

TEXAS COMMISSION ON FIRE PROTECTION

January 24, 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 October 25, 2012 commission meeting minutes.
3. The Budget and Strategic Plan subcommittees will meet on January 24, 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 operating budget, strategic plan and legislative appropriations request. The subcommittees may meet separately or together.
4. Report from the Budget and Strategic Plan subcommittees with discussion and possible action relating to any recommendations developed by these subcommittees.
5. Discussion and possible action to reappoint members of the Budget and Strategic Plan subcommittees.
6. 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 Forest Service, the National Fire Protection Association, Texas State Association of Fire and Emergency Districts, and the State Fire Marshal's Office.
7. 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).
8. New matters from the commission, staff, or public regarding rulemaking which may be discussed in future commission meetings.
9. Discussion and possible action on future meeting dates.
10. 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 427, Training Facility Certification, including but not limited to, §427.307, On-Site and Distance Training Provider Staff Requirements.
 2. Proposed amendments to Title 37 TAC, Chapter 441, Continuing Education, including but not limited to, new §441.23, Continuing Education for Wildland Fire Fighter.
 3. Proposed amendments to Title 37 TAC, Chapter 449, Head of a Fire Department, including but not limited to, §449.1, Minimum Standard for the Head of a Fire Department, §449.3, Minimum Standards for Certification as Head of a Suppression Fire Department, and §449.5, Minimum Standards for Certification as Head of a Prevention Only Department.
 4. Proposed amendments to Title 37 TAC, Chapter 451, Fire Officer, including but not limited to, new Subchapter C, Minimum Standards For Fire Officer III, §451.301, Fire Officer III Certification, §451.303, Minimum Standards For Fire Officer III Certification, §451.305, Examination Requirements, new Subchapter D, Minimum Standards For Fire Officer IV, §451.401, Fire Officer IV Certification, §451.403, Minimum Standards For Fire Officer IV Certification, and §451.405, Examination Requirements.

5. Proposed amendments to Title 37 TAC, Chapter 453, Minimum Standards For Hazardous Materials Technician, including but not limited to, new Subchapter A, Hazardous Materials Technician, §453.1, Hazardous Materials Technician Certification, §453.3, Minimum Standards For Hazardous Materials Technician Certification, §453.5, Examination Requirements, and §453.7, International Fire Service Accreditation Congress (IFSAC) Seal, and new Subchapter B, Hazardous Materials Incident Commander, §453.201, Hazardous Materials Incident Commander, §453.203, Minimum Standards For Hazardous Materials Incident Commander, and §453.205, Examination Requirements.
- 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 425, Fire Service Instructors, including but not limited to, §425.1, Minimum Standards for Fire Service Instructor Certification, §425.3, Minimum Standards for Fire Service Instructor I Certification, §425.5, Minimum Standards for Fire Service Instructor II Certification, §425.7, Minimum Standards for Fire Service Instructor III Certification, §425.9, Minimum Standards for Master Fire Service Instructor III, Certification, and §425.11, International Fire Service Accreditation Congress Seal.
 3. Proposed amendments to Title 37 TAC, Chapter 435, Fire Fighter Safety, including but not limited to, §435.1, Protective Clothing, §435.3, Self-Contained Breathing Apparatus, §435.5, Commission Recommendations, §435.7, Fire Department Staffing Studies, §435.9, Personal Alert Safety System (PASS), §435.11, Incident Management System (IMS), §435.13, Personnel Accountability System, §435.15, Operating At Emergency Incidents, §435.17, Procedures for Interior Structural Fire Fighting (2-In/2-Out Rule), §435.19, Enforcement of Commission Rules, §435.21, Fire Service Joint Labor Management Wellness-Fitness Initiative, §435.23, Fire Fighter Injuries, §435.25, Courage to be Safe So Everyone Goes Home Program, and §435.27, Live Fire Training Structure Evolutions.
 4. 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 regarding changes to the Certification Curriculum Manual, including but not limited to Head of a Fire Department Curriculum, reference list and skill sheets.
11. Discussion and possible action pursuant to Section 2001.039, Texas Government Code with respect to the final adoption of rule reviews of the following Chapters of Title 37 Texas Administrative Code:
 - A. 37 TAC, Chapter 421, Standards for Certification
 - B. 37 TAC, Chapter 423, Fire Suppression
 - C. 37 TAC, Chapter 425, Fire Service Instructors
 - D. 37 TAC, Chapter 427, Training Facility Certification
 - E. 37 TAC, Chapter 429, Minimum Standards for Fire Inspectors
 - F. 37 TAC, Chapter 439, Examinations for Certification
 - G. 37 TAC, Chapter 441, Continuing Education
 - H. 37 TAC, Chapter 451, Fire Officer
 - I. 37 TAC, Chapter 453, Minimum Standards for Hazardous Materials Technician
 - J. 37 TAC, Chapter 491, Voluntary Regulation of State Agencies and State Agency Employees
 - K. 37 TAC, Chapter 493, Voluntary Regulation of Federal Agencies and Federal Fire Fighters
 - L. 37 TAC, Chapter 495, Regulation of Nongovernmental Departments

12. Discussion and possible action on offering International Fire Service Accreditation Congress (IFSAC) certification training for IFSAC seals outside agency jurisdiction.
13. Discussion and possible action on appointment of a new member to the Fire Fighter Advisory Committee.
14. 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.
15. 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.
16. Open session for further discussion and possible action regarding preceding agenda item.
17. 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 October 25, 2012 commission meeting minutes.

TEXAS COMMISSION ON FIRE PROTECTION

Presiding Officer, Steve Tull, at 10:00 a.m. called the October 25, 2012 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 | Les Bunte* | Elroy Carson* | Tony Cortes* | Pat Ekiss | Yusuf Farran |
| | Carl Giles | John Gillette* | Jody Gonzalez | John Green | John McMakin |
| | Arthur Pertile, II** | Leonardo Perez | Steve Tull | | |

*absent entire meeting
**absent part of meeting

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| Staff | Don Wilson | Deborah Cowan | Tim Rutland | Mike Baker |
| | Paul Maldonado | Jim Crowson, Assistant Attorney General | | |

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| Guests | Jim Reidy | Mike Higgins | Cary Roccaforte | David Brannon | Frank Bengochea |
| | Jason Loyd | Wendell Burton | Don Jansen | Kelly Kistner | Mike VanBuskirk |
| | Chris Barron | Thayer Smith | Betty Wilkes | Frank Adams | Robert Barron |

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| 1. Roll call | Presiding Officer, Steve Tull called roll and a quorum was present. |
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| 2. Adoption of Minutes | A motion to approve the minutes of the July 11, 2012 commission meeting minutes was made by Minutes Yusuf Farran and seconded by Carl Giles. The motion carried. |
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| 3. Budget and Strategic Plan Subcommittee Meeting | The subcommittees met together to review the agency's current budget and FY12 year end performance measures. |
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| 4. Subcommittee Reports | No action necessary. |
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| 5. Reports from Fire Service Interest Groups | Brief reports were given by the Texas State Association of Fire Fighters, Texas Fire Chiefs Association, State Fire Marshal's Office, State Firemen's and Fire Marshals' Association and Texas Fire Marshal's Association. |
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| 6. Report from Fire Service School Advisory Board & TEEEX | Commission representative Robert Fite was unable to attend the meeting but submitted a written report. |
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| 7. New Matters | Policy and procedures regarding compliance inspections of regulated entities. Fire inspector certifications (HB 3866) Discussion of definitions for volunteers, part-time and part-paid fire protection personnel |
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| 8. Future meeting | The commission scheduled its next meeting for January 24, 2013, beginning at 10:00 a.m. dates |
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| 9. Matters from Fire Fighter Advisory Committee | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">A.</td> <td style="width: 5%;">1.</td> <td style="vertical-align: top;">A motion to approve for final adoption the proposed amendments to 37 TAC, Chapter 441, §441.5 with changes as discussed was made by John Green and seconded by Carl Giles. The motion carried.</td> </tr> </table> | A. | 1. | A motion to approve for final adoption the proposed amendments to 37 TAC, Chapter 441, §441.5 with changes as discussed was made by John Green and seconded by Carl Giles. The motion carried. |
| A. | 1. | A motion to approve for final adoption the proposed amendments to 37 TAC, Chapter 441, §441.5 with changes as discussed was made by John Green and seconded by Carl Giles. The motion carried. | | |

After further discussion, A motion to approve for final adoption the proposed amendments to 37 TAC, Chapter 441, §§441.3, 441.7, 441.11, 441.13, 441.15, 441.17, 441.19, and 441.21 with changes as discussed was made by John Green and seconded by Jody Gonzalez. The motion carried.

