

TEXAS COMMISSION ON FIRE PROTECTION

July 11, 2013, 10:00 a.m.

1701 N. Congress Ave., William B. Travis Building, Room 1-104, Austin, Texas

1. Roll call – 10:00 a.m. (including consideration of whether to excuse absences).
2. Adoption of April 25, 2013 commission meeting minutes.
3. The Budget and Strategic Plan subcommittees will meet on July 11, 2013 during the commission meeting and may develop recommendations to be presented to the full commission including but not limited to, modifications to the agency budget and strategic plan. The subcommittees may meet separately or together.
4. Reports from the Budget and Strategic Plan subcommittees with discussion and possible action relating to any recommendations developed by these subcommittees.
5. Reports from fire service interest groups and agencies on matters relating to organizational purposes, functions, and objectives, including, but not limited to, the Texas Fire Chiefs Association, the Texas State Association of Fire Fighters, the State Firemen's and Fire Marshals' Association of Texas, the Texas Association of Fire Educators, the Texas A&M Forest Service, the National Fire Protection Association, Texas State Association of Fire and Emergency Districts, and the State Fire Marshal's Office.
6. Discussion and possible action concerning reports by the Commission representative to the Texas Fire School Advisory Board and by representatives of the Texas Engineering Extension Service (TEEX) regarding fire protection training provided by TEEX through its Emergency Services Training Institute (ESTI).
7. New matters from the commission, staff, or public which may be discussed in future commission meetings.
8. Discussion and possible action on future meeting dates.
9. Matters referred from the Fire Fighter Advisory Committee (FFAC), including, but not limited to:
 - A. Discussion and possible final adoption on proposed amendments, new sections, repeals and rule reviews as follows:
 1. Proposed amendments to Title 37 TAC, Chapter 421, Standards For Certification, including but not limited to, §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.
 2. Proposed amendments to Title 37 TAC, Chapter 427, Training Facility Certification, including but not limited to, 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, and §427.307, Onsite and Distance Training Provider Staff Requirements.
 3. Proposed amendments to Title 37 TAC, Chapter 437, Fees, including but not limited to, §437.1, Purpose and Scope, §437.3, Certification Fees, §437.5, Renewal Fees, §437.7, Standards Manual and Certification Curriculum Manual Fees, §437.11, Copying Fees, §437.13, Processing Fees for Test Application, §437.15, International Fire Service Accreditation Congress (IFSAC) Seal Fees, and §437.17, Records Review Fees.

4. Proposed amendments to Title 37 TAC, Chapter 439, Examinations for Certification, including but not limited to, 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.
 5. Proposed amendments to Title 37 TAC, Chapter 449, Head of a Fire Department, §449.1, Minimum Standards 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.
 6. Proposed amendments to Title 37 TAC, Chapter 457, Minimum Standards for Incident Safety Officer Certification, including but not limited to, §457.1, Incident Safety Officer Certification, §457.3, Minimum Standards for Incident Safety Officer Certification, and §457.5, Examination Requirements.
- B. Discussion and possible action on proposed amendments, new sections, repeals, and rule reviews as follows:**
1. Proposed amendments to Title 37 TAC, Chapter 421, Standards For Certification, including but not limited to, §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.
 2. Proposed amendments to Title 37 TAC, Chapter 423, Fire Suppression, Subchapter A, Minimum Standards for Structure Fire Protection Personnel Certification, including but not limited to, §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, §423.13, International Fire Service Accreditation Congress (IFSAC) Seal.
 3. Proposed amendments to Title 37 TAC, Chapter 455, Minimum Standards for Wildland Fire Protection Certification, including but not limited to, §455.1, Minimum Standards for Wildland Fire Protection Personnel, §455.3, Minimum Standards for Basic Wildland Fire Protection Certification, §455.5, Minimum Standards for Intermediate Wildland Fire Protection Certification, and §455.7, Examination Requirements.
- C. Report from the Curriculum and Testing Committee with discussion and possible action on recommendations with regards to the following:**
- a. Fire Investigator, 1033 Matrix, curriculum outline and phase outline
 - b. Instructor I, II and III curricula, outlines and reference lists
 - c. Fire Officer III and IV reference lists
 - d. Basic Wildland Fire Fighter reference list
 - e. Intermediate Wildland Fire Fighter curriculum, outline, reference list and skill sheets
 - f. HazMat Operations Mission-Specific Competencies, HazMat Technician and HazMat Incident Commander reference lists
 - g. Appointment of Head of a Fire Department Ad Hoc Advisory Committee
10. Discussion and possible action on recommendation from David Covington, Fire Chief, Schertz Fire Rescue on acceptance of the Federal Highway Administration's Strategic Highway Research Program for continuing education credit.
 11. Discussion of acceptance of ProBoard certification.
 12. Discussion and possible action on matters from the Executive Director.
- A. Report on decisions of the Executive Director in contested cases and consent orders.**

B. Status of division functions.

C. Legislative update.

- 13. Executive session pursuant to Section 551.074, Texas Government Code for the discussion of personnel matters: the appointment, employment, compensation, evaluation, reassignment, duties, discipline, or dismissal of the Executive Director, and the appointment, employment, reassignment, or duties of personnel acting on an Interim basis in this position.**
- 14. Open session for further discussion and possible action regarding preceding agenda item.**
- 15. Adjourn meeting.**

The Texas Commission on Fire Protection may go into executive session on any agenda item if authorized by the Open Meetings Act, Texas Government Code Chapter 551.

1. Roll call – 10:00 a.m. (including consideration of whether to excuse absences).

2. Adoption of April 25, 2013 commission meeting minutes.

TEXAS COMMISSION ON FIRE PROTECTION

Presiding Officer, Steve Tull, at 10:00 a.m. called the April 25, 2013 meeting of the Texas Commission on Fire Protection to order at 1701 N. Congress Avenue, Room 1-104, Austin, Texas.

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| Attending | Elroy Carson Joseph Gonzalez Leonardo Perez | Pat Ekiss John Green Ronald Poynter | Yusuf Farran Joseph Gutheinz** Steve Tull | Carl Giles John McMakin | John Gillette Robert Moore** |
|-----------|---|---|---|----------------------------|---------------------------------|

*absent entire meeting
**absent part of meeting

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| Staff | Don Wilson Paul Maldonado | Deborah Cowan Andrew Lutostanski, Assistant Attorney General | Tim Rutland | Mike Baker |
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| Guests | Glen Trahan Miles Skipper Betty Wilkes Randy Safer | Cary Roccaforte Leonard Chan Mike Higgins John Mayes | Mikal Orr Greg Yount Thayer Smith Robert Isbell | Jacob Smith Wendell Burton Harold Holland Mike Jones | Shawn Fannan Ken Dozier Brandon Wade Mike Wisby | Lalo Rodela Mike Wisko Butch Miller |
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| 1. Roll call | Presiding Officer called roll and a quorum was present. New commissioner Joseph Gutheinz was introduced by the Presiding Officer. |
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| 2. Adoption of Minutes | A motion to approve the minutes of the January 24, 2013 commission meeting minutes was made by Leonardo Perez and seconded by Carl Giles. The motion carried. |
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| 3. Election of new officers | A motion to appoint Joseph Gonzalez new Assistant Presiding Officer with John Gillette remaining Secretary was made by Yusuf Farran and seconded by Elroy Carson. The motion carried. |
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| 4. Budget and Strategic Plan Subcommittee Meeting | The subcommittees met together to review the agency's current and biennium budgets. |
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| 5. Subcommittee Reports | Presiding Officer Steve Tull, appointed Joseph Gutheinz to the Strategic Plan subcommittee and appointed John Green Chair of the subcommittee. |
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| 6. Reports from Fire Service Interest Groups | Brief reports were given by the Texas State Association of Fire Fighters, Texas Fire Chiefs Association and National Fire Protection Association. |
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| 7. Report from Fire Service School Advisory Board & TEEEX | Commission representative Robert Fite had resigned appointment so no report was given. |
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| 8. Appointment of Representative Texas Fire School Advisory Board | A motion was made by Robert Moore and seconded by Pat Ekiss to appoint Michael Hunt as the commission representative to the Texas Fire School Advisory Board. The motion carried. |
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| 9. New Matters | Pro Board/IFSAC |
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| 10. Future meeting dates | The commission scheduled its next meeting for July 11, 2013, beginning at 10:00 a.m. |
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| 11. Matters from Fire Fighter Advisory Committee | <p>A. 1. A motion to approve for final adoption the proposed amendments to 37 TAC, Chapter 425, §§425.1, 425.3, 425.5, 425.7, and 425.11 was made by Joseph Gonzalez and seconded by Leonardo Perez. The motion carried.</p> <p>2. A motion to approve for final adoption the proposed amendments to 37 TAC, Chapter 435, §§435.1, 435.3, 435.7, 435.11, 435.19 and 435.25 as discussed was made by Joseph Gonzalez and seconded by Carl Giles. The motion carried.</p> <p>B. 1. A motion to propose for publication proposed amendments to 37 TAC, Chapter 421, §421.3 and §421.5 as discussed was made by John Gillette and seconded by Pat Ekiss. The motion carried.</p> <p>2. A motion to propose for publication the proposed amendments to 37 TAC, Chapter 427, §427.307 as discussed was made by Leonardo Perez and seconded by Elroy Carson. The motion carried.</p> <p>3. A motion to propose for publication the proposed amendments to 37 TAC, Chapter 437, §437.13 as discussed was made by John Gillette and seconded by Carl Giles. The motion carried.</p> <p>4. A motion to propose for publication the proposed amendments to 37 TAC, Chapter 439, §§439.1, 439.5, and 439.19 as discussed was made by John Gillette and seconded by Joseph Gonzalez. The motion carried.</p> <p>5. A motion to propose for publication the proposed amendments to 37 TAC, Chapter 449, §449.3 and §449.5 as discussed was made by Carl Giles and seconded by John Green. The motion carried.</p> <p>6. A motion to reject the proposed amendments to 37 TAC, Chapter 455, §455.5 and return to the fire fighter advisory committee for further review and recommendation was made by Pat Ekiss and seconded by John McMakin. The motion carried.</p> <p>7. A motion to propose for publication the proposed amendments to 37 TAC, Chapter 457, §457.5 as discussed was made by Leonardo Perez and seconded by John Gillette. The motion carried.</p> <p>C. A motion to approve the appointments of Martin Davila, San Antonio College and Daryl Maretka, Wharton County Jr. College to the Curriculum and Testing Committee was made by John Gillette and seconded by Leonardo Perez. The motion carried.</p> |
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| 12. Appointment of fire fighter advisory committee member | <p>After discussion, a motion to appoint Ken Swindle to the fire fighter advisory committee was made by Joseph Gonzalez and seconded by Carl Giles. The motion carried.</p> <p>A motion to keep a list of the six remaining finalist to use for future vacancies on the fire fighter advisory committee was made by Joseph Gonzalez and seconded by Pat Ekiss. After discussion, the motion was withdrawn.</p> |
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13. Head of Fire Department Committee A motion to send the list of applicants to the Curriculum & Testing Committee for their review and recommendation of applicants to be considered for appointment to the Ad Hoc committee was made by Elroy Carson and seconded by Carl Giles. The motion carried.
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14. Fire Fighter Injury Report A motion to approve the recommendations on fire fighter injury reporting for inclusion in the line-of-duty death annual report of the State Fire Marshal's Office as discussed was made by Leonardo Perez and seconded by John Gillette. The motion carried.
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15. Matters from Executive Director
- a. Mr. Wilson informed commissioners there were no new consent orders or contested cases since the last commission meeting.
 - b. Mr. Wilson provided the commissioners information regarding division functions and answered questions posed by commissioners. Mr. Wilson informed commissioners the agency had conducted approximately 5,600 examinations since September.
 - c. Mr. Wilson informed commissioners on various legislative bills the agency is tracking and the status of those bills to date.
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16. Executive Session Presiding Officer, Steve Tull called for the Executive Session at 11:21 a.m.
 Presiding Officer, Steve Tull called for a second Executive Session at 2:13 p.m.
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17. Open Session Presiding Officer called for open session at 12:42 p.m. A motion was made to dismiss the Executive Director effective immediately and appoint Tim Rutland the new Interim Executive Director was made by John Gillette and seconded by Yusuf Farran. The motion carried.
- Presiding Officer called for open session of second Executive Session at 2:59 p.m. A motion to compensate the Interim Executive Director to that as established by the General Appropriations Act was made by Yusuf Farran and seconded by Elroy Carson. The motion carried.
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18. Adjournment A motion to adjourn was made by John McMakin and seconded by Elroy Carson. The motion carried.

Steve Tull, Presiding Officer

- 3. The Budget and Strategic Plan subcommittees will meet on July 11, 2013 during the commission meeting and may develop recommendations to be presented to the full commission including but not limited to, modifications to the agency budget and strategic plan. The subcommittees may meet separately or together.**

| Key | Division | FY13 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr | FY13 YTD Sum | FY13 Target | % Target ytd/tar | Measures/Explanation |
|---|----------|--------------|---------|---------|---------|----------------|-------------|------------------|--|
| Output: <i>A quantifiable indicator of the number of goods or services an agency produces</i> | | | | | | | | | |
| <input type="checkbox"/> | Lib | 01-01-01:01 | 70 | 42 | 74 | 186 | 800 | 23% | Number of requests from fire department and other entities for agency training and education resources. |
| | | | | | | Cumulative | | | Below target - position was vacant for majority of first quarter, building contacts back now |
| <input type="checkbox"/> | Lib | 01-01-01:02 | 54 | 25 | 33 | 112 | 175 | 64% | Number of research requests for agency information resource center. |
| | | | | | | Cumulative | | | Below target - position was vacant for majority of first quarter, building contacts back now |
| <input type="checkbox"/> | Std | 02-01-01:01 | 174 | 138 | 235 | 547 | 600 | 91% | Number of inspections of regulated entities. |
| | | | | | | Cumulative | | | Exceeds target for end of 3rd quarter |
| <input type="checkbox"/> | Std | 02-01-01:02 | 2,360 | 3,960 | 3,533 | 9,853 | 8,750 | 113% | Number of new certifications issued to individuals. |
| | | | | | | Cumulative | | | Exceeds target |
| <input type="checkbox"/> | Std | 02-01-01:03 | 28,275 | 299 | 202 | 28,776 | 28,840 | 100% | Number of certifications renewed (individuals). |
| | | | | | | Cumulative | | | Within target. Most renewals occur in the first quarter |
| <input type="checkbox"/> | Std | 02-01-01:04 | 2,050 | 2,123 | 2,510 | 6,683 | 8,442 | 79% | Number of individuals examined. |
| | | | | | | Cumulative | | | Within target |
| <input type="checkbox"/> | Adm | 04-01-01:01 | 2,134 | 1,374 | 2,329 | 5,837 | 13,000 | 45% | Dollar value of HUB contacts awarded. |
| | | | | | | Cumulative | | | vendors |
| Explanatory: <i>(Annual) An indicator of factors, agency resources, or requests received that affect a state entity's performance.</i> | | | | | | | | | |
| <input type="checkbox"/> | Fin | 01-02-01:01 | | | | 0 | N/A | N/A | |
| | | | | | | Cumulative | | | |
| <input type="checkbox"/> | Fin | 01-02-01:02 | | | | 0 | N/A | N/A | |
| | | | | | | Cumulative | | | |
| <input type="checkbox"/> | Std | 02-01-01:01 | 92.83% | 92.65% | 93.07% | 93 | 90.0% | 102% | Pass Rate (Percent) |
| | | | | | | Non-Cumulative | | | Exceeds target |
| <input checked="" type="checkbox"/> | Std | 02-01-01:02 | 28,944 | 29,757 | 30,331 | 29,677 | 29,800 | 100% | Number of fire service personnel certified by the Commission. |
| | | | | | | Non-Cumulative | | | Within target |
| <input type="checkbox"/> | Std | 02-01-01:03 | 250 | 184 | 242 | 225 | 185 | 122% | Number of fire service training facilities certified by the Commission. |
| | | | | | | Non-Cumulative | | | Exceeds target |

Cumulative Measure: A measure for which one quarter's performance can be added to a previous quarter's performance to obtain year-to-date performance; otherwise, a measure is non-cumulative.

Non-Cumulative Measure: A measure which, in order to determine year-to-date performance, must be calculated for the entire reporting period and not on the basis of adding together the performance from separate reporting periods

| Key | Division | FY13 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr | FY13 YTD Sum | FY13 Target | % Target ytd/tar | Measures/Explanation |
|--|----------|--------------|------------|------------|------------|----------------|---------------|------------------|---|
| Efficiency <i>A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units</i> | | | | | | | | | |
| <input type="checkbox"/> | Std | 02-01-01:01 | 1.37 | 9.36 | 9.59 | 6.78 | 6 | 113% | Average certification cost per individual certificate issued. |
| | | | | | | Non-Cumulative | Above target | | |
| <input type="checkbox"/> | Std | 02-01-01:02 | 0 | 9.27 | 9.68 | 6.31 | 2.5 | 252% | Average certification cost per facility certificate issued. |
| | | | | | | Non-Cumulative | Above target | | |
| <input type="checkbox"/> | Std | 02-01-01:03 | 62.92 | 82.42 | 94.23 | 79.85 | 95 | 84% | Percentage of new individual certificates issued within 10 days. |
| | | | | | | Non-Cumulative | Below target | | |
| <input type="checkbox"/> | Std | 02-01-01:05 | 26.13 | 25.03 | 19.06 | 23.40 | 85 | 28% | Average cost per exam administered. |
| | | | | | | Non-Cumulative | below target | | |
| Outcome <i>(Annual)</i> <i>A quantifiable indicator of the public and customer benefits from an agency's actions</i> | | | | | | | | | |
| <input checked="" type="checkbox"/> | Fin | 01-02:01 | | | | 0.0% | N/A | N/A | |
| | | | | | | Non-Cumulative | | | |
| <input checked="" type="checkbox"/> | Std | 02-01:01 | 93% | 92% | 92% | 92.6% | 95% | 97% | Percent of inspected certificate holders with no recent violations. |
| | | | | | | Non-Cumulative | Within target | | |
| <input type="checkbox"/> | Fin | 04-01:01 | 7% | 4% | 11% | 7.4% | 10% | 74% | Percent of total dollar value of purchasing contracts awarded to HUBs. |
| | | | | | | Non-Cumulative | Within target | | |

Note: Explanations are provided for measures that are 5% or more off target.

Texas Commission on Fire Protection

Fiscal Year 2013 - Operating Budget

Updated: 06/09/13

Thru: May 31, 2013

Summary

| Goals: | FY13 Budget | FY13 Expended | Balance | % |
|---|---------------------|---------------------|-------------------|----------------|
| Education, Information and Assistance | 48,777.60 | 39,618.00 | 9,159.60 | |
| Fire Department Standards | 1,114,783.31 | 782,458.85 | 332,324.46 | |
| Indirect Administration | 420,799.36 | 330,470.64 | 90,328.72 | |
| Merit Budget | | | | |
| 1001 - Salaries & Wages: | 1,584,360.27 | 1,152,547.49 | 431,812.78 | 27% |
| Education, Information and Assistance | 3,900.00 | 1,800.00 | 2,100.00 | |
| Fire Department Standards | 47,263.17 | 19,169.24 | 28,093.93 | |
| Indirect Administration | 40,247.00 | 23,019.30 | 17,227.70 | |
| 1002 - Other Personnel Costs | 91,410.17 | 43,988.54 | 47,421.63 | 52% |
| Education, Information and Assistance | 32.58 | 21.72 | 10.86 | |
| Fire Department Standards | 749.19 | 499.46 | 249.73 | |
| Indirect Administration | 35,802.00 | 11,628.19 | 24,173.81 | |
| 2001 - Professional Fees and Services: | 36,583.77 | 12,149.37 | 24,434.40 | 67% |
| Education, Information and Assistance | 3,209.00 | 2,532.58 | 676.42 | |
| Fire Department Standards | 15,427.00 | 2,388.37 | 13,038.63 | |
| Indirect Administration | 1,939.28 | 932.81 | 1,006.47 | |
| 2003 - Consumable Supplies: | 20,575.28 | 5,853.76 | 14,721.52 | 72% |
| Education, Information and Assistance | 420.42 | 0.00 | 420.42 | |
| Fire Department Standards | 13,936.68 | 6,202.86 | 7,733.82 | |
| Indirect Administration | 9.46 | 9.46 | 0.00 | |
| 2004 - Utilities: | 14,366.56 | 6,212.32 | 8,154.24 | 57% |
| Education, Information and Assistance | 1,130.04 | 823.63 | 306.41 | |
| Fire Department Standards | 55,269.14 | 34,382.68 | 20,886.46 | |
| Indirect Administration | 25,897.45 | 14,528.61 | 11,368.84 | |
| 2005 - Travel: | 82,296.63 | 49,734.92 | 32,561.71 | 40% |
| Education, Information and Assistance | 180.00 | 75.92 | 104.08 | |
| Fire Department Standards | 2,136.24 | 527.11 | 1,609.13 | |
| Indirect Administration | 269.35 | 269.35 | 0.00 | |
| 2006 - Rent - Building (storage): | 2,585.59 | 872.38 | 1,713.21 | 66% |
| Education, Information and Assistance | 686.32 | 347.14 | 339.18 | |
| Fire Department Standards | 12,716.12 | 7,983.41 | 4,732.71 | |
| Indirect Administration | 3,909.00 | 2,429.71 | 1,479.29 | |
| 2007 - Rent - Machine and Other: | 17,311.44 | 10,760.26 | 6,551.18 | 38% |
| Education, Information and Assistance | 7,442.04 | 2,026.96 | 5,415.08 | |
| Fire Department Standards | 54,570.15 | 29,267.44 | 25,302.71 | |
| Indirect Administration | 28,327.10 | 19,141.92 | 9,185.18 | |
| 2009 - Other Operating Expense: | 90,339.29 | 50,436.32 | 39,902.97 | 44% |
| Education, Information and Assistance | 0.00 | 0.00 | 0.00 | |
| Fire Department Standards | 20,521.83 | 20,521.83 | 0.00 | |
| Indirect Administration | 0.00 | 0.00 | 0.00 | |
| 4000 - Grants: | 20,521.83 | 20,521.83 | 0.00 | 0% |
| Education, Information and Assistance | 0.00 | 0.00 | 0.00 | |
| Fire Department Standards | 0.00 | 0.00 | 0.00 | |
| Indirect Administration | 0.00 | 0.00 | 0.00 | |
| 5000 - Capital Expenditures: | 0.00 | 0.00 | 0.00 | #DIV/0! |
| TOTAL - ALL EXPENDITURES | 1,960,350.83 | 1,353,077.19 | 607,273.64 | 31% |

Texas Commission on Fire Protection
Fiscal Year 2013 - Operating Budget

Thru: May 31, 2013

Goal A: Education, Info and Assistance

| | Library | IT | Grants | Total | % |
|---|-----------------|-----------------|-------------|-----------------|-------------|
| Budget: | 48,777.60 | 0.00 | 0.00 | 48,777.60 | 0 |
| Expended: | 39,618.00 | 0.00 | 0.00 | 39,618.00 | |
| 1001 - Balance Salaries & Wages: | 9,159.60 | 0.00 | 0.00 | 9,159.60 | 19% |
| Other Personnel Costs: | | | | | |
| 7017- One-Time Merit | 0.00 | 0.00 | | 0.00 | |
| 7022- Longevity Pay | 1,800.00 | 0.00 | | 1,800.00 | |
| 7023- Lump Sum Termination | 0.00 | 0.00 | | 0.00 | |
| Budget: | 3,900.00 | 0.00 | 0.00 | 3,900.00 | 0 |
| Expended: | 1,800.00 | 0.00 | 0.00 | 1,800.00 | |
| 1002 - Balance Other Personnel Costs | 2,100.00 | 0.00 | 0.00 | 2,100.00 | 54% |
| Professional Fees and Services: | | | | | |
| 7242- Consulting Services - IT Computer | 0.00 | 0.00 | | 0.00 | |
| 7245- Financial & Accounting Services | 0.00 | 0.00 | | 0.00 | |
| 7253- Other Professional Fees (EAP) | 21.72 | 0.00 | | 21.72 | |
| 7274- Temporary Employment Agencies | 0.00 | 0.00 | | 0.00 | |
| 7275- Computer Programming Services | 0.00 | 0.00 | | 0.00 | |
| Budget: | 32.58 | 0.00 | 0.00 | 32.58 | 0 |
| Expended: | 21.72 | 0.00 | 0.00 | 21.72 | |
| 2001 - Balance Professional Fees and Services: | 10.86 | 0.00 | 0.00 | 10.86 | 33% |
| Budget: | 708.09 | 2,500.91 | | 3,209.00 | 0 |
| Expended: | 31.67 | 2,500.91 | | 2,532.58 | |
| 2003 - (7300) Balance Consumable Supplies: | 676.42 | 0.00 | 0.00 | 676.42 | 21% |
| Utilities: | | | | | |
| 7501- Electricity | 0.00 | 0.00 | | 0.00 | |
| 7503- Telecommunications-Long Distance | 0.00 | 0.00 | | 0.00 | |
| 7504- Telecommunications-Monthly Charge | 0.00 | 0.00 | | 0.00 | |
| 7514- Telecommunications-Maint & Repair | 0.00 | 0.00 | | 0.00 | |
| 7516- Telecommunications-Other Charges (reg voice/internet) | 0.00 | 0.00 | | 0.00 | |
| 7510- Telecommunications Parts & Supplies | 0.00 | 0.00 | | 0.00 | |
| Budget: | 420.42 | 0.00 | 0.00 | 420.42 | 0 |
| Expended: | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2004 - Balance Utilities: | 420.42 | 0.00 | 0.00 | 420.42 | 100% |
| Travel: | | | | | |
| 7101- Travel I/S - Public Transportation Fares | 336.00 | 0.00 | | 336.00 | |
| 7102- Mileage | 0.00 | 0.00 | | 0.00 | |
| 7104- Travel I/S - Actual Expense Overnight | 0.00 | 0.00 | | 0.00 | |
| 7105- Travel I/S - Incidental Expenses | 174.27 | 0.00 | | 174.27 | |
| 7106- Travel I/S - Meals & Lodging | 302.80 | 0.00 | | 302.80 | |
| 7107- Travel I/S - Non-Overnight Travel (Meals) | 0.00 | 0.00 | | 0.00 | |
| 7110- Travel I/S - Board Member Meals & Lodging | 0.00 | 0.00 | | 0.00 | |
| 7111- Travel OOS - Public Transportation Fares | 0.00 | 0.00 | | 0.00 | |
| 7112- Travel OOS - Mileage | 0.00 | 0.00 | | 0.00 | |
| 7115- Travel OOS - Incidental Expenses | 0.00 | 0.00 | | 0.00 | |
| 7116- Travel OOS - Meals, Lodging Allowable | 0.00 | 0.00 | | 0.00 | |
| 7135- Travel I/S - State Occupancy Tax | 10.56 | 0.00 | | 10.56 | |
| 7136- Travel I/S - State Occupancy Tax Galveston | 0.00 | 0.00 | | 0.00 | |
| Budget: | 1,130.04 | 0.00 | 0.00 | 1,130.04 | 0 |
| Expended: | 823.63 | 0.00 | 0.00 | 823.63 | |
| 2005 - Balance Travel: | 306.41 | 0.00 | 0.00 | 306.41 | 27% |
| Budget: | 180.00 | 0.00 | 0.00 | 180.00 | 0 |
| Expended: | 75.92 | 0.00 | 0.00 | 75.92 | |
| 2006 - (7470) Balance Rent - Building (storage): | 104.08 | 0.00 | 0.00 | 104.08 | 58% |

Texas Commission on Fire Protection
Fiscal Year 2013 - Operating Budget

Thru: May 31, 2013

Goal A: Education, Info and Assistance

| | Library | IT | Grants | Total | % |
|--|------------------|-----------------|-------------|------------------|----------------|
| Rent - Machine and Other: | | | | | |
| 7406- Rental - Furnishings & Equipment (copier) | 251.02 | 0.00 | | 251.02 | |
| 7411- Rental - Computer Equipment | 96.12 | 0.00 | | 96.12 | |
| Budget: | 686.32 | 0.00 | 0.00 | 686.32 | 0 |
| Expended: | 347.14 | 0.00 | 0.00 | 347.14 | |
| 2007 - Balance Rent - Machine and Other: | 339.18 | 0.00 | 0.00 | 339.18 | 49% |
| Other Operating Expense: | | | | | |
| 7042- ERS Insurance Payment | 396.18 | 0.00 | | 396.18 | |
| 7201- Membership Dues | 10.00 | 0.00 | | 10.00 | |
| 7071 Employee Moving Expense | 0.00 | 0.00 | | 0.00 | |
| 7203- Registration Fees-Employee Training | 85.00 | 0.00 | | 85.00 | |
| 7295 Fees & Other Charges (DPS) (7210) | 0.00 | 0.00 | | 0.00 | |
| 7211- Awards | 0.00 | 0.00 | | 0.00 | |
| 7216- Insurance Premiums - appvd by oag | 0.00 | 0.00 | | 0.00 | |
| 7262- Maint & Repair - Computer Software | 0.00 | 0.00 | | 0.00 | |
| 7267- Maint & Repair - Computer Equipment | 0.00 | 0.00 | | 0.00 | |
| 7273- Reproduction & Printing | 4.40 | 0.00 | | 4.40 | |
| 7276- Communication Services (T-1 Line) | 0.00 | 0.00 | | 0.00 | |
| 7281- Advertising Services | 0.00 | 0.00 | | 0.00 | |
| 7286- Freight & Delivery Services | 0.00 | 0.00 | | 0.00 | |
| 7291- Postage & Postal Services | 15.26 | 0.00 | | 15.26 | |
| 7299- Purchased Contracted Services | 13.07 | 0.00 | | 13.07 | |
| 7303- Subscriptions, Periodicals and Info Services | 336.02 | 0.00 | | 336.02 | |
| 7266- Maintenance/Repair - Building | 17.12 | 0.00 | | 17.12 | |
| 7328 supp. /mater. -constr/hardware | 0.00 | 0.00 | | 0.00 | |
| 7330- Parts -equip, furn | 0.00 | 0.00 | | 0.00 | |
| 7334- Furnishings & Equipment -Expensed | -31.54 | 0.00 | | -31.54 | |
| 7335- Parts -Computer Equipment - Expensed | 0.00 | 0.00 | | 0.00 | |
| 7354- Bldg Remodel - State Leased -Expensed | 0.00 | 0.00 | | 0.00 | |
| 7367- Personal Property - Maint & Repair | 46.51 | 0.00 | | 46.51 | |
| 7374- Personal Property-Furn & Equip - Controlled | 32.58 | 0.00 | | 32.58 | |
| 7377- Computer Equipment - Expensed | 0.00 | 0.00 | | 0.00 | |
| 7378- Computer Equipment - Controlled | 0.00 | 0.00 | | 0.00 | |
| 7379- Computer Equipment - Cap (>1,000) | 0.00 | 0.00 | | 0.00 | |
| 7380- Computer Software - Expensed | 525.00 | 0.00 | | 525.00 | |
| 7382- Books - Expensed | 279.81 | 0.00 | | 279.81 | |
| 7806- Interest on Delayed Payment | 0.00 | 0.00 | | 0.00 | |
| 7947- Workers Compensation Transfer (SORM) | 0.00 | 0.00 | | 0.00 | |
| 7312- Medical Supplies | 4.16 | 0.00 | | 4.16 | |
| 7961- STS Transfers-Telecommunications (TexAn) | 84.20 | 0.00 | | 84.20 | |
| 7962- Capitol Complex (CCTS) | 209.19 | 0.00 | | 209.19 | |
| Budget: | 7,442.04 | 0.00 | 0.00 | 7,442.04 | 0 |
| Expended: | 2,026.96 | 0.00 | 0.00 | 2,026.96 | |
| 2009 - Balance Other Operating Expense: | 5,415.08 | 0.00 | 0.00 | 5,415.08 | 73% |
| Grants: | | | | | |
| 7623- Grants- Community Serv. Programs | 0.00 | 0.00 | | 0.00 | |
| 7701- Loans to Political Subdivisions | 0.00 | 0.00 | | 0.00 | |
| Budget: | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| Expended: | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4000 - Balance Grants: | 0.00 | 0.00 | 0.00 | 0.00 | #DIV/0! |
| Capital Expenditures: | | | | | |
| 7354- Remodeling of Bldg-State Owned - Capitalized | 0.00 | 0.00 | | 0.00 | |
| 7389- Books, Pre-Recorded Ref Material - Capitalized | 0.00 | 0.00 | | 0.00 | |
| Budget: | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| Expended: | 0.00 | 0.00 | 0.00 | 0.00 | |
| 5000 - Balance Capital Expenditures: | 0.00 | 0.00 | 0.00 | 0.00 | #DIV/0! |
| Budget: | 63,277.09 | 2,500.91 | 0.00 | 65,778.00 | |
| Expended: | 44,745.04 | 2,500.91 | 0.00 | 47,245.95 | |
| TOTAL BALANCE | 18,532.05 | 0.00 | 0.00 | 18,532.05 | 28% |

