

TEXAS COMMISSION ON FIRE PROTECTION
Commissioner's Meeting Agenda
9:00 a.m., February 29, 2024
4800 N. Lamar Boulevard, North Lamar Boulevard Building, First Floor Public Meeting Room
Austin, Texas,

The Texas Commission on Fire Protection (the "Commission") may discuss and/or act on any of the following agenda items. The Commission may go into executive session on any agenda item listed below as authorized by the Open Meetings Act, Texas Government Code Chapter 551.

1. Call to order with invocation¹ and pledge of allegiance.
2. Roll call and excuse commissioner absences.
3. Approve the Commission meeting minutes of October 26, 2023.
4. The Budget and Strategic Plan Subcommittee (the "Subcommittee") met on October 26, 2023, before the Commission meeting and provided a report relating to any recommendations developed by the Subcommittee relating to modifications to the agency's operating budget and strategic plan.
5. Reports from fire service interest groups and agencies on matters relating to their specific organizational purposes, functions, activities, and objectives, including reports from TEEEX, the Texas Fire Chiefs Association, the Texas State Association of Fire Fighters, the State Firefighters and Fire Marshals' Association of Texas, the Texas Fire Marshal's Association, 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, the Center for Public Safety Excellence, the State Fire Marshal's Office, and the National Fallen Fire Fighters Foundation.
6. Report from commission representative to the Homeland Security Council.
7. Report from the Curriculum and Testing Committee.
8. Subjects for future commission meeting agendas.
9. Discussion on future meeting dates.
10. Discussion and possible action on 37 Texas Administrative Code (TAC), Chapter 467, Fire Marshal.

¹ Any invocation that may be offered before the official start of the Commission meeting shall be a voluntary offering of a chaplain, to and for the benefit of the Commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Commission and do not necessarily represent the religious beliefs or views of the Commission in part or as a whole. No member of the community is required to attend or participate in the invocation. Such a decision will not impact their right to participate actively in the business of the Commission. Copies of the policy governing invocations and setting forth the procedure to have a volunteer deliver an invocation are available upon written request submitted to the Commission Clerk.

11. Discussion and possible action on TDEM presentation presented in the Commission Workshop on February 28, 2024.
12. Discussion and possible action on filling the current vacancies on Committees.
13. Matters from the Agency Chief:
 - A. Update regarding agency duties and responsibilities.
 - B. Decision of the Agency Chief in contested cases and consent orders.
 - C. Status regarding division functions:
 - i. Training Approval & Testing – test administered, training approvals, record reviews, and online training audits.
 - ii. Certification & Professional Development – training applications, IFSAC seals issued, certifications issued, training facilities, curriculum development, library resource requests.
 - iii. Compliance – biennial inspections, compliance officers training, issues involving regulated entities.
 - iv. Information Technology – public website design, FARM and FIDO improvements, CAPPS (Central Accounting Payroll/Personnel System), IT security policy, and service requests.
14. Personal matters regarding the appointment, employment, compensation, evaluation, reassignment, and duties of the Agency Chief.
15. Adjourn meeting.

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CHAPTER 467

FIRE MARSHAL

SUBCHAPTER A

MINIMUM STANDARDS FOR BASIC FIRE MARSHAL

§467.1. BASIC FIRE MARSHAL CERTIFICATION.

- (a) A Fire Marshal is defined as an individual designated to provide delivery, management, and/or administration of fire protection- and life safety-related codes and standards, investigations, education, and/or prevention services.
- (b) All individuals holding a Fire Marshal certification shall be required to comply with the continuing education requirements in Chapter 441 of this title (relating to Continuing Education).
- (c) Special temporary provision. Individuals are eligible to take the Commission examination for Basic Fire Marshal by:
 - (1) holding as a minimum, Instructor I certification through the Commission; and
 - (2) holding as a minimum, Fire Investigator certification through the Commission; and
 - (3) holding as a minimum, Fire Inspector certification through the Commission
 - (4) All applications for testing during the special temporary provision period must be received no earlier than August 1, 2023, and no later than August 1, 2024.
 - (5) This subsection will expire on August 30, 2024

§467.3. Minimum Standards for Basic Fire Marshal Certification.