2. A motion to approve for final adoption the proposed amendments to 37 TAC, Chapter 421, §421.17 as discussed was made by Leonardo Perez and seconded by Jody Gonzalez. The motion carried.
 3. A motion to approve for final adoption the proposed amendments to 37 TAC, Chapter 401, §§401.5, 401.11, 401.13, 401.17, 401.19, 401.21, 401.23, 401.31, 401.41, 401.43, 401.45, 401.47, 401.49, 401.51, 401.117, 401.121, 401.123, 401.125, new §401.129, and new §401.131 with changes to §401.11 as discussed was made by Arthur Pertile, III and seconded by Carl Giles. The motion carried.
 4. A motion to approve for final adoption the proposed amendments to 37 TAC, Chapter 403, §§403.1, 403.3, 403.5, 403.9, 403.11, and 403.15 as discussed was made by Jody Gonzalez and seconded by Leonardo Perez. The motion carried.
 5. A motion to approve for final adoption the proposed repeal of 37 TAC, Chapter 405, §§405.1, 405.3, 405.5, 405.7, 405.9, 405.11, and 405.15 as discussed was made by Arthur Pertile and seconded by John McMakin. The motion carried.
 6. A motion to approve for final adoption the proposed repeal of 37 TAC, Chapter 407, §407.1 as discussed was made by Arthur Pertile and seconded by John McMakin. The motion carried.
- B.
1. A motion to approve for publication the proposed amendments to 37 TAC, Chapter 427, §427.307 as discussed was made by Carl Giles and seconded by Pat Ekiss. The motion carried.
 2. A motion to approve for publication the proposed new section to 37 TAC, Chapter 441, new §441.23 with changes as discussed was made by Arthur Pertile and seconded by John Green. The motion carried.
 3. A motion to propose for publication the proposed amendments to 37 TAC, Chapter 449, §449.3 and §449.5 with changes as discussed was made by Arthur Pertile and seconded by Carl Giles. The motion carried.
 4. A motion to propose for publication the proposed amendments to 37 TAC, Chapter 451, new Subchapter C, §§451.301, 451.303 and 451.305 and new Subchapter D, §451.401, 451.403, and 451.405 with changes as discussed was made by Leonardo Perez and seconded by Carl Giles. The motion carried.

A motion to propose for publication the proposed amendments to 37 TAC, Chapter 451, and 37 TAC Chapter 453 with changes in rule structure as discussed was made by Carl Giles and seconded by John Green. The motion carried.

A motion to propose for publication the proposed amendments to 37 TAC, Chapter 451, with changes to §451.303 and §451.403 replacing August 31, 2013 with "from the effective date of this subchapter" as discussed was made by Leonardo Perez and seconded by Carl Giles. The motion carried.

5. A motion to propose for publication the proposed amendments to 37 TAC, Chapter 453, §§453.3, 453.5 and 453.7 and new Subchapter B, §§453.201, 453.203 and 453.205 with changes as discussed was made by Jody Gonzalez and seconded by Carl Giles. The motion carried.

C. A motion to approve new Fire Officer III, Fire Officer IV, and Basic Wildland Fire Fighter curricula, reference lists and curriculum outlines as discussed was made by Leonardo Perez and seconded by John Green. The motion carried.

A motion to table new Head of a Fire Department Curriculum, reference list and skill sheets for further review by the fire fighter advisory committee was made by Arthur Pertile and seconded by Carl Giles. The motion carried.

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| 10. Final Adoption Rule reviews | A motion to approve for final adoption agency rule reviews of 37 TAC, Chapters 401, 403, 405, 407, 431, 433, 435, 437, 443, 445, 447, and 449 as discussed was made by Jody Gonzalez and seconded by Carl Giles. The motion carried. |
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| 11. Proposed Rule Reviews | A motion to approve for publication agency rule reviews of 37 TAC, Chapters 421, 423, 425, 427, 429, 439, 441, 451, 453, 491, 493 and 495 as discussed was made by John Green and Seconded by Leonardo Perez. The motion carried. |
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| 12. Higher Levels of Certification | No action necessary. |
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| 13. IFSAC Seals | After discussion, the issue was tabled for further review. |
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| 14. Appointment of new fire fighter advisory committee member. | After discussion, the commission provided direction to the executive director on handling the process for filling the vacancy on the committee due to the retirement of David Hudgins, Fire Chief of Waxahachie. |
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| 15. Matters from Executive Director | <p>a. Mr. Wilson provided commissioners with a copy of the most recent consent order since the last commission meeting. No action necessary.</p> <p>b. Mr. Wilson provided the commissioners information regarding division functions and answered questions posed by commissioners. Mr. Wilson asked Mollie Clakley to introduce the agency's newest employee, Amanda (Mandy) Ramos, Customer Service Representative for the Training Approval and Testing Program.</p> |
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| 16. Executive session | Presiding Officer, Steve Tull did not call for the Executive Session. |
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| 17. Open Session | No action necessary. |
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18. Adjournment A motion to adjourn in honor of Senator Mario Gallegos was made by Leonardo Perez and seconded by John Green. The motion carried.

Steve Tull, Presiding Officer

- 3. The Budget and Strategic Plan subcommittees will meet on January 24, 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 operating budget, strategic plan and legislative appropriations request. The subcommittees may meet separately or together.**