Texas Commission on Fire Protection

Fiscal Year 2013 - Operating Budget

Thru: May 31, 2013

Goal B: Fire Department Standards

| | Standards | | | | | | | | |
|--|----------------|------------------|------------------|------------------|-----------------|------------------|------------------|------------------|------------|
| | Mgmt | Complnc | Cert | Testing | Curr Dev | Admin | Total | % | |
| | Budget: | 77,144.00 | 442,475.16 | 205,928.16 | 196,607.07 | 44,836.92 | 147,792.00 | 1114783.31 | 0.00 |
| | Expended: | 60,003.00 | 325,490.37 | 115,176.81 | 142,931.70 | 33,627.69 | 105,229.28 | 782,458.85 | |
| 1001 - Balance Salaries & Wages: | | 17,141.00 | 116984.79 | 90,751.35 | 53675.37 | 11,209.23 | 42,562.72 | 332324.46 | 30% |
| Other Personnel Costs: | | | | | | | | | |
| 7017- One-Time Merit | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7022- Longevity Pay | | 0.00 | 6,720.00 | 2,480.00 | 4,340.00 | 360.00 | 2,480.00 | 16,380.00 | |
| 7023- Lump Sum Termination | | 0.00 | 949.07 | 0.00 | 1,840.17 | 0.00 | | 2,789.24 | |
| 7984- Unemployment/TWC | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| | Budget: | 22,603.00 | 9,160.00 | 3,440.00 | 7,720.17 | 480.00 | 3,860.00 | 47,263.17 | 0 |
| | Expended: | 0.00 | 7,669.07 | 2,480.00 | 6,180.17 | 360.00 | 2,480.00 | 19,169.24 | |
| 1002 - Balance Other Personnel Costs | | 22,603.00 | 1,490.93 | 960.00 | 1,540.00 | 120.00 | 1,380.00 | 28,093.93 | 59% |
| Professional Fees and Services: | | | | | | | | | |
| 7242- Consulting Services - IT Computer | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7245- Financial & Accounting Services | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7253- Other Professional Fees (EAP) | | 499.46 | 0.00 | 0.00 | 0.00 | 0.00 | | 499.46 | |
| 7274- Temporary Employment Agencies | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7275- Computer Programming Services | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| | Budget: | 749.19 | | | | | | 749.19 | 0.00 |
| | Expended: | 499.46 | 0.00 | 0.00 | 0.00 | 0.00 | | 499.46 | |
| 2001 - Balance Professional Fees and Service | | 249.73 | 0.00 | 0.00 | 0.00 | 0.00 | | 249.73 | 33% |
| | Budget: | 3,827.00 | 652.98 | 9,612.36 | 1,334.66 | | | 15,427.00 | 0.00 |
| | Expended: | 729.53 | 452.98 | 71.20 | 1,134.66 | 0.00 | | 2,388.37 | |
| 2003 - (7300) Balance Consumable Supplies: | | 3,097.47 | 200.00 | 9,541.16 | 200.00 | 0.00 | | 13,038.63 | 85% |
| Utilities: | | | | | | | | | |
| 7501- Electricity | | 75.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 75.00 | |
| 7503- Telecommunications-Long Distance | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7504- Telecommunications-Monthly Charge | | 265.23 | 1,392.45 | 0.00 | 0.00 | 0.00 | | 1,657.68 | |
| 7514- Telecommunications-Maint & Repair | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7516- Telecommunications-Other Charges (reg voice/int) | | 0.00 | 4,451.28 | 0.00 | 0.00 | 0.00 | | 4,451.28 | |
| 7510- Telecommunications Parts & Supplies | | 0.00 | 9.45 | 0.00 | 9.45 | 0.00 | | 18.90 | |
| | Budget: | 340.23 | 13,587.00 | | 9.45 | | | 13,936.68 | 0.00 |
| | Expended: | 340.23 | 5,853.18 | 0.00 | 9.45 | 0.00 | | 6,202.86 | |
| 2004 - Balance Utilities: | | 0.00 | 7,733.82 | 0.00 | 0.00 | 0.00 | | 7,733.82 | 55% |
| Travel: | | | | | | | | | |
| 7101- Travel I/S - Public Transportation Fares | | 364.03 | 8,093.79 | 426.62 | 1,246.00 | 0.00 | | 10,130.44 | |
| 7102- Mileage | | 38.99 | 1,939.52 | 195.37 | 183.01 | 0.00 | | 2,356.89 | |
| 7104- Travel I/S - Actual Expense Overnight | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7105- Travel I/S - Incidental Expenses | | 350.20 | 4,115.21 | 341.40 | 641.07 | 0.00 | | 5,447.88 | |
| 7106- Travel I/S - Meals & Lodging | | 770.82 | 11,254.04 | 563.18 | 1,082.27 | 0.00 | | 13,670.31 | |
| 7107- Travel I/S - Non-Overnight Travel (Meals) | | 12.45 | 627.61 | 0.00 | 54.08 | 0.00 | | 694.14 | |
| 7110- Travel I/S - Board Member Meals & Lodging | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7111- Travel OOS - Public Transportation Fares | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7112- Travel OOS - Mileage | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7114- Travel OOS - | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7115- Travel OOS - Incidental Expenses | | 0.00 | 0.00 | 0.00 | 257.44 | 86.05 | | 343.49 | |
| 7116- Travel OOS - Meals, Lodging Allowable | | 0.00 | 0.00 | 0.00 | 835.95 | 687.61 | | 1,523.56 | |
| 7135- Travel I/S - State Occupancy Tax | | 9.82 | 199.61 | 0.00 | 6.54 | 0.00 | | 215.97 | |
| 7136- Travel I/S - State Occupancy Tax Galveston | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| | Budget: | 2,128.81 | 34,634.33 | 4,918.00 | 12,814.34 | 773.66 | | 55,269.14 | 0.00 |
| | Expended: | 1,546.31 | 26,229.78 | 1,526.57 | 4,306.36 | 773.66 | | 34,382.68 | |
| 2005 - Balance Travel: | | 582.50 | 8,404.55 | 3,391.43 | 8,507.98 | 0.00 | | 20,886.46 | 38% |
| 7462- Rent office space - building | | | 430.65 | | | | | 430.65 | |
| 7470- Rent Space - storage | | | 96.46 | | | | | 96.46 | |
| | Budget: | | 2,136.24 | | | | | 2,136.24 | 0 |
| | Expended: | 0.00 | 527.11 | 0.00 | 0.00 | 0.00 | | 527.11 | |
| 2006 - Balance Rent - Building : | | 0.00 | 1,609.13 | 0.00 | 0.00 | 0.00 | | 1,609.13 | 75% |

Texas Commission on Fire Protection

Fiscal Year 2013 - Operating Budget

Thru: May 31, 2013

Goal B: Fire Department Standards

| | Standards | | | | | | Total | % |
|--|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|----------------|
| | Mgmt | Complnc | Cert | Testing | Curr Dev | Admin | | |
| Rent - Machine and Other: | | | | | | | | |
| 7406- Rental - Furnishings & Equipment (copier) | 5,773.46 | 0.00 | 0.00 | 0.00 | 0.00 | | 5,773.46 | |
| 7411- Rental - Computer Equipment | 2,209.95 | 0.00 | 0.00 | 0.00 | 0.00 | | 2,209.95 | |
| Budget: | 12,716.12 | | | | | | 12,716.12 | 0.00 |
| Expended: | 7,983.41 | 0.00 | 0.00 | 0.00 | 0.00 | | 7,983.41 | |
| 2007 - Balance Rent - Machine and Other: | 4,732.71 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,732.71 | 37% |
| Other Operating Expense: | | | | | | | | |
| 7042- ERS Insurance Payment | 600.03 | 3,173.73 | 1,151.76 | 1,344.92 | 336.24 | 1,026.25 | 7,632.93 | |
| 7071- Employee Moving Expense | 0.00 | 501.72 | 0.00 | 0.00 | 0.00 | | 501.72 | |
| 7201- Membership Dues | 0.00 | 165.00 | 0.00 | 0.00 | 0.00 | | 165.00 | |
| 7203- Registration Fees-Employee Training | 295.00 | 259.00 | 189.00 | 1,384.00 | 200.00 | | 2,327.00 | |
| 7210- Fees & Other Charges (DPS) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7211- Awards | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7216- Insurance Premiums - appvd by oag | 0.00 | 250.00 | 0.00 | 0.00 | 0.00 | | 250.00 | |
| 7262- Maint & Repair - Computer Software | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7267- Maint & Repair - Computer Equipment | 0.00 | 0.00 | 0.00 | 1,033.74 | 0.00 | | 1,033.74 | |
| 7273- Reproduction & Printing | 101.28 | 0.00 | 0.00 | 30.00 | 0.00 | | 131.28 | |
| 7276- Communication Services (T-1 Line) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7281- Advertising Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7286- Freight & Delivery Services | 0.00 | 0.00 | 0.00 | 5,217.75 | 0.00 | | 5,217.75 | |
| 7291- Postage & Postal Services | 350.77 | 315.00 | 0.00 | 0.00 | 0.00 | | 665.77 | |
| 7299- Purchased Contracted Services | 300.50 | 155.95 | 0.00 | 0.00 | 0.00 | | 456.45 | |
| 7303- Subscriptions, Periodicals and Info Services | 103.13 | 0.00 | 0.00 | 0.00 | 0.00 | | 103.13 | |
| 7266- Maintenance/Repair - Building | 393.87 | 0.00 | 0.00 | 0.00 | 0.00 | | 393.87 | |
| 7328- supp. /mater. -constr/hardware | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7330- Parts -equip, furn | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7334- Furnishings & Equipment -Expensed | -378.28 | 0.00 | 0.00 | 205.70 | 0.00 | | -172.58 | |
| 7335- Parts -Computer Equipment - Expensed | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7354- Bldg Remodel - State Leased -Expensed | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7367- Personal Property - Maint & Repair | 1,069.61 | 0.00 | 0.00 | 914.00 | 0.00 | | 1,983.61 | |
| 7374- Personal Property-Furn & Equip - Controlled | 749.34 | 0.00 | 0.00 | 0.00 | 0.00 | | 749.34 | |
| 7377- Computer Equipment - Expensed | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7378- Computer Equipment - Controlled | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7379- Computer Equipment - Cap (>1,000) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7380- Computer Software - Expensed | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7382- Books - Expensed | 80.60 | 902.10 | 0.00 | 0.00 | 0.00 | | 982.70 | |
| 7806- Interest on Delayed Payment | 0.43 | 0.91 | 0.00 | 0.28 | 0.00 | | 1.62 | |
| 7947- Workers Compensation Transfer (SORM) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7312- Medical Supplies | 95.67 | 0.00 | 0.00 | 0.00 | 0.00 | | 95.67 | |
| 7961- STS Transfers-Telecommunications (TexAn) | 1,936.80 | 0.00 | 0.00 | 0.00 | 0.00 | | 1,936.80 | |
| 7962- STS transfer to GR (CCTS) | 4,811.64 | 0.00 | 0.00 | 0.00 | 0.00 | | 4,811.64 | |
| Budget: | 18,762.81 | 9,174.75 | 6,519.28 | 17,687.02 | 948.37 | 1,477.92 | 54,570.15 | 0.00 |
| Expended: | 10,510.39 | 5,723.41 | 1,340.76 | 10,130.39 | 536.24 | 1,026.25 | 29,267.44 | |
| 2009 - Balance Other Operating Expense: | 8,252.42 | 3,451.34 | 5,178.52 | 7,556.63 | 412.13 | 451.67 | 25,302.71 | 46% |
| Grants: | | | | | | | | |
| 7623- Grants- Community Serv. Programs | | | | | | | | |
| 7701- Loans to Political Subdivisions | | | | | | | | |
| Budget: | | | 20,521.83 | | | | 20,521.83 | 0.00 |
| Expended: | 0.00 | 0.00 | 20,521.83 | 0.00 | 0.00 | 0.00 | 20,521.83 | |
| 4000 - Balance Grants: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0% |
| Capital Expenditures: | | | | | | | | |
| 7354- Remodeling of Bldg-State Owned - Capitalized | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7389- Books, Pre-Recorded Ref Material - Capitalized | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| Budget: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| Expended: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 5000 - Balance Capital Expenditures: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | #DIV/0! |
| Budget: | 138,271.16 | 511,820.46 | 250,939.63 | 236,172.71 | 47,038.95 | 153,129.92 | 133,732.83 | 0.00 |
| Expended: | 81,612.33 | 371,945.90 | 141,117.17 | 164,692.73 | 35,297.59 | 108,735.53 | 903,401.25 | |
| TOTAL BALANCE | 56,658.83 | 139,874.56 | 109,822.46 | 71,479.98 | 11,741.36 | 44,394.39 | 433,971.58 | 32% |

Texas Commission on Fire Protection
Fiscal Year 2013 - Operating Budget

Thru: May 31, 2013

Goal C: Indirect Administration

| | Exec Office | Fin Svcs | Commis | Total | % |
|---|-------------------|------------------|------------------|-------------------|------------|
| Budget: | 348,093.36 | 72,706.00 | | 420,799.36 | 0.00 |
| Expended: | 261,304.35 | 69,166.29 | 0.00 | 330,470.64 | |
| 1001 - Balance Salaries & Wages: | 86,789.01 | 3,539.71 | 0.00 | 90,328.72 | 21% |
| Other Personnel Costs: | | | | | |
| 7004- Non-Permanent Full-Time Employee | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7017- One-Time Merit | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7022- Longevity Pay | 4,000.00 | 2,960.00 | 0.00 | 6,960.00 | |
| 7023- Lump Sum Termination | 11,373.30 | 0.00 | 0.00 | 11,373.30 | |
| 7984- Unemployment/TWC | 0.00 | 4,686.00 | 0.00 | 4,686.00 | |
| Budget: | 28,857.00 | 11,390.00 | | 40,247.00 | 0.00 |
| Expended: | 15,373.30 | 7,646.00 | 0.00 | 23,019.30 | |
| 1002 - Balance Other Personnel Costs | 13,483.70 | 3,744.00 | 0.00 | 17,227.70 | 43% |
| Professional Fees and Services: | | | | | |
| 7242- Consulting Services - IT Computer | 0.00 | 1,130.00 | 0.00 | 1,130.00 | |
| 7245- Financial & Accounting Services | 0.00 | 2,133.50 | 0.00 | 2,133.50 | |
| 7253- Other Professional Fees (EAP) | 0.00 | 152.02 | 0.00 | 152.02 | |
| 7274- Temporary Employment Agencies | 0.00 | 8,212.67 | 0.00 | 8,212.67 | |
| 7275- Computer Programming Services | 0.00 | 0.00 | 0.00 | 0.00 | |
| Budget: | 0.00 | 35,802.00 | | 35,802.00 | 0.00 |
| Expended: | 0.00 | 11,628.19 | 0.00 | 11,628.19 | |
| 2001 - Balance Professional Fees and Services: | 0.00 | 24,173.81 | 0.00 | 24,173.81 | 68% |
| Budget: | 720.28 | 1,219.00 | | 1,939.28 | 0.00 |
| Expended: | 570.28 | 362.53 | 0.00 | 932.81 | |
| 2003 - (7300) Balance Consumable Supplies: | 150.00 | 856.47 | 0.00 | 1,006.47 | 52% |
| Utilities: | | | | | |
| 7501- Electricity | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7503- Telecommunications-Long Distance | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7504- Telecommunications-Monthly Charge | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7514- Telecommunications-Maint & Repair | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7516- Telecommunications-Other Charges (reg voice/internet) | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7510- Telecommunications Parts & Supplies | 9.46 | 0.00 | 0.00 | 9.46 | |
| Budget: | 9.46 | | | 9.46 | 0.00 |
| Expended: | 9.46 | 0.00 | 0.00 | 9.46 | |
| 2004 - Balance Utilities: | 0.00 | 0.00 | 0.00 | 0.00 | 0% |
| Travel: | | | | | |
| 7101- Travel I/S - Public Transportation Fares | 430.35 | 71.00 | 3,330.67 | 3,832.02 | |
| 7102- Mileage | 0.00 | 76.28 | 5,354.21 | 5,430.49 | |
| 7104- Travel I/S - Actual Expense Overnight | 460.72 | 0.00 | 0.00 | 460.72 | |
| 7105- Travel I/S - Incidental Expenses | 460.20 | 0.00 | 302.94 | 763.14 | |
| 7106- Travel I/S - Meals & Lodging | 393.00 | 0.00 | 0.00 | 393.00 | |
| 7107- Travel I/S - Non-Overnight Travel (Meals) | 9.29 | 0.00 | 17.64 | 26.93 | |
| 7110- Travel I/S - Board Member Meals & Lodging | 0.00 | 0.00 | 3,584.63 | 3,584.63 | |
| 7111- Travel OOS - Public Transportation Fares | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7112- Travel OOS - Mileage | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7115- Travel OOS - Incidental Expenses | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7116- Travel OOS - Meals, Lodging Allowable | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7135- Travel I/S - State Occupancy Tax | 5.28 | 0.00 | 32.40 | 37.68 | |
| 7136- Travel I/S - State Occupancy Tax Galveston | 0.00 | 0.00 | 0.00 | 0.00 | |
| Budget: | 3,051.17 | 147.28 | 22,699.00 | 25,897.45 | 0.00 |
| Expended: | 1,758.84 | 147.28 | 12,622.49 | 14,528.61 | |
| 2005 - Balance Travel: | 1,292.33 | 0.00 | 10,076.51 | 11,368.84 | 44% |
| Budget: | 240.00 | 29.35 | | 269.35 | 0 |
| Expended: | 240.00 | 29.35 | 0.00 | 269.35 | |
| 2006 - (7470) Balance Rent - Building (storage): | 0.00 | 0.00 | 0.00 | 0.00 | 0% |

Texas Commission on Fire Protection
Fiscal Year 2013 - Operating Budget

Thru: May 31, 2013

Goal C: Indirect Administration

| | Exec Office | Fin Svcs | Commis | Total | % |
|--|-------------------|-------------------|------------------|-------------------|----------------|
| Rent - Machine and Other: | | | | | |
| 7406- Rental - Furnishings & Equipment (copier) | 0.00 | 1,757.14 | 0.00 | 1,757.14 | |
| 7411- Rental - Computer Equipment | 0.00 | 672.57 | 0.00 | 672.57 | |
| Budget: | | 3,909.00 | | 3,909.00 | 0.00 |
| Expended: | 0.00 | 2,429.71 | 0.00 | 2,429.71 | |
| 2007 - Balance Rent - Machine and Other: | 0.00 | 1,479.29 | 0.00 | 1,479.29 | 38% |
| Other Operating Expense: | | | | | |
| 7042- ERS Insurance Payment | 2,610.72 | 717.71 | 0.00 | 3,328.43 | |
| 7071- Employee Moving Expense | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7201- Membership Dues | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7203- Registration Fees-Employee Training | 1,074.00 | 589.00 | 0.00 | 1,663.00 | |
| 7210- Fees & Other Charges (DPS) | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7211- Awards | 637.50 | 0.00 | 0.00 | 637.50 | |
| 7216- Insurance Premiums - appvd by oag | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7262- Maint & Repair - Computer Software | 663.98 | 3,313.00 | 0.00 | 3,976.98 | |
| 7266- Maint & Repair - Building | 0.00 | 119.87 | 0.00 | 119.87 | |
| 7267- Maint & Repair - Computer Equipment | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7273- Reproduction & Printing | 0.00 | 222.82 | 0.00 | 222.82 | |
| 7276- Communication Services (T-1 Line) | 2,000.00 | 0.00 | 0.00 | 2,000.00 | |
| 7281- Advertising Services | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7286- Freight & Delivery Services | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7291- Postage & Postal Services | 0.00 | 107.01 | 0.00 | 107.01 | |
| 7299- Purchased Contracted Services | 0.00 | 91.43 | 0.00 | 91.43 | |
| 7303- Subscriptions, Periodicals and Info Services | 101.35 | 51.29 | 0.00 | 152.64 | |
| 7312- Medical Supplies | 0.00 | 29.12 | 0.00 | 29.12 | |
| 7328- supp. /mater. -constr/hardware | 23.97 | 0.00 | 0.00 | 23.97 | |
| 7330- Parts -equip, furn | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7334- Furnishings & Equipment -Expensed | 344.36 | 45.78 | 0.00 | 390.14 | |
| 7335- Parts -Computer Equipment - Expensed | 210.51 | 0.00 | 0.00 | 210.51 | |
| 7354- Bldg Remodel - State Leased -Expensed | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7367- Personal Property - Maint & Repair | 0.00 | 325.54 | 0.00 | 325.54 | |
| 7374- Personal Property-Furn & Equip - Controlled | 0.00 | 228.06 | 0.00 | 228.06 | |
| 7377- Computer Equipment - Expensed | 125.80 | 0.00 | 0.00 | 125.80 | |
| 7378- Computer Equipment - Controlled | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7379- Computer Equipment - Cap (>1,000) | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7380- Computer Software - Expensed | 763.54 | 0.00 | 0.00 | 763.54 | |
| 7382- Books - Expensed | 120.60 | 0.00 | 0.00 | 120.60 | |
| 7806- Interest on Delayed Payment | 0.83 | 0.10 | 0.00 | 0.93 | |
| 7947- Workers Compensation Transfer (SORM) | 0.00 | 2,570.14 | 0.00 | 2,570.14 | |
| 7953- SWCAP payment/cost allocation | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7961- STS Transfers-Telecommunications (TexAn) | 0.00 | 589.47 | 0.00 | 589.47 | |
| 7962- STS transfer to GR (CCTS) | 0.00 | 1,464.42 | 0.00 | 1,464.42 | |
| Budget: | 15,678.65 | 12,648.45 | | 28,327.10 | 0.00 |
| Expended: | 8,677.16 | 10,464.76 | 0.00 | 19,141.92 | |
| 2009 - Balance Other Operating Expense: | 7,001.49 | 2,183.69 | 0.00 | 9,185.18 | 32% |
| Capital Expenditures: | | | | | |
| 7387- computer Software-expensed > 1,000 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7389- Books, Pre-Recorded Ref Material - Capitalized | 0.00 | 0.00 | 0.00 | 0.00 | |
| Budget: | | | | 0.00 | 0 |
| Expended: | 0.00 | 0.00 | 0.00 | 0.00 | |
| 5000 - Balance Capital Expenditures: | 0.00 | 0.00 | 0.00 | 0.00 | #DIV/0! |
| Budget: | 396,649.92 | 137,851.08 | 22,699.00 | 557,200.00 | 0.00 |
| Expended: | 287,933.39 | 101,874.11 | 12,622.49 | 402,429.99 | |
| TOTAL - BALANCE | 108,716.53 | 35,976.97 | 10,076.51 | 154,770.01 | 28% |

TEXAS COMMISSION ON FIRE PROTECTION

FY13 BUDGET, Approved: 07/31/12

last updated 06/09/13

FY13 - Method of Finance:

| (as of: GAA) | Info 13008 | Stds 13014 | Admin 13800 | TOTALS |
|---------------------------------------|---------------|------------------|----------------|------------------|
| Regular Appropriation (from GAA) | 65,778 | 1,271,851 | 557,200 | 1,894,829 |
| INTERNAL Budget Transfers | | | | 0 |
| License Plate Receipts | | 10,000 | | 10,000 |
| Appro. Receipts (IFSAC Seals) | | 45,000 | | 45,000 |
| Additional IFSAC Seals above \$45,000 | | | | 0 |
| Texas Fire Fighters Association-Grant | | | | 0 |
| DIR communication expenditure rebate | | 0 | | 0 |
| Additional License Plate Receipts | | 10,522 | | 10,522 |
| Total Funding: | 65,778 | 1,337,373 | 557,200 | 1,960,351 |

FY13 - BUDGET DETAIL

| | Info 13008 | Stds 13014 | Admin 13800 | TOTALS |
|---|------------------|---------------------|-------------------|---------------------|
| 1001 - Salaries & Wages: | | | | |
| 7001- Salaries - Exempt Positions | | | | 0.00 |
| 7002- Salaries - Classified Positions | 48,777.60 | 1,114,783.31 | 420,799.36 | 1,584,360.27 |
| 700x Merit Budget | | | | 0.00 |
| 700x- Equity Adjustment | | | | 0.00 |
| 1001 - Total Salaries & Wages | 48,777.60 | 1,114,783.31 | 420,799.36 | 1,584,360.27 |
| 1002 - Other Personnel Costs: | | | | |
| 7004 - Non Permanent Full-Time Empl | | | | 0.00 |
| 7017- pos 1x - contingency budget | | 11,243.00 | 8,503.70 | 19,746.70 |
| 7022- Longevity Pay | 2,400.00 | 22,820.00 | 9,100.00 | 34,320.00 |
| 7023- Lump Sum Terms and retirement payout | 1,500.00 | 10,340.17 | 11,373.30 | 23,213.47 |
| Excess from Salary Savings | | | | 0.00 |
| 7984- Unemployment Compensation | | 2,860.00 | 11,270.00 | 14,130.00 |
| 1002 - Total Other Personnel Costs | 3,900.00 | 47,263.17 | 40,247.00 | 91,410.17 |
| 2001 - Professional Fees and Services: | | | | |
| 7242- Consulting Services - IT Computers | | | 3,300.00 | 3,300.00 |

FY13 - BUDGET DETAIL

| | Info 13008 | Stds 13014 | Admin 13800 | TOTALS |
|---|-----------------|------------------|------------------|------------------|
| 7245 - Financial & Accounting Services | | | 5,500.00 | 5,500.00 |
| 7253- Other Professional Fees | 32.58 | 749.19 | | 781.77 |
| 7274- Temporary Employment Agencies | | | 27,002.00 | 27,002.00 |
| 7275- Computer Programming Services | | | | 0.00 |
| 2001 - Total Professional Fees and Services: | 32.58 | 749.19 | 35,802.00 | 36,583.77 |
| 2003 - Consumable Supplies: | | | | |
| 7300- Consumables (central Store) | 708.09 | 3,827.00 | 1,219.00 | 5,754.09 |
| IT - toner, copier/computer supplies | 2,500.91 | | | 2,500.91 |
| IFSAC seals | | 8,000.00 | | 8,000.00 |
| Non Central Store items | | 3,600.00 | 720.28 | 4,320.28 |
| 2003 - Total Consumable Supplies: | 3,209.00 | 15,427.00 | 1,939.28 | 20,575.28 |
| 2004 - Utilities: | | | | |
| 7501- Electricity | | 75.00 | | 75.00 |
| 7503- Telecommunications-Long Distance | | | | 0.00 |
| 7504- Telecommunications-Monthly Charge | 226.42 | 8,046.23 | | 8,272.65 |
| 7510- Telecommunications-Parts & Supplies | | 9.45 | 9.46 | 18.91 |
| 7514- Telecommunications-Maint & Repair | | | | 0.00 |
| 7516- Telecommunications-Other Charges | 194.00 | 5,806.00 | | 6,000.00 |
| ATT-field, + mobiles | | | | 0.00 |
| DIR for HQ | | | | 0.00 |
| 7517- Telecommunications-Equip | | | | 0.00 |
| 2004 - Total Utilities: | 420.42 | 13,936.68 | 9.46 | 14,366.56 |
| 2005 - Travel: | | | | |
| 7101- Travel I/S - Public Transportation Fares | 400.00 | 20,203.34 | 8,330.54 | 28,933.88 |
| 7102- Mileage | | 6,287.00 | 7,913.28 | 14,200.28 |
| 7136-Travel I/S-Actual Expense Overnight | | | | 0.00 |
| 7104- Travel I/S - Actual Expense Overnight | 105.00 | 650.27 | 505.00 | 1,260.27 |
| 7105- Travel I/S - Incidental Expenses | | 8,607.00 | 886.00 | 9,493.00 |
| 7106- Travel I/S - Meals & Lodging | 625.04 | 15,391.87 | 3,357.63 | 19,374.54 |
| 7107- Travel I/S - Non-Overnight Travel (Meals) | | 1,546.00 | 328.00 | 1,874.00 |
| 7110- Travel I/S - Board Member Meals/Lod | | | 4,577.00 | 4,577.00 |
| 7111- Travel OOS - Public Transportation Fares | | 1,488.00 | | 1,488.00 |
| 7114- Travel OOS - Actual meals & lodging exp | | | | 0.00 |
| 7115- Travel OOS - Incidental Expenses | | 452.05 | | 452.05 |
| 7116- Travel OOS - Meals, Lodging Allowable | | 643.61 | | 643.61 |
| 7135- Travel I/S - State Occupancy Tax | | | | 0.00 |
| 2005 - Total Travel: | 1,130.04 | 55,269.14 | 25,897.45 | 82,296.63 |

FY13 - BUDGET DETAIL

| | Info 13008 | Stds 13014 | Admin 13800 | TOTALS |
|--|---------------|------------------|-----------------|------------------|
| 2006 - Rent - Building: | | | | |
| 7462- Rental - Office Space/Building | | 2,136.24 | | 2,136.24 |
| 7470- Rental of Space | 180.00 | | 269.35 | 449.35 |
| 2006 - Total Rent - Building: | 180.00 | 2,136.24 | 269.35 | 2,585.59 |
| 2007 - Rent - Machine and Other: | | | | |
| 7406- Rental - Furnishings & Equipment (copier) | 430.32 | 9,897.60 | 3,012.00 | 13,339.92 |
| 7411- Rental - Computer Equipment | 256.00 | 2,818.52 | 897.00 | 3,971.52 |
| | | | | 0.00 |
| 2007 - Total Rent - Machine and Other: | 686.32 | 12,716.12 | 3,909.00 | 17,311.44 |
| 2009 - Other Operating Expense: | | | | |
| 7201- Membership Dues | | | 150.00 | 150.00 |
| library | 195.00 | | | 195.00 |
| etwg, fire chf | | | | 0.00 |
| | | | | 0.00 |
| 7042 - ERS Employee Ins Payment | 487.78 | 11,194.83 | 4,478.01 | 16,160.62 |
| 7203- Registration Fees-Employee Training | 660.00 | 15,485.00 | 7,723.37 | 23,868.37 |
| 7204- Insurance Premiums | | | | 0.00 |
| 7295- Fees & Other Charges - dps (7210) | | 60.00 | | 60.00 |
| notary fee | | | | 0.00 |
| 7211- Awards | | | 1,854.72 | 1,854.72 |
| 7216- Insurance Premiums - appvd by oag | | 250.00 | | 250.00 |
| 7262- M&R - Computer Software | | | 3,313.00 | 3,313.00 |
| 7266- M&R - Building | | | | 0.00 |
| 7267- M&R - Computer Equipment | | 862.00 | | 862.00 |
| 7273- Reproduction & Printing | | 3,000.00 | 1,000.00 | 4,000.00 |
| 7276- Communication Services | | | 2,000.00 | 2,000.00 |
| 7281- Advertising Services | | | | 0.00 |
| 7286- Freight/Delivery Services | | 7,190.55 | | 7,190.55 |
| 7291- Postage & Postal Services | 429.00 | 1,890.77 | | 2,319.77 |
| 7299- Purchased Contracted Services | | 360.00 | | 360.00 |
| 7303- Subscriptions, Periodicals and Info Services | | | | 0.00 |
| 7312- Medical Supplies | | | | 0.00 |
| 7330- Parts -equip, furn | | | | 0.00 |
| 7334- Furnishings & Equipment -Expensed | | | | 0.00 |
| 7335- Parts -Computer Equipment - Expensed | | | | 0.00 |
| 7340- Real Property and Improvements - Expensed | | | | 0.00 |
| 7354- Building remodel - State Leased Expensed | | | | 0.00 |

FY13 - BUDGET DETAIL

| | Info 13008 | Stds 13014 | Admin 13800 | TOTALS |
|---|------------------|---------------------|-------------------|---------------------|
| 7367- Personal Property - M&R | | | | 0.00 |
| 7374- Personal Property-F&E- Controlled | | | | 0.00 |
| 7377- Computer Equipment - Expensed | | | | 0.00 |
| 7378- Computer Equipment - Controlled | | | | 0.00 |
| 7379- Computer Equipment - Cap (>1,000) | | | | 0.00 |
| 7380- Computer Software - Expensed | 525.00 | | 1,543.00 | 2,068.00 |
| 7382- Books - Expensed | 4,629.26 | 2,400.00 | 150.00 | 7,179.26 |
| 7806- Interest | | | | 0.00 |
| 7947- Workers Compensation Transfer | | | 2,500.00 | 2,500.00 |
| 7953- SWCAP payment/cost allocation | | | | 0.00 |
| 7961- STS Transfers-Telecommunications | 134.00 | 3,088.00 | 940.00 | 4,162.00 |
| 7962 - STS transfer to GR (CTS) | 382.00 | 8,789.00 | 2,675.00 | 11,846.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| 2009 - Total Other Operating Expense: | 7,442.04 | 54,570.15 | 28,327.10 | 90,339.29 |
| 4000 - Grants: | | | | |
| 7623- Grants- Community Serv. Programs | | 20,521.83 | | 20,521.83 |
| 7701- Loans to Political Subdivisions | | | | |
| 4000 - Grants: | 0.00 | 20,521.83 | 0.00 | 20,521.83 |
| 5000 - Capital Expenditures: | | | | |
| 7343- Remodeling of Bldg-State Owned-Capitalized | | | | 0.00 |
| 7387- computer Software-expensed > 1,000 | | | | 0.00 |
| 7389- Books, Pre-recorded Ref Material - Capitali. NFPA (paper subscription) | 0.00 | | | 0.00 |
| | | | | 0.00 |
| 5000 - Capital Expenditures: | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL - EXPENDITURES less BRP | 65,778.00 | 1,337,372.83 | 557,200.00 | 1,960,350.83 |
| Difference from MOF: | 0.00 | 0.00 | 0.00 | 0.00 |

- 4. Reports from the Budget and Strategic Plan subcommittees with discussion and possible action relating to any recommendations developed by these subcommittees.**

5. **Reports from fire service interest groups and agencies on matters relating to organizational purposes, functions, and objectives, including, but not limited to, the Texas Fire Chiefs Association, the Texas State Association of Fire Fighters, the State Firemen's and Fire Marshals' Association of Texas, the Texas Association of Fire Educators, the Texas A&M Texas Forest Service, the National Fire Protection Association, Texas State Association of Fire and Emergency Districts, and the State Fire Marshal's Office.**

6. **Discussion and possible action concerning reports by the Commission representative to the Texas Fire School Advisory Board and by representatives of the Texas Engineering Extension Service (TEEX) regarding fire protection training provided by TEEX through its Emergency Services Training Institute (ESTI).**

7. **New matters from the commission, staff, or public which may be discussed in future commission meetings.**

8. Discussion and possible action on future meeting dates.

9. **Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**
 - A. **Discussion and possible final adoption on proposed amendments, new sections, repeals, and rule reviews as follows:**
 1. **Proposed amendments to Title 37 TAC, Chapter 421, Standards For Certification, including but not limited to, §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.**

Chapter 421

Standards for Certification

§421.3. Minimum Standards Set by the Commission

- (a) General statement. It shall be clearly understood that the specified minimum standards [~~herein~~] described **in this section** are designated as a minimum program. Employing entities are encouraged to exceed the minimum program wherever possible. Continuous in-service training beyond the minimum standards for fire protection personnel is strongly recommended. Nothing in these regulations shall limit or be construed as limiting the powers of the Civil Service Commission, or the employing entity, to enact rules and regulations which establish a higher standard of training than the minimum specified, or which provides for the termination of the services of unsatisfactory employees during or upon completion of the prescribed probationary period.
- (b) Functional position descriptions.
- (1) Structural **Fire Protection** [~~fire protection~~] personnel. The following general position description for structural fire protection personnel serves as a guide for anyone interested in understanding the qualifications, competencies, and tasks required of the fire fighter operating in the State of Texas. It is ultimately the responsibility of an employer to define specific job descriptions within each jurisdiction.
- (A) Qualifications. Successfully complete a Commission-approved course; achieve a passing score on written and performance certification examinations; must be at least 18 years of age; generally, the knowledge and skills required show the need for a high school education or equivalent; ability to communicate verbally, via telephone and radio equipment; ability to lift, carry, drag, and balance weight equivalent to the average human weight; ability to interpret in English, written and oral instructions; ability to work effectively in high stress situations; ability to work effectively in an environment with loud noises and flashing lights; ability to function through an entire work shift; ability to calculate weight and volume ratios; ability to read and understand English language manuals including chemical, medical and technical terms, and road maps; ability to accurately discern street signs and address numbers; ability to document in English, all relevant information in prescribed format in light of legal ramifications of such; ability to converse in English with coworkers and other emergency response personnel. Good manual dexterity with ability to perform all tasks related to the protection of life and property; ability to bend, stoop, and crawl on uneven surfaces; ability to withstand varied environmental conditions such as extreme heat, cold, and moisture; and ability to work in low or no light, confined spaces, elevated heights and other dangerous environments.
- (B) Competency. A basic fire fighter must demonstrate competency handling emergencies utilizing equipment and skills in accordance with the objectives in Chapter 1 of the Commission's Certification Curriculum Manual.
- (2) Aircraft **Rescue Fire Fighting** [~~rescue fire fighting~~] personnel. The following general position description for aircraft rescue fire fighting personnel serves as a guide for anyone interested in understanding the qualifications, competencies, and tasks required of aircraft rescue fire fighting personnel operating in the State of Texas. It is ultimately the responsibility of an employer to define specific job descriptions within each jurisdiction.
- (A) Qualifications. In addition to the qualifications for basic structural fire protection personnel: familiarity with geographic and physical components of an airport; ability to use and understand communication equipment, terminology, and procedures utilized by airports; ability and knowledge in the application of fire suppression agents; and ability to effectively perform fire suppression and rescue operations.
- (B) Competency. Basic fire fighting and rescue personnel must demonstrate competency handling emergencies utilizing equipment and skills in accordance with the objectives in Chapter 2 of the Commission's Certification Curriculum Manual.

