintain Certification.
- <p>This review will be conducted pursuant to Texas Government Code <*> 2001.039. The commission will accept comments for 30 days following publication of this notice in the <eti>Texas Register<et> as to whether the reasons for adopting these rules continue to exist.
- <p>The Texas Commission on Fire Protection, which administers these rules, believes that the reasons for adopting the rules contained in this chapter continue to exist. Any questions or written comments pertaining to this notice of intention to review should be directed to Don Wilson, Executive Director, Texas Commission on Fire Protection, P.O. Box 2286, Austin, Texas, 78768-2286 or by email at info@tcfp.texas.gov. Any proposed changes to the rules as a result of the review will be published in the Proposed Rules section of the <eti>Texas Register<et> and will be open for an additional 30-day public comment period prior to final adoption or repeal by the commission.

PROPOSED RULE REVIEW

Texas Commission on Fire Protection

- <p>The Texas Commission on Fire Protection (commission) files this notice of intention to review and consider for re-adoption, revision, or repeal, Texas Administrative Code, Title 37, Part 13, Chapter 423, concerning Fire Suppression. Chapter 423 consists of Subchapter A, Minimum Standards For Structure Fire Protection Personnel Certification, <*>423.1, Minimum Standards for Structure Fire Protection Personnel, <*>423.3, Minimum Standards for Basic Structure Fire Protection Personnel Certification, <*>423.5, Minimum Standards for Intermediate Structure Fire Protection Personnel Certification, <*>423.7, Minimum Standards for Advanced Structure Fire Protection Personnel Certification, <*>423.9, Minimum Standards for Master Structure Fire Protection Personnel Certification, <*>423.11, Higher Levels of Certification, and <*>423.13, International Fire Service Accreditation Congress (IFSAC) Seal, Subchapter B, Minimum Standards For Aircraft Rescue Fire Fighting Personnel, <*>423.201, Minimum Standards for Aircraft Rescue Fire Fighting Personnel, <*>423.203, Minimum Standards for Basic Aircraft Rescue Fire Fighting Personnel Certification, <*>423.205, Minimum Standards for Intermediate Aircraft Rescue Fire Fighting Personnel Certification, <*>423.207, Minimum Standards for Advanced Aircraft Rescue Fire Fighting Personnel Certification, <*>423.209, Minimum Standards for Master Aircraft Rescue Fire Fighting Personnel Certification, and <*>423.211, International Fire Service Accreditation Congress (IFSAC) Seal, and Subchapter C, Minimum Standards For Marine Fire Protection Personnel, <*>423.301, Minimum Standards For Marine Fire Protection Personnel, <*>423.303, Minimum Standards For Basic Marine Fire Protection Personnel Certification, <*>, 423.305, Minimum Standards For Intermediate Marine Fire Protection Personnel Certification, <*>423.307, Minimum Standards For Advanced Marine Fire Protection Personnel Certification, and <*>423.309, Minimum Standards For Master Marine Fire Protection Personnel Certification.
- <p>This review will be conducted pursuant to Texas Government Code <*> 2001.039. The commission will accept comments for 30 days following publication of this notice in the <eti>Texas Register<et> as to whether the reasons for adopting these rules continue to exist.
- <p>The Texas Commission on Fire Protection, which administers these rules, believes that the reasons for adopting the rules contained in this chapter continue to exist. Any questions or written comments pertaining to this notice of intention to review should be directed to Don Wilson, Executive Director, Texas Commission on Fire Protection, P.O. Box 2286, Austin, Texas, 78768-2286 or by email at info@tcfp.texas.gov. Any proposed changes to the rules as a result of the review will be published in the Proposed Rules section of the <eti>Texas Register<et> and will be open for an additional 30-day public comment period prior to final adoption or repeal by the commission.