Texas Commission on Fire Protection

Fiscal Year 2013 - Operating Budget

Updated: 01/15/13

Thru: November 30, 2012

Summary

| Goals: | FY13 Budget | FY13 Expended | Balance | % |
|---|---------------------|-------------------|---------------------|----------------|
| Education, Information and Assistance | 48,777.60 | 13,206.00 | 35,571.60 | |
| Fire Department Standards | 1,119,483.48 | 269,225.48 | 850,258.00 | |
| Indirect Administration | 447,801.36 | 111,950.34 | 335,851.02 | |
| Merit Budget | | | | |
| 1001 - Salaries & Wages: | 1,616,062.44 | 394,381.82 | 1,221,680.62 | 76% |
| Education, Information and Assistance | 1,500.00 | 600.00 | 900.00 | |
| Fire Department Standards | 44,963.00 | 4,580.00 | 40,383.00 | |
| Indirect Administration | 34,377.00 | 4,092.00 | 30,285.00 | |
| 1002 - Other Personnel Costs | 80,840.00 | 9,272.00 | 71,568.00 | 89% |
| Education, Information and Assistance | 0.00 | 0.00 | 0.00 | |
| Fire Department Standards | 0.00 | 0.00 | 0.00 | |
| Indirect Administration | 8,800.00 | 2,133.50 | 6,666.50 | |
| 2001 - Professional Fees and Services: | 8,800.00 | 2,133.50 | 6,666.50 | 76% |
| Education, Information and Assistance | 3,209.00 | 11.03 | 3,197.97 | |
| Fire Department Standards | 15,427.00 | 652.09 | 14,774.91 | |
| Indirect Administration | 1,219.00 | 296.63 | 922.37 | |
| 2003 - Consumable Supplies: | 19,855.00 | 959.75 | 18,895.25 | 95% |
| Education, Information and Assistance | 453.00 | 0.00 | 453.00 | |
| Fire Department Standards | 13,587.00 | 1,631.11 | 11,955.89 | |
| Indirect Administration | 0.00 | 0.00 | 0.00 | |
| 2004 - Utilities: | 14,040.00 | 1,631.11 | 12,408.89 | 88% |
| Education, Information and Assistance | 1,130.04 | 0.00 | 1,130.04 | |
| Fire Department Standards | 56,018.33 | 9,957.69 | 46,060.64 | |
| Indirect Administration | 31,629.63 | 3,806.69 | 27,822.94 | |
| 2005 - Travel: | 88,778.00 | 13,764.38 | 75,013.62 | 84% |
| Education, Information and Assistance | 180.00 | 15.94 | 164.06 | |
| Fire Department Standards | 2,136.24 | 356.04 | 1,780.20 | |
| Indirect Administration | 240.00 | 60.00 | 180.00 | |
| 2006 - Rent - Building (storage): | 2,556.24 | 431.98 | 2,124.26 | 83% |
| Education, Information and Assistance | 686.32 | 67.90 | 618.42 | |
| Fire Department Standards | 12,716.12 | 1,561.43 | 11,154.69 | |
| Indirect Administration | 3,909.00 | 475.21 | 3,433.79 | |
| 2007 - Rent - Machine and Other: | 17,311.44 | 2,104.54 | 15,206.90 | 88% |
| Education, Information and Assistance | 9,842.04 | 573.92 | 9,268.12 | |
| Fire Department Standards | 52,519.83 | 10,664.62 | 41,855.21 | |
| Indirect Administration | 29,224.01 | 6,743.89 | 22,480.12 | |
| 2009 - Other Operating Expense: | 91,585.88 | 17,982.43 | 73,603.45 | 80% |
| Education, Information and Assistance | 0.00 | 0.00 | 0.00 | |
| Fire Department Standards | 10,000.00 | 4,764.71 | 5,235.29 | |
| Indirect Administration | 0.00 | 0.00 | 0.00 | |
| 4000 - Grants: | 10,000.00 | 4,764.71 | 5,235.29 | 52% |
| 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 | 1,949,829.00 | 447,426.22 | 1,502,402.78 | 77% |

Texas Commission on Fire Protection
Fiscal Year 2013 - Operating Budget

Thru: November 30, 2012

Goal A: Education, Info and Assistance

| | Library | IT | Grants | Total | % | |
|---|------------------|-----------------|-------------|------------------|----------------|---|
| | Budget: | 48,777.60 | 0.00 | 0.00 | 48,777.60 | 0 |
| | Expended: | 13,206.00 | 0.00 | 0.00 | 13,206.00 | |
| 1001 - Balance Salaries & Wages: | 35,571.60 | 0.00 | 0.00 | 35,571.60 | 73% | |
| Other Personnel Costs: | | | | | | |
| 7017- One-Time Merit | 0.00 | 0.00 | | 0.00 | | |
| 7022- Longevity Pay | 600.00 | 0.00 | | 600.00 | | |
| 7023- Lump Sum Termination | 0.00 | 0.00 | | 0.00 | | |
| | Budget: | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 0 |
| | Expended: | 600.00 | 0.00 | 0.00 | 600.00 | |
| 1002 - Balance Other Personnel Costs | 900.00 | 0.00 | 0.00 | 900.00 | 60% | |
| 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) | 0.00 | 0.00 | | 0.00 | | |
| 7274- Temporary Employment Agencies | 0.00 | 0.00 | | 0.00 | | |
| 7275- Computer Programming Services | 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 | |
| 2001 - Balance Professional Fees and Services: | 0.00 | 0.00 | 0.00 | 0.00 | #DIV/0! | |
| | Budget: | 709.00 | 2,500.00 | | 3,209.00 | 0 |
| | Expended: | 11.03 | 0.00 | | 11.03 | |
| 2003 - (7300) Balance Consumable Supplies: | 697.97 | 2,500.00 | 0.00 | 3,197.97 | 100% | |
| 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 | | |
| 7517- Telecommunications Equipment-Expensed | 0.00 | 0.00 | | 0.00 | | |
| | Budget: | 453.00 | 0.00 | 0.00 | 453.00 | 0 |
| | Expended: | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2004 - Balance Utilities: | 453.00 | 0.00 | 0.00 | 453.00 | 100% | |
| Travel: | | | | | | |
| 7101- Travel I/S - Public Transportation Fares | 0.00 | 0.00 | | 0.00 | | |
| 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 | 0.00 | 0.00 | | 0.00 | | |
| 7106- Travel I/S - Meals & Lodging | 0.00 | 0.00 | | 0.00 | | |
| 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 | 0.00 | 0.00 | | 0.00 | | |
| 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: | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2005 - Balance Travel: | 1,130.04 | 0.00 | 0.00 | 1,130.04 | 100% | |
| | Budget: | 180.00 | 0.00 | 0.00 | 180.00 | 0 |
| | Expended: | 15.94 | 0.00 | 0.00 | 15.94 | |
| 2006 - (7470) Balance Rent - Building (storage): | 164.06 | 0.00 | 0.00 | 164.06 | 91% | |

Texas Commission on Fire Protection
Fiscal Year 2013 - Operating Budget

Thru: November 30, 2012

Goal A: Education, Info and Assistance

| | Library | IT | Grants | Total | % |
|--|------------------|-----------------|-------------|------------------|----------------|
| Rent - Machine and Other: | | | | | |
| 7406- Rental - Furnishings & Equipment (copier) | 35.86 | 0.00 | | 35.86 | |
| 7411- Rental - Computer Equipment | 32.04 | 0.00 | | 32.04 | |
| Budget: | 686.32 | 0.00 | 0.00 | 686.32 | 0 |
| Expended: | 67.90 | 0.00 | 0.00 | 67.90 | |
| 2007 - Balance Rent - Machine and Other: | 618.42 | 0.00 | 0.00 | 618.42 | 90% |
| Other Operating Expense: | | | | | |
| 7042- ERS Insurance Payment | 132.06 | 0.00 | | 132.06 | |
| 7201- Membership Dues | 10.00 | 0.00 | | 10.00 | |
| 7071 Employee Moving Expense | 0.00 | 0.00 | | 0.00 | |
| 7203- Registration Fees-Employee Training | 0.00 | 0.00 | | 0.00 | |
| 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 | 0.00 | 0.00 | | 0.00 | |
| 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 | 1.49 | 0.00 | | 1.49 | |
| 7299- Purchased Contracted Services | 0.00 | 0.00 | | 0.00 | |
| 7303- Subscriptions, Periodicals and Info Services | 331.54 | 0.00 | | 331.54 | |
| 7312- Medical Supplies | 0.00 | 0.00 | | 0.00 | |
| 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 | 1.04 | 0.00 | | 1.04 | |
| 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 | 0.00 | 0.00 | | 0.00 | |
| 7382- Books - Expensed | 0.00 | 0.00 | | 0.00 | |
| 7806- Interest on Delayed Payment | 0.00 | 0.00 | | 0.00 | |
| 7947- Workers Compensation Transfer (SORM) | 0.00 | 0.00 | | 0.00 | |
| 7953- SWCAP payment/cost allocation | 0.00 | 0.00 | | 0.00 | |
| 7961- STS Transfers-Telecommunications (TexAn) | 22.47 | 0.00 | | 22.47 | |
| 7962- Capitol Complex (CCTS) | 61.39 | 0.00 | | 61.39 | |
| Budget: | 9,842.04 | 0.00 | 0.00 | 9,842.04 | 0 |
| Expended: | 573.92 | 0.00 | 0.00 | 573.92 | |
| 2009 - Balance Other Operating Expense: | 9,268.12 | 0.00 | 0.00 | 9,268.12 | 94% |
| Grants: | | | | | |
| 7312- Medical Supplies | 0.00 | 0.00 | | 0.00 | |
| 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: | 63,278.00 | 2,500.00 | 0.00 | 65,778.00 | |
| Expended: | 14,474.79 | 0.00 | 0.00 | 14,474.79 | |
| TOTAL BALANCE | 48,803.21 | 2,500.00 | 0.00 | 51,303.21 | 78% |