- (3) Marine **Fire Protection** [~~fire protection~~] personnel. The following general position description for marine fire protection personnel serves as a guide for anyone interested in understanding the qualifications, competencies, and tasks required of the marine fire fighter operating in the State of Texas. It is ultimately the responsibility of an employer to define specific job descriptions within each jurisdiction.
- (A) Qualifications. In addition to the qualifications for basic structural fire protection personnel: familiarity with geographic and physical components of a navigable waterway; ability to use and understand communication equipment, terminology, and procedures used by the maritime industry; and knowledge in the operation of fire fighting vessels.
 - (B) Competency. A marine fire fighter must demonstrate competency in handling emergencies utilizing equipment and skills in accordance with the objectives in Chapter 3 of the Commission's Certification Curriculum Manual.
- (4) Fire **Inspection** [~~inspection~~] personnel. The following general position description for fire inspection personnel serves as a guide for anyone interested in understanding the qualifications, competencies, and tasks required of the fire inspector operating in the State of Texas. It is ultimately the responsibility of an employer to define specific job descriptions within each jurisdiction.
- (A) Qualifications. Successfully complete a Commission-approved course; achieve a passing score on certification examinations; must be at least 18 years of age; generally, the knowledge and skills required to show the need for a high school education or equivalent; ability to communicate verbally, via telephone and radio equipment; ability to lift, carry, and balance weight equivalent to weight of common tools and equipment necessary for conducting an inspection; ability to interpret written and oral instructions; ability to work effectively with the public; ability to work effectively in an environment with potentially loud noises; ability to function through an entire work shift; ability to calculate area, weight and volume ratios; ability to read and understand English language manuals including chemical, construction and technical terms, building plans and road maps; ability to accurately discern street signs and address numbers; ability to document, in writing, all relevant information in a prescribed format in light of legal ramifications of such; ability to converse in English with coworkers and other personnel. Demonstrate knowledge of characteristics and behavior of fire, and fire prevention principles. Good manual dexterity with the ability to perform all tasks related to the inspection of structures and property; ability to bend, stoop, and crawl on uneven surfaces; ability to climb ladders; ability to withstand varied environmental conditions such as extreme heat, cold, and moisture; and the ability to work in low light, confined spaces, elevated heights, and other dangerous environments.
 - (B) Competency. A fire inspector must demonstrate competency in conducting inspections utilizing equipment and skills in accordance with the objectives in Chapter 4 of the Commission's Certification Curriculum Manual.
- (5) Fire Investigator personnel. The following general position description for fire investigator personnel serves as a guide for anyone interested in understanding the qualifications, competencies, and tasks required of the fire investigator operating in the State of Texas. It is ultimately the responsibility of an employer to define specific job descriptions within each jurisdiction.
- (A) Qualifications. Successfully complete a Commission-approved course; achieve a passing score on certification examinations; be at least 18 years of age; generally, the knowledge and skills required to show the need for a high school education or equivalent; ability to communicate verbally, via telephone and radio equipment; ability to lift, carry, and balance weight equivalent to weight of common tools and equipment necessary for conducting an investigation; ability to interpret written and oral instructions; ability to work effectively with the public; ability to work effectively in a hazardous environment; ability to function through an entire work shift; ability to calculate area, weight and volume ratios; ability to read and understand English language manuals including chemical, legal and technical terms, building plans and road maps; ability to accurately discern street signs and address numbers; ability to document, in writing, all relevant information in a prescribed format in light of legal ramifications of such; ability to converse in English with coworkers and other personnel. Good manual dexterity with the ability to perform all tasks related to fire investigation; ability to bend, stoop, and walk on uneven surfaces; ability to climb ladders; ability to withstand varied environmental conditions such as extreme

heat, cold and moisture; and the ability to work in low light, confined spaces, elevated heights, and other potentially dangerous environments.

(B) Competency. A fire investigator or arson investigator must demonstrate competency in determining fire cause and origin utilizing equipment and skills in accordance with the objectives in Chapter 5 of the Commission's Certification Curriculum Manual.

(6) Hazardous Materials Technician personnel. The following general position description for hazardous materials personnel serves as a guide for anyone interested in understanding the qualifications, competencies, and tasks required of the hazardous materials technician operating in the State of Texas. It is ultimately the responsibility of an employer to define specific job descriptions within each jurisdiction.

(A) Qualifications. In addition to the qualifications for basic structural fire protection personnel: successfully complete a Commission-approved course; achieving a passing score on the certification examination; the ability to analyze a hazardous materials incident, plan a response, implement the planned response, evaluate the progress of the planned response, and terminate the incident.

(B) Competency. A hazardous materials technician must demonstrate competency handling emergencies resulting from releases or potential releases of hazardous materials, using specialized chemical protective clothing and control equipment in accordance with the objectives in Chapter 6 of the Commission's Certification Curriculum Manual.

(7) Hazardous Materials Incident Commander personnel. The following general position description for Hazardous Materials Incident Commander serves as a guide for anyone interested in understanding the qualifications, competencies, and tasks required of the Hazardous Materials Incident Commander operating in the State of Texas. It is ultimately the responsibility of an employer to define specific job descriptions within each jurisdiction.

(A) Qualifications. In addition to the qualifications for awareness and operations level personnel, the Hazardous Materials Incident Commander is an individual who has met all the job performance requirements of Hazardous Materials Incident Commander as defined in Chapter 8 of NFPA 472, Competence of Responders to Hazardous Materials Incidents/Weapons of Mass Destruction. The individual should demonstrate knowledge in the policies, plans, and procedures regarding hazardous materials response as adopted by the local jurisdiction; and all components of the incident command system and their proper utilization.

(B) Competency. In addition to the competencies of awareness and operations level personnel, a Hazardous Materials Incident Commander must demonstrate competency in such areas as: analyzing an incident via the collection of information and an estimation of potential outcomes; planning appropriate response operations; implementing a planned response; evaluating the progress of a planned response and revising as necessary; terminating an incident; conducting a post-incident critique; and reporting and documenting an incident in a manner consistent with local, state, and federal requirements.

(8) [(7)] Driver/Operator--Pumper personnel. The following general position description for driver/operator--pumper personnel serves as a guide for anyone interested in understanding the qualifications, competencies, and tasks required of the driver/operator--pumper of a fire department pumper operating in the State of Texas. It is ultimately the responsibility of an employer to define specific job descriptions within each jurisdiction.

(A) Qualifications. In addition to the qualifications for basic structural fire protection personnel: ability to perform specified routine test, inspection, and maintenance functions; ability to perform practical driving exercises; ascertain the expected fire flow; ability to position a fire department pumper to operate at a fire hydrant; ability to produce effective streams; and supply sprinkler and standpipe systems.

(B) Competency. A driver/operator--pumper must demonstrate competency operating a fire department pumper in accordance with the objectives in Chapter 7 of the Commission's Certification Curriculum Manual.

(9) ~~[(8)]~~ Fire Officer I personnel. The following general position description for Fire Officer I personnel serves as a guide for anyone interested in understanding the qualifications, competencies, and tasks required of the Fire Officer I operating in the State of Texas. It is ultimately the responsibility of an employer to define specific job descriptions within each jurisdiction.

(A) Qualifications. In addition to the qualifications for basic structural fire protection and Fire Instructor I personnel: the ability to supervise personnel, and assign tasks at emergency operations; the ability to direct personnel during training activities; the ability to recommend action for member-related problems; the ability to coordinate assigned tasks and projects, and deal with inquiries and concerns from members of the community; the ability to implement policies; the ability to perform routine administrative functions, perform preliminary fire investigation, secure an incident scene and preserve evidence; the ability to develop pre-incident plans, supervise emergency operations, and develop and implement action plans; the ability to deploy assigned resources to ensure a safe work environment for personnel, conduct initial accident investigation, and document an incident.

(B) Competency. A Fire Officer I must demonstrate competency in handling emergencies and supervising personnel utilizing skills in accordance with the objectives in Chapter 9 of the Commission's Certification Curriculum Manual.

(10) ~~[(9)]~~ Fire Officer II personnel. The following general position description for Fire Officer II personnel serves as a guide for anyone interested in understanding the qualifications, competencies, and tasks required of the Fire Officer II operating in the State of Texas. It is ultimately the responsibility of an employer to define specific job descriptions within each jurisdiction.

(A) Qualifications. In addition to the qualifications for Fire Officer I and Fire Instructor I personnel: the ability to motivate members for maximum job performance; the ability to evaluate job performance; the ability to deliver life safety and fire prevention education programs; the ability to prepare budget requests, news releases, and policy changes; the ability to conduct pre-incident planning, fire inspections, and fire investigations; the ability to supervise multi-unit emergency operations, identify unsafe work environments or behaviors, review injury, accident, and exposure reports.

(B) Competency. A Fire Officer II must demonstrate competency in supervising personnel and coordinating multi-unit emergency operations utilizing skills in accordance with the objectives in Chapter 9 of the Commission's Certification Curriculum Manual.

(11) Fire Officer III personnel. The following general position description for Fire Officer III personnel serves as a guide for anyone interested in understanding the qualifications, competencies, and tasks required of the Fire Officer III operating in the State of Texas. It is ultimately the responsibility of an employer to define specific job descriptions within each jurisdiction.

(A) Qualifications. A Fire Officer III is a midlevel supervisor who performs both supervisory and first-line managerial functions. In addition to the qualifications and competency for Fire Officer II, the Fire Officer III is an individual who has met all the job performance requirements of Fire Officer III as defined in Chapter 6 of 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.

(B) Competency. A Fire Officer III must demonstrate competency doing research; analyzing data and using evaluative techniques; developing proposals; developing, preparing, and implementing various procedures and programs within an organization; managing personnel resources; preparing and managing budgets; utilizing techniques to encourage personnel participation and development; and working in top-level positions within the incident command system.

(12) Fire Officer IV personnel. The following general position description for Fire Officer IV personnel serves as a guide for anyone interested in understanding the qualifications, competencies, and

tasks required of the Fire Officer IV operating in the State of Texas. It is ultimately the responsibility of an employer to define specific job descriptions within each jurisdiction.

(A) Qualifications. A Fire Officer IV is an upper level supervisor who performs both supervisory and managerial functions. In addition to the qualifications and competency for Fire Officer III, the Fire Officer IV is an individual who has met all the job performance requirements of Fire Officer IV as defined in Chapter 7 of 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.

(B) Competency. A Fire Officer IV must demonstrate competency in appraising and evaluating departmental programs to ensure adherence to current laws and best practices; developing medium and long-range plans for organizations; and assuming a top-level leadership role in both the organization and community.

(13) [(40)] Fire Service Instructor I personnel. The following general position description for Fire Service Instructor I personnel serves as a guide for anyone interested in understanding the qualifications, competencies, and tasks required of the Fire Service Instructor I operating in the State of Texas. It is ultimately the responsibility of an employer to define specific job descriptions within each jurisdiction.

(A) Qualifications. In addition to successfully completing a Commission-approved course and achieving a passing score on the certification examination: must have the ability to deliver instructions effectively from a prepared lesson plan; the ability to use instructional aids and evaluation instruments; the ability to adapt to lesson plans to the unique requirements of both student and the jurisdictional authority; the ability to organize the learning environment to its maximum potential; the ability to meet the record-keeping requirements of the jurisdictional authority.

(B) Competency. A Fire Service Instructor I must demonstrate competency in delivering instruction in an environment organized for efficient learning while meeting the record-keeping needs of the authority having jurisdiction, utilizing skills in accordance with the objectives in Chapter 8 of the Commission's Certification Curriculum Manual.

(14) [(44)] Fire Service Instructor II personnel. The following general position description for Fire Service Instructor II personnel serves as a guide for anyone interested in understanding the qualifications, competencies, and tasks required of the Fire Service Instructor II operating in the State of Texas. It is ultimately the responsibility of an employer to define specific job descriptions within each jurisdiction.

(A) Qualifications. In addition to successfully completing a Commission-approved course, achieving a passing score on the certification examination, and meeting the qualifications for Fire Service Instructor I: the ability to develop individual lesson plans for a specific topic, including learning objectives, instructional aids, and evaluation instruments; the ability to schedule training sessions based on the overall training plan of the jurisdictional authority; the ability to supervise and coordinate the activities of other instructors.

(B) Competency. A Fire Service Instructor II must demonstrate competency in developing individual lesson plans; scheduling training sessions; and supervising other instructors, utilizing skills in accordance with the objectives in Chapter 8 of the Commission's Certification Curriculum Manual.

(15) [(42)] Fire Service Instructor III personnel. The following general position description for Fire Service Instructor III personnel serves as a guide for anyone interested in understanding the qualifications, competencies, and tasks required of the Fire Service Instructor III operating in the State of Texas. It is ultimately the responsibility of an employer to define specific job descriptions within each jurisdiction.

(A) Qualifications. In addition to successfully completing a Commission-approved course, achieving a passing score on the certification examination, and meeting the qualifications for Fire Service Instructor II: the ability to develop comprehensive training curricula and programs for use by single or

multiple organizations; the ability to conduct organizational needs analysis; and the ability to develop training goals and implementation strategies.

- (B) Competency. A Fire Service Instructor III must demonstrate competency in developing comprehensive training curricula and programs; conducting organizational needs analysis; and developing training goals and implementation strategies, utilizing skills in accordance with the objectives in Chapter 8 of the Commission's Certification Curriculum Manual.

(16) Incident Safety Officer personnel. The following general position description for Incident Safety Officer personnel serves as a guide for anyone interested in understanding the qualifications, competencies, and tasks required of the Incident Safety Officer operating in the State of Texas. It is ultimately the responsibility of an employer to define specific job descriptions within each jurisdiction.

A. Qualifications. An Incident Safety Officer is an individual who has met the requirements of Fire Officer Level I specified in NFPA 1021, Standard for Fire Officer Professional Qualifications and Chapter 6 of NFPA 1521, Standard for Fire Department Safety Officer and has the knowledge, skill, and abilities to manage incident scene safety. Typical Incident Safety Officer duties include risk and resource evaluation; hazard identification and communication; action plan reviews; safety briefings; accident investigation; post incident analysis; and participation in safety committee activities.

(B) Competency. An Incident Safety Officer must demonstrate competency in management of incident scene safety through a working knowledge of the various emergency operations as prescribed by the local jurisdiction; an understanding of building construction; fire science and fire behavior; managing an organization's personnel accountability system; and incident scene rehabilitation methodology.

(17) Basic Wildland Fire Protection personnel. The following general position description for Basic Wildland Fire Protection personnel serves as a guide for anyone interested in understanding the qualifications, competencies, and tasks required of the Basic Wildland Fire Fighter operating in the State of Texas. It is ultimately the responsibility of an employer to define specific job descriptions within each jurisdiction.

(A) Qualifications. A Basic Wildland Fire Fighter is an individual who has met the requirements of Chapter 5 of NFPA 1051, Standard for Wildland Fire Fighter Professional qualifications, and should demonstrate knowledge in: wildland fire behavior; fireline safety and use; limitations of personal protective equipment; fire shelter use; fire suppression tactics and techniques in wildland settings; and have an understanding of the firefighter's role within the local incident management system.

(B) Competency. A Basic Wildland Fire Fighter must demonstrate competency in such areas as: maintaining personal protective equipment and assigned fire suppression tools and equipment; the ability to quickly prepare for a response when notified; recognizing hazards and unsafe situations in a wildland fire; securing a fire line; mopping up a fire area; and patrolling a fire area so as to ensure fire control.

(18) Intermediate Wildland Fire Protection personnel. The following general position description for Intermediate Wildland Fire Protection personnel serves as a guide for anyone interested in understanding the qualifications, competencies, and tasks required of the Intermediate Wildland Fire Fighter operating in the State of Texas. It is ultimately the responsibility of an employer to define specific job descriptions within each jurisdiction.

(A) Qualifications. In addition to the qualifications and competency for the Basic Wildland Fire Fighter, the Intermediate Wildland Fire Fighter is an individual who has met the requirements of Chapter 6 of NFPA 1051, Standard for Wildland Fire Fighter Professional qualifications, and should demonstrate knowledge in: basic map reading; use of a locating device such as a compass; radio procedures as adopted by the local jurisdiction; and record keeping.

(B) Competency. An Intermediate Wildland Fire Fighter must demonstrate competency in such areas as: the ability to lead a team of fire fighters in the performance of assigned tasks while maintaining the safety of personnel; implementing appropriate fireline construction methods and other techniques for protection of exposed property; operation of water delivery equipment; securing an area of suspected fire origin and associated evidence; and serving as a lookout in a wildland fire.

§421.5 Definitions

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

- (1) Admission to employment--An entry level full-time employee of a local government entity in one of the categories of fire protection personnel.
- (2) Appointment--The designation or assignment of a person to a discipline regulated by the Commission. The types of appointments are:
 - (A) permanent appointment—~~the~~ [The] designation or assignment of certified fire protection personnel or certified part time fire protection employees to a particular discipline (See Texas Government Code, §419.032); and
 - (B) probationary or temporary appointment—~~the~~ [The] designation or assignment of an individual to a particular discipline, except for head of a fire department, for which the individual has passed the Commission's certification and has met the medical requirement of **§423.1(c)** [~~§423.1(b)~~] of this title (**relating to Minimum Standards for Structure Fire Protection Personnel**), if applicable, but has not yet been certified. (See Texas Government Code, §419.032.)
- (3) Approved training--Any training used for a higher level of certification must be approved by the Commission and assigned to either the A-List or the B-List. The training submission must be in a manner specified by the Commission and contain all information requested by the Commission. The Commission will not grant credit twice for the same subject content or course. Inclusion on the A-List or B-List does not preclude the course approval process as stated elsewhere in the Standards Manual.
- (4) Assigned/work--A fire protection personnel or a part-time fire protection employee shall be considered "assigned/working" in a position, any time the individual is receiving compensation and performing the duties that are regulated by the [Texas]Commission [~~on Fire Protection~~] certification and has been permanently appointed, as defined in this section, to the particular discipline.
- (5) Assistant fire chief--The officer occupying the first position subordinate to the head of a fire department.
- (6) Auxiliary fire fighter--A volunteer fire fighter.
- (7) Benefits--Benefits shall include, but are not limited to, inclusion in group insurance plans (such as health, life, and disability) or pension plans, stipends, free water usage, and reimbursed travel expenses (such as meals, mileage, and lodging).
- (8) Chief Training Officer--The individual, by whatever title he or she may be called, who coordinates the activities of a certified training facility.
- (9) Class hour--Defined as not less than 50 minutes of instruction, also defined as a contact hour; a standard for certification of fire protection personnel.
- (10) Code--The official legislation creating the Commission.
- (11) College credits--Credits earned for studies satisfactorily completed at an institution of higher education accredited by an agency recognized by the U.S. Secretary of Education and including National Fire Academy (NFA) open learning program colleges, or courses recommended for college credit by the American Council on Education (ACE) or delivered through the National Emergency Training Center (both EMI and NFA) programs. A course of study satisfactorily completed and identified on an official transcript from a college or in the ACE National Guide that is primarily related to Fire Service, Emergency Medicine, Emergency

Management, or Public Administration is defined as applicable for Fire Science college credit, and is acceptable for higher levels of certification. **A criminal justice course related to fire and or arson investigation that is satisfactorily completed and identified on an official transcript from a college or in the ACE National Guide may be used to qualify for Master Arson Investigator certification.**

- (12) Commission--Texas Commission on Fire Protection.
- (13) Commission-recognized training--A curriculum or training program which carries written approval from the Commission, or credit hours that appear on an official transcript from an accredited college or university, or any fire service training received from a nationally recognized source, i.e., the National Fire Academy.
- (14) Compensation--Compensation is to include wages, salaries, and "per call" payments (for attending drills, meetings or answering emergencies).
- (15) Expired--Any certification that has not been renewed on or before the end of the certification period.
- (16) Federal fire fighter--A person as defined in the Texas Government Code, §419.084(h).
- (17) Fire chief--The head of a fire department.
- (18) Fire department--A department of a local government that is staffed by one or more fire protection personnel or part-time fire protection employees.
- (19) Fire protection personnel--Any person who is a permanent full-time employee of a fire department or governmental entity and who is appointed duties in one of the following categories/disciplines: fire suppression, fire inspection, fire and arson investigation, marine fire fighting, aircraft rescue fire fighting, fire training, fire education, fire administration and others employed in related positions necessarily or customarily appertaining thereto.
- (20) Fire suppression duties--Engaging in the controlling or extinguishment of a fire of any type or performing activities which are required for and directly related to the control and extinguishment of fires or standing by on the employer's premises or apparatus or nearby in a state of readiness to perform these duties.
- (21) Full-time--An officer or employee is considered full-time if the employee works an average of 40 hours a week or averages 40 hours per week or more during a work cycle in a calendar year. For the purposes of this definition paid leave will be considered time worked.
- (22) Government entity--The local authority having jurisdiction as employer of full-time fire protection personnel in a state agency, incorporated city, village, town or county, education institution or political subdivision.
- (23) High school--A school accredited as a high school by the Texas Education Agency or equivalent accreditation agency from another jurisdiction.
- (24) Immediately dangerous to life or health (IDLH)--An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.
- (25) Incipient stage fire--A fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguishers, Class II standpipe or small hose systems without the need for protective clothing or breathing apparatus.
- (26) Interior structural fire fighting--The physical activity of fire suppression, rescue or both, inside of buildings or enclosed structures which are involved in a fire situation beyond the incipient stage. (See 29 CFR §1910.155)
- (27) Lead instructor--An individual qualified as an instructor to deliver fire protection training.
- (28) Municipality--Any incorporated city, village, or town of this state and any county or political subdivision or district in this state. Municipal pertains to a municipality as ~~herein~~ defined **in this section**.

- (29) National Fire Academy semester credit hours--The number of hours credited for attendance of National Fire Academy courses is determined as recommended in the most recent edition of the "National Guide to Educational Credit for Training Programs," American Council on Education (ACE).
- (30) Non-self-serving affidavit--A sworn document executed by someone other than the individual seeking certification.
- (31) Participating volunteer fire fighter--An individual who voluntarily seeks certification and regulation by the Commission under the Texas Government Code, Chapter 419, Subchapter D.
- (32) Participating volunteer fire service organization--A fire department that voluntarily seeks regulation by the Commission under the Texas Government Code, Chapter 419, Subchapter D.
- (33) Part-time fire protection employee--An individual who is appointed as a part-time fire protection employee and who receives compensation, including benefits and reimbursement for expenses. A part-time fire protection employee is not full-time as defined in this section.
- (34) Personal alert safety system (PASS)--Devices that are certified as being compliant with NFPA 1982, and that automatically activates an alarm signal (which can also be manually activated) to alert and assist others in locating a fire fighter or emergency services person who is in danger.
- (35) Political subdivision--A political subdivision of the State of Texas that includes, but is not limited to the following:
- (A) city;
 - (B) county;
 - (C) school district;
 - (D) junior college district;
 - (E) levee improvement district;
 - (F) drainage district;
 - (G) irrigation district;
 - (H) water improvement district;
 - (I) water control and improvement district;
 - (J) water control and preservation district;
 - (K) freshwater supply district;
 - (L) navigation district;
 - (M) conservation and reclamation district;
 - (N) soil conservation district;
 - (O) communication district;
 - (P) public health district;
 - (Q) river authority;
 - (R) municipal utility district;

(S) transit authority;

(T) hospital district;

(U) emergency services district;

(V) rural fire prevention district; and

(W) any other governmental entity that:~~embraces a geographical area with a defined boundary;~~

(i) embraces a geographical area with a defined boundary;

(ii) exists for the purpose of discharging functions of the government; and

(iii) possesses authority for subordinate self-government through officers selected by it.

(36) Reciprocity for IFSAC seals--Valid documentation of accreditation from the International Fire Service Accreditation Congress used for **Commission** [~~TCFP~~] certification may only be used for obtaining an initial certification.

(37) Recognition of training--A document issued by the Commission stating that an individual has completed the training requirements of a specific phase level of the Basic Fire Suppression Curriculum.

(38) School--Any school, college, university, academy, or local training program which offers fire service training and included within its meaning the combination of course curriculum, instructors, and facilities.

(39) Structural fire protection personnel--Any person who is a permanent full-time employee of a government entity who engages in fire fighting activities involving structures and may perform other emergency activities typically associated with fire fighting activities such as rescue, emergency medical response, confined space rescue, hazardous materials response, and wildland fire fighting.

(40) Trainee--An individual who is participating in a Commission approved training program.

(41) Volunteer fire protection personnel--Any person who has met the requirements for membership in a volunteer fire service organization, who is assigned duties in one of the following categories: fire suppression, fire inspection, fire and arson investigation, marine fire fighting, aircraft rescue fire fighting, fire training, fire education, fire administration and others in related positions necessarily or customarily appertaining thereto.

(42) Volunteer fire service organization--A volunteer fire department or organization not under mandatory regulation by the [~~Texas~~]Commission[~~on Fire Protection~~].

(43) Years of experience--For purposes of higher levels of certification or fire service instructor certification:

(A) Except as provided in subparagraph (B) of this paragraph, years of experience is defined as full years of full-time, part-time or volunteer fire service while holding:

(i) a [~~Texas~~] Commission[~~on Fire Protection~~] certification as a full-time, or part-time employee of a government entity, a member in a volunteer fire service organization, and/or an employee of a regulated non-governmental fire department; or

(ii) a State Firemen's and Fire Marshals' Association advanced fire fighter certification and have successfully completed, as a minimum, the requirements for an Emergency Care Attendant (ECA) as specified by the Department of State Health Services (DSHS), or its successor agency, or its equivalent; or

(iii) an equivalent certification as a full-time fire protection personnel of a governmental entity from another jurisdiction, including the military, or while a member in a volunteer fire service organization from another jurisdiction, and have, as a minimum, the requirements for an **ECA** [~~Emergency Care Attendant (ECA)~~] as specified by the **DSHS** [~~Department of State Health Services (DSHS)~~], or its successor agency, or its equivalent; or

(iv) for fire service instructor eligibility only, a State Firemen's and Fire Marshals' Association Level II Instructor Certification, received prior to June 1, 2008 or Instructor I received on or after June 1, 2008 or an equivalent instructor certification from the ~~DSHS~~~~(Texas Department of State Health Services (DSHS))~~ or the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE). Documentation of at least three years of experience as a volunteer in the fire service shall be in the form of a non self-serving sworn affidavit.

- (B) For fire service personnel certified as required in subparagraph (A) of this paragraph on or before October 31, 1998, years of experience includes the time from the date of employment or membership to date of certification not to exceed one year.

9. **Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**
 - A. **Discussion and possible final adoption on proposed amendments, new sections, repeals, and rule reviews as follows:**
 2. **Proposed amendments to Title 37 TAC, Chapter 427, Training Facility Certification, including but not limited to, 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, and §427.307, Onsite and Distance Training Provider Staff Requirements.**

Chapter 427

Training Facility Certification

Subchapter C

Training Programs for On-Site and Distance Training Providers

§427.307. Onsite 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, **except as stated in subsections (h)(2) and (i)(2) of this section.**
- (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:

(1) The unit instructor must hold Basic Wildland Fire Protection certification and a Texas Commission on Fire Protection Instructor I certification.

(2) The lead instructor must hold Intermediate Wildland Fire Protection certification and a Texas Commission on Fire Protection Instructor I certification.

(3) The lead instructor must be present in any class being taught

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

(1) The unit instructor must hold an Intermediate Wildland Fire Protection certification and a Texas Commission on Fire Protection Instructor I certification.

(2) The lead instructor must hold an Intermediate Wildland Fire Protection certification and a Texas Commission on Fire Protection Instructor I certification.

(3) The lead instructor must be present in any class being taught.

9. **Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**
 - A. **Discussion and possible final adoption on proposed amendments, new sections, repeals, and rule reviews as follows:**
 3. **Proposed amendments to Title 37 TAC, Chapter 437, Fees, including but not limited to, §437.1, Purpose and Scope, §437.3, Certification Fees, §437.5, Renewal Fees, §437.7, Standards Manual and Certification Curriculum Manual Fees, §437.11, Copying Fees, §437.13, Processing Fees for Test Application, §437.15, International Fire Service Accreditation Congress (IFSAC) Seal Fees, and §437.17, Records Review Fees.**

CHAPTER 437

FEES

§437.1. Purpose and Scope.

- (a) The purpose of this chapter is to set forth requirements governing the fees charged for the issuance of certificates to fire protection personnel, to establish the procedures for the collection of annual renewal fees and copying fees as prescribed by the Government Code, §419.025 and §419.026, and commission rule.
- (b) This chapter shall govern all proceedings before and dealing with the commission concerning certification fees, renewal fees, and copying fees. Hearings and appellate proceedings regarding these fees shall be governed by this chapter where applicable and by the rules of the practice and procedure of the commission and the Administrative Procedure Act and Texas Register Act, Chapter 2001, of the Texas Government Code.
- (c) If a fee submitted in the form of a check is returned for insufficient funds the certification, seal or test for which the fee was collected will be invalidated.

§437.3. Certification Fees.

- (a) A non-refundable application fee of \$85 is required for each certificate issued by the Commission. If a certificate is issued within the time provided in §401.125 of this title (relating to Processing Periods), the fee will be applied to the certification. If the certificate is denied, the applicant must pay a new certification application fee to file a new application.
- (b) The regulated employing entity shall be responsible for all certification fees required as a condition of appointment.
- (c) Nothing in this section shall prohibit an individual from paying a certification fee for any certificate which he or she is qualified to hold, providing the certificate is not required as a condition of appointment (see subsection (b) of this section concerning certification fees).
- (d) Any person who holds a certificate, and is no longer employed by an entity that is regulated by the Commission may submit in writing, a request, together with the required fee to receive a one-time certificate stating the level of certification in each discipline held by the person on the date that person left employment pursuant to the Texas Government Code, §419.033(b).

Multiple certifications may be listed on the one-time certificate. The one-time fee for the one-time certificate shall be limited to the maximum amount allowed by §419.033(b) of the Texas Government Code.

- (e) A facility that provides basic level training for any discipline for which the Commission has established a Basic Curriculum must be certified by the Commission. The training facility will be charged a separate certification fee for each discipline.

§437.5. Renewal Fees.

- (a) A non-refundable annual renewal fee of \$85 shall be assessed for each certified individual and certified training facility. If an individual or certified training facility holds more than one certificate, the Commission may collect only one renewal fee of \$85, which will renew all certificates held by the individual or certified training facility.
- (b) A regulated employing entity shall pay the renewal fee for all certificates which a person must possess as a condition of employment.
- (c) If a person re-enters the fire service whose certificate(s) has been expired for less than one year, the regulated entity must pay all applicable renewal fee(s) and any applicable additional fee(s). Upon

payment of the required fees, the certificates previously held by the individual, for which he or she continues to qualify, will be renewed.

- (d) If a person reapplies for a certificate(s) which has been expired less than one year and the individual is not employed by a regulated employing entity as defined in subsection (b) of this section, the individual must pay all applicable renewal fee(s) and any applicable additional fee(s). Upon payment of the required fee(s), the certificate(s) previously held by the individual, for whom he or she continues to qualify, will be renewed.
- (e) Nothing in this section shall prohibit an individual from paying a renewal fee for any certificate which he or she is qualified to hold providing the certificate is not required as a condition of employment.
- (f) Certification renewal statements will be mailed to all regulated employing entities and individuals holding certification at least 60 days prior to October 31 of each calendar year. Certification renewal statements will be mailed to certified training facilities at least 60 days prior to February 1 of each calendar year.
- (g) All certification renewal fees must be returned with the renewal statement to the Commission.
- (h) All certification renewal fees must be paid on or before the renewal date posted on the certification renewal statement to avoid additional fee(s).
- (i) The certification period shall be a period not to exceed one year. The certification period for employees of regulated employing entities, and individuals holding certification is November 1 to October 31. The certification period of certified training facilities is February 1 to January 31.
- (j) All certification renewal fees received from one to 30 days after the renewal date posted on the renewal notice will cause the individual or entity responsible for payment to be assessed a non-refundable late fee of \$42.50 in addition to the renewal fee for each individual for which a renewal fee was due.
- (k) All certification renewal fees received more than 30 days after the renewal date posted on the renewal notice will cause the individual or entity responsible for payment to be assessed a non-refundable late fee of \$85 in addition to the renewal fee for each individual for which a renewal fee was due.
- (l) In addition to any non-refundable late fee(s) assessed for certification renewal, the Commission may hold an informal conference to determine if any further action(s) is to be taken.
- (m) An individual or entity may petition the Commission for a waiver of the late fees required by this section if the person's certificate expired because of the individual or regulated employing entity's good faith clerical error, or expired as a result of termination of the person's employment where the person has been restored to employment through a disciplinary procedure or a court action. All required renewal fees including applicable late fees and all required continuing education must be submitted before the waiver request may be considered.
 - (1) Applicants claiming good faith clerical error must submit a sworn statement together with any supporting documentation that evidences the applicant's good faith efforts to comply with Commission renewal requirements and that failure to comply was due to circumstances beyond the control of the applicant.
 - (2) Applicants claiming restoration to employment as a result of a disciplinary or court action must submit a certified copy of the order restoring the applicant to employment.
- (n) An individual, upon returning from activation to military service, whose certification has expired, must notify the Commission in writing. The individual will have any normally associated late fees waived and will be required to pay a renewal fee of \$85.

§437.7. Standards Manual and Certification Curriculum Manual Fees.

- (a) Current versions of the Standards Manual for Fire Protection Personnel and Certification Curriculum Manual are available on the commission's website.

- (b) The Commission does not provide printed copies of the manuals. A printed copy of the Commission's standards may be obtained from Thomson West, 610 Opperman Drive, Eagan, MN 55123, by requesting "Title 37, Public Safety and Corrections" of the Texas Administrative Code. The web address for Thomson West is www.west.thomson.com.

§437.11. Copying Fees.

- (a) All photographic reproduction of records or documents in the files of the commission and prepared on standard office machines will be furnished for a fee.
- (b) A fee will be charged for address and telephone number lists of fire service agencies.
- (c) A fee will be charged for mailing peel-off labels of fire service agencies.

§437.13. Processing Fees for Test Application

- (a) A non-refundable application processing fee of \$85 shall be charged for each examination.
- (b) Fees will be paid in advance with the application or the certified~~[provider of]~~ training provider may be invoiced or billed if previous arrangements have been approved by the commission in writing via mail, e-mail or fax ~~[made with the Commission]~~.

(1) Any payment postmarked from 61 to 90 days after the invoice date will cause the provider of training to be assessed a non-refundable late fee of one half the amount shown on the invoice. This late fee is in addition to the amount shown on the invoice for test application processing fees.

(2) Any payment postmarked more than 90 days after the invoice date will cause the provider of training to be assessed a non-refundable late fee in an amount equal to the amount shown on the invoice. This late fee is in addition to the amount shown on the invoice for test application processing fees.

§437.15. International Fire Service Accreditation Congress (IFSAC) Seal Fees.

A non-refundable \$15.00 fee shall be charged for each IFSAC seal issued by the commission effective October 1, 2012.

§437.17. Records Review Fees.

- (a) A non-refundable fee of \$35 shall be charged for each training records review conducted by the commission for the purpose of determining equivalency to the appropriate commission training program or to establish eligibility to test. Applicants submitting training records for review shall receive a written analysis from the commission.
- (b) The fee provided for in this section shall not apply to an individual who holds an advanced certificate from the State Firemen's and Fire Marshals' Association of Texas.

9. **Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**
 - A. **Discussion and possible final adoption on proposed amendments, new sections, repeals, and rule reviews as follows:**
 4. **Proposed amendments to Title 37 TAC, Chapter 439, Examinations for Certification, including but not limited to, 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.**

Chapter 439

Examinations for Certification

Subchapter A

Examinations For On-Site Delivery Training

§439.1. Requirements—General.