PROPOSED RULE REVIEW

Texas Commission on Fire Protection

<p>The Texas Commission on Fire Protection (commission) files this notice of intention to review and consider for re-adoption, revision, or repeal, Texas Administrative Code, Title 37, Part 13, Chapter 425, concerning Fire Service Instructors. Chapter 425 consists of <*>425.1, Minimum Standards For Fire Service Instructor Certification, <*>425.3, Minimum Standards For Fire Service Instructor I Certification, <*>425.5, Minimum Standards For Fire Service Instructor II Certification, <*>425.7, Minimum Standards For Fire Service Instructor III Certification, <*>425.9, Minimum Standards For Master Fire Service Instructor III Certification, and <*>425.11, International Fire Service Accreditation Congress Seal.

<p>This review will be conducted pursuant to Texas Government Code <*> 2001.039. The commission will accept comments for 30 days following publication of this notice in the <eti>Texas Register<et> as to whether the reasons for adopting these rules continue to exist.

<p>The Texas Commission on Fire Protection, which administers these rules, believes that the reasons for adopting the rules contained in this chapter continue to exist. Any questions or written comments pertaining to this notice of intention to review should be directed to Don Wilson, Executive Director, Texas Commission on Fire Protection, P.O. Box 2286, Austin, Texas, 78768-2286 or by email at info@tcfp.texas.gov. Any proposed changes to the rules as a result of the review will be published in the Proposed Rules section of the <eti>Texas Register<et> and will be open for an additional 30-day public comment period prior to final adoption or repeal by the commission.

PROPOSED RULE REVIEW

Texas Commission on Fire Protection

- <p>The Texas Commission on Fire Protection (commission) files this notice of intention to review and consider for re-adoption, revision, or repeal, Texas Administrative Code, Title 37, Part 13, Chapter 427, concerning Training Facility Certification. Chapter 427 consists of Subchapter A, On-Site Certified Training Provider, <*>427.1, Minimum Standards for Certified Training Facilities for Fire Protection Personnel, <*>427.3, Facilities, <*>427.5, Apparatus, <*>427.7, Protective Clothing, <*>427.9, Equipment, <*>427.11, Reference Material, <*>427.13, Records, <*>427.18, Live Fire Training Evolutions, and <*>427.19, General Information, Subchapter B, Distance Training Provider, <*>427.201, Minimum Standards for Distance Training Provider, <*>423.203, Records, <*>423.209, General Information, Subchapter C, Training Programs For On-Site and Distance Training Providers, <*>427.301, General Provisions for Training Programs – On-Site and Distance Training Providers, <*>427.303, Training Approval Process for On-Site and Distance Training Providers, <*>, 427.305, Procedures for Testing Conducted by On-Site and Distance Training Providers, <*>427.307, On-Site and Distance Training Provider Staff Requirements, and Subchapter D, Certified Training Facilities, <*>427.401, General Provisions for Training Facilities not Owned by the State of Texas or Operated by a Political Subdivision of the State of Texas, <*>401.403, Financial Standards, <*>427.405, Policy Regarding Complaints, <*>427.407, School Responsibilities Regarding Instructors, <*>427.409, Advertising, <*>427.411, Cancellations or Suspensions, and <*>427.413, Liabilities.
- <p>This review will be conducted pursuant to Texas Government Code <*> 2001.039. The commission will accept comments for 30 days following publication of this notice in the <eti>Texas Register<et> as to whether the reasons for adopting these rules continue to exist.
- <p>The Texas Commission on Fire Protection, which administers these rules, believes that the reasons for adopting the rules contained in this chapter continue to exist. Any questions or written comments pertaining to this notice of intention to review should be directed to Don Wilson, Executive Director, Texas Commission on Fire Protection, P.O. Box 2286, Austin, Texas, 78768-2286 or by email at info@tcfp.texas.gov. Any proposed changes to the rules as a result of the review will be published in the Proposed Rules section of the <eti>Texas Register<et> and will be open for an additional 30-day public comment period prior to final adoption or repeal by the commission.