Texas Commission on Fire Protection

Fiscal Year 2013 - Operating Budget

Thru: November 30, 2012

Goal B: Fire Department Standards

| | Standards | | | | | | | | |
|--|----------------|------------------|------------------|-------------------|------------------|------------------|-------------------|------------------|----------------|
| | Mgmt | Complnc | Cert | Testing | Curr Dev | Admin | Total | % | |
| | Budget: | 80,004.00 | 442,475.16 | 205,928.16 | 198,447.24 | 44,836.92 | 147,792.00 | 1119483.48 | 0.00 |
| | Expended: | 20,001.00 | 110,618.79 | 40,281.27 | 50,167.19 | 11,209.23 | 36,948.00 | 269,225.48 | |
| 1001 - Balance Salaries & Wages: | | 60,003.00 | 331856.37 | 165,646.89 | 148280.05 | 33,627.69 | 110,844.00 | 850258.00 | 76% |
| 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 | 2,180.00 | 840.00 | 1,440.00 | 120.00 | 0.00 | 4,580.00 | |
| 7023- Lump Sum Termination | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7030- Employee Incentive Bonus | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Budget: | 19,743.00 | 9,160.00 | 5,840.00 | 5,880.00 | 480.00 | 3,860.00 | 44,963.00 | 0 |
| | Expended: | 0.00 | 2,180.00 | 840.00 | 1,440.00 | 120.00 | 0.00 | 4,580.00 | |
| 1002 - Balance Other Personnel Costs | | 19,743.00 | 6,980.00 | 5,000.00 | 4,440.00 | 360.00 | 3,860.00 | 40,383.00 | 90% |
| Professional Fees and Services: | | | | | | | | | |
| 7242- Consulting Services - IT Computer | | 0.00 | 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 | 0.00 | |
| 7253- Other Professional Fees (EAP) | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7274- Temporary Employment Agencies | | 0.00 | 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 | 0.00 | |
| | Budget: | | | | | | | 0.00 | 0.00 |
| | Expended: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2001 - Balance Professional Fees and Service | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | #DIV/0! |
| | Budget: | 3,827.00 | | 11,245.00 | 355.00 | | | 15,427.00 | 0.00 |
| | Expended: | 254.21 | 179.19 | 0.00 | 218.69 | 0.00 | | 652.09 | |
| 2003 - (7300) Balance Consumable Supplies: | | 3,572.79 | -179.19 | 11,245.00 | 136.31 | 0.00 | | 14,774.91 | 96% |
| 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 | | 0.00 | 398.90 | 0.00 | 0.00 | 0.00 | | 398.90 | |
| 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 | 1,157.21 | 0.00 | 0.00 | 0.00 | | 1,157.21 | |
| 7517- Telecommunications Equipment-Expensed | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| | Budget: | | 13,587.00 | | | | | 13,587.00 | 0.00 |
| | Expended: | 75.00 | 1,556.11 | 0.00 | 0.00 | 0.00 | | 1,631.11 | |
| 2004 - Balance Utilities: | | -75.00 | 12,030.89 | 0.00 | 0.00 | 0.00 | | 11,955.89 | 88% |
| Travel: | | | | | | | | | |
| 7101- Travel I/S - Public Transportation Fares | | 112.50 | 2,096.47 | 315.12 | 331.50 | 0.00 | | 2,855.59 | |
| 7102- Mileage | | 0.00 | 560.23 | 120.44 | 53.84 | 0.00 | | 734.51 | |
| 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 | | 136.77 | 1,271.34 | 202.35 | 332.96 | 0.00 | | 1,943.42 | |
| 7106- Travel I/S - Meals & Lodging | | 323.68 | 2,543.55 | 339.31 | 847.54 | 0.00 | | 4,054.08 | |
| 7107- Travel I/S - Non-Overnight Travel (Meals) | | 0.00 | 84.66 | 0.00 | 22.40 | 0.00 | | 107.06 | |
| 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 | 0.00 | 0.00 | | 0.00 | |
| 7116- Travel OOS - Meals, Lodging Allowable | | 0.00 | 0.00 | 0.00 | 112.88 | 0.00 | | 112.88 | |
| 7135- Travel I/S - State Occupancy Tax | | 4.62 | 103.02 | 5.10 | 37.41 | 0.00 | | 150.15 | |
| 7136- Travel I/S - State Occupancy Tax Galveston | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| | Budget: | 2,878.00 | 34,634.33 | 4,918.00 | 13,164.00 | 424.00 | | 56,018.33 | 0.00 |
| | Expended: | 577.57 | 6,659.27 | 982.32 | 1,738.53 | 0.00 | | 9,957.69 | |
| 2005 - Balance Travel: | | 2,300.43 | 27,975.06 | 3,935.68 | 11,425.47 | 424.00 | | 46,060.64 | 82% |
| 7462- Rent office space - building | | | 356.04 | | | | | 356.04 | |
| | Budget: | | 2,136.24 | | | | | 2,136.24 | 0 |
| | Expended: | 0.00 | 356.04 | 0.00 | 0.00 | 0.00 | | 356.04 | |
| 2006 - Balance Rent - Building : | | 0.00 | 1,780.20 | 0.00 | 0.00 | 0.00 | | 1,780.20 | 83% |

Texas Commission on Fire Protection

Fiscal Year 2013 - Operating Budget

Thru: November 30, 2012

Goal B: Fire Department Standards

| | Standards | | | | | | Total | % |
|--|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|---------------------|----------------|
| | Mgmt | Complnc | Cert | Testing | Curr Dev | Admin | | |
| Rent - Machine and Other: | | | | | | | | |
| 7406- Rental - Furnishings & Equipment (copier) | 824.78 | 0.00 | 0.00 | 0.00 | 0.00 | | 824.78 | |
| 7411- Rental - Computer Equipment | 736.65 | 0.00 | 0.00 | 0.00 | 0.00 | | 736.65 | |
| Budget: | 12,716.12 | | | | | | 12,716.12 | 0.00 |
| Expended: | 1,561.43 | 0.00 | 0.00 | 0.00 | 0.00 | | 1,561.43 | |
| 2007 - Balance Rent - Machine and Other: | 11,154.69 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11,154.69 | 88% |
| Other Operating Expense: | | | | | | | | |
| 7042- ERS Insurance Payment | 200.01 | 1,106.22 | 402.81 | 439.47 | 112.08 | 360.27 | 2,620.86 | |
| 7071- Employee Moving Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7201- Membership Dues | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7203- Registration Fees-Employee Training | 295.00 | 0.00 | 0.00 | 995.00 | 0.00 | | 1,290.00 | |
| 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 | 0.00 | 0.00 | 0.00 | 30.00 | 0.00 | | 30.00 | |
| 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 | 1,714.03 | 0.00 | | 1,714.03 | |
| 7291- Postage & Postal Services | 34.48 | 0.00 | 0.00 | 0.00 | 0.00 | | 34.48 | |
| 7299- Purchased Contracted Services | 0.00 | 155.95 | 0.00 | 0.00 | 0.00 | | 155.95 | |
| 7303- Subscriptions, Periodicals and Info Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7312- Medical Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 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 | 371.06 | 0.00 | 0.00 | 0.00 | 0.00 | | 371.06 | |
| 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 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7806- Interest on Delayed Payment | 0.11 | 0.73 | 0.00 | 0.12 | 0.00 | | 0.96 | |
| 7947- Workers Compensation Transfer (SORM) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7953- SWCAP payment/cost allocation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 7961- STS Transfers-Telecommunications (TexAn) | 517.15 | 0.00 | 0.00 | 0.00 | 0.00 | | 517.15 | |
| 7962- STS transfer to GR (CCTS) | 1,412.12 | 0.00 | 0.00 | 0.00 | 0.00 | | 1,412.12 | |
| Budget: | 19,103.04 | 9,174.75 | 4,119.28 | 17,696.47 | 948.37 | 1,477.92 | 52,519.83 | 0.00 |
| Expended: | 3,150.20 | 1,512.90 | 402.81 | 5,126.36 | 112.08 | 360.27 | 10,664.62 | |
| 2009 - Balance Other Operating Expense: | 15,952.84 | 7,661.85 | 3,716.47 | 12,570.11 | 836.29 | 1,117.65 | 41,855.21 | 80% |
| Grants: | | | | | | | | |
| 7312- Medical Supplies | | | | | | | | |
| 7623- Grants- Community Serv. Programs | | | | | | | | |
| 7701- Loans to Political Subdivisions | | | | | | | | |
| Budget: | | | 10,000.00 | | | | 10,000.00 | 0.00 |
| Expended: | 0.00 | 0.00 | 4,764.71 | 0.00 | 0.00 | 0.00 | 4,764.71 | |
| 4000 - Balance Grants: | 0.00 | 0.00 | 5,235.29 | 0.00 | 0.00 | 0.00 | 5,235.29 | 52% |
| Capital Expenditures: | | | | | | | | |
| 7312- Medical Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 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 | 511,167.48 | 242,050.44 | 235,542.71 | 46,689.29 | 153,129.92 | 132,685.00 | 0.00 |
| Expended: | 25,619.41 | 123,062.30 | 47,271.11 | 58,690.77 | 11,441.31 | 37,308.27 | 303,393.17 | |
| TOTAL BALANCE | 112,651.75 | 388,105.18 | 194,779.33 | 176,851.94 | 35,247.98 | 115,821.65 | 1,023,457.83 | 77% |