- (a) The administration of examinations for certification, including performance skill evaluations, shall be conducted in compliance with the **commission**[Commission] and International Fire Service Accreditation Congress (IFSAC) regulations. It is incumbent upon **commission**[Commission] staff, committee members, training officers and field examiners to maintain the integrity of any state examination (or portion thereof) for which they are responsible.
- (b) Exams will be based on curricula as currently adopted in the **commission's** [Commission's] Certification Curriculum Manual.
- (c) Commission examinations that receive a passing grade shall expire two years from the date of the examination.
- (d) The **commission**[Commission] shall prescribe the content of any certification examination that tests the knowledge and/or skill of the examinee concerning the discipline addressed by the examination.
 - (1) An examination based on Chapter 1, "Basic Fire Suppression Curriculum" as identified in the Certification Curriculum Manual may consist of four sections: Fire Fighter I, Fire Fighter II, First Responder Awareness, and First Responder Operations.
 - (2) An examination based on Chapter 4, "Basic Fire Inspector Curriculum" as identified in the Certification Curriculum Manual may consist of three sections: Inspector I, Inspector II, and Plan Examiner I.
 - (3) An examination based on the applicable chapters for "Basic Fire Suppression Curriculum" and "Wildland Fire Protection Curriculum" in the Certification Curriculum Manual shall consist of five sections: Fire Fighter I, Fire Fighter II, First Responder Awareness, First Responder Operations, and Intermediate Wildland Fire Protection.
 - (4) All other state examinations consist of only one section.
 - ~~(5) The Head of Department examination will be based on NFPA 1021, Chapter 7.~~
- (e) The individual who fails to pass a **commission**[Commission] examination for state certification will be given one additional opportunity to pass the examination or section thereof. This opportunity must be exercised within 180 days after the date of the first failure. An individual who passes the applicable state certification examination but fails to pass a section thereof for an IFSAC seal(s) will be given one additional opportunity to pass the section thereof. This opportunity must be exercised within two years after the date of the first attempt. An examinee who fails to pass the examination within the required time may not sit for the same examination again until the examinee has re-qualified by repeating the curriculum applicable to that examination.
- (f) An individual may obtain a new certificate in a discipline which was previously held by passing a **commission**[Commission] proficiency examination.
- (g) If an individual who has never held certification in a discipline defined in §421.5 of this title (relating to Definitions), seeks certification in that discipline, the individual shall complete all certification requirements.
- (h) If an individual completes an approved training program that has been evaluated and deemed equivalent to a certification curriculum approved by the **commission**[Commission], such as an out-of-state or military training program or a training program administered by the State Firemen's and Fire Marshals' Association of Texas, the individual must pass a **commission**[Commission] examination for certification status and meet any other certification requirements in order to become eligible for certification by the **commission**[Commission] as fire protection personnel.

- (i) An individual or entity may petition the **commission**[Commission] for a waiver of the examination required by this section if the person's certificate expired because of the individual's or employing entity's good faith clerical error, or expired as a result of termination of the person's employment where the person has been restored to employment through a disciplinary procedure or a court action. All required renewal fees including applicable late fees and all required continuing education must be submitted before the waiver request may be considered.
- (1) Applicants claiming good faith clerical error must submit a sworn statement together with any supporting documentation that evidences the applicant's good faith efforts to comply with **commission**[Commission] renewal requirements and that failure to comply was due to circumstances beyond the control of the applicant.
- (2) Applicants claiming restoration to employment as a result of a disciplinary or court action must submit a certified copy of the order, ruling or agreement restoring the applicant to employment.

§439.3. Definitions.

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

- (1) Certificate of Completion--A signed statement certifying that an individual has successfully completed a Commission-approved certification curriculum or phase program for a particular discipline, including having been evaluated by field examiners on performance skills identified by the Commission. The certificate of completion will be on a form provided by the Commission and is to be completed and signed by the provider of training and issued to the individual upon successful completion of the training. The certificate of completion must, as a minimum, identify the provider of training, the course I.D. number, the course approval number, date issued, curriculum name, training officer, and the name of the person completing the course. The certificate of completion qualifies an individual to take an original certification examination.
- (2) Curriculum--The competencies established by the Commission as a minimum requirement for certification in a particular discipline.
- (3) Designee--An entity or individual approved by the standards division director to administer Commission certification examinations and/or performance skills in accordance with this chapter.
- (4) Eligibility--A determination of whether or not an individual has met the requirements set by the Commission and would therefore be allowed to take a Commission examination.
- (5) Endorsement of eligibility--A signed statement testifying to the fact that an individual has met all requirements specified by the Commission and is qualified to take a Commission examination. An endorsement of eligibility will be issued by a member of the Commission staff.
- (6) Examination--A state test which an examinee must pass as one of the requirements for certification.
- (7) Examinee--An individual who has met the Commission requirements and therefore qualifies to take the Commission examination.
- (8) Field examiner--An individual authorized to evaluate performance skills in Commission-approved curricula. The field examiner must possess a Fire Instructor Certification, complete the on-line Commission field examiner course, and sign an agreement to comply with the Commission's testing procedures. The field examiner must be approved by the Commission to instruct all subject areas identified in the curriculum that he or she will be evaluating. The field examiner must repeat the examiner course every two years and submit a new Letter of Intent.
- (9) Lead Examiner--A member of the Commission staff or a designee who has been assigned by the Commission to administer a Commission examination.
- (10) Letter of Intent--A statement, signed by an individual applying to the Commission for field examiner status, that he or she is familiar with the Commission's examination procedures, and agrees to abide by the policies and guidelines as set out in Chapter 439 of this title.

§439.5. Procedures

- (a) Procedures for conducting examinations are determined by the **commission**.~~[Commission.]~~
- (b) All application processing fees due to the **commission**.~~[Commission]~~ must be paid in a timely manner. **Late payments shall be assessed a late fee in accordance with §437.13 of this title (relating to Processing Fees for Test Application).**
- (c) Each examination must be administered by a lead examiner.
- (d) The lead examiner must:
 - (1) ensure that the tests remain secure and that the examination is conducted under conditions warranting honest results;
 - (2) monitor the examination while in progress;
 - (3) control entrance to and exit from the test site;
 - (4) assign or re-assign seating; and
 - (5) bar admission to or dismiss any examinee who fails to comply with any of the applicable provisions of this chapter.
- (e) All official grading and notification must come from the **commission**.~~[Commission]~~ or its designee. The preliminary test results shall be made available within seven (7) business days after completion of the examination.

§439.7. Eligibility.

- (a) An examination may not be taken by an individual who currently holds an active certificate from the Commission in the discipline to which the examination pertains, unless required by the Commission in a disciplinary matter, or test scores have expired and the individual is testing for IFSAC seals.
- (b) An individual who passes an examination and is not certified in that discipline, will not be allowed to test again until 30 days before the expiration date of the previous examination unless required by the Commission in a disciplinary matter.
- (c) In order to qualify for a Commission examination, the examinee must:
 - (1) meet or exceed the minimum requirements set by the Commission as a prerequisite for the specified examination;
 - (2) submit a test application with documentation showing completion of a Commission-approved curriculum and any other prerequisite requirements, along with the appropriate application processing fee(s).
 - (3) receive from the Commission an "Endorsement of Eligibility" letter and provide this letter to the lead examiner.
 - (4) bring to the test site, and display upon request, state issued identification which contains the name and photograph of the examinee;
 - (5) report on time to the proper location; and
 - (6) comply with all the written and verbal instructions of the lead examiner.
- (d) No examinee shall be permitted to:
 - (1) violate any of the fraud provisions of this section;
 - (2) disrupt the examination;

- (3) bring into the examination site any books, notes, or other written materials related to the content of the examination;
 - (4) refer to, use, or possess any such written material at the examination site;
 - (5) give or receive answers or communicate in any manner with another examinee during the examination;
 - (6) communicate at any time or in any way, the contents of an examination to another person for the purpose of assisting or preparing a person to take the examination;
 - (7) steal, copy, or reproduce any part of the examination
 - (8) engage in any deceptive or fraudulent act either during an examination or to gain admission to it;
 - (9) solicit, encourage, direct, assist, or aid another person to violate any provision of this section; or
 - (10) bring into the examination site any electronic devices.
- (e) No person shall be permitted to sit for any Commission examination who has an outstanding debt owed to the Commission.

§439.9. Grading.

- (a) If performance skills are required as a part of the examination, the examinee must demonstrate performance skill objectives in a manner consistent with performance skill evaluation forms provided by the Commission. The evaluation format for a particular performance skill will determine the requirements for passage of the skill. Each performance skill evaluation form will require successful completion of one of the following formats:
 - (1) all mandatory tasks; or
 - (2) an accumulation of points to obtain a passing score of at least 70%; or
 - (3) a combination of both paragraphs (1) and (2) of this subsection.
- (b) The minimum passing score on each examination or section thereof as outlined in §439.1(d) of this title (relating to Requirements--General) shall be 70%. This means that 70% of the total possible active questions must be answered correctly. The Commission may, at its discretion, invalidate any question.
- (c) If the Commission invalidates an examination score for any reason, it may also, at the discretion of the Commission, require a retest to obtain a substitute valid test score.

§439.11. Commission-Designated Performance Skill Evaluations.

- (a) The Commission-designated performance evaluations are randomly selected from each subject area within the applicable curriculum containing actual skill evaluations. This applies only for curricula in which performance standards have been developed. The provider of training will receive from the Commission, with the course approval notice, one envelope for each subject area as identified in the applicable curriculum.
- (b) During the course of instruction, the training provider shall test for competency, the Commission-designated performance skills. The skill evaluations may be scheduled at any time during the course, but must take place after all training on the identified subject area has been completed. The date(s), time(s) and location(s) for the Commission-designated skill evaluations must be submitted on the Commission-designated skill schedule contained within the Training Prior Approval form. The Commission must be notified immediately of any deviation from the submitted Commission-designated skill schedule. All skills must be evaluated by a Commission-approved field examiner.
- (c) In order to qualify for the Commission certification examination, the student must successfully complete and pass all designated skill evaluations. The student may be allowed two attempts to complete each skill. A second failure during the evaluation process will require remedial training in the failed skill area with a certified instructor before being allowed a third attempt. A third failure shall require that the student repeat the entire certification curriculum.

- (d) The training facility must maintain records (electronic or paper) of skills testing on each examinee. The records must reflect the results of the evaluation of skills, the dates the evaluation of skills took place, and the names of the field examiners who conducted the evaluations.
- (e) For certification disciplines in which an IDLH environment may exist, all skill testing participants shall have available for use NFPA compliant PPE and SCBA as defined in §435.1 of this title (relating to Protective Clothing) and §435.3 of this title (relating to Self-Contained Breathing Apparatus).

§439.13. Special Accommodations for Testing.

- (a) Special accommodation testing is for those individuals that have a documented disability which may hamper their success on a Texas Commission on Fire Protection written examination. Some accommodations that can be allowed are:
- (1) A testing room to oneself (examinee is allowed to read the questions out loud to him or herself). To accommodate the request the examinee will have to test in the Commission's Austin headquarters location or any location deemed appropriate by the Commission.
 - (2) The test to be split in two with up to an hour break in between (no access to the first half of the examination will be allowed during or after the break). To accommodate the request the examinee will have to test in the Commission's Austin headquarters location or any location deemed appropriate by the Commission.
 - (3) The questions to be printed in a larger font (approximately 7% larger).
 - (4) The test to be copied on off-white paper (i.e. cream colored).
 - (5) The use of highlighters or a highlighter sheet.
 - (6) Any requests that change the condition of the examination or the examination process.
- (b) If the applicant is seeking a special accommodation test, the applicant must submit written documentation of the disability and a written statement as to which of the allowable accommodations is being requested. The applicant may ask for accommodations not listed above. The request will be reviewed and the applicant will receive a written response regarding the Commission's position on the request.

§439.19. Number of Test Questions

- (a) Each examination may have two types of questions: pilot and active. Pilot questions are new questions placed on the examination for statistical purposes only. These questions do not count against an examinee if answered incorrectly.
- (b) The number of questions on the state examination will be based upon the number of recommended hours in the particular curriculum or section being tested. The standard is outlined below:

| Recommended Hours | No. Questions | Maximum No. Pilot Questions | Time Allowed |
|-------------------|---------------|-----------------------------|--------------|
| 30 or less | 25 | 5 | 30 minutes |
| 31-100 | 50 | 5 | 1 hour |
| 101-200 | 75 | 10 | 1.5 hours |
| 201-300 | 100 | 15 | 2 hours |
| 301-400 | 125 | 20 | 2.5 hours |
| 401 or more | 150 | 25 | 3 hours |

- ~~[(c) The Head of Department examination will consist of 50 active questions, with the option of adding up to five pilot questions, for a maximum time allotment of one hour.]~~

9. **Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**
 - A. **Discussion and possible final adoption on proposed amendments, new sections, repeals, and rule reviews as follows:**
 5. **Proposed amendments to Title 37 TAC, Chapter 449, Head of a Fire Department, §449.1, Minimum Standards 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:
 - (1) must be appointed as head of a fire department; and
 - (2) complete the Standards Review Assignment for Head of a Fire Department identified in the applicable chapter~~[Chapter 14]~~ of the Curriculum Manual; and
 - (3) ~~meet~~~~[arrange a meeting]~~ with a Texas Commission on Fire Protection Compliance Section representative~~[Officer]~~ for review and approval of the Standards Review Assignment; and
 - (4) attend at least one Texas Commission on Fire Protection regularly scheduled commission meeting or one regularly scheduled fire fighter advisory committee meeting in the first year of appointment; and
 - (5) 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
 - (6) 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
 - (7) 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; or
 - (8) 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
 - (9) 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.
- (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 (relating to Continuing Education).
- (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) Applicants for Head of a Fire Department certification must complete the following requirements:
 - (1) must be appointed as head of a fire department; and
 - (2) complete the Standards Review Assignment for Head of a Fire Department identified in **the applicable chapter**~~[Chapter 44]~~ of the Curriculum Manual; and
 - (3) ~~meet~~~~[arrange a meeting]~~ with a Texas Commission on Fire Protection Compliance **Section representative**~~[Officer]~~ for review and approval of the Standards Review Assignment; and
 - (4) attend at least one Texas Commission on Fire Protection regularly scheduled commission meeting or one regularly scheduled fire fighter advisory committee meeting in the first year of appointment; and
 - (5) 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
 - (6) 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
 - (7) 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; or
 - (8) 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
 - (9) 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.
- (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 (relating to Continuing Education).

9. **Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**
 - A. **Discussion and possible final adoption on proposed amendments, new sections, repeals, and rule reviews as follows:**
 - *. **Proposed amendments to Title 37 TAC, Chapter 457, Minimum Standards for Incident Safety Officer Certification, including but not limited to, §457.1, Incident Safety Officer Certification, §457.3, Minimum Standards for Incident Safety Officer Certification, and §457.5, Examination Requirements.**

Chapter 457

Minimum Standards For Incident Safety Officer Certification

§457.1. Incident Safety Officer Certification.

- (a) An Incident Safety Officer is defined as a member of the command staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety at an incident.
- (b) All individuals holding an Incident Safety Officer certification shall be required to comply with the continuing education requirements in Chapter 441 of this title (relating to Continuing Education).
- (c) All Safety Officer certifications issued by the commission and referenced in this chapter are voluntary.

§457.3. Minimum Standards for Incident Safety Officer Certification.

In order to be certified as an Incident Safety Officer an individual must:

- (1) hold commission certification as Fire Officer I and;
- (2) possess valid documentation of accreditation from the International Fire Service Accreditation Congress as an Incident Safety Officer; or
- (3) complete a commission-approved Incident Safety Officer program and successfully pass the commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved Incident Safety Officer program must consist of one of the following:
 - (A) completion of a commission-approved Incident Safety Officer curriculum as specified in the applicable chapter of the commission's Certification Curriculum Manual; or
 - (B) completion of the National Fire Academy Incident Safety Officer course; or
 - (C) completion of the Fire Department Safety Officers Association Incident Safety Officer course; or
 - (D) completion of an out-of-state, educational institution of higher education, 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 Incident Safety Officer curriculum.
- (4) The commission examination requirement is waived for individuals who have completed one of the training programs in paragraph (3)(B) - (D) of this section and apply for certification by August 31, 2013. After this date, individuals must successfully pass the commission examination prior to applying for certification.

§457.5. Examination Requirements.

- (a) Examination requirements of Chapter 439 of this title (relating to Examinations for Certification) must be met in order to receive an Incident Safety Officer certification, unless otherwise specified in this chapter.
- (b) Individuals will be permitted to take the commission examination for Incident Safety Officer certification by documenting Fire Officer I certification through the commission or the equivalent IFSAC seal, and completing a commission approved Incident Safety Officer curriculum.**

9. **Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**
 - B. **Discussion and possible action on proposed amendments, new sections, repeals, and rule reviews as follows:**
 1. **Proposed amendments to Title 37 TAC, Chapter 421, Standards For Certification, including but not limited to, §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.**

Chapter 421

Standards For Certification

§421.5 Definitions

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

- (2) Admission to employment--An entry level full-time employee of a local government entity in one of the categories of fire protection personnel.
- (2) Appointment--The designation or assignment of a person to a discipline regulated by the Commission. The types of appointments are:
 - (A) permanent appointment--the designation or assignment of certified fire protection personnel or certified part time fire protection employees to a particular discipline (See Texas Government Code, §419.032); and
 - (B) probationary or temporary appointment--the designation or assignment of an individual to a particular discipline, except for head of a fire department, for which the individual has passed the Commission's certification and has met the medical requirement of §423.1(c) of this title (relating to Minimum Standards for Structure Fire Protection Personnel), if applicable, but has not yet been certified. (See Texas Government Code, §419.032.)
- (3) Approved training--Any training used for a higher level of certification must be approved by the Commission and assigned to either the A-List or the B-List. The training submission must be in a manner specified by the Commission and contain all information requested by the Commission. The Commission will not grant credit twice for the same subject content or course. Inclusion on the A-List or B-List does not preclude the course approval process as stated elsewhere in the Standards Manual.
- (4) Assigned/work--A fire protection personnel or a part-time fire protection employee shall be considered "assigned/working" in a position, any time the individual is receiving compensation and performing the duties that are regulated by the Texas Commission on Fire Protection certification and has been permanently appointed, as defined in this section, to the particular discipline.
- (5) Assistant fire chief--The officer occupying the first position subordinate to the head of a fire department.
- (6) Auxiliary fire fighter--A volunteer fire fighter.
- (7) Benefits--Benefits shall include, but are not limited to, inclusion in group insurance plans (such as health, life, and disability) or pension plans, stipends, free water usage, and reimbursed travel expenses (such as meals, mileage, and lodging).
- (8) Chief Training Officer--The individual, by whatever title he or she may be called, who coordinates the activities of a certified training facility.
- (9) Class hour--Defined as not less than 50 minutes of instruction, also defined as a contact hour; a standard for certification of fire protection personnel.
- (10) Code--The official legislation creating the Commission.
- (11) College credits--Credits earned for studies satisfactorily completed at an institution of higher education accredited by an agency recognized by the U.S. Secretary of Education and including National Fire Academy (NFA) open learning program colleges, or courses recommended for college credit by the American Council on Education (ACE) or delivered through the National Emergency Training Center (both EMI and NFA) programs. A course of study satisfactorily completed and identified on an official transcript

from a college or in the ACE National Guide that is primarily related to Fire Service, Emergency Medicine, Emergency Management, or Public Administration is defined as applicable for Fire Science college credit, and is acceptable for higher levels of certification. A criminal justice course related to fire and or arson investigation that is satisfactorily completed and identified on an official transcript from a college or in the ACE National Guide may be used to qualify for Master Arson Investigator certification.

- (12) Commission--Texas Commission on Fire Protection.
- (13) Commission-recognized training--A curriculum or training program which carries written approval from the Commission, or credit hours that appear on an official transcript from an accredited college or university, or any fire service training received from a nationally recognized source, i.e., the National Fire Academy.
- (14) Compensation--Compensation is to include wages, salaries, and "per call" payments (for attending drills, meetings or answering emergencies).
- (15) Expired--Any certification that has not been renewed on or before the end of the certification period.
- (16) Federal fire fighter--A person as defined in the Texas Government Code, §419.084(h).
- (17) Fire chief--The head of a fire department.
- (18) Fire department--A department of a local government that is staffed by one or more fire protection personnel or part-time fire protection employees.
- (19) Fire protection personnel--Any person who is a permanent full-time employee of a fire department or governmental entity and who is appointed duties in one of the following categories/disciplines: fire suppression, fire inspection, fire and arson investigation, marine fire fighting, aircraft rescue fire fighting, fire training, fire education, fire administration and others employed in related positions necessarily or customarily appertaining thereto.
- (20) Fire suppression duties--Engaging in the controlling or extinguishment of a fire of any type or performing activities which are required for and directly related to the control and extinguishment of fires or standing by on the employer's premises or apparatus or nearby in a state of readiness to perform these duties.
- (21) Full-time--An officer or employee is considered full-time if the employee works an average of 40 hours a week or averages 40 hours per week or more during a work cycle in a calendar year. For the purposes of this definition paid leave will be considered time worked.
- (22) Government entity--The local authority having jurisdiction as employer of full-time fire protection personnel in a state agency, incorporated city, village, town or county, education institution or political subdivision.
- (23) High school--A school accredited as a high school by the Texas Education Agency or equivalent accreditation agency from another jurisdiction.
- (24) Immediately dangerous to life or health (IDLH)--An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.
- (25) Incipient stage fire--A fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguishers, Class II standpipe or small hose systems without the need for protective clothing or breathing apparatus.

(26) Instructor:

(A) Lead Instructor--oversees the presentation of an entire course and assures that course objectives are met in accordance with the applicable curriculum or course material. The lead instructor should have sufficient experience in presenting all units of the course so as to be capable of last-minute substitution for other instructors.

(B) Instructor (also Unit Instructor for wildland courses)--responsible for the successful presentation of one or more areas of instruction within a course, and should be experienced in the lesson content they are presenting.

(C) Guest Instructor--an individual who may or may not hold instructor certification but whose special knowledge, skill, and expertise in a particular subject area may enhance the effectiveness of the training in a course. Guest instructors shall teach under the endorsement of the lead instructor.

(27)~~(26)~~ Interior structural fire fighting--The physical activity of fire suppression, rescue or both, inside of buildings or enclosed structures which are involved in a fire situation beyond the incipient stage. (See 29 CFR §1910.155)

~~[(27) Lead instructor--An individual qualified as an instructor to deliver fire protection training.]~~

(28) Municipality--Any incorporated city, village, or town of this state and any county or political subdivision or district in this state. Municipal pertains to a municipality as defined in this section.

(29) National Fire Academy semester credit hours--The number of hours credited for attendance of National Fire Academy courses is determined as recommended in the most recent edition of the "National Guide to Educational Credit for Training Programs," American Council on Education (ACE).

(30) National Fire Protection Association (NFPA)--An organization established to provide and advocate consensus codes and standards, research, training, and education for fire protection.

(31) National Wildfire Coordinating Group (NWCG)--An Operational group designed to establish, implement, maintain, and communicate policy, standards, guidelines, and qualifications for wildland fire program management among participating agencies.

(32)~~(30)~~ Non-self-serving affidavit--A sworn document executed by someone other than the individual seeking certification.

(33)~~(34)~~ Participating volunteer fire fighter--An individual who voluntarily seeks certification and regulation by the Commission under the Texas Government Code, Chapter 419, Subchapter D.

(34)~~(32)~~ Participating volunteer fire service organization--A fire department that voluntarily seeks regulation by the Commission under the Texas Government Code, Chapter 419, Subchapter D.

(35)~~(33)~~ Part-time fire protection employee--An individual who is appointed as a part-time fire protection employee and who receives compensation, including benefits and reimbursement for expenses. A part-time fire protection employee is not full-time as defined in this section.

(36)~~(34)~~ Personal alert safety system (PASS)--Devices that are certified as being compliant with NFPA 1982, and that automatically activates an alarm signal (which can also be manually activated) to alert and assist others in locating a fire fighter or emergency services person who is in danger.

(37)~~(35)~~ Political subdivision--A political subdivision of the State of Texas that includes, but is not limited to the following:

- (A) city;
- (B) county;
- (C) school district;
- (D) junior college district;
- (E) levee improvement district;
- (F) drainage district;

- (G) irrigation district;
- (H) water improvement district;
- (I) water control and improvement district;
- (J) water control and preservation district;
- (K) freshwater supply district;
- (L) navigation district;
- (M) conservation and reclamation district;
- (N) soil conservation district;
- (O) communication district;
- (P) public health district;
- (Q) river authority;
- (R) municipal utility district;
- (S) transit authority;
- (T) hospital district;
- (U) emergency services district;
- (V) rural fire prevention district; and
- (W) any other governmental entity that:

- (i) embraces a geographical area with a defined boundary;
- (ii) exists for the purpose of discharging functions of the government; and
- (iii) possesses authority for subordinate self-government through officers selected by it.

(38)~~(36)~~ Reciprocity for IFSAC seals--Valid documentation of accreditation from the International Fire Service Accreditation Congress used for Commission certification may only be used for obtaining an initial certification.

(39)~~(37)~~ Recognition of training--A document issued by the Commission stating that an individual has completed the training requirements of a specific phase level of the Basic Fire Suppression Curriculum.

(40)~~(38)~~ School--Any school, college, university, academy, or local training program which offers fire service training and included within its meaning the combination of course curriculum, instructors, and facilities.

(41)~~(39)~~ Structural fire protection personnel--Any person who is a permanent full-time employee of a government entity who engages in fire fighting activities involving structures and may perform other emergency activities typically associated with fire fighting activities such as rescue, emergency medical response, confined space rescue, hazardous materials response, and wildland fire fighting.

(42)~~(40)~~ Trainee--An individual who is participating in a Commission approved training program.

(43)~~(41)~~ Volunteer fire protection personnel--Any person who has met the requirements for membership in a volunteer fire service organization, who is assigned duties in one of the following categories: fire suppression, fire inspection, fire and arson investigation, marine fire fighting, aircraft rescue fire fighting, fire

training, fire education, fire administration and others in related positions necessarily or customarily appertaining thereto.

(44)~~(42)~~ Volunteer fire service organization--A volunteer fire department or organization not under mandatory regulation by the Commission.

(45)~~(43)~~ Years of experience--For purposes of higher levels of certification or fire service instructor certification:

- (A) Except as provided in subparagraph (B) of this paragraph, years of experience is defined as full years of full-time, part-time or volunteer fire service while holding:
- (i) a Commission certification as a full-time, or part-time employee of a government entity, a member in a volunteer fire service organization, and/or an employee of a regulated non-governmental fire department; or
 - (ii) a State Firemen's and Fire Marshals' Association advanced fire fighter certification and have successfully completed, as a minimum, the requirements for an Emergency Care Attendant (ECA) as specified by the Department of State Health Services (DSHS), or its successor agency, or its equivalent; or
 - (iii) an equivalent certification as a full-time fire protection personnel of a governmental entity from another jurisdiction, including the military, or while a member in a volunteer fire service organization from another jurisdiction, and have, as a minimum, the requirements for an ECA as specified by the DSHS, or its successor agency, or its equivalent; or
 - (iv) for fire service instructor eligibility only, a State Firemen's and Fire Marshals' Association Level II Instructor Certification, received prior to June 1, 2008 or Instructor I received on or after June 1, 2008 or an equivalent instructor certification from the DSHS or the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE). Documentation of at least three years of experience as a volunteer in the fire service shall be in the form of a non self-serving sworn affidavit.
- (B) For fire service personnel certified as required in subparagraph (A) of this paragraph on or before October 31, 1998, years of experience includes the time from the date of employment or membership to date of certification not to exceed one year.

9. **Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**
 - B. **Discussion and possible action on proposed amendments, new sections, repeals, and rule reviews as follows:**
 2. **Proposed amendments to Title 37 TAC, Chapter 423, Fire Suppression, Subchapter A, Minimum Standards for Structure Fire Protection Personnel Certification, including but not limited to, §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, §423.13, International Fire Service Accreditation Congress (IFSAC) Seal.**

CHAPTER 423

FIRE SUPPRESSION

SUBCHAPTER A

MINIMUM STANDARDS FOR STRUCTURE FIRE PROTECTION PERSONNEL CERTIFICATION

§423.1. Minimum Standards for Structure Fire Protection Personnel.

- (a) Fire protection personnel of any local government entity, who receive probationary or temporary appointment to structure fire protection duties, must be certified by the Commission within one year from the date of their appointment in a structural fire protection personnel position.
- (b) Prior to being appointed to fire suppression duties or certified as fire protection personnel, the Commission must review and approve the applicants fingerprint based criminal history record information obtained from the Department of Public Safety and the Federal Bureau of Investigation. The individual or fire department must follow the procedure established by the Department of Public Safety to initiate and complete the electronic fingerprint process. The results will be available to the Commission through the Department of Public Safety's data base. The Commission will follow the criteria established in Title 37 Chapter 403 of the Texas Administrative Code (TAC) for denying a person certification based on the results of the fingerprint based criminal history record check.
- (c) Prior to being appointed to fire suppression duties, personnel must complete a Commission-approved basic structure fire suppression program and successfully complete a Commission recognized emergency medical course. The individual must successfully pass the Commission examination pertaining to that curriculum as required by §423.3 of this title. The Commission recognizes the following emergency medical training:
 - (1) Department of State Health Services Emergency Medical Service Personnel certification training;
 - (2) an American Red Cross Emergency Response course, including the optional lessons and enrichment sections;
 - (3) an American Safety and Health Institute First Responder course;
 - (4) National Registry of Emergency Medical Technicians certification; or
 - (5) medical training deemed equivalent by the Commission.
- (d) Personnel holding any level of structure fire protection personnel certification must comply with the continuing education requirements specified in §441.7 of this title (relating to Continuing Education for Structure Fire Protection Personnel).

§423.3. Minimum Standards for Basic Structure Fire Protection Personnel Certification.

- (a) In order to become certified as basic structure fire protection personnel, an individual must:
 - (1) possess valid documentation of accreditation from the International Fire Service Accreditation Congress as a Fire Fighter I, Fire Fighter II, Hazardous Materials Awareness Level Personnel; and
 - (A) Hazardous Materials Operations Level Responders including the Mission-Specific Competencies for Personal Protective Equipment and Product Control under the current edition; or

- (B) NFPA 472 Hazardous Materials Operations prior to the 2008 edition; and
 - (C) must meet the medical requirements outlined in **§423.1(c)**~~§423.1(b)~~ of this title; or
- (2) complete a **commission** [Commission-]approved basic structure fire suppression program, meet the medical requirements outlined in **§423.1(c)**~~§423.1(b)~~, and successfully pass the **commission**[Commission] examination(s) as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved basic structure fire suppression program shall consist of one or any combination of the following:
- (A) completion of a **commission**[Commission-]approved Basic Fire Suppression Curriculum, as specified in Chapter 1 of the **commission's**[Commission's] Certification Curriculum Manual; or
 - (B) completion of an out-of-state, and/or military training program deemed equivalent to the **commission** [Commission-]approved Basic Fire Suppression Curriculum; or
 - (C) documentation of the receipt of an advanced certificate or training records from the State Firemen's and Fire Marshals' Association of Texas, that is deemed equivalent to a **commission** [Commission-]approved Basic Fire Suppression Curriculum.
- (b) A basic fire suppression program may be submitted to the **commission**[Commission] for approval by another jurisdiction as required in Texas Government Code, §419.032(d), Appointment of Fire Protection Personnel. These programs include out-of-state and military programs, and shall be deemed equivalent by the **commission**[Commission] if the subjects taught, subject content, and total hours of training meet or exceed those contained in Chapter 1 of the **commission's**[Commission's] Certification Curriculum Manual.

§423.5. Minimum Standards for Intermediate Structure Fire Protection Personnel Certification.

- (a) Applicants for Intermediate Structure Fire Protection Personnel Certification must complete the following requirements:
- (1) hold, as a prerequisite, a Basic Structure Fire Protection Personnel Certification as defined in §423.3 of this title (relating to Minimum Standards for Basic Structure Fire Protection Personnel Certification); and
 - (2) acquire a minimum of four years of fire protection experience and complete the training listed in one of the following options:
 - (A) Option 1--Successfully complete six semester hours of fire science or fire technology from an approved Fire Protection Degree Program and submit documentation as required by the Commission that the courses comply with subsections (b) and (c) of this section; or
 - (B) Option 2--Completion of coursework from either the A-List or the B-List courses. Acceptable combinations of courses are as follows: two A-List courses; or eight B-List courses; or one A-List course and four B-List courses. (See the exception outlined in subsection (c) of this section); or
 - (C) Option 3--Completion of coursework from either the A-List or the B-List courses in combination with college courses in fire science or fire protection. Acceptable combinations of courses are three semester hours meeting the requirements of Option 1, with either one A-List course or four B-List courses (See the exception outlined in subsection (c) of this section).
- (b) Non-traditional credit awarded at the college level, such as credit for experience or credit by examination obtained from attending any school in the Commission's Certification Curriculum Manual or for experience in fire service, may not be counted toward this level of certification.

- (c) The training required in this section must be in addition to any training used to qualify for any lower level of Structure Fire Protection Personnel Certification. Repeating a course or a course of similar content cannot be used towards this level of certification.

§423.7. Minimum Standards for Advanced Structure Fire Protection Personnel Certification.

- (a) Applicants for Advanced Structure Fire Protection Personnel certification must complete the following requirements:
 - (1) hold as a prerequisite an Intermediate Structure Fire Protection Personnel Certification as defined in §423.5 of this title (relating to Minimum Standards for Intermediate Structure Fire Protection Personnel Certification); and
 - (2) acquire a minimum of eight years of fire protection experience and complete the training listed in one of the following options:
 - (A) Option 1--Successfully complete six semester hours of fire science or fire technology from an approved Fire Protection Degree Program and submit documentation as required by the commission that the courses comply with subsections (b) and (c) of this section; or
 - (B) Option 2—Completion of coursework from either the A-List or the B-List courses. Acceptable combinations of courses are as follows: two A-List courses; or eight B-List courses; or one A-List course and four B-List courses. (See the exception outlined in subsection (c) of this section); or
 - (C) Option 3—Completion of coursework from either the A-List or the B-List courses in combination with college courses in fire science or fire protection. Acceptable combinations of courses are three semester hours meeting the requirements of Option 1 with either one A-List course or four B-List courses (See the exception outlined in subsection (c) of this section.
- (b) Non-traditional credit awarded at the college level, such as credit for experience or credit by examination obtained from attending any school in the commission's Certification Curriculum Manual or for experience in the fire service, may not be counted toward this level of certification.
- (c) The training required in this section must be in addition to any training used to qualify for any lower level of Structure Fire Protection Personnel Certification. Repeating a course or a course of similar content cannot be used towards this level of certification.

§423.9. Minimum Standards for Master Structure Fire Protection Personnel Certification.

- (a) Applicants for Master Structure Fire Protection Personnel Certification must complete the following requirements:
 - (1) hold as a prerequisite an Advanced Structure Fire Protection Personnel Certification as defined in §423.7 of this title (relating to Minimum Standards for Advanced Structure Fire Protection Personnel Certification); and
 - (2) acquire a minimum of twelve years of fire protection experience, and 60 college semester hours or an associate degree, which includes at least 18 college semester hours in fire science subjects.
- (b) College level courses from both the upper and lower division may be used to satisfy the education requirement for Master Structure Fire Protection Personnel Certification

§423.11. Higher Levels of Certification.

- (a) An individual may receive higher levels of certification in structural fire protection while being assigned to another discipline, provided that all requirements for the higher level or levels of certification are met.
- (b) Repetitive training cannot be used toward higher levels of certification.