PROPOSED RULE REVIEW

Texas Commission on Fire Protection

- <p>The Texas Commission on Fire Protection (commission) files this notice of intention to review and consider for re-adoption, revision, or repeal, Texas Administrative Code, Title 37, Part 13, Chapter 429, concerning Minimum Standards For Fire Inspectors. Chapter 429 consists of Subchapter B, Minimum Standards For Fire Inspector Certification, <*>429.201, Minimum Standards For Fire Inspector Personnel, <*>429.203, Minimum Standards For Basic Fire Inspector Certification, <*>429.205, Minimum Standards For Intermediate Fire Inspector Certification, <*>429.207, Minimum Standards For Advanced Fire Inspector Certification, <*>429.209, Minimum Standards For Master Fire Inspector Certification, and <*>429.211, International Fire Service Accreditation Congress (IFSA) Seal.
- <p>This review will be conducted pursuant to Texas Government Code <*> 2001.039. The commission will accept comments for 30 days following publication of this notice in the <eti>Texas Register<et> as to whether the reasons for adopting these rules continue to exist.
- <p>The Texas Commission on Fire Protection, which administers these rules, believes that the reasons for adopting the rules contained in this chapter continue to exist. Any questions or written comments pertaining to this notice of intention to review should be directed to Don Wilson, Executive Director, Texas Commission on Fire Protection, P.O. Box 2286, Austin, Texas, 78768-2286 or by email at info@tcfp.texas.gov. Any proposed changes to the rules as a result of the review will be published in the Proposed Rules section of the <eti>Texas Register<et> and will be open for an additional 30-day public comment period prior to final adoption or repeal by the commission.

PROPOSED RULE REVIEW

Texas Commission on Fire Protection

- <p>The Texas Commission on Fire Protection (commission) files this notice of intention to review and consider for re-adoption, revision, or repeal, Texas Administrative Code, Title 37, Part 13, Chapter 439, concerning Examinations For Certification. Chapter 439 consists of Subchapter A, Examinations For On-Site Delivery Training, <*>439.1, Requirements—General, <*>439.3, Definitions, <*>439.5, Procedures, <*>439.7 Eligibility, <*>439.9, Grading, <*>439.11, Commission-Designated Performance Skill Evaluations, <*>439.13, Special Accommodations For Testing, and <*>439.19, Number of Test Questions, Subchapter B, Examinations For Distance Training, <*>431.201, Requirements—General, <*>439.203, Procedures, and <*>439.205, Performance Skill Evaluation.
- <p>This review will be conducted pursuant to Texas Government Code <*> 2001.039. The commission will accept comments for 30 days following publication of this notice in the <eti>Texas Register<et> as to whether the reasons for adopting these rules continue to exist.
- <p>The Texas Commission on Fire Protection, which administers these rules, believes that the reasons for adopting the rules contained in this chapter continue to exist. Any questions or written comments pertaining to this notice of intention to review should be directed to Don Wilson, Executive Director, Texas Commission on Fire Protection, P.O. Box 2286, Austin, Texas, 78768-2286 or by email at info@tcfp.texas.gov. Any proposed changes to the rules as a result of the review will be published in the Proposed Rules section of the <eti>Texas Register<et> and will be open for an additional 30-day public comment period prior to final adoption or repeal by the commission.

PROPOSED RULE REVIEW

Texas Commission on Fire Protection

The Texas Commission on Fire Protection (commission) files this notice of intention to review and consider for re-adoption, revision, or repeal, Texas Administrative Code, Title 37, Part 13, Chapter 441, concerning Continuing Education. Chapter 441 consists of, 441.1, Objective, 441.3, Definitions, 441.5, Requirements, 441.7, Continuing Education for Structure Fire Protection Personnel, 441.9, Continuing Education for Aircraft Rescue Fire Fighting Personnel, 441.11, Continuing Education for Marine Fire Protection Personnel, 441.13, Continuing Education for Fire Inspection Personnel, 441.15, Continuing Education for Arson Investigator or Fire Investigator, 441.17, Continuing Education for Hazardous Materials Technician, 441.19, Continuing Education for Head of a Fire Department, and 441.21, Continuing Education for Fire Service Instructor.