Texas Commission on Fire Protection
Fiscal Year 2013 - Operating Budget

Thru: November 30, 2012

Goal C: Indirect Administration

| | Exec Office | Supp Svcs | Commis | Total | % |
|---|-------------------|-------------------|------------------|-------------------|----------------|
| | Budget: | 348,093.36 | 99,708.00 | 447,801.36 | 0.00 |
| | Expended: | 87,023.34 | 24,927.00 | 111,950.34 | |
| 1001 - Balance Salaries & Wages: | 261,070.02 | 74,781.00 | 0.00 | 335,851.02 | 75% |
| 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 | 1,320.00 | 1,920.00 | 0.00 | 3,240.00 | |
| 7023- Lump Sum Termination | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7984- Unemployment/TWC | 0.00 | 852.00 | 0.00 | 852.00 | |
| | Budget: | 25,117.00 | 9,260.00 | 34,377.00 | 0.00 |
| | Expended: | 1,320.00 | 2,772.00 | 4,092.00 | |
| 1002 - Balance Other Personnel Costs | 23,797.00 | 6,488.00 | 0.00 | 30,285.00 | 88% |
| Professional Fees and Services: | | | | | |
| 7242- Consulting Services - IT Computer | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7245- Financial & Accounting Services | 0.00 | 2,133.50 | 0.00 | 2,133.50 | |
| 7253- Other Professional Fees (EAP) | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7274- Temporary Employment Agencies | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7275- Computer Programming Services | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Budget: | 8,800.00 | 8,800.00 | 8,800.00 | 0.00 |
| | Expended: | 0.00 | 2,133.50 | 2,133.50 | |
| 2001 - Balance Professional Fees and Services: | 0.00 | 6,666.50 | 0.00 | 6,666.50 | 76% |
| | Budget: | 1,219.00 | 1,219.00 | 1,219.00 | 0.00 |
| | Expended: | 125.28 | 171.35 | 296.63 | |
| 2003 - (7300) Balance Consumable Supplies: | -125.28 | 1,047.65 | 0.00 | 922.37 | 76% |
| 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 | |
| 7517- Telecommunications equipment - Expensed | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Budget: | 0.00 | 0.00 | 0.00 | 0.00 |
| | Expended: | 0.00 | 0.00 | 0.00 | |
| 2004 - Balance Utilities: | 0.00 | 0.00 | 0.00 | 0.00 | #DIV/0! |
| Travel: | | | | | |
| 7101- Travel I/S - Public Transportation Fares | 177.50 | 71.00 | 647.38 | 895.88 | |
| 7102- Mileage | 0.00 | 0.00 | 1,457.49 | 1,457.49 | |
| 7104- Travel I/S - Actual Expense Overnight | 90.08 | 0.00 | 0.00 | 90.08 | |
| 7105- Travel I/S - Incidental Expenses | 211.13 | 0.00 | 61.82 | 272.95 | |
| 7106- Travel I/S - Meals & Lodging | 308.00 | 0.00 | 0.00 | 308.00 | |
| 7107- Travel I/S - Non-Overnight Travel (Meals) | 9.29 | 0.00 | 0.00 | 9.29 | |
| 7110- Travel I/S - Board Member Meals & Lodging | 0.00 | 0.00 | 739.16 | 739.16 | |
| 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 | 15.78 | 0.00 | 18.06 | 33.84 | |
| 7136- Travel I/S - State Occupancy Tax Galveston | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Budget: | 8,930.63 | 22,699.00 | 31,629.63 | 0.00 |
| | Expended: | 811.78 | 71.00 | 2,923.91 | 3,806.69 |
| 2005 - Balance Travel: | 8,118.85 | -71.00 | 19,775.09 | 27,822.94 | 88% |
| | Budget: | 240.00 | 240.00 | 240.00 | 0 |
| | Expended: | 60.00 | 0.00 | 60.00 | |
| 2006 - (7470) Balance Rent - Building (storage): | 180.00 | 0.00 | 0.00 | 180.00 | 75% |

Texas Commission on Fire Protection
Fiscal Year 2013 - Operating Budget

Thru: November 30, 2012

Goal C: Indirect Administration

| | Exec Office | Supp Svcs | Commis | Total | % |
|--|-------------------|-------------------|------------------|-------------------|----------------|
| Rent - Machine and Other: | | | | | |
| 7406- Rental - Furnishings & Equipment (copier) | 0.00 | 251.02 | 0.00 | 251.02 | |
| 7411- Rental - Computer Equipment | 0.00 | 224.19 | 0.00 | 224.19 | |
| Budget: | | 3,909.00 | | 3,909.00 | 0.00 |
| Expended: | 0.00 | 475.21 | 0.00 | 475.21 | |
| 2007 - Balance Rent - Machine and Other: | 0.00 | 3,433.79 | 0.00 | 3,433.79 | 88% |
| Other Operating Expense: | | | | | |
| 7042- ERS Insurance Payment | 870.24 | 258.48 | 0.00 | 1,128.72 | |
| 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 | 885.00 | 400.00 | 0.00 | 1,285.00 | |
| 7210- Fees & Other Charges (DPS) | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7211- Awards | 303.00 | 0.00 | 0.00 | 303.00 | |
| 7216- Insurance Premiums - appvd by oag | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7262- Maint & Repair - Computer Software | 663.98 | 0.00 | 0.00 | 663.98 | |
| 7266- Maint & Repair - Building | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7267- Maint & Repair - Computer Equipment | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7273- Reproduction & Printing | 0.00 | 139.65 | 0.00 | 139.65 | |
| 7276- Communication Services (T-1 Line) | 0.00 | 0.00 | 0.00 | 0.00 | |
| 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 | 10.49 | 0.00 | 10.49 | |
| 7299- Purchased Contracted Services | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7303- Subscriptions, Periodicals and Info Services | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7312- Medical Supplies | 0.00 | 0.00 | 0.00 | 0.00 | |
| 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 | 236.92 | 196.34 | 0.00 | 433.26 | |
| 7335- Parts -Computer Equipment - Expensed | 0.00 | 0.00 | 0.00 | 0.00 | |
| 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 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7382- Books - Expensed | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7806- Interest on Delayed Payment | 0.21 | 0.00 | 0.00 | 0.21 | |
| 7947- Workers Compensation Transfer (SORM) | 0.00 | 1,945.16 | 0.00 | 1,945.16 | |
| 7953- SWCAP payment/cost allocation | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7961- STS Transfers-Telecommunications (TexAn) | 0.00 | 157.40 | 0.00 | 157.40 | |
| 7962- STS transfer to GR (CCTS) | 0.00 | 429.77 | 0.00 | 429.77 | |
| Budget: | 16,398.93 | 12,825.08 | | 29,224.01 | 0.00 |
| Expended: | 3,109.12 | 3,634.77 | 0.00 | 6,743.89 | |
| 2009 - Balance Other Operating Expense: | 13,289.81 | 9,190.31 | 0.00 | 22,480.12 | 77% |
| 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: | 398,779.92 | 135,721.08 | 22,699.00 | 557,200.00 | 0.00 |
| Expended: | 92,449.52 | 34,184.83 | 2,923.91 | 129,558.26 | |
| TOTAL - BALANCE | 306,330.40 | 101,536.25 | 19,775.09 | 427,641.74 | 77% |