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

- (a) Individuals holding a current Commission Structure Fire Protection Personnel certification received prior to March 10, 2003, may be granted International Fire Service Accreditation Congress (IFSAC) seals for Hazardous Materials Awareness Level Personnel, Hazardous Materials Operations Level Responders, Fire Fighter I, and Fire Fighter II by making application to the Commission for the IFSAC seals and paying applicable fees.
- (b) Individuals completing a Commission-approved basic fire suppression program, meeting any other NFPA requirement, and passing the applicable examination(s) based on the basic fire suppression curriculum, may be granted IFSAC seal(s) for Hazardous Materials Awareness Level Personnel, Hazardous Materials Operations Level Responders (including the Mission-Specific Competencies for Personal Protective Equipment and Product Control), Fire Fighter I, and/or Fire Fighter II by making application to the Commission for the IFSAC seal(s) and paying applicable fees, provided they meet the following provisions;
 - (1) To receive the IFSAC Hazardous Materials Awareness Level Personnel seal, the individual must:
 - (A) complete the Hazardous Materials Awareness section of a Commission-approved course; and
 - (B) pass the Hazardous Materials Awareness section of a Commission examination.
 - (2) To receive the IFSAC Hazardous Materials Operations Level Responders seal (including the Mission-Specific Competencies for Personal Protective Equipment and Product Control) the individual must:
 - (A) complete the Hazardous Materials Operation section of a Commission-approved course;
 - (B) document possession of an IFSAC Hazardous Materials Awareness Level Personnel seal; and
 - (C) pass the Hazardous Materials Operations section of a Commission examination.
 - (3) To receive the IFSAC Fire Fighter I seal, the individual must:
 - (A) complete a Commission-approved Fire Fighter I course;
 - (B) provide medical documentation as outlined in subsection (c) of this section;
 - (C) document possession of an IFSAC Hazardous Materials Awareness Level Personnel seal; and
 - (D) document possession of an IFSAC Hazardous Materials Operations Level Responders seal; and
 - (E) pass the Fire Fighter I section of a Commission examination.
 - (4) To receive the IFSAC Fire Fighter II seal, the individual must:
 - (A) complete a Commission-approved Fire Fighter II course;
 - (B) document possession of an IFSAC Fire Fighter I seal; and

(C) pass the Fire Fighter II section of a Commission examination.

(c) In order to meet the medical requirements of NFPA 1001, the individual must document successful completion of an emergency medical training course or program. The Commission recognizes the following emergency medical training:

- (1) The Texas Department of State Health Services Emergency Medical Service Personnel certification training;
- (2) American Red Cross Response course (including optional lessons and enrichment sections);
- (3) American Safety and Health Institute First Responder course;
- (4) National Registry of Emergency Medical Technicians certification; or
- (5) medical training deemed equivalent by the Commission.

9. **Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**
 - B. **Discussion and possible action on proposed amendments, new sections, repeals and rule reviews as follows:**
 3. **Proposed amendments to Title 37 TAC, Chapter 455, Minimum Standards for Wildland Fire Protection Certification, including but not limited to, §455.1, Minimum Standards for Wildland Fire Protection Personnel, §455.3, Minimum Standards for Basic Wildland Fire Protection Certification, §455.5, Minimum Standards for Intermediate Wildland Fire Protection Certification, and §455.7, Examination Requirements.**

Chapter 455

Minimum Standards For Wildland Fire Protection Certification

§455.1. Minimum Standards for Wildland Fire Protection Personnel.

- (a) A wildland fire fighter is defined as an individual whose function is suppression of fires in the wildland or wildland-urban interface setting.
- (b) Individuals holding Wildland Fire Protection certification shall be required to comply with the continuing education requirements in Chapter 441 of this title (relating to Continuing Education).
- (c) All Wildland Fire Protection certifications issued by the commission and referenced in this chapter are voluntary.

§455.3. Minimum Standards for Basic Wildland Fire Protection Certification.

In order to be certified as Basic Wildland fire protection personnel, an individual must:

- (1) possess valid documentation of accreditation from the International Fire Service Accreditation Congress as Wildland Fire Fighter Level I; or
- (2) complete a **commission** ~~[commission-]~~ approved Basic Wildland Fire Protection program and successfully pass the commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved Basic Wildland Fire Protection training program shall consist of one of the following:
 - (A) completion of the **commission** ~~[commission-]~~ approved Basic Wildland Fire **Fighter** ~~[Protection]~~ Curriculum, as specified in the applicable chapter of the commission's Certification Curriculum Manual; or;
 - (B) completion of the following ~~[Texas Forest Service]~~ National Wildfire Coordinating Group (**NWCG**) courses:
 - (i) S-130: Firefighter Training
 - (ii) S-190: Introduction to Wildland Fire Behavior
 - (iii) L-180: Human Factors on the Fireline
 - (iv) I-100: Introduction to the Incident Command System, or an equivalent basic incident command system course such as NIMS IS-100.
- (3) The commission examination requirement is waived for individuals who have completed the training requirements in paragraph (2)(A) or (B) of this section and apply for certification by August 31, 2013. After this date, individuals must successfully pass the commission examination prior to applying for certification.

§455.5. Minimum Standards for Intermediate Wildland Fire Protection Certification

- (a) In order to be certified as Intermediate Wildland Fire Protection personnel, an individual must:
 - (1) hold Basic Wildland Fire Protection certification issued by the commission; ~~[,]~~ and
 - (2) **complete the associated position task book as adopted by the National Wildfire Coordinating Group (NWCG) 310-1. Proof of completion of the position task book must be from the Texas Intrastate Fire Mutual Aid System (TIFMAS) (e.g. task book approval form or TIFMAS card); and** ~~[individuals who hold Structure Fire Protection certification issued by~~

the commission must complete the Texas Forest Service/National Wildfire Coordinating Group course G-131: Wildland Training (FFT1) for Structural Firefighters or the Texas Forest Service/National Wildfire Coordinating Group courses S-131 and S-133, including the associated position task book as adopted by the Texas Forest Service/NWCG 310-1/NFPA 1051 latest edition, and successfully pass the commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification), or]

(3) individuals who hold Structure Fire Protection certification issued by the commission must complete a commission approved Intermediate Wildland Fire Protection program and successfully pass the commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved Intermediate Wildland Fire Protection training program shall consist of one of the following:

(A) completion of the commission approved Intermediate Wildland Fire Fighter Curriculum, as specified in the applicable chapter of the commission's Certification Curriculum Manual; or

(B) completion of the National Wildfire Coordinating Group (NWCG) course G-131: Wildland Training (FFT1) for Structural Fire Fighters; or

(C) completion of the National Wildfire Coordinating Group (NWCG) courses S-131 and S-133, or

(4)[(3)] individuals who hold a State **Firemen's** [Fireman's] and Fire **Marshals'** [Marshal's] Association Advanced Accredited certification issued prior to January 1, 2012, or a State **Firemen's** [Fireman's] and Fire **Marshals'** [Marshal's] Association Firefighter II certification issued on or after January 1, 2012, must complete **a commission approved Intermediate Wildland Fire Protection program** [the Texas Forest Service/National Wildfire Coordinating Group course G-131: Wildland Training (FFT1) for Structural Firefighters or the Texas Forest Service/National Wildfire Coordinating Group courses S-131 and S-133, including the associated position task book as adopted by the Texas Forest Service/NWCG 310-1/NFPA 1051 latest edition,] and successfully pass **the** [a] commission examination which includes both Basic Structure Fire Protection and Intermediate Wildland Fire Protection, as specified in Chapter 439 of this title **(relating to Examinations for Certification). An approved Intermediate Wildland Fire Protection training program shall consist of one of the following:**

(A) completion of the commission approved Intermediate Wildland Fire Fighter Curriculum, as specified in the applicable chapter of the commission's Certification Curriculum Manual; or

(B) completion of the National Wildfire Coordinating Group (NWCG) course G-131: Wildland Training (FFT1) for Structural Fire Fighters; or

(C) completion of the National Wildfire Coordinating Group (NWCG) courses S-131 and S-133.

- (b) The commission examination requirement is waived for individuals in subsection (a)**(3)[(2)]** of this section who have completed the training requirement and apply for certification by August 31, 2013. After this date, individuals must successfully pass the commission examination prior to applying for certification.
- (c) The application processing fee for the initial examination is waived for individuals in subsection (a)**(4)[(3)]** of this section who have completed the training requirement and submit the application for the commission examination by August 31, 2013. After this date, the application processing fee for examinations will be required.
- (d) The application processing fee for the certification is not waived for individuals in subsection (c) of this section.

§455.7. Examination Requirements

- (a) Examination requirements of Chapter 439 of this title (relating to Examinations for Certification) must be met in order to receive Wildland Fire Protection Certification.
- (b) Persons seeking a commission certification referenced in this chapter who do not currently hold a certification issued by the **commission** [Texas Commission on Fire Protection] must meet all requirements regarding application for initial certification.

- 9. Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**
- C. Report from the Curriculum and Testing Committee with discussion and possible action on recommendations with regards to the following:**
- a. Fire Investigator, 1033 Matrix, curriculum outline and phase outline**
 - b. Instructor I, II and III curricula, outlines and reference lists**
 - c. Fire Officer III and IV reference lists**
 - d. Basic Wildland Fire Fighter reference list**
 - e. Intermediate Wildland Fire Fighter curriculum, outline, reference list and skill sheets**
 - f. HazMat Operations Mission-Specific Competencies, HazMat Technician and HazMat Incident Commander reference lists**
 - g. Appointment of Head of a Fire Department Ad Hoc Advisory Committee**

9. **Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**
 - C. **Report from the Curriculum and Testing Committee with discussion and possible action on recommendations with regards to the following:**
 - a. **Fire Investigator, 1033 Matrix, curriculum outline and phase outline**

**CHAPTER FIVE
FIRE INVESTIGATOR
COURSE OUTLINE**

| SECTION | SUBJECT | RECOMMENDED HOURS |
|-------------------|---|--------------------------|
| 500 501-1 | Commission on Fire Protection Rules and Regulations | 0 |
| 500 501-2 | INTENTIONALLY LEFT BLANK | 0 |
| 500 501-3 | Definitions | 0 |
| 500 501-4 | Basic Methodology | 2 |
| 500 501-5 | Basic Fire Science | 8 |
| 500 501-6 | Fire Patterns | 8 |
| 500 501-7 | Building Systems | 4 |
| 500 501-8 | Electricity and Fire | 8 |
| 500 501-9 | Building Fuel Gas Systems | 4 |
| 500 501-10 | Fire-Related Human Behavior | 2 |
| 500 501-11 | Legal Considerations | 8 |
| 500 501-12 | Safety | 2 |
| 500 501-13 | Sources of Information | 8 |
| 500 501-14 | Planning the Investigation | 2 |
| 500 501-15 | Documentation of the Investigation | 8 |
| 500 501-16 | Physical Evidence | 4 |
| 500 501-17 | Origin Determination | 8 |
| 500 501-18 | Fire Cause Determination | 4 |
| 500 501-19 | Analyzing the Incident for Cause and Responsibility | 8 |
| 500 501-20 | Failure Analysis and Analytical Tools | 8 |
| 500 501-21 | Explosions | 4 |
| 500 501-22 | Incendiary Fires | 8 |
| 500 501-23 | Fire and Explosion Deaths and Injuries | 4 |
| 500 501-24 | Appliances | 2 |
| 500 501-25 | Motor Vehicle Fires | 8 |
| 500 501-26 | Wildfire Investigations | 3 |
| 500 501-27 | Management of Complex Investigations | 2 |
| 500 501-28 | Marine Fire Investigations | 3 |
| 501-29 | Practical Exercises | 20 |
| | | |
| | | |
| | | |
| | TOTAL HOURS RECOMMENDED | 150 |

* 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.

**CHAPTER FIVE
FIRE INVESTIGATOR
COURSE PHASE OUTLINE**

| SECTION | SUBJECT | RECOMMENDED HOURS |
|--|---|--------------------------|
| FIRE INVESTIGATOR I – PHASE I | | |
| 500 501-4 | Basic Methodology | 2 |
| 500 501-14 | Planning the Investigation | 2 |
| 500 501-13 | Sources of Information | 4 |
| 500 501-11 | Legal Considerations | 6 |
| 500 501-12 | Safety | 2 |
| 500 501-5 | Basic Fire Science | 4 |
| 500 501-6 | Fire Patterns | 6 |
| 500 501-7 | Building Systems | 4 |
| 500 501-9 | Building Fuel Gas Systems | 2 |
| 500 501-17 | Origin Determination | 6 |
| 500 501-15 | Documentation of the Investigation | 6 |
| 500 501-16 | Physical Evidence | 4 |
| 501-29 | Practical Exercises* | 6 |
| | Total Recommended Hours | 54 |
| FIRE INVESTIGATOR II – PHASE II | | |
| 500 501-18 | Fire Cause Determination | 4 |
| 500 501-10 | Fire-Related Human Behavior | 2 |
| 500 501-21 | Explosions | 4 |
| 500 501-23 | Fire and Explosion Deaths and Injuries | 3 |
| 500 501-8 | Electricity and Fire | 6 |
| 500 501-22 | Incendiary Fires | 6 |
| 500 501-19 | Analyzing the Incident for Cause and Responsibility | 6 |
| 500 501-20 | Failure Analysis and Analytical Tools | 6 |
| 500 501-24 | Appliances | 2 |
| 500 501-25 | Motor Vehicle Fires | 3 |
| 500 501-28 | Marine Fire Investigations | 2 |
| 500 501-26 | Wildfire Investigations | 2 |
| 500 501-27 | Management of Complex Investigations | 2 |
| 501-29 | Practical Exercises* | 8 |
| | Total Recommended Hours | 56 |
| COMPLETER – PHASE III | | |
| | Investigator I and II Review | 8 |
| 501-29 | Practical Exercises* | 32 |
| | Total Recommended Hours | 40 |
| TOTAL HOURS RECOMMENDED | | 150 |

*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.

9. **Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**
 - C. **Report from the Curriculum and Testing Committee with discussion and possible action on recommendations with regards to the following:**
 - b. **Instructor I, II and III curricula, outlines and reference lists**

REFERENCE LIST FOR THE FIRE INSTRUCTOR I CURRICULUM

Fire and Emergency Services Instructor (8th ed.). (2012). Stillwater, OK: International Fire Service Training Association, Oklahoma State University.

Fire Service Instructor: Principles and Practice (2nd ed.). (2014). Burlington, MA: Jones and Bartlett Learning.

NFPA 1041: Standard for Fire Service Instructor Professional Qualifications (2012 ed.). Quincy, MA: National Fire Protection Association. NFPA Publications.

NFPA 1401: Recommended Practice for Fire Service Training Reports and Records (2012 ed.). Quincy, MA: NFPA Publications. National Fire Protection Association.

NFPA 1403: Standard on Live Fire Training Evolutions (2012 ed.). Quincy, MA: NFPA Publications. National Fire Protection Association.

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

CHAPTER EIGHT
FIRE INSTRUCTOR I
CURRICULUM OUTLINE

| SECTION | SUBJECT | RECOMMENDED HOURS |
|----------------|--------------------------------|--------------------------|
| 801-4.1 | General | 1 |
| 801-4.2 | Program Management | 7 |
| 801-4.3 | Instructional Development | 16 |
| 801-4.4 | Instructional Delivery | 16 |
| 801-4.5 | Evaluation and Testing | 8 |
| | | |
| | TOTAL RECOMMENDED HOURS | 48 |

SECTION 801

FIRE INSTRUCTOR I

A Fire Instructor I is a fire service instructor who has demonstrated the knowledge and ability to:

- deliver instruction effectively from a prepared lesson plan, including instructional aids and evaluation instruments;
- adapt lesson plans to the unique requirements of the students and authority having jurisdiction (AHJ);
- organize the learning environment so that learning is maximized;
- meet the record-keeping requirements of the AHJ.

801-4.1 General

801-4.1.1 The Fire Service Instructor I shall meet the JPRs defined in Sections 801-4.2 through 801-4.5 and meet any other certification requirements.

801-4.2 Program Management

801-4.2.1 **Definition of Duty.** The management of basic resources and the records and reports essential to the instructional process.

801-4.2.2 Assemble course materials, given a specific topic, so that the lesson plan and all materials, resources, and equipment needed to deliver the lesson are obtained.

Requisite Knowledge. Components of a lesson plan, policies and procedures for the procurement of materials and equipment, and resource availability.

- 1) Components of a lesson plan
 - a) Lesson presentation preparation
 - b) Lesson title or topic
 - c) Time frame
 - d) Level of instruction
 - e) Behavioral objectives
 - f) Materials needed
 - g) Prerequisites
 - h) Instructor notes
 - i) References/resources

- 2) Policies and procedures for the procurement of materials and equipment, and resource availability

- a) Identify materials and equipment necessary
- b) Determine availability
- c) Acquire or reserve
- d) Alternate resource planning (backup plan)
- e) Return materials and equipment

Requisite Skills. None required.

801-4.2.3 Prepare requests for resources, given training goals and current resources, so that the resources required to meet training goals are identified and documented.

Requisite Knowledge. Resource management, sources of instructional resources and equipment.

- 1) **Resource management**
 - a) **Facilities**
 - b) **Apparatus**
 - c) **Equipment**
 - d) **Supplies**
- 2) **Sources of instructional resources and equipment**
 - a) **Government reports**
 - b) **Videos**
 - c) **Texts**
 - d) **Related websites**

Requisite Skills. Oral and written communication, forms completion.

801-4.2.4 Schedule single instructional sessions, given a training assignment, department scheduling procedures, instructional resources, facilities and timeline for delivery, so that the specified sessions are delivered according to department procedure.

Requisite Knowledge. Departmental scheduling procedures and resource management.

- 1) **Departmental scheduling procedures (AHJ)**
- 2) **Resource management**
 - a) **Scheduling facilities**
 - b) **Scheduling apparatus**
 - c) **Scheduling equipment**
 - d) **Scheduling supplies**

Requisite Skills. Training schedule completion.

801-4.2.5 **(This is the old 4.2.3)** Prepare **Complete** training records and report forms, given policies and procedures and forms, so that required reports are **accurately** completed and submitted in accordance with the procedures.

Requisite Knowledge. Types of records and reports required, and policies and procedures for processing records and reports.

- 1) Types of records and reports required
 - a) A daily training record
 - b) A company record
 - c) An individual training record
 - d) Special and summary records
- 2) Policies and procedures for processing records and reports
 - a) Federal, state and local requirements
 - b) Agency requirements
 - c) Training or facility provider requirements

Requisite Skills. Basic report writing and record completion.

801-4.3 **Instructional Development**

801-4.3.1 **Definition of Duty.** The review and adaptation of prepared instructional materials.

801-A.4.3.1 The Instructor I should **not** alter the content or the lesson objectives in this process.

801-4.3.2 Review instructional materials, given the materials for a specific topic, target audience, and learning environment, so that elements of the lesson plan, learning environment, and resources that need adaptation are identified.

801-A.4.3.2 The Instructor I, prior to the start of the course, should be able to evaluate local conditions, evaluate facilities for appropriateness, meet local standard operating procedures (SOPs), and evaluate limitations of students.

Requisite Knowledge. Recognition of student limitations and cultural diversity, methods of instruction, types of resource materials, organization of the learning environment, and policies and procedures.

- 1) Recognition of student limitations
 - a) Language
 - b) Learning disability
 - c) Learning style
 - d) Environment
 - e) Cultural and ethnicity
 - f) Physical
 - g) Motivation
 - h) Demographics
 - i) Literacy levels
 - j) Life experiences
 - k) Educational background
- 2) Methods of instruction
 - a) Identify appropriate delivery method for audience
 - i) Demonstration
 - ii) Illustration
 - iii) Lecture
 - iv) Discussion
 - v) Individualized instruction
- 3) Types of resource materials
 - a) Paper-based (books, handouts)
 - b) Electronic (internet, computer-based, audiovisual)
 - c) Subject matter experts (SMEs)
 - d) Equipment/tools of the trade
 - e) Facilities
 - f) Props
- 4) Organizing the learning environment
 - a) Seating
 - b) Lighting
 - c) Climate (indoors/outdoors)
 - d) Safety
 - e) Audiovisual (all inclusive)
 - f) Restrooms/break area
 - g) Noise/distractions
- 5) Policies and procedures
 - a) Federal, state and local requirements
 - b) Agency requirements
 - c) Training or facility provider requirements

Requisite Skills. Analysis of resources, facilities, and materials.

801-4.3.3 Adapt a prepared lesson plan, given course materials and an assignment, so that the needs of the student and the objectives of the lesson plan are achieved.

801-A.4.3.3 The Instructor I should be able to modify the method of instruction and course materials to meet the needs of the student and accommodate the instructor's style. This includes adaptations necessary due to the learning environment, audience, capability of facilities, and types of equipment.

Requisite Knowledge. Elements of a lesson plan, selection of instructional aids and methods, and organization of the learning environment.

- 1) Elements of a lesson plan, from NFPA 1041 A.4.3.3(A)
 - a) Job title or topic
 - b) Level of instruction
 - c) Behavioral objectives, performance objectives, or learning outcomes
 - d) Instructional materials needed
 - e) References/resources
 - f) Preparation step (motivation)
 - g) Presentation step
 - h) Application step
 - i) Lesson summary
 - j) Evaluation step
 - k) Assignment

- 2) Selection of instructional aids and methods, from NFPA 1041 A.4.3.3(A)
 - a) Demonstration
 - b) Illustration
 - c) Lecture
 - d) Discussion
 - e) Individualized instruction

- 3) Organization of learning environment
 - a) Review lesson materials
 - b) Review training objectives
 - c) Determine capability of facilities and/or equipment
 - d) Select appropriate learning environment

- 4) **Elements of the communication process, from NFPA 1041 A.4.3.3(A)**
 - a) **Encoding**
 - b) **Transmitting**

- c) Receiving
- d) Decoding

Requisite Skills. Instructor preparation and organizational skills.

801-4.4 **Instructional Delivery**

801-4.4.1 **Definition of Duty.** The delivery of instructional sessions utilizing prepared course materials.

801-4.4.2 Organize the classroom, laboratory, or outdoor learning environment, given a facility and an assignment, so that lighting, distractions, climate control or weather, noise control, seating, audiovisual equipment, teaching aids, and safety are considered.

Requisite Knowledge. Classroom management and safety, advantages and limitations of audiovisual equipment and teaching aids, classroom arrangement, and methods and techniques of instruction.

- 1) Classroom management and safety
 - a) Security measures
 - b) Evacuation/safety plan
 - c) Safety devices in place/available
 - d) Climate controls
 - e) Proper lighting
- 2) Advantages and limitations of audiovisual equipment and teaching aids
 - a) Non-projected media
 - b) Projected media
 - c) Simulators
 - d) Computer technology
 - e) Audio equipment
- 3) Classroom arrangement
 - a) Seating/table arrangement
 - b) Classroom/training area access
 - c) Minimize distractions
 - d) Media placement
- 4) Methods and techniques of instruction
 - a) Demonstration
 - b) Illustration
 - c) Lecture
 - d) Discussion
 - e) Individualized instruction

Requisite Skills. Use of instructional media and teaching aids.

- 801-4.4.3 Present prepared lessons, given a prepared lesson plan that specifies the presentation method(s), so that the method(s) indicated in the plan are used and the stated objectives or learning outcomes are achieved, **applicable safety standards and practices are followed, and risks are addressed.**

Requisite Knowledge. The laws and principles of learning, teaching method techniques, **methods and techniques of instruction**, lesson plan components and elements of the communication process, and lesson plan terminology and definitions; **the impact of cultural differences on instructional delivery; safety rules, regulations and practices; identification of training hazards; elements and limitations of distance learning; distance learning delivery methods; and the instructor's role in distance learning.**

- 1) The laws and principles of learning
 - a) Thorndike's Laws of Learning
 - i) Readiness
 - ii) Exercise
 - iii) Effect
 - iv) Disuse
 - v) Association
 - vi) Recency
 - vii) Primacy
 - viii) Intensity
- 2) Teaching methods and techniques **Methods and techniques of instruction**
 - a) Demonstration
 - b) Illustration
 - c) Lecture
 - d) Discussion
 - e) Individualized instruction
 - f) Oral questioning
 - i) Overhead
 - ii) Rhetorical
 - iii) Relayed
 - iv) Directed
- 3) Lesson plan components and elements of the communication process, from NFPA 1041 A.4.3.3(A)
 - a) Lesson title or topic

- b) Level of instruction
 - c) Behavioral objectives, performance objectives, or learning outcomes
 - d) Instructional materials needed
 - e) References/resources
 - f) Preparation step (motivation)
 - g) Presentation step
 - h) Application step
 - i) Lesson summary
 - j) Evaluation step
 - k) Assignment
- 4) The elements of the communication process
- a) Sender
 - b) Message
 - c) Instructional medium
 - d) Receiver
 - e) Feedback
 - f) Environment
- 5) Lesson plan terminology and definitions
- a) Lesson plan
 - b) Lesson title or topic
 - c) Level of instruction
 - d) Behavioral objectives, performance objectives, or learning outcomes
 - e) Instructional materials (aids, tools and equipment, materials and supplies)
 - f) References
 - g) Resources
 - h) Preparation step (motivation of learner)
 - i) Presentation step
 - j) Application step
 - k) Lesson summary
 - l) Evaluation step
 - m) Assignment
- 6) **The impact of cultural differences on instructional delivery**
- a) **Student backgrounds**
 - i) **Cultural**
 - ii) **Ethnic**
 - b) **Values**
 - c) **Behaviors**
 - d) **Attitudes**

- 7) **Safety rules, regulations and practices**
 - a) **Applicable NFPA standards (i.e., 1403, etc.)**
 - b) **TCFP rules**
 - c) **Federal and state regulations**
 - d) **Departmental policies and procedures**
 - e) **Equipment manufacturers' recommendations**

- 8) **Identification of training hazards**
 - a) **Slips, trips and falls**
 - b) **Environmental**
 - c) **Thermal**
 - d) **Sharp objects**
 - e) **Mechanical**
 - f) **Chemical**
 - g) **Apparatus, machinery or equipment operations**

- 9) **Elements and limitations of distance learning**
 - a) **Students and instructors are in separate locations**
 - b) **Interactive media used for communications and instruction**
 - i) **Internet/intranet**
 - ii) **Interactive television**
 - iii) **Mail/e-mail**
 - c) **Instructor difficulties**
 - i) **No immediate feedback**
 - ii) **Limited interaction**
 - d) **Student difficulties**
 - i) **Motivation**
 - ii) **Time allocation**
 - iii) **Technical difficulties**

- 10) **Distance learning delivery methods, from NFPA 1041 A.4.4.3(A)**
 - a) **Online learning**
 - b) **Blended e-learning**
 - c) **Web-based instruction**
 - d) **Computer-based training**
 - e) **Interactive television**
 - f) **Podcasts**

- 11) **The instructor's role in distance learning**
 - a) **Functions as a facilitator**

Requisite Skills. Oral communication techniques, teaching methods and techniques **of instruction**, and utilization of lesson plans in the **an** instructional setting.

- 801-4.4.4 Adjust presentation, given a lesson plan and changing circumstances in the class environment, so that class continuity and the objectives or learning outcomes are achieved.

Requisite Knowledge. Methods of dealing with changing circumstances.

- 1) Methods of dealing with changing circumstances
 - a) The Instructor I should be able to adjust to such changing circumstances as the following
 NFPA 1041 A.4.4.4
 - i) Equipment failure
 - ii) Weather
 - iii) Audio and visual distractions
 - iv) Safety
 - v) Limited resources
 - vi) Presentation location
 - vii) Interruptions (e.g. emergency response)
 - b) The Instructor I should **not** alter the content or the lesson objectives in this process.

Requisite Skills. None required.

- 801-4.4.5 Adjust to differences in learning styles, abilities, **cultures** and behaviors, given the instructional environment, so that lesson objectives are accomplished, disruptive behavior is addressed, and a safe learning environment is maintained.

801-A.4.4.5 Examples of disruptive behavior include, but are not limited to, harassment, abuse, discrimination, disruption of training, horseplay, and a lack of respect for others.

Requisite Knowledge. Motivation techniques, learning styles, types of learning disabilities and methods for dealing with them, and methods of dealing with disruptive and unsafe behavior.

- 1) Factors that could influence the learning process, from NFPA 1041 A.4.4.5(A)
 - a) Attitude
 - b) Experience
 - c) Knowledge
 - d) Education
 - e) Personality
 - f) Physical condition (fatigue, illness, etc.)
 - g) Unsafe behavior

- h) Motivation
 - i) Competing demands for time
- 2) Motivation techniques
- a) Define motivation
 - b) Maslow's Hierarchy of Needs
 - i) Physiological
 - ii) Security
 - iii) Social
 - iv) Self-esteem
 - v) Self-actualization
 - c) Herzberg's Job Enrichment Model
 - i) Dissatisfiers (Hygiene Factors)
 - (1) Relationships
 - (2) Supervision quality
 - (3) Policies and administration
 - (4) Working conditions
 - (5) Personal life
 - ii) Satisfiers (Motivator Factors)
 - (1) Achievement
 - (2) Recognition
 - (3) Work
 - (4) Responsibility
 - (5) Advancement
- 3) Learning styles
- a) Auditory
 - b) Kinesthetic
 - c) Visual
 - d) Tactile
- 4) Types of learning disabilities and methods for dealing with them
- a) Slow learner
 - b) Memory
 - c) Auditory/visual perception
 - d) Oral language
 - e) Speaking, listening, writing difficulties
 - f) Word recognition/comprehension
 - g) Math deficient
 - h) Methods to handle may include:
 - i) Counseling
 - ii) Coaching
 - iii) Peer assistance
 - iv) Mentoring

- 5) Methods of dealing with disruptive and unsafe behavior
 - a) Non-intentionally disruptive learner
 - i) Shy or timid
 - ii) Quiet or bored
 - iii) Uninterested
 - iv) "Intellectual" (knowledgeable, resource for the class)
 - v) "Explorer" (highly motivated to learn, challenges instructor)
 - b) Intentionally disruptive learner
 - i) Talkative and aggressive
 - ii) Show off
 - iii) Fast learner (may become bored or challenge the instructor)
 - iv) "Prisoner" (required attendance)
 - v) "Vacationer" (not interested in learning, but in having a good time elsewhere at someone else's expense)
 - vi) "Pseudo intellectual" (tries to impress others ... know it all)
 - c) Unsafe behaviors
 - i) Improper use of equipment
 - ii) Not following safety procedures/standards
 - iii) Horseplay
 - d) Methods to handle may include:
 - i) Coaching
 - ii) Use of motivational techniques
 - iii) Discipline
 - iv) Adaptation of lesson plan or materials

Requisite Skills. Basic coaching and motivational techniques, **correction of disruptive behaviors**, and adaptation of lesson plans or materials to specific instructional situations.

801-4.4.6 Operate audiovisual equipment and demonstration devices, given a learning environment and equipment, so that the equipment functions properly.

Requisite Knowledge. Components of audiovisual equipment.

- 1) Components of audiovisual equipment
 - a) Visual aids may include, but are not limited to the following:
 - i) Non-projected visuals
 - (1) Pictures
 - (2) Drawings
 - (3) Charts
 - (4) Graphs
 - (5) Maps
 - (6) Posters
 - (7) Flipcharts

- (8) Cutaways
- (9) Models
- (10) Handouts
- (11) Actual objects
- ii) Projected visuals
 - (1) Slides
 - (2) Transparencies
 - (3) Document cameras
- iii) Digital image projection
 - (1) Presentation software (e.g., PowerPoint)
- b) Audio aids may include, but are not limited to the following:
 - i) Audio tapes
 - ii) Audio CDs
 - iii) MP3s
 - ~~iv) Cassettes~~
 - v) Microphones
 - vi) Speakers
 - vii) Amplifiers
- c) Audiovisual aids may include, but are not limited to the following:
 - i) Videotapes
 - ii) DVDs
 - iii) Presentation software (e.g., PowerPoint)
 - iv) CDs
 - v) Simulation software
- d) Other equipment may include, but is not limited to the following:
 - i) Dry erase board
 - ii) Chalk board
 - iii) Electronic copy board
 - iv) Pointing devices
 - v) Timekeeping devices
 - vi) Screens
- e) Set up, usage and storage of audiovisual equipment according to manufacturer's recommendations may include, but is not limited to the following:
 - i) Cleaning lenses, focus/image adjustment (Keystone), power supply, lighting
 - ii) Volume levels
 - iii) Change bulbs
 - iv) Package for storage/transport
 - v) Changing filters
 - vi) Changing batteries
 - vii) Spare batteries
 - viii) Component interface (cables/drivers)
 - ix) Cleaning supplies
 - x) Chalk/markers/erasers

xi) Screens

Requisite Skills. Use of audiovisual equipment, cleaning, and field level maintenance.

801-4.4.7 Utilize audiovisual materials, given prepared topical media and equipment, so that the intended objectives are clearly presented, transitions between media and other parts of the presentation are smooth, and media are returned to storage.

Transitions are the connections between training segments and/or media. They should be:

- Smooth
- Clear
- Concise
- Understandable
- Compatible

Requisite Knowledge. Media types, limitations, and selection criteria.

- 1) Media types, limitations, and selection criteria
 - a) Visual media
 - i) Limitations
 - ii) Selection criteria
 - b) Audio media
 - i) Limitations
 - ii) Selection criteria
 - c) Audiovisual media
 - i) Limitations
 - ii) Selection criteria
 - d) Other media types
 - i) Limitations
 - ii) Selection criteria

Requisite Skills. Transition techniques within and between media.

801-4.5 **Evaluation and Testing**

801-4.5.1 **Definition of Duty.** The administration and grading of student evaluation instruments.

801-A.4.5.1 This duty primarily deals with student evaluation; however, the Instructor I could be required to conduct program evaluations according to policies and procedures.

801-4.5.2 Administer oral, written, and performance tests, given the lesson plan, evaluation instruments, and the evaluation procedures of the agency, so that **bias or discrimination is eliminated**, the testing is conducted according to procedures and the security of the materials is maintained.

Requisite Knowledge. Test administration, agency policies, **laws and policies pertaining to discrimination during training and testing, methods for eliminating testing bias**, laws affecting records and disclosure of training information, purposes of evaluation and testing, and performance skills evaluation.

- 1) Test administration
 - a) Oral
 - i) Environmental preparation
 - ii) Eliminating bias
 - iii) Reducing test anxiety
 - iv) Security
 - v) Procedures
 - vi) Test materials
 - b) Written
 - i) Environmental preparation
 - ii) Eliminating bias
 - iii) Reducing test anxiety
 - iv) Security
 - v) Procedures
 - vi) Test materials
 - c) Performance
 - i) Environmental preparation
 - ii) Eliminating bias
 - iii) Reducing test anxiety
 - iv) Security
 - v) Procedures
 - vi) Safety
 - vii) Equipment and supplies
 - viii) Test materials
- 2) Agency policies
 - a) Oral testing
 - b) Written testing
 - c) Performance testing
 - d) Record keeping
- 3) **Laws and policies pertaining to discrimination during training and testing**
 - a) **Federal**

- b) State
 - c) Local
- 4) Methods for eliminating testing bias
- a) Identify bias
 - b) Report bias (AHJ)
 - c) Avoid bias
- 5) Laws affecting records and disclosure of training information
- a) Federal
 - i) Family Educational Rights and Privacy Act (FERPA)
 - ii) Occupational Safety and Health Administration (OSHA)
 - b) State
 - i) Texas Commission on Fire Protection (TCFP)
 - ii) Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE)
 - iii) Texas Department of State Health Services (DSHS)
 - c) Local
 - i) AHJ (e.g., civil service, public health authority, local ordinance)
- 6) Purposes of evaluation and testing
- a) Determine if objectives are met
 - b) Feedback
 - i) To students
 - ii) To instructors
 - c) Student motivation
 - d) Instructor effectiveness
- 7) Performance skills evaluation
- a) Verifies Job Performance Requirements (JPRs)

Requisite Skills. Use of skills checklists and oral questioning techniques.

801-4.5.3 Grade student oral, written, or performance tests, given class answer sheets or skills checklists and appropriate answer keys, so the examinations are accurately graded and properly secured.

Requisite Knowledge. Grading methods, methods for eliminating bias during grading, and maintaining confidentiality of scores.

- 1) Grading techniques methods
 - a) Manual grading
 - i) Verify correct answer key
 - ii) Tabulate results

- b) Optical mark readers
 - i) Familiarization with grading equipment
 - ii) Verify correct answer key
 - iii) Tabulate results
- c) Computer based
 - i) Familiarization with grading equipment
 - ii) Verify correct answer key
 - iii) Tabulate results
- d) Consistency
 - i) Elimination of bias
 - ii) Fairness
 - iii) Uniform application of grading criteria
- e) Security
 - i) Evaluation instrument (e.g., exam, skill sheet)
 - ii) Answer key

2) Methods for eliminating bias during grading

- a) **Identify bias**
- b) **Report bias (AHJ)**
- c) **Avoid bias**

- 3) Confidentiality of scores
 - a) Individual
 - b) Group

Requisite Skills. None required.