This review will be conducted pursuant to Texas Government Code 2001.039. The commission will accept comments for 30 days following publication of this notice in the Texas Register as to whether the reasons for adopting these rules continue to exist.

The Texas Commission on Fire Protection, which administers these rules, believes that the reasons for adopting the rules contained in this chapter continue to exist. Any questions or written comments pertaining to this notice of intention to review should be directed to Don Wilson, Executive Director, Texas Commission on Fire Protection, P.O. Box 2286, Austin, Texas, 78768-2286 or by email at info@tcfp.texas.gov. Any proposed changes to the rules as a result of the review will be published in the Proposed Rules section of the Texas Register and will be open for an additional 30-day public comment period prior to final adoption or repeal by the commission.

PROPOSED RULE REVIEW

Texas Commission on Fire Protection

- <p>The Texas Commission on Fire Protection (commission) files this notice of intention to review and consider for re-adoption, revision, or repeal, Texas Administrative Code, Title 37, Part 13, Chapter 451, concerning Fire Officer. Chapter 451 consists of Subchapter A, Minimum Standards For Fire Officer I, <*>451.1, Fire Officer I Certification, <*>451.3, Minimum Standards For Fire Officer I Certification, <*>451.5, Examination Requirements, <*>451.7, International Fire Service Accreditation Congress (IFSAC) Seal, Subchapter B, Minimum Standards For Fire Officer II, <*>451.201, Fire Officer II Certification, <*>451.203, Minimum Standards For Fire Officer II Certification, <*>451.205, Examination Requirements, and <*>451.207, International Fire Service Accreditation Congress (IFSAC) Seal.
- <p>This review will be conducted pursuant to Texas Government Code <*> 2001.039. The commission will accept comments for 30 days following publication of this notice in the <eti>Texas Register<et> as to whether the reasons for adopting these rules continue to exist.
- <p>The Texas Commission on Fire Protection, which administers these rules, believes that the reasons for adopting the rules contained in this chapter continue to exist. Any questions or written comments pertaining to this notice of intention to review should be directed to Don Wilson, Executive Director, Texas Commission on Fire Protection, P.O. Box 2286, Austin, Texas, 78768-2286 or by email at info@tcfp.texas.gov. Any proposed changes to the rules as a result of the review will be published in the Proposed Rules section of the <eti>Texas Register<et> and will be open for an additional 30-day public comment period prior to final adoption or repeal by the commission.

PROPOSED RULE REVIEW

Texas Commission on Fire Protection

- <p>The Texas Commission on Fire Protection (commission) files this notice of intention to review and consider for re-adoption, revision, or repeal, Texas Administrative Code, Title 37, Part 13, Chapter 453, concerning Minimum Standards For Hazardous Materials Technician. Chapter 453 consists of <*>453.1, Hazardous Materials Technician Certification, <*>453.3, Minimum Standards For Hazardous Materials Technician Certification, <*>453.5, Examination Requirements, and <*>453.7, International Fire Service Accreditation Congress (IFSAC) Seal.
- <p>This review will be conducted pursuant to Texas Government Code <*> 2001.039. The commission will accept comments for 30 days following publication of this notice in the <eti>Texas Register<et> as to whether the reasons for adopting these rules continue to exist.
- <p>The Texas Commission on Fire Protection, which administers these rules, believes that the reasons for adopting the rules contained in this chapter continue to exist. Any questions or written comments pertaining to this notice of intention to review should be directed to Don Wilson, Executive Director, Texas Commission on Fire Protection, P.O. Box 2286, Austin, Texas, 78768-2286 or by email at info@tcfp.texas.gov. Any proposed changes to the rules as a result of the review will be published in the Proposed Rules section of the <eti>Texas Register<et> and will be open for an additional 30-day public comment period prior to final adoption or repeal by the commission.