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

- 5. Discussion and possible action to reappoint members of the Budget and Strategic Plan subcommittees.**

6. **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 Forest Service, the National Fire Protection Association, Texas State Association of Fire and Emergency Districts, and the State Fire Marshal's Office.**

7. **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).**

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

9. Discussion and possible action on future meeting dates.

- 10. 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 427, Training Facility Certification, including but not limited to, §427.307, On-Site and Distance Training Provider Staff Requirements.**

Chapter 427

Training Facility Certification

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

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

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

(h) In order to teach a certification course for Basic Wildland Fire Protection:

- (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.**

- 10. 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 441, Continuing Education, including but not limited to, new §441.23, Continuing Education for Wildland Fire Fighter.**

CHAPTER 441

CONTINUING EDUCATION

§441.1. Objective.

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

§441.3. Definitions.

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

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

§441.5. Requirements.

- (a) Continuing education shall be required in order to renew certification.
- (b) The continuing education requirement for renewal shall consist of a minimum of 18 hours of training to be conducted during the certification period. All documentation of training used to satisfy the continuing education requirements must be maintained for a period of three years from the date of the training. Continuing education records shall be maintained by the department in accordance with the Texas State Library and Archives Commission, State and Local Records Management Division, Records Schedule, Local Schedule (GR 1050-28), whichever is greater.
- (c) Level 1 training must be conducted by a certified instructor. Interactive computer-based continuing education training that is supervised and verified by a certified instructor is acceptable.
- (d) The continuing education program of a regulated entity must be administered and maintained in accordance with commission rule by a certified instructor.
- (e) No more than four hours per year in any one subject of Level 1 training may be counted toward the continuing education requirement for a particular certification.
- (f) There shall be no "hour per subject limit" placed on Level 2 courses, except that emergency medical courses shall be limited to four hours per year.
- (g) The head of a fire department may select subject matter for continuing education appropriate for a particular discipline.
- (h) The head of a fire department must certify whether or not the individuals whose certificates are being renewed have complied with the continuing education requirements of this chapter on the certification renewal document. Unless exempted from the continuing education requirements, an individual who fails to comply with the continuing education requirements in this chapter shall be notified by the commission of the failure to comply.
- (i) After notification from the commission of a failure to comply with continuing education requirements, an individual who

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

- (j) Any person who is a member of a paid or volunteer fire department who is on extended leave for a cumulative period of six months or longer due to a documented illness, injury, or activation to military service may be exempted from the continuing education requirement for the applicable renewal period(s). Such exemptions shall be reported by the head of the department to the commission at renewal time, and a copy kept with the department continuing education records for three years.
- (k) Any individual who is not a member of a paid or volunteer fire department who is unable to perform work, substantially similar in nature as would be performed by fire protection personnel appointed to that discipline, may be exempted from the continuing education requirement for the applicable renewal period(s). Commission staff shall determine the exemption using documentation of the illness or injury that cumulatively lasts six months or longer, which is provided by the individual and the individual's treating physician or by documentation of activation to military service.
- (l) In order to renew certification for any discipline which has a continuing education requirement stated in this chapter, an individual holder of a certificate not employed by a regulated entity must comply with the continuing education requirements for that discipline. Only 20 total hours of continuing education for each certification period in Level 1 or Level 2 subjects relating to the certification being renewed shall be required to renew all certificates the individual holds, except as provided in §441.17 of this title (relating to Continuing Education for Hazardous Materials Technician).
- (m) An individual certificate holder, not employed by a regulated entity, shall submit documentation of continuing education training upon notification by the commission. An example of documentation of continuing education training may include, but not be limited to a Certificate of Completion, a college or training facility transcript, a fire department training roster, etc. Commission staff will review and may approve or disapprove such documentation of training in accordance with applicable commission rules and/or procedures. The training for a resident of Texas at the time the continuing education training is conducted shall be administered by a commission instructor, commission certified training facility, an accredited institution of higher education, or a military or nationally recognized provider of training. The training for a nonresident of Texas, shall be delivered by a state fire academy, a fire department training facility, an accredited institution of higher education, or a military or nationally recognized provider of training. The individual must submit training documentation to the commission for evaluation of the equivalency of the training required by this chapter. The individual certificate holder is responsible for maintaining all of his/her training records for a period of three years from the date of the training.
- (n) If an individual has completed a commission approved academy in the 12 months prior to his or her certification expiration date, a copy of that certificate of completion will be acceptable documentation of continuing education for that certification renewal period.

§441.7. Continuing Education for Structure Fire Protection Personnel.

- (a) A minimum of two hours of continuing education in structure fire protection subjects in addition to the continuing education requirements in §441.5(b) of this title relating to (Requirements) will be required for personnel certified as structure fire protection personnel and who are appointed to structure fire protection duties.
- (b) Subjects selected to satisfy the continuing education requirement may be selected from either Level 1, Level 2, or a combination of the two.

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

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

§441.11. Continuing Education for Marine Fire Protection Personnel.

- (a) A minimum of two hours of continuing education in marine fire protection subjects in addition to the continuing education requirements in §441.5(b) of this title relating to (Requirements) will be required for personnel certified as marine fire protection personnel and who are appointed to marine fire protection duties for any certification period beginning after October 31, 1993.
- (b) Subjects selected to satisfy the continuing education requirement may be selected from either Level 1, Level 2, or a combination of the two.

§441.13. Continuing Education for Fire Inspection Personnel.

- (a) A minimum of two hours of continuing education in fire inspection subjects in addition to the continuing education requirements in §441.5(b) of this title (relating to Requirements) will be required for personnel certified as fire inspection personnel and who are appointed to fire inspection duties.
- (b) Subjects selected to satisfy the continuing education requirement may be selected from either Level 1, Level 2, or a combination of the two.

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

- (a) A minimum of two hours of continuing education in arson or fire investigation subjects in addition to the continuing education requirements in §441.5(b) of this title (relating to Requirements) will be required for personnel certified as arson investigation or fire investigation personnel and who are appointed to arson or fire investigation duties.
- (b) Subjects selected to satisfy the continuing education requirement may be selected from either Level 1, Level 2, or a combination of the two.

§441.17. Continuing Education for Hazardous Materials Technician.

- (a) Eight hours of continuing education in hazardous materials (technician level) will be required for individuals certified as a hazardous materials technician. This will be in addition to continuing education required by other sections of this chapter.
- (b) Subjects selected to satisfy the continuing education requirement may be selected from either Level 1, Level 2, or a combination of the two.