801-4.5.4 Report test results, given a set of test answer sheets or skills checklists, a report form, and policies and procedures for reporting, so that the results are accurately recorded, the forms are forwarded according to procedure, and unusual circumstances are reported.

Requisite Knowledge. Reporting procedures and the interpretation of test results.

- 1) Reporting procedures
 - a) Recording results
 - i) Written
 - ii) Electronic
 - b) Reporting results
 - i) Unusual circumstances noted
 - ii) Forward results according to local procedure
- 2) The interpretation of test results
 - a) Follows grading guidelines

- b) Determines pass/fail
- c) Determines need for retest
- d) Notes trends

Requisite Skills. Communication skills and basic coaching.

801-4.5.5 Provide evaluation feedback to students, given evaluation data, so that the feedback is timely; specific enough for the student to make efforts to modify behavior; and objective, clear, and relevant; also include suggestions based on the data.

801-A.4.5.5 The Instructor I is expected to be able to assess student test results and identify areas requiring additional study and communicate this information to the student.

Requisite Knowledge. Reporting procedures and the interpretation of test results.

- 1) Reporting procedures
 - a) Explain grading criteria
 - b) Report results to examinee(s) in a timely manner
 - c) Individual score
 - d) Range of scores
 - e) Number of passing scores
- 2) The interpretation of test results
 - a) Provide evaluation feedback
 - i) Timely
 - ii) Objective
 - iii) Clear
 - iv) Specific
 - v) Relevant
 - b) Recognize outstanding performance
 - c) Make suggestions for improvement as needed

Requisite Skills. Communication skills and basic coaching.

REFERENCE LIST FOR THE FIRE INSTRUCTOR II CURRICULUM

Fire and Emergency Services Instructor (8th ed.). (2012). Stillwater, OK: International Fire Service Training Association, Oklahoma State University.

Fire Service Instructor: Principles and Practice (2nd ed.). (2014). Burlington, MA: Jones and Bartlett Learning.

NFPA 1041: Standard for Fire Service Instructor Professional Qualifications (2012 ed.). Quincy, MA: National Fire Protection Association. NFPA Publications.

NFPA 1401: Recommended Practice for Fire Service Training Reports and Records (2012 ed.). Quincy, MA: NFPA Publications. National Fire Protection Association.

NFPA 1403: Standard on Live Fire Training Evolutions (2012 ed.). Quincy, MA: NFPA Publications. National Fire Protection Association.

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

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CHAPTER EIGHT
FIRE INSTRUCTOR II
CURRICULUM OUTLINE

| SECTION | SUBJECT | RECOMMENDED HOURS |
|----------------|--------------------------------|--------------------------|
| 802-5.1 | General | 1 |
| 802-5.2 | Program Management | 16 |
| 802-5.3 | Instructional Development | 12 |
| 802-5.4 | Instructional Delivery | 7 |
| 802-5.5 | Evaluation and Testing | 12 |
| | | |
| | TOTAL RECOMMENDED HOURS | 48 |

SECTION 802

FIRE INSTRUCTOR II

A Fire Instructor II is a fire service instructor who, in addition to meeting Instructor I qualifications, has demonstrated the knowledge and ability to:

- **Develop individual lesson plans** for a specific topic including learning objectives, instructional aids, and evaluation instruments
- **Schedule training sessions** based on overall training plan of the authority having jurisdiction (AHJ)
- **Supervise and coordinate the activities of other instructors**

802-5.1 General

For certification at Level II, the Fire Instructor I shall meet the job performance requirements (JPRs) defined in Sections 802-5.2 through 802-5.5 of this standard.

802-5.2 Program Management

802-5.2.1 **Definition of Duty.** The management of instructional resources, staff, facilities, and records and reports.

802-5.2.2 Schedule instructional sessions, given department scheduling policy, instructional resources, staff, facilities, and timeline for delivery, so that the specified sessions are delivered according to department policy.

Requisite Knowledge. Departmental policy, scheduling processes, supervision techniques, and resource management.

- 1) Types of training schedules
 - a) Periodic training schedule/station training
 - b) Periodic training schedule/training facility activities
 - c) All other training
 - i) Recruit
 - ii) In-service
 - iii) Special
 - iv) Officer
 - v) Advanced
 - vi) Mandated
- 2) Departmental policy
 - a) Staffing levels (e.g., overtime issues; in service versus out of service – emergency response availability)

- b) Mandated versus non-mandated training
- 3) Scheduling processes
 - a) Shift scheduling
 - b) Administrative
 - c) Support personnel
 - d) Knowledge of class offering
 - i) Time and place
 - ii) Prerequisites
 - iii) Resources: websites, brochures, catalogs
- 4) Supervision techniques
 - a) Selection of instructional staff
 - i) Lead instructors
 - ii) Assistant instructors
 - iii) Examiners or proctors
- 5) Resource management
 - a) Facilities
 - b) Materials and supplies
 - c) Prop acquisition
 - d) Apparatus status (emergency response availability)

Requisite Skills. None required.

802-5.2.3 Formulate budget needs, given training goals, agency budget policy, and current resources, so that the resources required to meet training goals are identified and documented.

Requisite Knowledge. Agency budget policy, resources management, needs analysis, sources of instructional materials, and equipment.

- 1) Agency budget policy
 - a) Meet timelines
 - b) Comply with approval process
 - c) Justify requests
- 2) Resource management
 - a) Facilities
 - b) Apparatus
 - c) Equipment
 - d) Supplies
- 3) Needs analysis
 - a) Identify need for training

- i) External mandates
 - ii) Departmental goals (short-term and long-term)
 - iii) Correct deficiencies
 - iv) Maintain proficiency
- b) Determine solution
- c) Costs for implementation
 - i) Personnel
 - ii) Facilities
 - iii) Equipment
 - iv) Supplies
 - v) Contingency
- 4) Sources of instructional materials and equipment
 - a) Publishers
 - b) Government publications
 - c) Manufacturers
 - d) Associations
 - e) Educational institutions
 - f) Websites

Requisite Skills. Resource analysis and forms completion.

802-5.2.4 Acquire training resources, given an identified need, so that the resources are obtained within established timelines, budget constraints, and according to agency policy.

Requisite Knowledge. Agency policies, purchasing procedures, and budget management.

- 1) Agency policies
 - a) Knowledge of agency policies and procedures
 - b) Rules and regulations
- 2) Purchasing procedures (acquisition procedures)
 - a) Identify product or service
 - b) Identify supplier
 - c) Follow requisition procedures
 - d) Follow approval path
 - e) Confirm delivery
- 3) Budget management
 - a) Budget constraints
 - b) Track expenditures
 - c) Amendments

Requisite Skills. Forms completion.

- 802-5.2.5 Coordinate training record-keeping, given training forms, department policy, and training activity, so that all agency and legal requirements are met.

Requisite Knowledge. Record-keeping processes, departmental policies, laws affecting records and disclosure of training information, professional standards applicable to training records, and databases used for record-keeping.

- 1) Types of training records

NFPA 1401

 - a) Departmental training record
 - b) Individual special course record
 - c) Individual training record
 - d) Progress chart
 - e) Certification training record (Firefighter)
 - f) Educational courses
 - g) Vocational courses
 - h) Seminars and other training
 - i) Periodic company summary
 - j) Chief officers' periodic training summary
 - k) Group training records and evaluation
- 2) Record keeping processes
 - a) Electronic
 - b) Paper-based (hard copy)
- 3) Departmental policies
 - a) Record retention
 - b) Security
 - c) Tracking
- 4) Laws affecting records and disclosure of training information
 - a) Federal
 - i) Family Educational Rights and Privacy Act (FERPA)
 - ii) Occupational Safety and Health Administration (OSHA)
 - b) State
 - i) Texas Commission of Fire Protection (TCFP)
 - ii) Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE)
 - iii) Texas Department of State Health Services (DSHS)
 - c) Local – AHJ (e.g., civil service, public health authority, local ordinance)

- 5) Professional standards applicable to training records
 - a) Detailed to enable factual reporting, while remaining as simple as possible
 - b) Kept to a minimum to avoid confusion and duplication of effort
 - c) Secured and confidential

- 6) Databases used for record keeping
 - a) Cost effective method of processing comprehensive data
 - b) Allow for report generation
 - c) Allow quick access to data
 - d) Improve security
 - e) Decrease storage space problems
 - f) Maintain back up records

Requisite Skills. Record auditing procedures.

802-5.2.6 Evaluate instructors, given an evaluation form, department policy, and job performance requirements (JPRs), so that the evaluation identifies areas of strengths and weaknesses, recommends changes in instructional style and communication methods, and provides opportunity for instructor feedback to the evaluator.

Requisite Knowledge. Personnel evaluation methods, supervision techniques, department policy, and effective instructional methods and techniques.

- 1) Personnel evaluation methods
 - a) Observation
 - b) Student feedback
 - c) Student performance
 - d) Instructor characteristics
 - i) Ability
 - ii) Knowledge
 - iii) Experience
 - iv) Instructional methods
 - v) Organization

- 2) Supervision techniques
 - a) Directing
 - b) Coaching
 - c) Supporting
 - d) Delegating

- 3) Department policy

- a) Knowledge of departmental policies and procedures, rules and regulations
- 4) Effective instructional methods and techniques
 - a) Lecture
 - b) Discussion
 - c) Illustration
 - d) Demonstration

Requisite Skills. Coaching, observation techniques, and completion of evaluation forms.

802-5.3 **Instructional Development**

802-5.3.1 **Definition of Duty.** The development of instructional materials for specific topics.

802-5.3.2 Create a lesson plan, given a topic, audience characteristics, and a standard lesson plan format, so the ~~job performance requirements~~ **JPRs or learning objectives** for the topic are ~~achieved~~ **addressed**, and the plan includes learning objectives, a lesson outline, course materials, instructional aids, and an evaluation plan.

Requisite Knowledge. Elements of a lesson plan, components of learning objectives, ~~instructional methods and techniques~~ **of instruction**, characteristics ~~principles~~ of adult learners **learning, techniques for eliminating bias in instructional materials**, types and application of instructional media, evaluation techniques, and sources of references and materials.

- 1) Elements of a lesson plan
 - a) Job title or topic
 - b) Level of instruction
 - c) JPRs, behavioral objectives, performance objectives, or learning outcomes
 - d) Instructional materials needed
 - e) References
 - f) Preparation step (motivation)
 - g) Presentation step
 - h) Application step
 - i) Lesson summary
 - j) Evaluation step
 - k) Assignment
- 2) Components of learning objectives

- a) Audience (**may be implied**)
 - b) Behavior **statement**
 - c) Conditions **description**
 - d) Degree (**standards criteria**)
- 3) Instructional Methods and techniques **of instruction**
(i.e., uses, advantages, disadvantages, and limitations/requirements)
- a) Lecture
 - b) Demonstration
 - c) Illustration
 - d) Directed activity
 - e) Oral questioning
 - i) Overhead
 - ii) Rhetorical
 - iii) Relayed
 - iv) Directed
 - f) Discussion
 - g) Reading
 - h) Individualized instruction
 - i) Role-play
 - j) Case studies
 - k) Conference
 - l) Brainstorming
 - m) Team teaching
 - n) Mentoring
- 4) Characteristics **Principles** of adult learners **learning** (Malcolm Knowles)
- a) Autonomous and self-directed
 - b) Personal experience and knowledge
 - c) Goal oriented
 - d) Relevancy oriented
 - e) Practical
 - f) Need for respect
- 5) **Techniques for eliminating bias in instructional materials**
- a) **Adhere very closely to the source material that is being taught**
 - b) **Be very careful in the wording used (i.e. gender neutral)**
 - c) **Avoid references to specific cultural backgrounds and stereotypes**
- 6) Types and application of instructional media
- a) Visual aids
 - b) Audio aids
 - c) Audiovisual aids

- 7) Evaluation techniques
 - a) Written
 - b) Performance
 - c) Role-play

- 8) Sources of references and materials
 - a) Publishers
 - b) Government publications
 - c) Manufacturers
 - d) Associations
 - e) Educational institutions
 - f) websites

Requisite Skills. Basic research, using JPRs to develop behavioral objectives, student needs assessment, development of instructional media, outlining techniques, evaluation techniques, and resource needs analysis.

- 802-5.3.3 Modify an existing lesson plan, given a topic, audience characteristics, and a lesson plan, so that the ~~job performance requirements~~ **JPRs** or learning objectives for the topic are ~~achieved~~ **addressed** and the plan includes learning objectives, a lesson outline, course materials, instructional aids, and an evaluation plan.

Requisite Knowledge. Elements of a lesson plan, components of learning objectives, instructional methods and techniques of **instruction**, characteristics **principles** of adult **learners learning, techniques for eliminating bias in instructional materials**, types and application of instructional media, evaluation techniques, and sources of references and materials.

- 1) Elements of a lesson plan – from NFPA 1041 A.4.3.3(A)
 - a) Lesson title or topic
 - b) Level of instruction
 - c) Behavioral objectives, performance objectives, or learning outcomes
 - d) Instructional materials needed
 - e) References/resources
 - f) Preparation step (motivation)
 - g) Presentation step
 - h) Application step
 - i) Lesson summary
 - j) Evaluation step
 - k) Assignment

- 2) Components of learning objectives
 - a) Audience **(may be implied)**
 - b) Behavior **statement**
 - c) Conditions **description**
 - d) Degree **(standards criteria)**

- 3) Instructional Methods and techniques **of instruction**
 - a) Lecture
 - b) Demonstration
 - c) Illustration
 - d) Directed activity
 - e) Oral questioning
 - i) Overhead
 - ii) Rhetorical
 - iii) Relayed
 - iv) Directed
 - f) Discussion
 - g) Reading
 - h) Individualized instruction
 - i) Role-play
 - j) Case studies
 - k) Conference
 - l) Brainstorming
 - m) Team teaching
 - n) Mentoring

- 4) Characteristics **Principles** of adult learners **learning** (Malcolm Knowles)
 - a) Autonomous and self-directed
 - b) Personal experience and knowledge
 - c) Goal oriented
 - d) Relevancy oriented
 - e) Practical
 - f) Need for respect

- 5) **Techniques for eliminating bias in instructional materials**
 - a) **Adhere very closely to the source material that is being taught**
 - b) **Be very careful in the wording used (i.e. gender neutral)**
 - c) **Avoid references to specific cultural backgrounds and stereotypes**

- 6) Types and application of instructional media
 - a) Visual aids
 - b) Audio aids

- c) Audiovisual aids
- 7) Evaluation techniques
 - a) Written
 - b) Performance
 - c) Role-play
- 8) Sources of references and materials
 - a) Publishers
 - b) Government publications
 - c) Manufacturers
 - d) Associations
 - e) Educational institutions
 - f) Websites

Requisite Skills. Basic research, using JPRs to develop behavioral objectives, student needs assessment, development of instructional media, outlining techniques, evaluation techniques, and resource needs analysis.

802-5.4 **Instructional Delivery**

802-5.4.1 **Definition of Duty.** Conducting classes using a lesson plan.

802-5.4.2 Conduct a class using a lesson plan that the instructor has prepared and that involves the utilization of multiple teaching methods and techniques, given a topic and a target audience, so that the lesson objectives are achieved.

Requisite Knowledge. Use and limitations of teaching methods and techniques.

- 1) Use a limitations of teaching methods and techniques
 - a) Audiences with advanced knowledge or experience
 - b) Problem solving
 - c) Reaching group solution
 - d) Reaching group consensus

Requisite Skills. Transition between different teaching methods.

802-A.5.4.2(B). The Instructor II should acquire skills to effectively utilize problem-solving techniques, to facilitate and lead conferences, and to use discussion methods of presentation. These techniques are frequently used to conduct small group sessions where participants have advanced

knowledge and experience in the subject matter and the goal is to reach a group solution to a problem or issue.

802-5.4.3 Supervise other instructors and students during training, given a training scenario with increased hazard exposure, so that applicable safety standards and practices are followed, and instructional goals are met.

802-A.5.4.3 Examples of increased hazard exposure training include live fire exercises, hazardous materials, above and below graded rescue, and evolutions that involve the use of power tools. See Annex C or NFPA 1403, *Standard on Live Fire Training Evolutions*, for information regarding the responsibilities of personnel involved in live fire training evolutions.

Requisite Knowledge. Safety rules, regulations, and practices; the incident command system used by the agency; and leadership techniques.

- 1) Safety rules
 - a) Department/organizational safety rules
 - b) Student/instructor ratio
 - c) Apparatus/instructor ratio
 - d) Personal protective equipment (PPE)
- 2) Regulations and practices
 - a) Occupational Safety and Health Administration (OSHA)
 - b) National Fire Protection Association (NFPA)
 - i) NFPA 1403 Annex C
 - (1) Instructor-In-Charge
 - (2) Safety Officer
 - (3) Instructor
 - (4) Student
 - ii) Applicable NFPA Standards for increased hazard training (e.g., Hazardous Materials, Rescue, Driver/Operator, Diver)
 - c) TCFP Rule 427.18 – Live Fire Training Evolutions
- 3) The incident command system used by the agency
 - a) Department/organizational incident management policy
 - b) National Incident Management System (NIMS)
- 4) Leadership techniques
 - a) Lead by example
 - b) Coaching/mentoring
 - c) Command presence (When in charge, take charge)
 - d) Image

Requisite Skills. Implementation of an incident management system used by the agency.

802-5.5 **Evaluation and Testing**

802-5.5.1 **Definition of Duty.** The development of student evaluation instruments to support instruction and the evaluation of test results.

802-5.5.2 Develop student evaluation instruments, given learning objectives, audience characteristics, and training goals, so that the evaluation instrument determines if the student has achieved the learning objectives; the instrument evaluates **relative** performance in an objective, reliable, and verifiable manner; and the evaluation instrument is bias-free to any audience or group.

Requisite Knowledge. Evaluation methods, development of forms, effective instructional methods, and techniques.

- 1) Evaluation methods
 - a) Classification of tests
 - i) Criterion-referenced
 - ii) Norm-referenced
 - iii) Prescriptive
 - iv) Progress (formative)
 - v) Comprehensive (summative)
 - b) Administration
 - i) Oral
 - ii) Written
 - iii) Performance
 - c) Objective
 - i) Recognition
 - ii) Recall
 - d) Subjective
 - i) Performance
 - ii) Essay
 - e) Characteristics of good tests
 - i) Objective
 - (1) Non-biased
 - (2) Measurable
 - ii) Valid
 - iii) Reliable
 - iv) Comprehensive
 - v) Convenient
- 2) Development of forms

a) Test instruments should include instructions, a sample response, questions, a method of recording answers, scoring and documentation of results for the following written and oral test types.

i) Written tests

- (1) True/false
- (2) Multiple choice
- (3) Matching
- (4) Short answer
- (5) Fill in the blank
- (6) Pictorial recall
- (7) Essay

ii) Oral tests

iii) Performance evaluation (Skills Testing)

- (1) Reviewing the objectives
- (2) Identifying the steps
- (3) Identifying safety points
- (4) Determining the mastery standard
- (5) Establishing rating factors
- (6) Determining grading criteria
- (7) Preparing instructions for students and evaluator

3) Effective instruction methods

a) Evaluation process

- i) Criteria
- ii) Evidence
- iii) Judgment

4) Techniques

a) Administering evaluations

- i) Maintain integrity of test
- ii) Take test to ensure correct answer key
- iii) Adhere to schedule if timed
- iv) Establish procedures for trainees to ask questions
- v) Require trainees to return all tests
- vi) Posting of grades requires prior written permission of trainees (FERPA)

b) Procedures for written tests

- i) Notify of test in advance
- ii) Test immediately after subject is completed
- iii) Mark incorrect answers on test
- iv) Review and discuss with students
- v) Study incorrect answers – item analysis
- vi) Put grades on paper and notify student
- vii) Revise teaching methods/materials if indicated

- c) Procedures for performance evaluations
 - i) Notify of test in advance
 - ii) Ensure equipment is working properly
 - iii) Have area and materials set up
 - iv) Follow all safety procedures
 - v) Be sure trainee understands task
 - vi) Check off each step on performance evaluation form – never sign off unless **you** have seen it done
 - vii) Insure fairness to all trainees
 - viii) Maintain ethical conduct
 - ix) Verify competency and determine if objective has been met
 - x) Revise teaching methods/materials if indicated

Requisite Skills. Evaluation item construction and assembly of evaluation instruments.

- 802-5.5.3 Develop a class evaluation instrument, given agency policy and evaluation goals, so that students have the ability to provide feedback to the instructor on instructional methods, communication techniques, learning environment, course content, and student materials.

Requisite Knowledge. Evaluation methods and test validity.

- 1) Evaluation methods
 - a) Formative evaluation
 - i) Field testing
 - ii) Observation
 - b) Summative evaluation
 - i) Course feedback
 - ii) Using evaluation results
 - (1) Determine cause of failure
 - (2) Identify actions to correct
 - (3) Document and report results
- 2) Test validity
 - a) Extent to which a test measures what it is supposed to measure
 - b) Validation process

Requisite Skills. Development of evaluation forms.

Below - 5.5.4 is no longer in chapter 5 of NFPA 1041. This material was moved to Chapter 6 (Instructor III), 6.5.5.

802-5.5.4 Analyze student evaluation instruments, given test data, objectives and agency policies, so that validity is determined and necessary changes are accomplished.

Requisite Knowledge: Test validity, reliability, and item analysis.

- 1) Test validity
 - a) A valid test requires the learner to perform the same behavior under the same conditions specified in the instructional objective
 - b) Match test item to the objective
 - c) Test only skills that relate to the objective
 - d) Test at proper learning level
 - e) No tricks
 - f) Subjects weighted and distributed properly
 - g) Accurate predictor of field performance
- 2) Reliability
 - a) A reliable test provides a consistent measure of a student's ability to demonstrate achievement of an objective
 - b) Contains no clues
 - c) Distractors are realistic
 - d) Order of answers is random
 - e) Is written clearly
 - f) Uses negatives carefully
- 3) Item analysis
 - a) Determine percentage of students who missed the question
 - b) Determine why question was missed
 - c) Revise question or instruction as necessary

REFERENCE LIST FOR THE FIRE INSTRUCTOR III CURRICULUM

Fire and Emergency Services Instructor (8th ed.). (2012). Stillwater, OK: International Fire Service Training Association, Oklahoma State University.

Fire Service Instructor: Principles and Practice (2nd ed.). (2014). Burlington, MA: Jones and Bartlett Learning.

NFPA 1041: Standard for Fire Service Instructor Professional Qualifications (2012 ed.). Quincy, MA: National Fire Protection Association. NFPA Publications.

NFPA 1401: Recommended Practice for Fire Service Training Reports and Records (2012 ed.). Quincy, MA: NFPA Publications. National Fire Protection Association.

NFPA 1403: Standard on Live Fire Training Evolutions (2012 ed.). Quincy, MA: NFPA Publications. National Fire Protection Association.

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

CHAPTER EIGHT
FIRE INSTRUCTOR III
CURRICULUM OUTLINE

| SECTION | SUBJECT | RECOMMENDED HOURS |
|----------------|--------------------------------|--------------------------|
| 803-6.1 | General | 1 |
| 803-6.2 | Program Management | 15 |
| 803-6.3 | Instructional Development | 32 |
| 803-6.4 | Instructional Delivery | 0 |
| 803-6.5 | Evaluation and Testing | 16 |
| | | |
| | TOTAL RECOMMENDED HOURS | 64 |

SECTION 803

FIRE INSTRUCTOR III

A Fire Instructor III is a fire service instructor who, in addition to meeting Instructor II qualifications, has demonstrated the knowledge and ability to:

- **develop comprehensive training curriculum and programs** for use by single or multiple organizations
- **conduct organization needs analysis**
- **develop training goals and implementation strategies**

803-6.1 General

For certification at Level III, the Fire Instructor II shall meet the job performance requirements (JPRs) defined in Sections 803-6.2 through 803-6.5 of this standard.

803-6.2 Program Management

803-6.2.1 **Definition of Duty.** The administration of agency policies and procedures for the management of instructional resources, staff, facilities, records, and reports.

803-6.2.2 Administer a training record system, given agency policy and type of training activity to be documented, so that the information captured is concise, meets all agency and legal requirements, and can be readily accessed.

803-A.6.2.2 See NFPA 1401, *Recommended Practice for Fire Service Training Reports and Records*.

Requisite Knowledge. Agency policy, record-keeping systems, professional standards addressing training records, legal requirements affecting record-keeping, and disclosure of information.

- 1) Agency policy – Authority having jurisdiction (AHJ)
- 2) Record-keeping systems
 - a) Electronic
 - b) Paper
- 3) Professional standards addressing training records – NFPA 1401

- 4) Legal requirements affecting record keeping, and disclosure of information
 - a) Federal
 - b) State
 - c) Local

Requisite Skills. Development of forms and report generation.

- 803-6.2.3 Develop recommendations for policies to support the training program, given agency policies and procedures and the training program goals, so that the training and agency goals are achieved.

Requisite Knowledge. Agency procedures and training program goals, and format for agency policies.

- 1) Agency procedures and training program goals
 - a) Training program goals
 - i) Required training (e.g., state certification)
 - ii) Maintenance training (e.g., continuing education)
 - iii) Implementing change training (e.g., updated safety policy)
 - iv) Professional development program (e.g., career advancement/enhancement)
 - b) Types of policies and procedures
 - i) Standard operating procedures (SOPs)
 - ii) Standard operating guidelines (SOGs)
 - iii) Administrative policies and procedures
 - c) Policy and procedure development process
 - i) Identifying a need
 - ii) Revision
 - iii) Adoption
 - iv) Implementation
 - v) Evaluation
- 2) Format for agency policies
 - a) Standardized appearance
 - b) Standardized data collection
 - c) Authority Having Jurisdiction AHJ

Requisite Skills. Technical writing.

- 803-6.2.4 Select instructional staff, given personnel qualifications, instructional requirements, and agency policies and procedures, so that staff selection meets agency policies and achievement of agency and instructional goals.

Requisite Knowledge. Agency policies regarding staff selection, instructional requirements, selection methods, the capabilities of instructional staff, and agency goals.

- 1) Agency policies regarding staff selection – AHJ
- 2) Instructional requirements
 - a) Certifications
 - b) Experience
 - c) Education
 - d) Qualifications
 - e) Communication skills
 - f) Credibility
- 3) Selection methods
 - a) Application packet
 - i) Cover letter
 - ii) Resume
 - iii) Application
 - iv) Supporting documents
 - b) Interview
 - c) Evaluation
 - i) Knowledge-based
 - ii) Skill-based
- 4) The capabilities of instructional staff
 - a) Subject matter expertise
 - i) Knowledge levels
 - ii) Skill levels
 - b) Interpersonal dynamics
 - i) Supervisors
 - ii) Coworkers
 - iii) Subordinates
 - iv) Students
 - v) Public
- 5) Agency goals
 - a) Needs-based instructor selection

Requisite Skills. Evaluation techniques.

- 803-6.2.5 Construct a performance-based instructor evaluation plan, given agency policies and procedures and job requirements, so that instructors are evaluated at regular intervals, following agency policies.

Requisite Knowledge. Evaluation methods, agency policies, staff schedules, and job requirements.

- 1) Evaluation methods
 - a) Observation
 - b) Student feedback
 - c) Analysis of performance measures (e.g., pass/fail rates, test scores)
 - d) Critiquing instructor performance
 - i) Positive comments
 - ii) Areas needing improvement
 - iii) Comments should refer to specific behaviors
 - iv) Schedule a follow up meeting
- 2) Agency policies – AHJ
- 3) Staff schedules
- 4) Job requirements - AHJ

Requisite Skills. Evaluation techniques.

803-6.2.6 Write equipment purchasing specifications, given curriculum information, training goals, and agency guidelines, so that the equipment is appropriate and supports the curriculum.

Requisite Knowledge. Equipment purchasing procedures, available department resources, and curriculum needs.

- 1) Curriculum needs
 - a) Identification
 - b) Specifications
- 2) Available department resources
 - a) Budget
 - b) Equipment
- 3) Equipment purchasing procedures
 - a) Market research
 - b) Resource locations
 - c) Specification development
 - d) Competitive pricing
 - e) Other agency procedures

Requisite Skills. Evaluation methods to select the equipment that is most effective and preparations of procurement forms.

- 803-6.2.7 Present evaluation findings, conclusions, and recommendations to agency administrator, given data summaries and target audience, so that recommendations are unbiased, supported, and reflect agency goals, policies, and procedures.

Requisite Knowledge. Statistical evaluation procedures and agency goals.

- 1) Statistical evaluation procedures
 - a) Agency needs analysis
 - b) Data analysis
 - c) Elimination of bias
 - d) Control of variables
 - e) Qualitative data
 - f) Quantitative data

- 2) Agency goals

Requisite Skills. Presentation skills and report preparation following agency guidelines.

803-6.3 **Instructional Development**

- 803-6.3.1 **Definition of Duty.** Plans, develops, and implements comprehensive programs and curricula.

- 803-6.3.2 Conduct an agency needs analysis, given agency goals, so that instructional needs are identified **and solutions are recommended.**

Requisite Knowledge. Needs analysis, task analysis, development of JPRs, lesson planning, instructional methods **for classroom, training ground, and distance learning**, characteristics of adult learners, instructional media, curriculum development, and development of evaluation instruments.

- 1) Needs analysis
 - a) Organizational
 - b) Personnel
 - c) ADDIE model
 - i) Analyze
 - ii) Design
 - iii) Develop

- iv) Implement
- v) Evaluate

2) Task analysis

a) Formal methods

- i) Carefully designed and executed surveys
- ii) Opinion polls
- iii) Checklists
- iv) Observations
- v) Psychological profiles
- vi) Research analyses
- vii) tests

b) Informal methods

- i) Conversations
- ii) Casual observations of activities and habits
- iii) Other unobtrusive measures

3) Development of JPRs

- a) Task to be performed
- b) Tools, equipment, or materials that should be provided to successfully complete the task
- c) Evaluation parameters and/or performance outcomes
- d) Requisite knowledge
- e) Requisite skills

4) Lesson planning

- a) Considerations from the training curriculum and program management perspective
- b) Impact of lesson planning on curriculum development
 - i) Fiscal impact
 - ii) Performance impact

5) Instructional methods for classroom, training ground, and distance learning

- a) Considerations from the training curriculum and program management perspective
- b) Impact of various instructional methods on curriculum development
 - i) Fiscal impact
 - ii) Performance impact

6) Characteristics of adult learners

- a) Considerations from the training curriculum and program management perspective
- b) Impact of adult learner characteristics on curriculum development
 - i) Fiscal impact

- ii) Performance impact
- 7) Instructional media
 - a) Impact of instructional media on curriculum development
 - i) Fiscal impact
 - ii) Performance impact
- 8) Curriculum development
 - a) Converting JPRs into instructional objectives to clarify performance expectations
 - i) Designate or develop reference material
 - ii) Knowledge objectives
 - iii) Skill objectives
 - (1) Skills checklist
- 9) Development of evaluation instruments
 - a) Considerations from the training curriculum and program management perspective
 - b) Impact of evaluation instruments on curriculum development
 - i) Fiscal impact
 - ii) Performance impact

Requisite Skills. Conducting research, committee meetings, and needs and task analysis; organizing information into functional groupings; and interpreting data.

- 803-6.3.3 Design programs or curricula, given needs analysis and agency goals, so that the agency goals are supported, the knowledge and skills are job-related, the design is performance-based, adult learning principles are utilized, and the program meets time and budget constraints.

Requisite Knowledge. Instructional design, adult learning principles, principles of performance-based education, research, and fire service terminology.

- 1) Instructional design
 - a) Systematic approach to the development of a program to meet instructional needs and goals
- 2) Adult learning principles
 - a) Characteristics of adult learners (Malcolm Knowles)
 - i) Autonomous and self-directed
 - ii) Personal experience and knowledge
 - iii) Goal oriented
 - iv) Relevancy oriented

- v) Practical
 - vi) Need for respect
 - b) Application of adult learning principles
- 3) Principles of performance-based education
 - a) Measures achievement of objectives by performing actions
 - b) Components of performance-based education
 - i) Curriculum
 - ii) Instructional material
 - iii) Student assessment
 - iv) Instructional practice
 - v) Student/system accountability
 - 4) Research
 - a) Choose topic
 - b) Organize topic into specific items
 - c) Identify research sources
 - d) Collect and review information
 - e) Process or prepare information to support instruction needs
 - f) Refresh information as needed
 - 5) Fire service terminology
 - a) Utilize common fire service terminology

Requisite Skills. Technical writing and selecting course reference materials.

- 803-6.3.4 Modify an existing curriculum, given the curriculum, audience characteristics, learning objectives, instructional resources, and agency training requirements, so that the curriculum meets the requirements of the agency, and the learning objectives are achieved.

Requisite Knowledge. Instructional design, adult learning principles, principles of performance-based education, research, and fire service terminology.

- 1) Instructional design (modification from the training curriculum and program management perspective)
 - a) Systematic approach to the development of a program to meet instructional needs and goals
- 2) Adult learning principles
 - a) Characteristics of adult learners (Malcolm Knowles)
 - i) Autonomous and self-directed
 - ii) Personal experience and knowledge

- iii) Goal oriented
 - iv) Relevancy oriented
 - v) Practical
 - vi) Need for respect
- b) Application of adult learning principles
- 3) Principles of performance-based education
 - a) Measures achievement of objectives by performing actions
 - b) Components of performance-based education
 - i) Curriculum
 - ii) Instructional material
 - iii) Student assessment
 - iv) Instructional practice
 - v) Student/system accountability
- 4) Research
 - a) Choose topic
 - b) Organize topic into specific items
 - c) Identify research sources
 - d) Collect and review information
 - e) Process or prepare information to support instruction needs
 - f) Refresh information as needed
- 5) Fire service terminology
 - a) Utilize common fire service terminology

Requisite Skills. Technical writing and selecting course reference materials.

803-6.3.5 Write program and course goals, given JPRs and needs analysis information, so that the goals are clear, concise, measurable, and correlate to agency goals.

Requisite Knowledge. Components and characteristics of goals, and correlation of JPRs to program and course goals.

- 1) Components and characteristics of goals
 - a) Goal theory
 - i) Specific better than vague
 - ii) Must be committed to goal
 - iii) Must be challenging but attainable
 - b) Clear
 - c) Concise
 - d) Measurable
 - e) Correlated to agency goals

- f) Describes the desired outcome of a given course
- 2) Correlation of JPRs to program and course goals
 - a) Review needs analysis information
 - b) Identify program and course needs
 - c) Develop course goals to meet identified needs using the JPRs

Requisite Skills. Writing goal statements.

803-6.3.6 Write course objectives, given JPRs, so that objectives are clear, concise, measurable, and reflect specific tasks.

Requisite Knowledge. Components of objectives and correlation between JPRs and objectives.

- 1) Components of objectives
 - a) Audience (**may be implied**)
 - b) Behavior **statement**
 - c) Conditions **description**
 - d) Degree (**standards criteria**)
- 2) Correlation between JPRs and objectives
 - a) Develop course objectives to meet course goals using the JPRs

Requisite Skills. Writing course objectives and correlating them to JPRs.

803-6.3.7 Construct a course content outline, given course objectives, reference sources, functional groupings and the agency structure, so that the content supports the agency structure and reflects current acceptable practices.

Requisite Knowledge. Correlation between course goals, course outline, objectives, JPRs, instructor lesson plans, and instructional methods.

- 1) Correlation between course goals, course outline, objectives, JPRs, instructor lesson plans, and instructional methods
 - a) Develop course outline to meet course goals and objectives using JPRs
 - b) Develop course outline so that lesson plans may be created and instructional delivery methods identified

Requisite Skills. None required.