In order to be certified as a Basic Fire Marshal, an individual must:

- (1) hold Basic Fire Inspector certification through the **Commission** [commission]; and
- (2) hold Basic Fire Investigator or Basic Arson Investigator certification through the **Commission** [commission]; and
- (3) hold Fire and Life Safety Educator I certification through the **Commission** [commission]; and
- (4) complete a Commission-approved Fire Marshal program and successfully pass the Commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved Fire Marshal program must consist of the following:
- (5) completion of a Commission-approved Fire Marshal Curriculum as specified in Chapter 15 of the Commission's Certification Curriculum Manual.

§467.5. Examination **Requirements** [Requirement].

- (a) Examination requirements in Chapter 439 of this title (relating to Examinations for Certification) must be met to receive Basic Fire Marshal certification.
- (b) Individuals will be permitted to take the Commission examination for Basic Fire Marshal certification by documenting the following:
 - (1) **Basic Inspector certification through the Commission; and**
 - (2) **Basic Fire Investigator or Basic Arson Investigator certification through the**

Commission; and

(3) Fire and Life Safety Educator I certification through the Commission; or

(4) the equivalent IFSAC seals and completing a Commission-approved Basic Fire Marshal curriculum.

CHAPTER 467

FIRE MARSHAL

SUBCHAPTER B

MINIMUM STANDARD FOR INTERMEDIATE FIRE MARSHAL CERTIFICATION

§467.201. Intermediate Fire Marshal Certification.

Applicants for Intermediate Fire Marshal certification must complete the following requirements:

- (1) hold as a prerequisite a Basic Fire Marshal certification as defined in §467.3 of this title (relating to Minimum Standards for Basic Fire Marshal Certification); and
- (2) hold Intermediate Fire Inspector certification through the Commission; and
- (3) hold Intermediate Fire Investigator or Intermediate Arson Investigator through the Commission; and
- (4) hold Fire and Life Safety Educator II certification through the Commission; and
- (5) acquire a minimum of four years of fire protection experience

CHAPTER 467

FIRE MARSHAL

SUBCHAPTER C

MINIMUM STANDARDS FOR ADVANCED FIRE MARSHAL CERTIFICATION

§467.301. Advanced Fire Marshal Certification.

Applicants for Advanced Fire Marshal certification must complete the following requirements:

- (1) hold as a prerequisite an Intermediate Fire Marshal certification as defined in §467.5 of this title (relating to Minimum Standards for Intermediate Fire Marshal Certification); and
- (2) hold Advanced Fire Inspector certification through the Commission; and
- (3) hold Advanced Fire Investigator or Advanced Arson Investigator through the Commission; and
- (4) hold Fire Plans Examiner certification through the Commission; and
- (5) acquire a minimum of eight years of fire protection experience.

CHAPTER 467

FIRE MARSHAL

SUBCHAPTER D

MINIMUM STANDARD FOR MASTER FIRE MARSHAL CERTIFICATION

§467.401. Master Fire Marshal Certification.

Applicants for Master Fire Marshal certification must complete the following requirements:

- (1) hold as a prerequisite an Advanced Fire Marshal certification as defined in §467.5 of this title (relating to Minimum Standards for Advanced Fire Marshal Certification); and
- (2) hold Master Fire Inspector certification through the Commission; and
- (3) hold Master Fire Investigator or Master Arson Investigator through the Commission; and
- (4) 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 any combination of Fire Science and/ or Criminal Justice. College-level courses from both the upper and lower division may be used to satisfy the education requirements for Master Fire Marshal Certification.