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

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

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

§441.21. Continuing Education for Fire Service Instructor.

- (a) A minimum of two hours of continuing education in fire service instruction subjects in addition to the continuing education requirements in §441.5(b) of this title (relating to Requirements) will be required for individuals certified as a fire service instructor and who are appointed to fire service instructor duties.
- (b) Subjects selected to satisfy the continuing education requirement may be selected from either Level 1, Level 2, or a combination of the two.

§441.23. Continuing Education for Wildland Fire Fighter.

A minimum of four hours of continuing education in Wildland Fire Fighting subjects will be required for individuals certified as a Wildland Fire Fighter. The four hours may be included in the eighteen hours required during the certification renewal period.

10. **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 449, Head of a Fire Department, including but not limited to, §449.1, Minimum Standard for the Head of a Fire Department, §449.3, Minimum Standards for Certification as Head of a Suppression Fire Department, and §449.5, Minimum Standards for Certification as Head of a Prevention Only Department.**

Chapter 449

HEAD OF A FIRE DEPARTMENT

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

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

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

- (a) **Applicants for Head of a Fire Department certification must complete the following requirements:**~~[In order to be certified as a head of a fire department providing fire suppression, an individual must be appointed as head of a fire department; and]~~

(1) must be appointed as head of a fire department; and

(2) complete the Standards Review Assignment for Head of a Fire Department identified in Chapter 11 of the Curriculum Manual; and

(3) arrange a meeting with a Texas Commission on Fire Protection Compliance 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)~~(4)~~ hold a certification as a fire protection personnel in any discipline that has a **commission**~~Commission~~ approved curriculum that requires structural fire protection personnel certification and five years experience in a full-time fire suppression position; or

(6)~~(2)~~ an individual from another jurisdiction who possesses valid documentation of accreditation from the International Fire Service Accreditation Congress that is deemed equivalent to the **commission's**~~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)~~(3)~~ provide documentation in the form of a nonself serving sworn affidavit of ten years experience as an employee of a local governmental entity in a full-time structural fire protection personnel position in a jurisdiction other than Texas; ~~[and successfully pass a Commission, Head of Department examination as specified in Chapter 439 of this title;]or~~

~~(8)~~~~(4)~~ provide documentation in the form of a sworn nonserving affidavit of ten years of experience as a certified structural part-time fire protection employee; or

~~(9)~~~~(5)~~ provide documentation in the form of a sworn nonserving affidavit of ten years experience as an active volunteer fire fighter in one or more volunteer fire departments that meet the requirements of subsection (b) of this section. ~~[and successfully pass a Commission, Head of Department examination as specified in Chapter 439 of this title.]~~

- (b) The ten years of volunteer service must include documentation of attendance at 40% of the drills for each year and attendance of at least 25% of a department's emergencies in a calendar year while a member of a volunteer fire department or departments with 10 or more active members that conducts a minimum of 48 hours of drills in a calendar year.
- (c) Individuals certified as the head of a fire department must meet the continuing education requirement as provided for in Chapter 441 of this title **(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:** ~~[In order to be certified as the head of a fire department providing fire prevention activities only, an individual must be appointed as head of a Fire Prevention Department; and]~~

(1) must be appointed as head of a fire department; and

(2) complete the Standards Review Assignment for Head of a Fire Department identified in Chapter 11 of the Curriculum Manual; and

(3) arrange a meeting with a Texas Commission on Fire Protection Compliance 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)~~~~(1)~~ hold a certification as a fire inspector, fire investigator, or arson investigator and have five years of full-time experience in fire prevention activities; or

~~(6)~~~~(2)~~ an individual from another jurisdiction who possesses valid documentation of accreditation from the International Fire Service Accreditation Congress that is deemed equivalent to the **commission's** ~~[Commission's]~~ approved basic arson investigator, fire investigator or fire inspector curriculum and provide documentation in the form of a sworn nonserving affidavit of five years experience in a full-time fire prevention position; or

~~(7)~~~~(3)~~ provide documentation in the form of a sworn nonserving affidavit of ten years experience as an employee of a local governmental entity in a full-time fire inspector, fire investigator, or arson investigator position in a jurisdiction other than Texas ~~[and successfully pass a Commission, Head of Department examination as specified in Chapter 439 of this title];~~ or

~~(8)~~~~(4)~~ provide documentation in the form of a sworn nonserving affidavit of ten years experience as a certified fire investigator, fire inspector or arson investigator as a part-time fire prevention employee; or

~~(9)(5)~~ provide documentation in the form of a sworn nonself serving affidavit of ten years experience as an active volunteer fire inspector, fire investigator, or arson investigator with ten years experience in fire prevention. ~~and successfully pass a Commission Head of Department examination as specified in Chapter 439 of this title.]~~

- (b) Individuals certified as the head of a fire department under this section must meet the continuing education requirement as provided for in Chapter 441 of this title **(relating to Continuing Education)**.

10. **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 451, Fire Officer, including but not limited to, New Subchapter C, Minimum Standards For Fire Officer III, §451.301, Fire Officer III Certification, §451.303, Minimum Standards For Fire Officer III Certification, §451.305, Examination Requirements, new Subchapter D, Minimum Standards For Fire Officer IV, §451.401, Fire Officer IV Certification, §451.403, Minimum Standards For Fire Officer IV Certification, and §451.405, Examination Requirements.**

Chapter 451

Fire Officer

SUBCHAPTER C

MINIMUM STANDARDS FOR FIRE OFFICER III

§451.301. Fire Officer III Certification.

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

§451.303. Minimum Standards for Fire Officer III Certification.

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

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

(v) Risk Management

(vi) Safety and Health

(vii) Community Risk Reduction

(7) Special temporary provision: Within one year following the effective date of this subchapter, an individual is eligible to take the commission examination for Fire Officer III upon documentation to the commission that the individual has completed training that covers the requirements of NFPA 1021, Chapter 6. The documentation of completed training must be a certificate of completion from a nationally recognized training provider. During the one year period, the commission examination shall consist of a written exam. The examination requirements in §451.305(b) of this subchapter (relating to Examination Requirements) must still be met. This paragraph expires one year from the effective date of this rule.

(8) The application processing fee for the initial examination is waived for individuals in paragraphs (6) and (7) of this subsection who have completed the training requirement and submit the application for the commission examination for one year from the effective date of this rule. After this date, the application processing fee for examinations will be required.

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

§451.305. Examination Requirements.

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

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

SUBCHAPTER D

MINIMUM STANDARDS FOR FIRE OFFICER IV

§451.401. Fire Officer IV Certification.

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

§451.403. Minimum Standards for Fire Officer IV Certification.

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

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

(viii) Public Health

(ix) Risk Management

(x) Criminal Justice; or

(xi) a related management/administration/leadership degree

(6) Special temporary provision: Within one year following the effective date of this subchapter, an individual is eligible to take the commission examination for Fire Officer IV upon documentation to the commission that the individual has completed training that covers the requirements of NFPA 1021, Chapter 7. The documentation of completed training must be a certificate of completion from a nationally recognized training provider. During the one year period, the commission examination shall consist of a written exam. The examination requirements in §451.405(b) of this subchapter (relating to Examination Requirements) must still be met. This paragraph expires one year from the effective date of this rule.

(7) The application processing fee for the initial examination is waived for individuals in paragraphs (5) and (6) of this subsection who have completed the training requirement and submit the application for the commission examination for one year from the effective date of this rule. After this date, the application processing fee for examinations will be required.

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

§451.405. Examination Requirements.