803-6.4 **Instructional Delivery**

No JPRs at the Instructor III Level.

803-6.5 **Evaluation and Testing**

803-6.5.1 **Definition of Duty.** Develops an evaluation plan; collects, analyses, and reports data; and utilizes data for program validation and student feedback.

803-6.5.2 Develop a system for the acquisition, storage, and dissemination of evaluation results, given agency goals and policies, so that the goals are supported and so that those affected by the information receive feedback consistent with agency policies and federal, state, and local laws.

Requisite Knowledge. Record-keeping systems, agency goals, data acquisition techniques, applicable laws, and methods of providing feedback.

- 1) Record-keeping systems
 - a) Electronic
 - b) Paper-based (hard copy)
- 2) Agency goals – AHJ
- 3) Data acquisition techniques
 - a) Electronic
 - b) Paper-based (hard copy)
- 4) Applicable laws
 - a) Federal
 - b) State
 - c) Local
- 5) Methods of providing feedback
 - a) Electronic paper-based (hard copy)
 - b) Verbal

Requisite Skills. The evaluation, development, and use of information systems.

803-6.5.3 Develop course evaluation plan, given course objectives and agency policies, so that objectives are measured and agency policies are followed.

Requisite Knowledge. Evaluation techniques, agency constraints, and resources.

- 1) Evaluation techniques
 - a) General areas of course evaluation
 - i) Reaction
 - ii) Knowledge
 - iii) Skills
 - iv) Attitudes
 - v) Transfer of learning
 - vi) results
 - b) Evaluation methods
 - i) Formative evaluation
 - ii) Field testing (Pilot program)
 - iii) Observation
 - (1) Learner responses
 - (2) Test results
 - c) Summative evaluation
 - i) End of course feedback
- 2) Agency constraints – AHJ
- 3) Resources
 - a) Human resources
 - b) Equipment

Requisite Skills. Decision making.

803-6.5.4 Create a program evaluation plan, given agency policies and procedures, so that instructors, course components, and facilities are evaluated and student input is obtained for course improvement.

Requisite Knowledge. Evaluation methods and agency goals.

- 1) Evaluation methods
 - a) General areas of program evaluation
 - i) Reaction
 - ii) Knowledge
 - iii) Skills
 - iv) Attitudes
 - v) Transfer of learning
 - vi) Results
 - b) Evaluation techniques
 - i) Formative evaluation
 - ii) Field testing (Pilot program)
 - iii) Observation
 - (1) Learner responses

- (2) Test results
- c) Summative evaluation
 - i) End of course feedback
 - (1) Student course evaluation
 - (2) Instructor evaluation
 - (3) Course component evaluation
 - (4) Facilities evaluation

2) Agency goals - AHJ

Requisite Skills. Construction of evaluation instruments.

803-6.5.5 (This is the old 5.5.4) Analyze student evaluation instruments, given test data, objectives, and agency policies, so that validity is determined and necessary changes are accomplished made.

Requisite Knowledge. Test validity, reliability, and item analysis.

1) Test validity

- a) **A valid test requires the learner to perform the same behavior under the same conditions specified in the instructional objective**
- b) **Match test item to the objective**
- c) **Test only skills that relate to the objective**
- d) **Test at proper learning level**
- e) **No tricks**
- f) **Subjects weighted and distributed properly**
- g) **Accurate predictor of field performance**

2) Reliability

- a) **A reliable test provides a consistent measure of a student's ability to demonstrate achievement of an objective**
- b) **Contains no clues**
- c) **Distractors are realistic**
- d) **Order of answers is random**
- e) **Is written clearly**
- f) **Uses negatives carefully**

3) Item analysis

- a) **Determine percentage of students who missed the question**
- b) **Determine why question was missed**
- c) **Revise question or instruction as necessary**

Requisite Skills. Item analysis techniques.

9. **Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**
 - C. **Report from the Curriculum and Testing Committee with discussion and possible action on recommendations with regards to the following:**
 - c. **Fire Officer III and IV reference lists**

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

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

National Incident Management System: Principles and Practice (1st Ed) (2005) **(2nd Ed)(2012)**. 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

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

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.

Summary of changes:

The “required” and “recommended” designations were removed, and the two books listed under “recommended references” were lumped in with the rest of the books. In addition, the NIMS book was updated to the new second edition.

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

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

National Incident Management System: Principles and Practice (1st Ed) (2005) **(2nd Ed)(2012)**. 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

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

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.

Summary of changes:

The “required” and “recommended” designations were removed, and the two books listed under “recommended references” were lumped in with the rest of the books. In addition, the NIMS book was updated to the new second edition.

9. **Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**
 - C. **Report from the Curriculum and Testing Committee with discussion and possible action on recommendations with regards to the following:**
 - d. **Basic Wildland Fire Fighter reference list**

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.

As of 5/8/2013, there is a free version of this DVD available for viewing at the following web address: <http://www.youtube.com/watch?v=QJsY6foLh8o&list=SP3D911BCBF3DDF303>

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.

9. **Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**
 - C. **Report from the Curriculum and Testing Committee with discussion and possible action on recommendations with regards to the following:**
 - e. **Intermediate Wildland Fire Fighter curriculum, outline, reference list and skill sheets**

RECOMMENDED REFERENCE LIST FOR THE INTERMEDIATE 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.

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

Portable Pumps and Water Use, S-211, Student Work Book (2012). Boise, ID: National Wildfire Coordinating Group. National Interagency Fire Center.

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

Wildland Fire Chain Saws, S-212 Student Workbook (February, 2004). Boise, ID: National Wildfire Coordinating Group. National Interagency Fire Center.

Wildland Training for Structural Firefighters, G-131 (September 2008). Boise, ID: National Wildfire Coordinating Group. National Interagency Fire Center.

CHAPTER ELEVEN
INTERMEDIATE WILDLAND FIRE FIGHTER
CURRICULUM OUTLINE

| SECTION | SUBJECT | RECOMMENDED HOURS |
|---|---------------------------|--------------------------|
| Intermediate Wildland Fire Fighter | | |
| 1102-6.1 | General | 2 |
| 1102-6.2 | Human Resource Management | 3 |
| 1102-6.3 | Preparedness | 3 |
| 1102-6.4 | Mobilization | 0 |
| 1102-6.5 | Suppression | 12 |
| TOTAL RECOMMENDED HOURS | | 20 |

*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 1102
INTERMEDIATE WILDLAND FIRE FIGHTER

1102 – 6.1 General

1102-6.1.1 Prior to progressing to the Intermediate Wildland Fire Fighter level, the Basic Wildland Fire Fighter shall meet the JPRs defined in Sections 1102-6.1 through 1102-6.5

Requisite Knowledge. The Intermediate Wildland Fire Fighter role within the incident management system, basic map reading and compass use or other locating device, radio procedures, and record keeping.

1. The Intermediate Wildland Fire Fighter role within the incident management system
2. Basic map reading
3. Compass use or other locating device
4. Radio procedures
5. Record keeping

Requisite Skills. Orienteering and radio use.

1102-6.2 Human Resource Management

1102-6.2.1 Evaluate the readiness of assigned crew members, given a wildland fire, an assigned task, and agency equipment standards, so that crew members are equipped and supplied for suppression duties.

Requisite Knowledge. Agency standards and personnel inspection procedures.

1. Agency standards (AHJ)
2. Personnel inspection procedures
 - a. PPE
 - b. Tools
 - c. Supplies
 - d. Qualifications
 - e. Physical fitness level

Requisite Skills. Inspect members' personal protective equipment, tools, supplies, qualifications, and physical fitness level.

- 1102-6.2.2 Brief assigned personnel, given an assignment, supporting information, and equipment requirements, so that the personnel are informed of specific tasks, standards, safety, operational, and special interest area considerations.

Requisite Knowledge. Incident and task information necessary to carry out assignments.

1. Incident and task information necessary to carry out assignments
 - a. Briefing checklist
 - 1) Situation
 - 2) Mission/execution
 - 3) Communications
 - 4) Service/support
 - 5) Risk management
 - 6) Questions or concerns

Requisite Skills. Briefing skills.

- 1102-6.2.3 Lead wildland fire fighters in the performance of a task, given an assignment and performance standards, so that the task is safely completed within the standards in accordance with agency guidelines.

Requisite Knowledge. Leadership techniques for small groups.

1. Leadership techniques for small groups
 - a. Personnel safety
 - b. Timely completion of assigned tasks
 - c. Communication
 - 1) Face-to-face
 - 2) Radio
 - 3) Written

Requisite Skills. The application of requisite knowledge to lead wildland fire fighters to complete the task in a manner that is within the standard.

1102-6.3 **Preparedness**

1102-6.3.1 **Definition of Duty.** Responsibilities in advance of fire occurrence to ensure that tools, equipment, and supplies are fire ready.

1102-6.3.2 Maintain power tools and portable pumps, given agency maintenance specifications, supplies, and small tools, so that equipment is maintained and serviceable and defects are recognized and repaired.

Requisite Knowledge. Maintenance procedures for power tools and portable pumps.

1. Maintenance procedures for power tools – AHJ, per manufacturers' recommendations
2. Maintenance procedures for portable pumps – AHJ, per manufacturers' recommendations

Requisite Skills. Power tool and portable pump preventative maintenance and repair.

1102-6.3.3 Inspect tools and equipment, given agency specifications, so that availability of the tools and equipment for fire use is ensured.

Requisite Knowledge. Tool and equipment inspection guidelines.

1. Tool inspection guidelines – AHJ, per manufacturers' recommendations
2. Equipment inspection guidelines – AHJ, per manufacturers' recommendations

Requisite Skills. Ability to inspect the tools and equipment according to guidelines.

1102-6.4 **Mobilization.** No JPRs at this level.

1102-6.5 **Suppression**

1102-6.5.1 **Definition of Duty.** All activities to contain and extinguish a wildland or wildland/urban interface fire beginning with dispatch.

1102-6.5.2 Select fireline construction methods, given a wildland fire and line construction standards, so that the technique used is compatible with the conditions and meets agency standards.

Requisite Knowledge. Resource capabilities and limitations, fireline construction methods, and agency standards.

1. Resource capabilities
 - a. Resource type and kind
2. Resource limitations
3. Fireline construction methods
 - a. Hand crew
 - b. Dozer
 - c. Wet line
 - d. Foam
 - e. Retardant
4. Agency standards (AHJ)
5. IRPG downhill checklist

Requisite Skills. None specified.

- 1102-6.5.3 Effect the reduction of fire exposure to improved properties given a wildland or wildland/urban interface fire and available tools and equipment so that improvements are protected and the risk from fire is reduced.

Requisite Knowledge. Knowledge of fire behavior in both wildland and improved properties, and the effects of fuel modification to reduce the hazard.

1. Fire behavior in wildland and improved properties
 - a. Fuel
 - b. Weather
 - c. Topography
2. Effects of fuel modification to reduce the hazard
 - a. Fuel type
 - b. Fuel loading
 - c. Fuel moisture
 - d. Size and shape
 - e. Horizontal continuity
 - f. Vertical arrangement

Requisite Skills. The use of tools and equipment to protect the improved property.

- 1102-6.5.4 Operate a chain saw, given an assignment at a wildland fire and operational standards, so that the assignment is safely completed.

Requisite Knowledge. Agency operational standards for chainsaw operation and safety, tool selection, and personal protective equipment used during saw use.

1. Agency operational standards for chainsaw operation and safety (AHJ)
2. Agency operational standards for tool selection (AHJ)
3. Agency operational standards for personal protective equipment used during chain saw use (AHJ)

Requisite Skills. Site preparation, handling and cutting techniques, use of wedges, and saw and equipment transportation.

- 1102-6.5.5 Operate water delivery equipment, given an assignment at a wildland fire and operational standards, so that the proper equipment is selected, desired nozzle pressure is attained, and flow is maintained.

Requisite Knowledge. Basic hydraulics, pump and water delivery system capabilities, operation of pumps, basic drafting and associated equipment.

1. Basic hydraulics
2. Pump capabilities
3. Water delivery system capabilities
4. Operation of pumps
5. Basic drafting
6. Equipment associated with drafting

Requisite Skills. Placement, operation, and system setup.

- 1102-6.5.6 Secure the area of suspected fire origin and associated evidence, given a wildland fire and agency procedures, so that all evidence or potential evidence is protected from damage or destruction and reported to a supervisor.

Requisite Knowledge. Knowledge of types of evidence and the importance of site security and evidence preservation.

1. Knowledge of types of evidence
2. The importance of site security
3. The importance of evidence preservation

Requisite Skills. Evidence preservation techniques and use of marking devices for site security.

- 1102-6.5.7 Serve as a lookout, given an assignment at a wildland fire as per agency procedures, so that fire fighters are updated or warned when conditions change.

Requisite Knowledge. Basic fire behavior and how to recognize hazardous situations, communications methods, equipment, and procedures.

1. Basic fire behavior
 - a. Fuel
 - b. Topography
 - c. Weather
2. How to recognize hazardous situations
 - a. Operational engagement (IRPG)
 - 1) Risk management
 - 2) LCES
 - 3) Look up, down and around
 - 4) Standard firefighting orders
 - 5) Watch out situations
 - 6) Common denominators of fire behavior on tragedy fires
 - 7) Common tactical hazards
 - 8) Safety zones
 - 9) Downhill checklist
 - 10) Wildland urban interface firefighting

3. Communications methods
 - a. Face-to-face
 - b. Radio
 - c. Written
4. Communications equipment (AHJ)
5. Communications procedures (AHJ)

Requisite Skills. The ability to accurately describe fire behavior and changes in fire behavior through verbal communication, hand signals, or use of communication equipment.

INSTRUCTION SHEET

INTERMEDIATE WILDLAND FIRE FIGHTER PERFORMANCE SKILLS

Format

The Intermediate Wildland Fire Fighter performance skills are designed to meet both the NFPA and NWCG national standards. Therefore, this curriculum contains both “performance standards evaluations” and “task book skills.” The performance standards evaluations are designed for testing and demonstrating proficiency of the NFPA job performance requirements (JPRs). The task book skills are designed to meet the requirements of the NWCG Position Task Book for FFT1/ICT5.

Performance Standard Evaluations

The performance standard evaluation skill sheets are to be used to prepare and test the trainees according to TCFP rules for skills testing. The scoring method for the Intermediate Wildland Fire Fighter performance standard evaluation skill sheets is satisfactory (S) or unsatisfactory (U) for each grading criteria, and a Pass or Fail for the entire skill sheet. In order to successfully pass an Intermediate Wildland Fire Fighter performance standard evaluation, the Intermediate Wildland Fire Fighter trainee must receive satisfactory scores in all of the grading criteria. Any grading criteria marked unsatisfactory shall require the examiner to explain the reason for the failure in written form in the comments section of the skill sheet. Some of the performance standards evaluations can be used to document completion of task book skills. However, there are several remaining task book tasks which must be completed as described below.

Task Book Skills

The TCFP Intermediate Wildland Fire Fighter certification also requires the completion of the NWCG Position Task Book (PTB) for FFT1/ICT5 in addition to this curriculum. The PTB shall be completed as described in National Wildfire Coordinating Group (NWCG) Wildland Fire Qualification System Guide (310-1) and in the Texas Intrastate Fire Mutual Aid System (TIFMAS) Business Manual.

The NWCG Position Task Book for FFT1/ICT5 can be found on this web site:

<http://ticc.tamu.edu/Documents/IncidentResponse/TIFMAS/pms-311-14%20FFI-ICT5.pdf>

SKILL #1

Using Map and Compass (Orienteering)

Subject: General**Section 1102****NFPA 1051 6.1.1****Intermediate Wildland Firefighter****OBJECTIVE**

The Intermediate Wildland Fire Fighter trainee shall demonstrate proper orienteering skills by reading a map and using a compass.

INSTRUCTIONS - procedures for achieving the objective

Given a local topographical map and compass you will accurately navigate to assigned destination. You will begin on my instruction to start. The skill will end when you state to me the distance and bearing to your assigned destination. Do you understand these instructions?

EXAMINERS NOTE

The wildland firefighter trainee will not be allowed to review the performance steps at the time of testing.

The examiner must provide the wildland firefighter trainee with an assigned destination. Their current position is the starting point.

PREPARATION & EQUIPMENT

Map

Compass

SKILL #1
Using Map and Compass (Orienteering)

Candidate: _____ Notes: _____

Examiner: _____

School: _____

Test Site: _____

| Intermediate Wildland Firefighter | <u>TEST</u> | | <u>RETEST</u> | |
|---|--------------------|-------------|----------------------|-------------|
| SKILL #1 | PASS | FAIL | PASS | FAIL |
| The Intermediate Wildland Fire Fighter trainee shall demonstrate proper orienteering skills by reading a map and using a compass. | | | | |
| | S | U | S | U |
| a. Uses compass to point to true North | | | | |
| b. Accurately orients map using compass, landmarks, topographical features, etc. | | | | |
| c. Verifies location by comparing topographic features with map | | | | |
| d. Accurately reads and identifies at least three map symbols and/or features | | | | |
| e. Accurately computes distance and bearing | | | | |

Evaluator/Candidate Comments:

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

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"/> |

Re-Test Certifying Examiner

Date

SKILL #2
Using a Radio

Subject: General

Section 1102

NFPA 1051 6.1.1

Intermediate Wildland Firefighter

OBJECTIVE

The Intermediate Wildland Fire Fighter trainee shall demonstrate the proper use of a portable radio.

INSTRUCTIONS - procedures for achieving the objective

Given a portable radio and an assigned channel you will demonstrate how to prepare the radio and transmit and receive messages. You will begin on my instruction to start. The skill will end when you state to me that you have completed all of the identified steps. Do you understand these instructions?

EXAMINERS NOTE

The wildland firefighter trainee will not be allowed to review the performance steps at the time of testing.

The examiner shall give the trainee an assigned channel before beginning the skill.

PREPARATION & EQUIPMENT

2 Portable Radios

SKILL #2
Using a Radio

Candidate: _____ Notes: _____

Examiner: _____

School: _____

Test Site: _____

| Intermediate Wildland Firefighter | <u>TEST</u> | | <u>RETEST</u> | |
|--|--------------------|-------------|----------------------|-------------|
| SKILL #2 | PASS | FAIL | PASS | FAIL |
| The Intermediate Wildland Fire Fighter trainee shall demonstrate the proper use of a portable radio. | | | | |
| | S | U | S | U |
| a. Prepares radio for use | | | | |
| b. Selects proper channel | | | | |
| c. Receives transmitted message | | | | |
| d. Holds mic two to four inches from mouth | | | | |
| e. Transmits using clear text | | | | |

Evaluator/Candidate Comments:

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

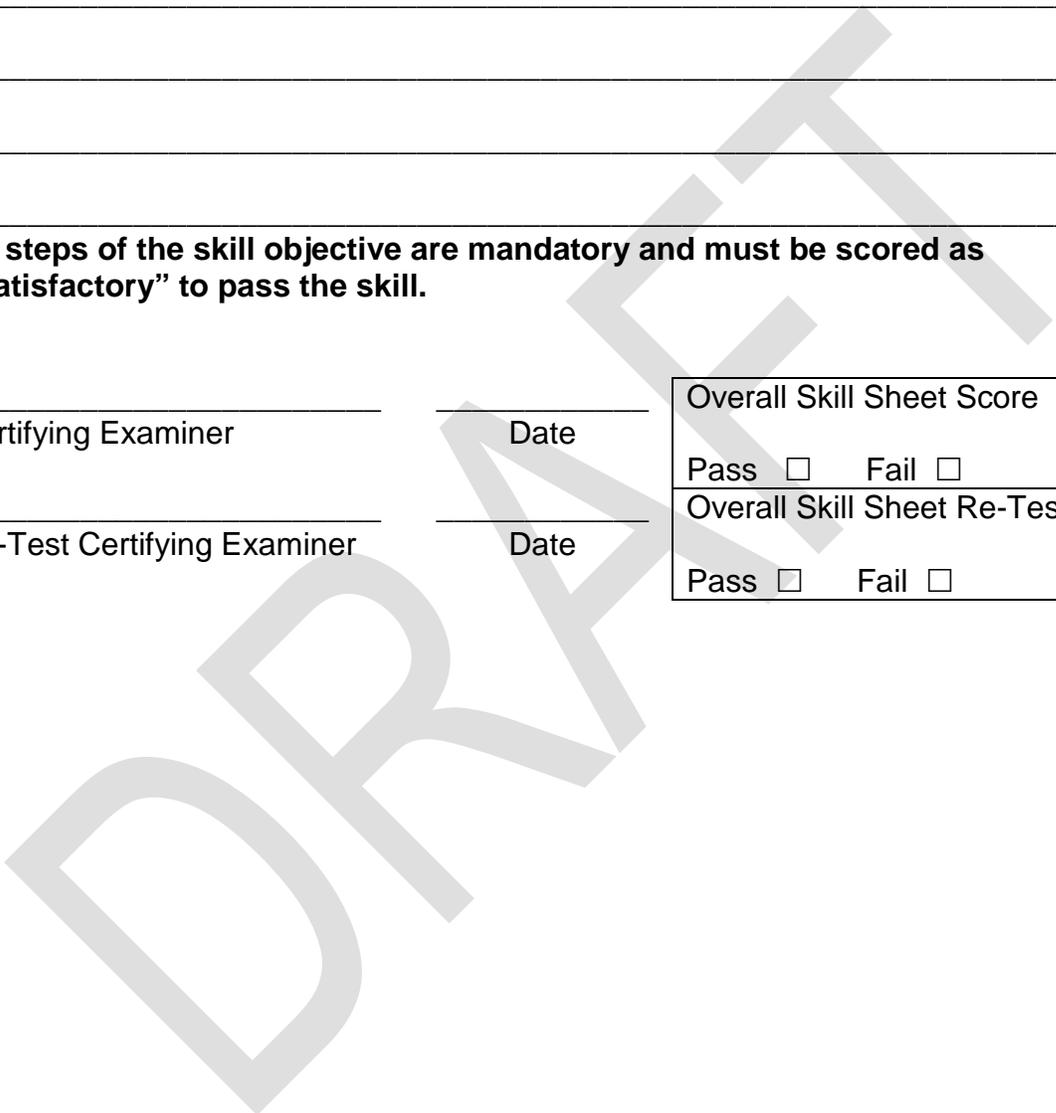
Certifying Examiner

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"/> |



SKILL #3

Evaluate Crew Members' Readiness

Subject: Human Resources Management**Section 1102****NFPA 1051 6.2.1****Intermediate Wildland Firefighter****OBJECTIVE**

Evaluate the readiness of assigned crew members, given a wildland fire, an assigned task, and agency equipment standards, so that crew members are equipped and supplied for suppression duties. (6.2.1)

INSTRUCTIONS - procedures for achieving the objective

Given a wildland fire, an assigned task, and agency equipment standards, you will evaluate the readiness of assigned crew members so that they are equipped and supplied for suppression duties. You will begin on my instruction to start. The skill will end when you state to me that you have completed all of the identified steps. Do you understand these instructions?

EXAMINERS NOTE

The wildland firefighter trainee will not be allowed to review the performance steps at the time of testing.

PREPARATION & EQUIPMENT

Equipment specific to the assigned task
Assignment specific PPE

SKILL #3
Evaluate Crew Members' Readiness

Candidate: _____ Notes: _____

Examiner: _____

School: _____

Test Site: _____

| Intermediate Wildland Firefighter | <u>TEST</u> | | <u>RETEST</u> | |
|--|--------------------|-------------|----------------------|-------------|
| SKILL #3 | PASS | FAIL | PASS | FAIL |
| Evaluate the readiness of assigned crew members, given a wildland fire, an assigned task, and agency equipment standards, so that crew members are equipped and supplied for suppression duties. (6.2.1) | | | | |
| | S | U | S | U |
| a. Inspects members' personal protective equipment | | | | |
| b. Inspects members' tools | | | | |
| c. Inspects members' supplies | | | | |
| d. Inspects members' qualifications | | | | |
| e. Evaluates members' physical fitness levels | | | | |
| f. Performs skill in a safe and proficient manner | | | | |

Evaluator/Candidate Comments:

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

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"/> |

Re-Test Certifying Examiner

Date

SKILL #4

Briefing and Leading Personnel

Subject: Human Resource Management**Section 1102****NFPA 1051 6.2.2, 6.2.3****Intermediate Wildland Firefighter****OBJECTIVE**

Brief assigned personnel, given an assignment, supporting information, and equipment requirements, so that the personnel are informed of specific tasks, standards, safety, operational, and special interest area considerations. (6.2.2)

Lead wildland fire fighters in the performance of a task, given an assignment and performance standards, so that the task is safely completed within the standards in accordance with agency guidelines. (6.2.3)

INSTRUCTIONS - procedures for achieving the objective

Given an assignment, supporting information, equipment requirements and performance standards, you will brief assigned personnel utilizing the briefing checklist in the IRPG. Then you will lead assigned personnel so that the task is safely completed. You will begin on my instruction to start. The skill will end when you state to me that you have completed all of the identified steps. Do you understand these instructions?

EXAMINERS NOTE

The wildland firefighter trainee will not be allowed to review the performance steps at the time of testing.

PREPARATION & EQUIPMENT*IRPG*

Equipment specific to the assignment

Assignment specific PPE

SKILL #4

Briefing and Leading Personnel

Candidate: _____ Notes: _____

Examiner: _____

School: _____

Test Site: _____

| Intermediate Wildland Firefighter | TEST | | RETEST | |
|--|-------------|-------------|---------------|-------------|
| SKILL #4 | PASS | FAIL | PASS | FAIL |
| Brief assigned personnel, given an assignment, supporting information, and equipment requirements, so that the personnel are informed of specific tasks, standards, safety, operational, and special interest area considerations. (6.2.2) | | | | |
| Lead wildland fire fighters in the performance of a task, given an assignment and performance standards, so that the task is safely completed within the standards in accordance with agency guidelines. (6.2.3) | | | | |
| | S | U | S | U |
| a. Includes situation | | | | |
| b. Includes mission/execution | | | | |
| c. Includes communications | | | | |
| d. Includes service/support | | | | |
| e. Includes risk management | | | | |
| f. Includes questions or concerns | | | | |
| g. Demonstrates proper briefing skills | | | | |
| h. Demonstrates effective leadership skills | | | | |

Evaluator/Candidate Comments:

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

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"/> |

Re-Test Certifying Examiner

Date

SKILL #5

Maintain Power Tools and Portable Pumps

Subject: Preparedness**Section 1102****NFPA 1051 6.3.2****Intermediate Wildland Firefighter****OBJECTIVE**

Maintain power tools and portable pumps, given agency maintenance specifications, supplies, and small tools, so that equipment is maintained and serviceable and defects are recognized and repaired. (6.3.2)

INSTRUCTIONS - procedures for achieving the objective

Given agency maintenance specifications, supplies, and small tools, you will maintain power tools and portable pumps so that equipment is maintained and serviceable and defects are recognized and repaired. You will begin on my instruction to start. The skill will end when you state to me that you have completed all of the identified steps. Do you understand these instructions?

EXAMINERS NOTE

The firefighter trainee will not be allowed to review the performance steps at the time of testing.

The examiner will provide the firefighter trainee with equipment that has defects that must be repaired. Examples include:

- Dull/chipped chain on saw
- Low fuel
- Low oil
- Pull cord worn/frayed

PREPARATION & EQUIPMENT

Power tools
Portable pumps
Small tools
Supplies
Eye protection

SKILL #5**Maintain Power Tools and Portable Pumps**

Candidate: _____ Notes: _____

Examiner: _____

School: _____

Test Site: _____

| Intermediate Wildland Firefighter | TEST | | RETEST | |
|---|-------------|-------------|---------------|-------------|
| SKILL #5 | PASS | FAIL | PASS | FAIL |
| Maintain power tools and portable pumps, given agency maintenance specifications, supplies, and small tools, so that equipment is maintained and serviceable and defects are recognized and repaired. (6.3.2) | | | | |
| Power Tool | S | U | S | U |
| a. Performed power tool maintenance safely and proficiently | | | | |
| b. Recognized defects | | | | |
| c. Performed repair(s) to power tool(s) safely and proficiently | | | | |
| Portable Pump | S | U | S | U |
| a. Performed repair(s) to portable pump(s) safely and proficiently | | | | |
| b. Recognized defects | | | | |
| c. Performed portable pump maintenance safely and proficiently | | | | |

Evaluator/Candidate Comments:

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

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"/> |

Re-Test Certifying Examiner

Date

SKILL #6

Protect Improved Property

Subject: Suppression**Section 1102****NFPA 1051 6.5.3****Intermediate Wildland Firefighter****OBJECTIVE**

Effect the reduction of fire exposure to improved properties given a wildland or wildland/urban interface fire and available tools and equipment so that improvements are protected and the risk from fire is reduced. (6.5.3)

INSTRUCTIONS - procedures for achieving the objective

Given a wildland or urban/interface fire scenario and using the *IRPG* or *Fireline Handbook*, you will describe methods to reduce the threat of fire exposure to structures. You will begin on my instruction to start. The skill will end when you state to me that you have completed all of the identified steps. Do you understand these instructions?

EXAMINERS NOTE

The firefighter trainee will not be allowed to review the performance steps at the time of testing.

The wildland firefighter trainee shall be provided with a picture or video of a wildland or urban/interface with structures.

PREPARATION & EQUIPMENT

Picture or video scenario

IRPG

Fireline Handbook

SKILL #6
Protect Improved Property

Candidate: _____ Notes: _____

Examiner: _____

School: _____

Test Site: _____

| Intermediate Wildland Firefighter | <u>TEST</u> | | <u>RETEST</u> | |
|--|--------------------|-------------|----------------------|-------------|
| SKILL #6 | PASS | FAIL | PASS | FAIL |
| Effect the reduction of fire exposure to improved properties given a wildland or wildland/urban interface fire and available tools and equipment so that improvements are protected and the risk from fire is reduced. (6.5.3) | | | | |
| | S | U | S | U |
| a. Explains the importance of LCES | | | | |
| b. Describes wildland structural triage | | | | |
| c. Identifies and explains fuel removal and ladder fuels | | | | |
| d. Discusses structural ignition factors | | | | |
| e. Describes structural preparation for wildfire | | | | |
| f. Describes the effective use of tools and equipment to protect the structure | | | | |

Evaluator/Candidate Comments:

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

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"/> |

Re-Test Certifying Examiner

Date

SKILL #7
Operate a Chainsaw

Subject: Preparedness

Section 1102

NFPA 1051 6.5.4, 6.3.3

Intermediate Wildland Firefighter

OBJECTIVE

Operate a chain saw, given an assignment at a wildland fire and operational standards, so that the assignment is safely completed. (6.5.4)

Inspect tools and equipment, given agency specifications, so that availability of the tools and equipment for fire use is ensured. (6.3.3)

INSTRUCTIONS - procedures for achieving the objective

Given a chain saw you will describe to me the proper procedures for inspecting, operating and transporting a chainsaw. You will begin on my instruction to start. The skill will end when you state to me that you have completed all of the identified steps. Do you understand these instructions?

EXAMINERS NOTE

The wildland firefighter trainee will not be allowed to review the performance steps at the time of testing.

The operation of the chainsaw for this skill is to be simulated.

PREPARATION & EQUIPMENT

Chain saw
Wedges

The wildland firefighter trainee shall accomplish the skill wearing "**FULL PROTECTIVE CLOTHING FOR WILDLAND FIREFIGHTERS**" as defined in the *Fireline Handbook* (Appendix A, p. 39) which includes hard hat, fire resistant shirt/pants or jump suit, 8" leather boots, leather gloves, fire shelter, hearing/eye protection.

SKILL #7
Operate a Chainsaw

Candidate: _____ Notes: _____

Examiner: _____

School: _____

Test Site: _____

| Intermediate Wildland Firefighter | TEST | | RETEST | |
|--|-------------|-------------|---------------|-------------|
| SKILL #7 | PASS | FAIL | PASS | FAIL |
| Operate a chain saw, given an assignment at a wildland fire and operational standards, so that the assignment is safely completed. (6.5.4) | | | | |
| Inspect tools and equipment, given agency specifications, so that availability of the tools and equipment for fire use is ensured. (6.3.3) | | | | |
| | S | U | S | U |
| a. Inspects chainsaw according to local SOPs and/or manufacturer's guidelines | | | | |
| b. Describes additional PPE for saw usage | | | | |
| c. Describes how to properly prepare the site | | | | |
| d. Describes how to safely and proficiently handle chainsaw | | | | |
| e. Simulates proper cutting techniques | | | | |
| f. Explains the proper use of wedges | | | | |
| g. Transports saw and other equipment according to local SOPs | | | | |

Evaluator/Candidate Comments:

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

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"/> |

Re-Test Certifying Examiner

Date

SKILL #8

Operate Water Delivery Equipment

Subject: Suppression**Section 1102****NFPA 1051 6.5.5, 6.3.3****Intermediate Wildland Firefighter****OBJECTIVE**

Operate water delivery equipment, given an assignment at a wildland fire and operational standards, so that the proper equipment is selected, desired nozzle pressure is attained, and flow is maintained. (6.5.5)

Inspect tools and equipment, given agency specifications, so that availability of the tools and equipment for fire use is ensured. (6.3.3)

INSTRUCTIONS - procedures for achieving the objective

Given an assignment at a wildland fire, you will operate water delivery equipment so that the proper equipment is selected, desired nozzle pressure is attained, and flow is maintained. You will begin on my instruction to start. The skill will end when you state to me that you have completed all of the identified steps. Do you understand these instructions?

EXAMINERS NOTE

The wildland firefighter trainee will not be allowed to review the performance steps at the time of testing.

PREPARATION & EQUIPMENT

Water delivery equipment

Hose

Nozzle

The wildland firefighter trainee shall accomplish the skill wearing "**FULL PROTECTIVE CLOTHING FOR WILDLAND FIREFIGHTERS**" as defined in the *Fireline Handbook* (Appendix A, p. 39) which includes hard hat, fire resistant shirt/pants or jump suit, 8" leather boots, leather gloves, fire shelter, hearing/eye protection.

SKILL #8
Operate Water Delivery Equipment

Candidate: _____ Notes: _____

Examiner: _____

School: _____

Test Site: _____

| Intermediate Wildland Firefighter | <u>TEST</u> | | <u>RETEST</u> | |
|--|--------------------|-------------|----------------------|-------------|
| SKILL #8 | PASS | FAIL | PASS | FAIL |
| Operate water delivery equipment, given an assignment at a wildland fire and operational standards, so that the proper equipment is selected, desired nozzle pressure is attained, and flow is maintained. (6.5.5) | | | | |
| Inspect tools and equipment, given agency specifications, so that availability of the tools and equipment for fire use is ensured. (6.3.3) | | | | |
| | S | U | S | U |
| a. Inspects equipment according to local SOPs and/or manufacturer's guidelines | | | | |
| b. Demonstrates the correct placement and setup of water delivery system | | | | |
| c. Attains desired nozzle pressure | | | | |
| d. Maintains desired flow rate | | | | |
| e. Operates system safely and proficiently | | | | |

Evaluator/Candidate Comments:

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

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"/> |

Re-Test Certifying Examiner

Date

SKILL #9

Evidence Preservation and Site Security

Subject: Suppression**Section 1102****NFPA 1051 6.5.6****Intermediate Wildland Firefighter****OBJECTIVE**

Secure the area of suspected fire origin and associated evidence, given a wildland fire and agency procedures, so that all evidence or potential evidence is protected from damage or destruction and reported to a supervisor.

INSTRUCTIONS - procedures for achieving the objective

Given a wildland fire and agency procedures, you will secure the area of suspected fire origin and associated evidence so that all evidence or potential evidence is protected from damage or destruction and reported to a supervisor. You will begin on my instruction to start. The skill will end when you state to me that you have completed all of the identified steps. Do you understand these instructions?

EXAMINERS NOTE

The wildland firefighter trainee will not be allowed to review the performance steps at the time of testing.