11. Discussion and possible action on TDEM presentation presented in the Commission Workshop on February 28, 2024.

12. Discussion and possible action on filling the current vacancies on Committees.

13. Matters from the Agency Chief:

A. Update regarding agency duties and responsibilities.

B. Decision of the Agency Chief in contested cases and consent orders.

C. Status regarding division functions:

- i. Training Approval & Testing – test administered, training approvals, record reviews, and online training audits.**
- ii. Certification & Professional Development – training applications, IFSAC seals issued, certifications issued, training facilities, curriculum development, library resource requests.**
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- iv. Information Technology – public website design, FARM and FIDO improvements, CAPPs (Central Accounting Payroll/Personnel System), IT security policy, and service requests.**

Commission Quarterly Report

Training Approval and Testing Section

- **Test Administration, Training Approvals, Record Reviews, and Training Audits Statistics – 1st Quarter, FY 2024**
 - **Test Administration** –6085 exams were administered during this quarter with a pass rate of **85.8%**.
 - **Training Approvals** – Total of **1156 training approvals** were submitted with start dates during this quarter in the commission’s Training Facility Management System.
 - **Record Reviews** – **Two hundred sixty (260) record reviews** for equivalency were conducted (**102 out of state/education; 68 SFFMA – 67 Structure/1 Inspector; 32 BWFF; 26 expired certifications; 32 expired scores**). **One (1)** of the reviews is pending awaiting additional information and **two (2)** were denied. Three hundred and nine (**309**) Qual#s were issued in the Training Facility Management System.
 - **Training and Skill Testing Audits** – **Twelve (12) online audits** conducted during the 1st quarter. All **12** of the audits had minor deficiencies that ranged from No Syllabus, Course Schedule Inst Info not on Syllabus, Skills Examiners Textbook info No Online Access Skills Not Complete. All deficiencies were corrected.
 - **Six (6) additional testing centers** were added as approved TCFP online testing centers during this quarter. **Nine (9)** are pending and tentatively will be on-boarded by February 1, 2024.
 - **Testing Centers Added:**

Texas State – San Marcos	Paris Junior College - Paris
Texas State – Round Rock	North Central Texas College - Corinth
Temple College – Hutto	Lone Star College - Montgomery
- **Activities for the Next Quarter**
 - Continue working to establish online testing centers in areas where availability is lacking or limited. We have numerous testing centers that have begun the process to partner with TCFP to administer online exams.
 - Working with IT staff to implement the additional 25 questions to Awareness and Operations sectional tests.
 - Continue conducting temporary provision testing for the new Fire Marshal certification.
 - Continue to work with IT to develop Batch Applications and Group Mastery Reports for Training Facilities to make scheduling students for online testing easier.

****Written and Online Exams between September 1st – November 30th**

Online Exams: 2860 (Pass Rate 83.63%)

Written Exams: 1126 (Pass Rate 90.58%)

	Q1	Q2	Q3	Q4
<u>Certification/Renewal:</u>				
Professional Development Training Applications	2173			
<u>Issued:</u> IFSAC Seals	1860			
TCFP Certifications	4699			
Criminal History	591			
Medical documents:	746			
Confirmation of Commissions (Peace Officer)	74			
Service time applications	89			
<u>Renewals:</u> Department Personnel	36676			
Certified Training Facilities	25			
Individual Certified Holders	15502			
Registered Seals: IFSAC	366			
TEEX Proboard	193			
Total number of Training Facilities	468			

Quarterly Report – Curriculum Development

Topic: SURFACE WATER

Time: SEP 12, 2023 08:30 AM Central Time

Topic: VEHICLE RESCUE

Time: Sep 18, 2023 08:30 AM Central Time (US and Canada)

CURRICULUM & TESTING COMMITTEE AGENDA

September 19th-20th, 2023

1st Quarter Meeting Dates:

Commission Meeting

- October 26

Fire Fighter Advisory Committee

- September 21

Curriculum and Testing Committee

- September 19-20
(Details: TAC Chapter 469 review and pass to Commission)

Surface Water Ad Hoc Committee

- September 12
(Details: Discussion and research on a possible Surface water certification)

Vehicle Rescue Ad Hoc Committee

- September 18
(Details: Discussion and research on a possible Vehicle Rescue certification)