PROPOSED RULE REVIEW

Texas Commission on Fire Protection

- <p>The Texas Commission on Fire Protection (commission) files this notice of intention to review and consider for re-adoption, revision, or repeal, Texas Administrative Code, Title 37, Part 13, Chapter 491, concerning Voluntary Regulation of State Agencies and State Agency Employees. Chapter 491 consists of <*>491.1, Election of Components for Voluntary Regulation, <*>491.3, Documentation, and <*>491.5, Notification.
- <p>This review will be conducted pursuant to Texas Government Code <*> 2001.039. The commission will accept comments for 30 days following publication of this notice in the <eti>Texas Register<et> as to whether the reasons for adopting these rules continue to exist.
- <p>The Texas Commission on Fire Protection, which administers these rules, believes that the reasons for adopting the rules contained in this chapter continue to exist. Any questions or written comments pertaining to this notice of intention to review should be directed to Don Wilson, Executive Director, Texas Commission on Fire Protection, P.O. Box 2286, Austin, Texas, 78768-2286 or by email at info@tcfp.texas.gov. Any proposed changes to the rules as a result of the review will be published in the Proposed Rules section of the <eti>Texas Register<et> and will be open for an additional 30-day public comment period prior to final adoption or repeal by the commission.

PROPOSED RULE REVIEW

Texas Commission on Fire Protection

- <p>The Texas Commission on Fire Protection (commission) files this notice of intention to review and consider for re-adoption, revision, or repeal, Texas Administrative Code, Title 37, Part 13, Chapter 493, concerning Voluntary Regulation of Federal Agencies and Federal Fire Fighters. Chapter 493 consists of <*>493.1, Election of Components for Voluntary Regulation, <*>493.3, Documentation, and <*>493.5, Notification.
- <p>This review will be conducted pursuant to Texas Government Code <*> 2001.039. The commission will accept comments for 30 days following publication of this notice in the <eti>Texas Register<et> as to whether the reasons for adopting these rules continue to exist.
- <p>The Texas Commission on Fire Protection, which administers these rules, believes that the reasons for adopting the rules contained in this chapter continue to exist. Any questions or written comments pertaining to this notice of intention to review should be directed to Don Wilson, Executive Director, Texas Commission on Fire Protection, P.O. Box 2286, Austin, Texas, 78768-2286 or by email at info@tcfp.texas.gov. Any proposed changes to the rules as a result of the review will be published in the Proposed Rules section of the <eti>Texas Register<et> and will be open for an additional 30-day public comment period prior to final adoption or repeal by the commission.

PROPOSED RULE REVIEW

Texas Commission on Fire Protection

The Texas Commission on Fire Protection (commission) files this notice of intention to review and consider for re-adoption, revision, or repeal, Texas Administrative Code, Title 37, Part 13, Chapter 495, concerning Regulation of Nongovernmental Departments. Chapter 495 consists of Subchapter A, Voluntary Regulation of Nongovernmental Departments, 495.1, Application Procedures, 495.3, Notification, and 495.5, Nongovernmental Fire Protection Employees, Subchapter B, Regulation of Nongovernmental Organizations and Nongovernmental Personnel, 495.201, Nongovernmental Organizations, 495.203, Nongovernmental Organization Employees, 495.5, Nongovernmental Personnel, and 495.207, Regulation and Certification.

This review will be conducted pursuant to Texas Government Code 2001.039. The commission will accept comments for 30 days following publication of this notice in the Texas Register as to whether the reasons for adopting these rules continue to exist.

The Texas Commission on Fire Protection, which administers these rules, believes that the reasons for adopting the rules contained in this chapter continue to exist. Any questions or written comments pertaining to this notice of intention to review should be directed to Don Wilson, Executive Director, Texas Commission on Fire Protection, P.O. Box 2286, Austin, Texas, 78768-2286 or by email at info@tcfp.texas.gov. Any proposed changes to the rules as a result of the review will be published in the Proposed Rules section of the Texas Register and will be open for an additional 30-day public comment period prior to final adoption or repeal by the commission.

12. Discussion and possible action on future meeting dates, agenda items and locations.

13. Adjourn meeting.