PREPARATION & EQUIPMENT

Marking devices (scene tape, traffic cones, etc.)
Simulated evidence

The wildland firefighter trainee shall accomplish the skill wearing "**FULL PROTECTIVE CLOTHING FOR WILDLAND FIREFIGHTERS**" as defined in the *Fireline Handbook* (Appendix A, p. 39) which includes hard hat, fire resistant shirt/pants or jump suit, 8" leather boots, leather gloves, fire shelter, hearing/eye protection.

SKILL #9
Evidence Preservation and Site Security

Candidate: _____ Notes: _____

Examiner: _____

School: _____

Test Site: _____

| Intermediate Wildland Firefighter | <u>TEST</u> | | <u>RETEST</u> | |
|--|--------------------|-------------|----------------------|-------------|
| SKILL #9 | PASS | FAIL | PASS | FAIL |
| Secure the area of suspected fire origin and associated evidence, given a wildland fire and agency procedures, so that all evidence or potential evidence is protected from damage or destruction and reported to a supervisor. (6.5.6) | | | | |
| | S | U | S | U |
| a. Protects evidence from damage or destruction | | | | |
| b. Effectively uses marking devices for site security | | | | |
| c. Reports potential evidence to supervisor | | | | |
| d. Performs skill in a safe and proficient manner | | | | |

Evaluator/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"/> |

SKILL #10

Communicate Fire Behavior

Subject: Suppression**Section 1102****NFPA 1051 6.5.7****Intermediate Wildland Firefighter****OBJECTIVE**

Serve as a lookout, given an assignment at a wildland fire as per agency procedures, so that fire fighters are updated or warned when conditions change. (6.5.7)

INSTRUCTIONS - procedures for achieving the objective

Given an assignment at a wildland fire scenario, you will serve as a lookout so that fire fighters are updated or warned when conditions change. You will begin on my instruction to start. The skill will end when you state to me that you have completed all of the identified steps. Do you understand these instructions?

EXAMINERS NOTE

The wildland firefighter trainee will not be allowed to review the performance steps at the time of testing.

The wildland firefighter trainee shall be provided with a picture or video of a wildland or urban/interface fire and current weather conditions. In addition, the examiner shall provide a change in weather or fire conditions that necessitates the lookout to provide a warning.

PREPARATION & EQUIPMENT

Picture or video scenario

SKILL #10
Communicate Fire Behavior

Candidate: _____ Notes: _____

Examiner: _____

School: _____

Test Site: _____

| Intermediate Wildland Firefighter | <u>TEST</u> | | <u>RETEST</u> | |
|--|--------------------|-------------|----------------------|-------------|
| SKILL #10 | PASS | FAIL | PASS | FAIL |
| Serve as a lookout, given an assignment at a wildland fire as per agency procedures, so that fire fighters are updated or warned when conditions change. (6.5.7) | | | | |
| | S | U | S | U |
| a. Describes the responsibilities of a lookout | | | | |
| b. Accurately describes current fire behavior | | | | |
| c. Accurately describes change in fire behavior based on change in conditions | | | | |
| d. Communicates changing conditions to fire fighters | | | | |

Evaluator/Candidate Comments:

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

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"/> |

Re-Test Certifying Examiner

Date

9. **Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**
 - C. **Report from the Curriculum and Testing Committee with discussion and possible action on recommendations with regards to the following:**
 - f. **HazMat Operations Mission-Specific Competencies, HazMat Technician and HazMat Incident Commander reference lists**

REFERENCE LIST FOR THE HAZARDOUS MATERIALS OPERATIONS - MISSION SPECIFIC COMPETENCIES CURRICULUM

This Reference List is provided as a general guide for both instructors and students to locate information pertaining to the specific objectives in the TCFP Curriculum. This list is **not** all-inclusive and does not in any way limit TCFP development and use of questions to test the objectives of the curriculum:

Required References

Texts

- Certification Curriculum Manual*. Texas Commission on Fire Protection. (Most current edition). Austin, TX: Texas Commission on Fire Protection.
- Code of Federal Regulations, Title 29 Part 1910.120, Appendix A*. United States. U.S. Department of Labor, Occupational Safety & Health Administration.
http://edocket.access.gpo.gov/cfr_2007/julqtr/pdf/29cfr1910.120.pdf
- Emergency Response Guidebook*. United States. (Most current edition). Washington, DC: U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration.
- Essentials of Fire Fighting and Fire Department Operations*, 5th edition. International Fire Service Training Association. (2008). Stillwater, OK: Fire Protection Publications, Oklahoma State University.
- Fire Fighter's Handbook of Hazardous Materials*, 7th edition. Baker, Charles T., (2006). Sudbury, MA: Jones and Bartlett.
- Firefighter's Handbook: Essentials of Firefighting and Emergency Response*, 3rd edition. Delmar Publishers. (2008). Clifton Park, NY: Delmar, Cengage Learning.
- Fundamentals of Fire Fighter Skills*, 2nd edition. International Association of Fire Chiefs, & National Fire Protection Association. (2008). Sudbury, MA: Jones and Bartlett.
- Hazardous Materials Awareness and Operations*. DeBobes, L. J. (2009). Sudbury, MA: Jones & Bartlett.
- Hazardous Materials for First Responders*, 3rd edition. Adams, B., & Miller, L. A. (2004). Stillwater, OK: Fire Protection Publications, Oklahoma State University.
- Hazardous Materials: Managing the Incident*. Chester Noll, G. G., Hildebrand, M. S., & Yvorra, J. G. (2005). MD: Red Hat Publishing, Inc.
- Hazardous Materials/Weapons of Mass Destruction Response Handbook*, 5th edition. Trebisacci, D. G. (2008). Quincy, MA: National Fire Protection Association.
- NFPA 472: Standard for Professional Competence of Responders to Hazardous Materials Incidents*. (2008). Quincy, MA: NFPA Publications. National Fire Protection Association

NIOSH Pocket Guide to Chemical Hazards. National Institute for Occupational Safety and Health. (Most current edition). Cincinnati, OH: US Department of Health and Human Services, Public Health Service, Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health. <http://www.cdc.gov/niosh/npg/>

Standards Manual for Fire Protection Personnel. Texas Commission on Fire Protection. (Most current edition). Austin, TX: Texas Commission on Fire Protection.

Recommended References

The most current edition of the following publications and media are recommended (not required) supplemental material for program use.

Texts

Bretherick's Handbook of Reactive Chemical Hazards. Urben, P. G., Pitt, M. J., & Bretherick, L. (2007). Amsterdam: Elsevier.

Chlorine Emergencies: An Overview for First Responders. Chlorine Institute. (2007). Arlington, VA: The Chlorine Institute.

CHRIS: Chemical Hazards Response Information System. United States. (1992). COMDTINST, M16465.11B. Washington, DC: U.S. Dept. of Transportation, U.S. Coast Guard.

~~*Emergency Action Guides*. Association of American Railroads. (2006). Pueblo, CO: Association of American Railroads.~~

Emergency Care for Hazardous Materials Exposure. Currance, P., Bronstein, A. C., & Clements, B. (2005). St. Louis, MO: Mosby.

Emergency Handling of Hazardous Materials in Surface Transportation. Association of American Railroads. (2009). Washington, DC: Association of American Railroads.

Field Guide to Tank Car Identification. Association of American Railroads. (2009). Washington, DC: Association of American Railroads.

Fire Protection Guide to Hazardous Materials. National Fire Protection Association. (2001). Quincy, MA: National Fire Protection Association.

Hawley's Condensed Chemical Dictionary. Lewis, R. J., & Hawley, G. G. (2007). West Sussex: Wiley.

Hazardous Materials Air Monitoring and Detection Devices. Hawley, C. (2002). Albany, NY: Delmar/Thomson Learning.

Hazardous Materials Field Guide, 2nd edition. Bevelacqua, A. S., & Stilp, R. H. (2007). Albany, NY: Delmar Publications.

Hazardous Materials: Managing the Incident Field Operations Guide. Chester Bevelacqua, A. S., Hildebrand, M. S., & Noll, G. G. (2005). MD: Red Hat Publishing, Inc.

How to Use the Chlorine Institute Emergency Kit "A" for 100 lb. and 150 lb. Chlorine Cylinders. Chlorine Institute. (1996). New York, NY: The Chlorine Institute.

How to Use the Chlorine Institute Emergency Kit "B" for Chlorine Ton Containers. Chlorine Institute. (1988). New York, NY: The Chlorine Institute.

How to Use the Chlorine Institute Emergency Kit "C" for Chlorine Tank Cars and Tank Trucks. Chlorine Institute. (1993). New York, NY: The Chlorine Institute.

Symbol Seeker: Hazard Identification Manual. Burns, P. P. (2002). Preston, England: Symbol Seeker.

Media

Hazardous Materials Containment Series. Action Training Systems. [4 Disc DVD Set] Hazardous materials containment - series of 4 titles. Seattle, WA: Action Training Systems.

Hazardous Materials: Managing the Incident DVD Series. Massingham, G., Noll, G. G., Hildebrand, M. S., & Noll, G. G. (2005). [8 Disc DVD Set] Edgartown, MA: Emergency Film Group.

Summary of changes:

Emergency Action Guides has become unavailable due to discontinuation of the publication by the publisher.

REFERENCE LIST FOR THE HAZARDOUS MATERIALS TECHNICIAN CURRICULUM

This Reference List is provided as a general guide for both instructors and students to locate information pertaining to the specific objectives in the TCFP Curriculum. This list is **not** all-inclusive and does not in any way limit TCFP development and use of questions to test the objectives of the curriculum:

Required References

Texts

Certification Curriculum Manual. Texas Commission on Fire Protection. (Most current edition). Austin, TX: Texas Commission on Fire Protection.

Code of Federal Regulations, Title 29 Part 1910.120, Appendix A. United States. U.S. Department of Labor, Occupational Safety & Health Administration.
http://edocket.access.gpo.gov/cfr_2007/julqtr/pdf/29cfr1910.120.pdf

~~*Emergency Action Guides*. Association of American Railroads. (2006). Pueblo, CO: Association of American Railroads.~~

Emergency Response Guidebook. United States. (Most current edition). Washington, DC: U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration.

Fire Fighter's Handbook of Hazardous Materials, 7th edition. Baker, Charles T., (2006). Sudbury, MA: Jones and Bartlett.

Hazardous Materials: Managing the Incident. Chester Noll, G. G., Hildebrand, M. S., & Yvorra, J. G. (2005). MD: Red Hat Publishing, Inc.

Hazardous Materials/Weapons of Mass Destruction Response Handbook Trebisacci, D. G. (2008). 5th edition. Quincy, MA: National Fire Protection Association.

NFPA 472: Standard for Professional Competence of Responders to Hazardous Materials Incidents. (2008 ed.). Quincy, MA: NFPA Publications. National Fire Protection Association

NIOSH Pocket Guide to Chemical Hazards. National Institute for Occupational Safety and Health. (Most current edition). Cincinnati, OH: US Department of Health and Human Services, Public Health Service, Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health.

Standards Manual for Fire Protection Personnel. Texas Commission on Fire Protection. (Most current edition). Austin, TX: Texas Commission on Fire Protection.

Recommended References

The most current edition of the following publications and media are recommended (not required) supplemental material for program use.

Texts

- Bretherick's Handbook of Reactive Chemical Hazards*. Urben, P. G., Pitt, M. J., & Bretherick, L. (2007). Amsterdam: Elsevier.
- Chlorine Emergencies: An Overview for First Responders*. Chlorine Institute. (2007). Arlington, VA: The Chlorine Institute.
- CHRIS: Chemical Hazards Response Information System*. United States. (1992). COMDTINST, M16465.11B. Washington, DC: U.S. Dept. of Transportation, U.S. Coast Guard.
- Dangerous Properties of Industrial and Consumer Chemicals*. New Cheremisinoff, N. P., King, J. A., & Boyko, R. (1994). York, NY: M. Dekker.
- Emergency Care for Hazardous Materials Exposure*. St. Currance, P., Bronstein, A. C., & Clements, B. (2005). Louis, MO: Mosby.
- Emergency Handling of Hazardous Materials in Surface Transportation*. Association of American Railroads. (2009). Washington, DC: Association of American Railroads.
- Field Guide to Tank Car Identification*. Association of American Railroads. (2009). Washington, DC: Association of American Railroads.
- Fire Protection Guide to Hazardous Materials*. National Fire Protection Association. (2001). Quincy, MA: National Fire Protection Association.
- Hawley's Condensed Chemical Dictionary*. Lewis, R. J., & Hawley, G. G. (2007). West Sussex, England: Wiley.
- Hazardous Materials Air Monitoring and Detection Devices*. Hawley, C. (2002). Albany, NY: Delmar/Thomson Learning.
- Hazardous Materials Field Guide*, 2nd edition. Bevelacqua, A. S., & Stilp, R. H. (2007). Albany, NY: Delmar Publications.
- Hazardous Materials: Managing the Incident Field Operations Guide*. Chester Bevelacqua, A. S., Hildebrand, M. S., & Noll, G. G. (2005). MD: Red Hat Publishing, Inc.
- How to Use the Chlorine Institute Emergency Kit "A" for 100 lb. and 150 lb. Chlorine Cylinders*. Chlorine Institute. (1996). New York, NY: The Chlorine Institute.
- How to Use the Chlorine Institute Emergency Kit "B" for Chlorine Ton Containers*. New Chlorine Institute. (1988). York, NY: The Chlorine Institute.
- How to Use the Chlorine Institute Emergency Kit "C" for Chlorine Tank Cars and Tank Trucks*. Chlorine Institute. (1993). New York, NY: The Chlorine Institute.
- Symbol Seeker: Hazard Identification Manual*. Burns, P. P. (2002). Preston, England: Symbol Seeker.

Media

Hazardous Materials Containment Series. Action Training Systems. [4 Disc DVD Set]
Hazardous materials containment - series of 4 titles. Seattle, WA: Action Training
Systems.

Hazardous Materials: Managing the Incident DVD Series. Massingham, G., Noll, G. G.,
Hildebrand, M. S., & Noll, G. G. (2005). [8 Disc DVD Set] Edgartown, MA: Emergency
Film Group.

Intermodal Containers. Noll, G. G., Hildebrand, M. S., & Donahue, M. L. (2002). [DVD]
Edgartown, MA: Emergency Film Group.

Petroleum Storage Tanks. Hildebrand, M. S., & Noll, G. G. (2003). [DVD] Edgartown, MA:
Emergency Film Group.

Summary of changes:

Emergency Action Guides has become unavailable due to discontinuation of the publication by
the publisher.

REFERENCE LIST FOR THE HAZARDOUS MATERIALS INCIDENT COMMANDER CURRICULUM

This Reference List is provided as a general guide for both instructors and students to locate information pertaining to the specific objectives in the TCFP Curriculum. This list is **not** all-inclusive and does not in any way limit TCFP development and use of questions to test the objectives of the curriculum:

Required References

Texts

Certification Curriculum Manual. Texas Commission on Fire Protection. (Most current edition). Austin, TX: Texas Commission on Fire Protection.

Code of Federal Regulations, Title 29 Part 1910.120, Appendix A. United States. U.S. Department of Labor, Occupational Safety & Health Administration.
http://edocket.access.gpo.gov/cfr_2007/julqtr/pdf/29cfr1910.120.pdf

~~*Emergency Action Guides.* Association of American Railroads. (2006). Pueblo, CO: Association of American Railroads.~~

Emergency Response Guidebook. United States. (Most current edition). Washington, DC: U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration.

Fire Fighter's Handbook of Hazardous Materials, Baker, Charles T., 7th edition. (2006). Sudbury, MA: Jones and Bartlett.

Hazardous Materials: Managing the Incident. Chester Noll, G. G., Hildebrand, M. S., & Yvorra, J. G. (2005). MD: Red Hat Publishing Company, Inc.

Hazardous Materials/Weapons of Mass Destruction Response Handbook, 5th edition. Trebisacci, D. G. (2008). Quincy, MA: National Fire Protection Association.

NFPA 472: Standard for Professional Competence of Responders to Hazardous Materials Incidents. (2008 ed.). Quincy, MA: NFPA Publications. National Fire Protection Association

NIOSH Pocket Guide to Chemical Hazards. Cincinnati National Institute for Occupational Safety and Health. (Most current edition). OH: US Department of Health and Human Services, Public Health Service, Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health. <http://www.cdc.gov/niosh/npg/>

Standards Manual for Fire Protection Personnel. Texas Commission on Fire Protection. (Most current edition). Austin, TX: Texas Commission on Fire Protection.

Recommended References

The most current edition of the following publications and media are recommended (not required) supplemental material for program use.

Texts

Bretherick's Handbook of Reactive Chemical Hazards. Urben, P. G., Pitt, M. J., & Bretherick, L. (2007). Amsterdam: Elsevier.

Chlorine Emergencies: An Overview for First Responders. Chlorine Institute. (2007). Arlington, VA: The Chlorine Institute.

CHRIS: Chemical Hazards Response Information System. United States. (1992). COMDTINST, M16465.11B. Washington, DC: U.S. Dept. of Transportation, U.S. Coast Guard.

Dangerous Properties of Industrial and Consumer Chemicals. Cheremisinoff, N. P., King, J. A., & Boyko, R. (1994). New York, NY: M. Dekker.

Emergency Care for Hazardous Materials Exposure. Currance, P., Bronstein, A. C., & Clements, B. (2005). St. Louis, MO: Mosby.

Emergency Handling of Hazardous Materials in Surface Transportation. Association of American Railroads. (2009). Washington, DC: Association of American Railroads.

Fire Protection Guide to Hazardous Materials. National Fire Protection Association. (2001). Quincy, MA: National Fire Protection Association.

Hazardous Materials: Managing the Incident: Field Operations Guide. Chester Bevelacqua, A. S., Hildebrand, M. S., & Noll, G. G. (2007). MD: Red Hat Publishing, Inc.

Hawley's Condensed Chemical Dictionary. Lewis, R. J., & Hawley, G. G. (2007). West Sussex, England: Wiley.

Symbol Seeker: Hazard Identification Manual. Burns, P. P. (2002). Preston, England: Symbol Seeker.

Media

Hazardous Materials Containment Series. Action Training Systems. [4 Disc DVD Set]. Hazardous materials containment - series of 4 titles. Seattle, WA: Action Training Systems.

Hazardous Materials: Managing the Incident DVD Series. Massingham, G., Noll, G. G., Hildebrand, M. S., & Noll, G. G. (2005). [8 Disc DVD Set]. Edgartown, MA: Emergency Film Group.

Summary of changes:

Emergency Action Guides has become unavailable due to discontinuation of the publication by the publisher.

9. **Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**
 - C. **Report from the Curriculum and Testing Committee with discussion and possible action on recommendations with regards to the following:**
 - g. **Appointment of Head of a Fire Department Ad Hoc Advisory Committee**

Head of Department Ad Hoc Committee Recommendations

- Gary Wisdom
- Scott Kerwood
- Harold (Buddy) Rice
- Jimmy Chew
- Michael Brock
- Daniel Kistner
- Pat McAuliff (Chair, Curriculum & Testing committee)
- Jason Collier (Fire Fighter Advisory Committee Liaison to Curriculum & Testing committee)

10. Discussion and possible action on recommendation from David Covington, Fire Chief, Schertz Fire Rescue on acceptance of the Federal Highway Administration's Strategic Highway Research Program for continuing education credit.

From: DCovington
Date: December 14, 2012, 11:23:20 AM CST
To: jreidy
Subject: Upcoming Agenda

Jim,

I would like to ask to be placed on the agenda for the next Fire Advisory Board meeting and the Fire Commission meeting if possible. This would be to give a briefing on the Federal Highway Administration's Strategic Highway Research Program regarding traffic incident management and responder safety. Soon they will be conducting train the trainer courses in Texas with the goal of reaching every first responder in the state who responds to incidents on the highways, both urban and rural. This includes Law Enforcement, Firefighters, EMS, Tow Operators, and TxDot along with dispatchers and others. This multijurisdictional approach has worked in other states that have already started the training and it does a lot to bring law enforcement and fire onto the same page when it comes to highway incidents.

This program is consistent with Initiative 11 of the Courage to be Safe program that seeks to establish national standards of response. The FHWA program was developed over several years looking at best practice in Europe and the United States and seeks to teach a common message for traffic incident management across the nation. In the coming weeks I will provide a more structured briefing that you may include in the agenda if you so choose.

Ultimately I would ask the Commission to endorse, if that is possible, the program and allow it to count as CE for firefighters. The course is a four hour module.
Thanks for your time.

dave

Stay Safe,

*David A. Covington, Fire Chief
Schertz Fire Rescue*

11. Discussion of acceptance of ProBoard certification.

12. Discussion and possible action on matters from the Executive Director.

- A. Report on decisions of the Executive Director in contested cases and consent orders.**

12. Discussion and possible action on matters from the Executive Director.

B. Status of division functions.

Agency Status Report March 1 – May 31, 2013

Overview

The work of the agency during this quarter proceeded at a generally stepped-up pace. Compliance inspections were conducted as scheduled. However an increased number of exams were administered during the period, which is typical for the third quarter of the year. Additionally, a substantially increased number of certifications were issued during the period compared to an average quarter. Work continued on the long awaited online testing project, with upcoming beta testing of the module now in sight. Curriculum committees for several disciplines convened, with one finalizing its work and others just beginning. Outreach efforts continued, and the commission library continued its program of resource lending and research assistance.

Underlying all the activity, however, was an atmosphere of uncertainty. The fate of the Texas Commission on Fire Protection operations had been in a state of flux since the beginning of this year's legislative session, and the uncertainty continued through the 3rd quarter of the fiscal year. A number of pieces of legislation were proposed that would have "administratively attached" the Commission on Fire Protection to another larger state agency. Another bill was proposed that would have left the agency in its current organizational configuration, but called for the Commission to conduct a study regarding administrative attachment. There is little doubt that administrative attachment of any form would impact the staffing at the agency; the only question was to the degree of the impact.

During this quarter, the executive offices of the agency experienced the only staffing changes, but the changes were dramatic. The Human Resources Manager left the agency in March to accept a position with another state agency. This position is currently being filled by a temporary employee. On April 25th the Executive Director was dismissed by the Commissioners in their quarterly meeting, and the Certification/Professional Development Manager was named as the interim Executive Director until the position is filled by a permanent appointment. The week following the April 25th Commission meeting, the Standards Division Director was also dismissed from the agency. To date, that position remains unfilled.

In spite of the above changes and all the uncertainty, the rank and file staff members remained "at the wheel", loyally fulfilling their mission to the Texas fire service. A number of agency positions that had become vacant prior to the start of the calendar year remained vacant during this time as the future of the agency was being decided. In response, employees' service was often over-and-above the call as staff members came alongside, filled in, and assisted others with the workload. These employees are to be commended for their exceptional efforts under trying conditions.

As it happens, none of the above-mentioned legislation was ultimately passed; but that result was not realized until the final day of the legislative session on May 27th. With the result in hand, the agency began moving ahead cautiously with a new lease on life.

Activities of Executive Office

- Executive staff closely monitored a number of proposed pieces of legislation that could potentially impact agency operations. Twenty-one fiscal impact statements for fourteen different bills were provided by the agency to the legislative budget board. The fiscal impact statements (also known as fiscal notes) describe the potential financial impact of a particular piece of legislation to the state budget, either negative or positive. An estimated dollar amount was provided whenever possible.
- Representatives of the executive office met on various occasions with legislative committees to exchange or provide information. Additionally, staff members were called to the capitol on a few occasions to provide testimony and information to the legislature during formal public hearings.
- Members of the executive team attended the following regional Texas Fire Chief's Association meetings:
 - April 17th: Southeast Region, Pearland
 - April 18th: West Region, San Angelo
 - April 18th: South Region, Universal City

Activities of Certification and Professional Development Section

- 3,533 certificates issued
- 1,167 IFSAC seals issued
- 271 training facilities holding 1,362 active or renewable certifications
- 33 training facility certificates issued to 18 different entities
- Status of new certifications introduced this fiscal year; number issued:
 - a. Incident Safety Officer (introduced 9/1/12): 485 this quarter, 1,080 total
 - b. Wildland Fire Protection (introduced 9/1/12):
 - i. Basic: 485 this quarter, 1,472 total
 - ii. Intermediate: 33 this quarter, 88 total
 - c. Fire Officer:
 - i. FO-III: Effective 2/28/13, 12 issued to date
 - ii. FO-IV: Effective 2/28/13, 2 issued to date
 - d. Hazmat Incident Commander: Effective 2/28/13, 9 issued to date

- Curriculum and Testing Committee meeting, May 9 – 10:

The Intermediate Wildland Firefighter curriculum and skills were reviewed, discussed and updated again following input from the Texas A&M Forest Service and other stakeholders.

- In its meeting on May 31st, the Advisory Committee approved for recommendation the curriculum for Wildland Firefighter II, along with proposed rule changes that would be submitted to the Commissioners at their July 11th meeting. The decision was made to remove the task book from the curriculum, and have it as a separate prerequisite for the certification. A person wishing to qualify for certification will have had to complete the task book prior to applying for certification. A representative from the Forest

Service provided testimony in the meeting and assisted with creating the final form of the curriculum material and the proposed rule language. As approved by the Advisory Committee, a person completing the requirements for certification via the commission's curriculum and any other required prerequisites will qualify for TIFMAS deployments at that level.

- In its May 9 – 10 meeting, the Curriculum and Testing Committee also selected and proposed their recommended candidates for the Head of Department certification ad hoc committee. The recommendations were presented at the May 31st Advisory Committee meeting, and will also be presented to the Commissioners at their July 11th meeting. The ad hoc committee will be tasked with further developing the requirements for Head of Department certification.
- Lastly, the C&T Committee updated the Instructor I, II, and III curricula so as to meet the requirements of the new 2012 edition of NFPA 1041.
- The Investigator ad hoc committee met for the first time on April 4 – 5, and a plan was developed to address some outstanding issues existing with the Investigator certification process. Work also began on updating the current Investigator curriculum so as to meet the requirements of the most recent applicable NFPA standards. The recommendations from the Texas Forensic Science Commission are to be reviewed, with the goal of ensuring that TCFP requirements address the recommendations. The committee expects to meet quarterly for at least the next year and a half in order to complete the projects.
- Tim Rutland attended the West Regional Fire Chief's Association meeting in San Angelo on April 18th.
- Work of Curriculum Specialist:
 - Accompanied the agency's IFSAC representative (Mollie Clakley) to the IFSAC Annual Conference in Oklahoma City the week of April 16 – 21. Attended various training classes, including site visit training.
 - Created monthly exams, reviewed exam questions and performance skills, and updated test banks as necessary.
 - Continued work reviewing, revising, and amending test banks in preparation for the IFSAC site visit to our agency later this year.

Activities of Public Information/Library/Injury Reporting

Public Information and Outreach

| | 1Q | 2Q | 3Q | 4Q | Total |
|---|----|----|----|----|-------|
| Fire department job postings | 47 | 68 | 65 | | 180 |
| Number of departments requesting postings | 46 | 75 | 57 | | 178 |
| Website home page articles | 11 | 6 | 7 | | 17 |
| Facebook posts | 0 | 5 | 41 | 0 | 46 |
| Twitter "tweets" | | | 54 | | 54 |
| Open records requests | 9 | 6 | 2 | | 17 |

Public Information program outreach activities (3Q)

Website - home page articles.

- May 30, 2013 - Reminder: exam requirements for ISO and wildland
- May 1, 2013 - Commission appoints Swindle to fire fighter advisory committee
- April 26, 2013 - Commission dismisses executive director
- April 22, 2013 - Commission will meet on Thursday, 4/25
- April 19, 2013 - West, Texas: helpful information
- March 28, 2013 - Governor appoints one new commissioner, reappoints three current members
- March 28, 2013 - Commission to close early on March 29

Library Program

| | 1Q | 2Q | 3Q | 4Q | Totals |
|---|----|----|----|----|--------|
| <i>Items loaned</i> | | | | | |
| AV items | 55 | 42 | 68 | 0 | 165 |
| Print items | 15 | 3 | 6 | 0 | 24 |
| <i>Research and reference requests</i> | | | | | |
| Internal | 0 | 0 | 0 | 0 | 0 |
| External | 54 | 25 | 33 | 0 | 112 |
| New library borrowers (new users) | 4 | 16 | 4 | 0 | 24 |
| Responses to borrower follow-up surveys | 0 | 17 | 24 | 0 | 41 |
| <i>Items cataloged</i> | | | | | |
| AV items | 0 | 0 | 0 | 0 | 0 |
| Print items | 0 | 0 | 0 | 0 | 0 |
| Desk copy items ordered and processed | 0 | 0 | 0 | 0 | 0 |
| <i>Publications/postings</i> | | | | | |
| Facebook posts | 0 | 5 | 0 | 0 | 5 |
| Library newsletter | 0 | 0 | 2 | 0 | 2 |
| | | | | | |

Activities/accomplishments

- Sylvia Miller is also issuing certificates, printing requested certifications, problem solving for data issues and issuing training facility certifications.

Injury Reporting

| | 1Q | 2Q | 3Q | 4Q | Total |
|-----------------------|-----|------|------|----|-------|
| Reported Injuries | 579 | 1227 | 1005 | | 2811 |
| Burns | 29 | 44 | 37 | | 110 |
| SOP-related* | 5 | 2 | 4 | | 11 |
| Environmental-related | 6 | 15 | 5 | | 21 |

*Injuries involving SOP violations

| <i>Publications/postings</i> | | | | | |
|------------------------------|---|---|---|--|----|
| AvoidInjury! blog posts | 4 | 7 | 3 | | 14 |

Programs/meetings attended.

- attended TDEM Conference booth (3-26-13)
- presented at South region fire chief meeting in Universal City - (4-18-13)
- learned how to administer tests with Mike Baker (4/16/13)
-

Avoid Injury! Blog posts

- [After Action Review by Rob Franklin](#) (3/20/13)
- [Life Safety Initiative #11](#) - by Jerry Doyle (3/22/13)
- [Life Safety Initiative #13](#) - by Rob Franklin (3/28/13)
-

Other activities/accomplishments

- 2012 Injury Report submitted and approved by the Fire Fighter Advisor Committee
- 2012 Injury Report submitted and approved by the commission

Activities of Training Approval and Testing Program

- Test Administration, Training Approvals, Record Reviews, and Training and Skill Testing Audits Statistics – 3rd Quarter, FY 2013
 - o Test Administration – 2510 exams were administrated during this quarter with an average grade of 83.16% and a pass rate of 93.07%.
 - o New certification testing statistics:
 - Fire Officer III – 48 first attempts with one failure and an average grade of 77.46%.
 - Fire Officer IV – 6 first attempts with no failures and an average grade of 79.67%.
 - Hazardous Materials Incident Commander – 19 first attempts with no failures and an average grade of 87.37%.
 - o Record Reviews – Twenty-four paid record reviews for equivalency were conducted, and 325 test packets distributed.
 - o The issuance of skill qualification numbers (Qual #) to individuals who need to complete the skill evaluation process either due to an expired certification, expired test, or completion of training deemed equivalent started mid January 2013. Since this date, 205 Qual #s have been issued by commission staff in which 77 individual skill evaluations have been scheduled in the new online system.
 - o Training and Skill Testing Audits – Eight skill testing audits were conducted during this quarter in which three deficiencies were found in which the training provider failed to conduct the skills as scheduled. Follow-up skill testing audits on two of the sites were conducted since the original visit and no further deficiencies were noted. One deficiency remains open.
- IFSAC Conference highlights, April 17-20, 2013, Oklahoma City, Oklahoma
 - (Attendees representing the Texas Commission on Fire Protection were Mollie Clakley and Grace Wilson)
 - o Total number of countries participating in IFSAC is 12.
 - o Total number of records in the international registry is 967,362.
 - o Total number of certificate assembly member entities is 68.
 - o The certificate assembly voted to increase the annual membership fee by 10% which will raise the fee from \$2000 to \$2200. Since Texas is 3rd in the issuance of seals, with the Department of Defense and North Carolina as 1st and 2nd, respectively, we are exceeding the number of seals that come with the annual membership fee; therefore, the increase has no affect on our budget.
 - o An annual meeting registration increase of \$50.00 was approved, which will raise the fee from \$200 to \$250.
 - o Fee increases for site visits, administrative reviews, and seals was introduced but failed to pass.
 - o The Congress directed each assembly board to put together a committee to look into the feasibility of establishing an accreditation process for training bodies.
- Status of Online Training Approval Process and Web-based Testing
 - o The first two modules, Training and Skills, of the new online Training Facility Management system were initiated on December 3, 2012. Since this initiation date, 801 course entries have occurred in the new system, which have resulted in 708 approved courses. The Training Approval and Testing staff is continuing to assist customers with navigating through the new system and have experienced a notable decrease in having to troubleshoot problems.
 - o The last two sections in the final module, Examinations, are still in the final development stages and beta-testing is expected to start soon.
 - o Due to the delay regarding the web-based testing, our first extension request to IFSAC to extend the site visit to an August/September timeframe was approved by the Certificate Assembly Board of Governors at the April IFSAC meeting. A second extension request is planned if the August/September timeframe is no longer feasible.

- Activities for the Next Quarter
 - o Continue to work with IT regarding the web-based testing and the initiation of beta-testing.
 - o Once beta-testing begins, commission staff will be busy finalizing the establishment of web-based testing sites.
 - o The Training Approval and Testing staff, in association with the Curriculum Specialist, will continue to work toward the completion of the IFSAC Criteria for Accreditation Worksheet to prepare for the self study process that is needed prior to the IFSAC site visit.
 - o The agency has extended an offer of employment to Jonathan Weidemann to fill the vacant Training Approval and Testing Program Specialist I position. His start date is July 1, 2013 and will be responsible for administering state certification examinations; approving and monitoring course approval requests; processing record review applications for eligibility; conducting training and skill testing audits throughout the state; training proctors on the new web-based testing process; and assisting with large department compliance inspections.

Activities of Compliance Section

Large Department Inspections

- The Regional Compliance Officers teamed up to complete the El Paso Fire Department and Dallas Fire Department bi-annual inspections. There were no remarkable violations noted during either inspection. Both inspections were completed and closed successfully.

Houston area Region 6 Officer Hired.

- Job interviews were conducted with three applicants for the Region 6 Compliance Officer vacancy. Ernie Null was hired. Ernie retired from the Houston Fire Department with 39 years of service. He was a fire inspector for 22 years with HFD. Ernie received 8 days of new employee training and orientation in Austin and he did ride outs for two weeks with other compliance officers.

Training

- All compliance officers attended three teleconference calls, one each month, with the interim Executive Director and the Compliance Manager. Topics covered during these calls included: new Head of Department certification procedures, legislative updates, internet web testing updates, FARM updates, LODD updates.

Informal Hearings

- The Compliance Manager conducted two informal hearings with certification applicants. These hearings were attended by the Attorney General's Office legal support staff and certifications program staff. The staff's concerns regarding the applicants were successfully resolved and the certifications were approved and issued to the applicants.

Meetings

- The Compliance Manager met with a fire chief for a large department regarding a fire fighter whose certification was expired due to a good faith clerical error. The department has corrected the error. The department has put in place a review process to validate all firefighters on their roster at renewal time to ensure that this type of error does not occur in the future.
- The Compliance Manger attended the Rural Fire Advisory Council meeting where updates on wild land fire and weather were provided by the Texas A & M Forest Service.
- The Compliance Manager and Region 7 Compliance Officer staffed the TCFP booth at the annual Texas Emergency Management Conference.

12. Discussion and possible action on matters from the Executive Director.

C. Legislative update.

13. **Executive session pursuant to Section 551.074, Texas Government Code for the discussion of personnel matters: the appointment, employment, compensation, evaluation, reassignment, duties, discipline, or dismissal of the Executive Director, and the appointment, employment, reassignment, or duties of personnel acting on an Interim basis in this position.**

14. Open session for further discussion and possible action regarding preceding agenda item.

15. Adjourn meeting.