ARFF Ad Hoc Committee

- November 1
(Details: Review NFPA updates and Test Banks)

Inspector Ad Hoc Committee

- November 2
(Details: Review NFPA updates and Curriculum Manual)

FLSE Ad Hoc Committee

- November 2
(Details: Review NFPA updates and TAC 459)

Test Question Feedback Review

- Feedback Scheduled Review-
 - Reviewed November 1

Note: Unscheduled Reviews were conducted when needed by the Testing Department and/ or Curriculum, or when stakeholders reached out via. phone or email – on day of request.

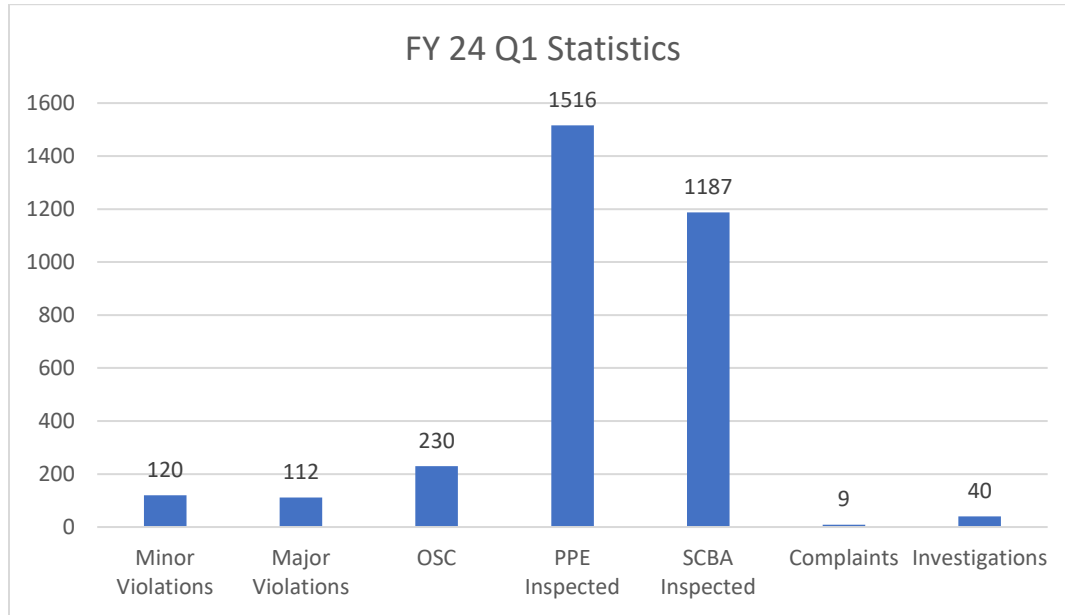
Test Development and Test Bank Maintenance

- Updated test bank
 - Feedback questions – Reviewed, Edited, or Archived - Ongoing

Question validation/ Reference updates – Ongoing all discipline

Commission Quarterly Report Compliance Division

Compliance Inspection Activity statistics:



One regional meeting

Worked with testing to establish more online testing centers

Internal training

Two Compliance Officers attended training W.L. Gore

Staffed TIFMAS EOC at TFS

Compliance Officer position filled

Two large department inspections

Three requests for a complete department review

Inspection files forwarded to compliance chief for further action: 5

IT Division report for 1st quarter:

- TCFP Websites and Web Applications Uptime 99%
- Databases
 - Optimized/shrunk for exam and testing.
- Exam
 - Prepped for IFSAC site visit.
 - DOA & DOP testing prerequisites updated.
 - Test bank printing.
- FARM & FIDO
 - Optimized for finance/invoices.
 - Injury report updated.
- Public Website
 - Updated exception page.
 - Updated get image from server.
- Addressed 339 Service Requests (Tickets)

14. **Personal matters regarding the appointment, employment, compensation, evaluation, reassignment, and duties of the Agency Chief.**

15. Adjourn meeting.