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

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

10. **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 453, Minimum Standards For Hazardous Materials Technician, including but not limited to, new Subchapter A, Hazardous Materials Technician, §453.1, Hazardous Materials Technician Certification, §453.3, Minimum Standards For Hazardous Materials Technician Certification, §453.5, Examination Requirements, and §453.7, International Fire Service Accreditation Congress (IFSAC) Seal, and new Subchapter B, Hazardous Materials Incident Commander, §453.201, Hazardous Materials Incident Commander, §453.203, Minimum Standards For Hazardous Materials Incident Commanders, and §453.205, Examination Requirements.**

Chapter 453

HAZARDOUS MATERIALS

~~[Minimum Standards For Hazardous Materials Technician]~~

Subchapter A

MINIMUM STANDARDS FOR HAZARDOUS MATERIALS TECHNICIAN

§453.1. Hazardous Materials Technician Certification.

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

§453.3. Minimum Standards for Hazardous Materials Technician Certification.

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

§453.5. Examination Requirements.

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

[Commission-]approved Hazardous Materials Technician curriculum.

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

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

Subchapter B

MINIMUM STANDARDS FOR HAZARDOUS MATERIALS INCIDENT COMMANDER

§453.201. Hazardous Materials Incident Commander Certification

The Hazardous Materials Incident Commander is defined as that person responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources.

§453.203. Minimum Standards for Hazardous Materials Incident Commander

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

- (1) hold certification as Structural Fire Protection Personnel, Aircraft Rescue Fire Fighting Personnel, or Marine Fire Protection Personnel; and
- (2) possess valid documentation of accreditation from the International Fire Service Accreditation Congress as a Hazardous Materials Incident Commander; or
- (3) complete a commission approved Hazardous Materials Incident Commander program and successfully pass the commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved Hazardous Materials Incident Commander program must consist of one of the following:

(A) completion of a commission approved Hazardous Materials Incident Commander curriculum as specified in Chapter 6 of the commission's Certification Curriculum Manual.

(B) completion of an out-of-state and/or military training program that has been submitted to the commission for evaluation and found to be equivalent to, or exceeds the commission approved Hazardous Materials Incident Commander curriculum.

(4) Special temporary provision: Within one year following the effective date of this subchapter, an individual is eligible to take the commission examination for Hazardous Materials Incident Commander upon documentation to the commission that the individual has completed training that covers the requirements of NFPA 472, Chapter 8. The documentation must be a certificate of completion from a nationally recognized training provider. During the one-year period, the commission examination shall consist of a written exam. The examination requirements in §453.205(b) of this subchapter (relating to Examination Requirements) must still be met. This paragraph expires one year from the effective date of this rule.

(5) The application processing fee for the initial examination is waived for individuals in subsection (a) paragraph (3) and (4) of this subsection who have completed the training requirement and submit the application for the commission examination for one year from the effective date of this subchapter. After this date, the application processing fee for examinations will be required.

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

§453.205 Examination Requirements

(a) Examination requirements of Chapter 439 of this title (relating to Examinations for Certification) must be met in order to receive a Hazardous Materials Incident Commander certification.

(b) Individuals will be permitted to take the commission examination for Hazardous Materials Incident Commander by documenting completion of NFPA 472 Awareness and Operations level training and completing a commission approved Hazardous Materials Incident Commander program.

10. 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

§421.1. Procedures for Meetings.

- (a) Time and place. The Fire Fighter Advisory Committee and the Curriculum and Testing Committee shall meet at such time and place in the State of Texas as they deem proper. The Fire Fighter Advisory Committee shall meet at least twice each calendar year.
- (b) Meeting called. Meetings shall be called by the chairman, by the Commission, or upon the written request of five members.
- (c) Quorum. A majority of members shall constitute a quorum.
- (d) Members. The Fire Fighter Advisory Committee shall consist of nine members appointed by the Commission. The Curriculum and Testing Committee shall consist of members appointed by the Commission upon the recommendation of the Fire Fighter Advisory Committee. Committee members serve at the will of the Commission.
- (e) Officers. Officers of the Fire Fighter Advisory Committee and the Curriculum and Testing Committee shall consist of a chairman, vice-chairman, and secretary. Each committee shall elect its officers from the appointed members at its first meeting and thereafter at its first meeting following January 1 of each year or upon the vacancy of an office.
- (f) Responsibility. The Fire Fighter Advisory Committee shall review Commission rules relating to fire protection personnel and fire departments and recommend changes in the rules to the Commission.
- (g) Effective Date. Rules shall become effective no sooner than 20 days after filing with the Texas Register for final adoption. The committee or Commission may recommend a later effective date.
- (h) Removal. It is a ground for removal from an advisory committee appointed by the Commission if a member is absent from more than half of the regularly scheduled committee meetings that the member is eligible to attend during a calendar year unless the absence is excused by a majority vote of the committee.

§421.3. Minimum Standards Set by the Commission.

- (a) General statement. It shall be clearly understood that the specified minimum standards herein described 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 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 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 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 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) 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.
- (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.
- (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.
- (10) 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.
- (11) 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.
- (12) 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.

§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 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(b) of this title, 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.
- (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.
- (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 Government Code, Chapter 419, Subchapter D.
- (32) Participating volunteer fire service organization--A fire department that voluntarily seeks regulation by the Commission under the 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 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 Emergency Care Attendant (ECA) as specified by the 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 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.

§421.9. Designation of Fire Protection Duties.

- (a) An individual who performs one or more fire protection duties, listed in the Texas Government Code, §419.021(3)(C), for a fire department of local government entity shall be designated to only one of the following categories:
- (1) fire protection personnel;
 - (2) a part-time fire protection employee; or
 - (3) a volunteer fire fighter or other auxiliary fire fighter.
- (b) A fire department regulated by the Commission may not designate the same person under more than one category under this section. The designation shall be made on the records of the department and the designation shall be made available for inspection by the Commission or sent to the Commission on request.
- (c) A fire department regulated by the Commission shall report the appointment of fire protection personnel to a regulated discipline via the Commission's online management program, or the appropriate form if available. Fire protection personnel who are assigned to a regulated discipline **or disciplines** as part of their [regularly] assigned duties shall be appointed to the disciplines[that discipline] with the Commission. No individual may be appointed to a **regulated**

discipline without approval by the Commission. The Commission shall not approve an initial appointment to a regulated discipline until it has reviewed and approved a person's fingerprint-based criminal history record. Termination of fire protection personnel or part-time fire protection employees shall be reported to the Commission via the Commission's online management program, or the appropriate form if available within 14 calendar days of the action. In the case of termination, the employing entity shall report an individual's last known home address to the Commission. A Removal from Appointment form may be submitted without the employee's signature.

- (d) A fire department may not in a calendar year compensate, reimburse, or provide benefits to a person the department has designated as a volunteer or other auxiliary fire fighter in an amount that is equal to or more than what a person receives working 2,080 hours at the federal minimum wage.
- (e) A person certified as fire protection personnel in one fire department may be employed and designated as a part-time fire protection employee in another fire department without additional certification as a part-time fire protection employee.

§421.11. Requirement To Be Certified Within One Year.

- (a) Fire protection personnel or part-time fire protection employees of a fire department who are appointed duties identified as fire protection personnel duties must be certified by the Commission in the discipline(s) to which they are assigned within one year of their appointment to the duties or within two years of successfully passing the applicable Commission examination, whichever is less. The Commission shall not approve an initial certification for a regulated discipline until it has reviewed and approved a person's fingerprint-based criminal history record. An individual who accepts appointment(s) in violation of this section shall be removed from the appointment(s) and will be subject to administrative penalties. A department or local government that appoints an individual in violation of this section will also be subject to administrative penalties.
- (b) An individual who has been removed from appointment to duties identified as fire protection personnel duties for violation of this section must petition the Commission in writing for permission to be reappointed to the duties from which they were removed. The petition will be considered only if the individual has obtained all appropriate certification(s) applicable to the duties to which the individual seeks reappointment.

§421.13. Individual Certificate Holders.

- (a) Employment is not mandatory for certification. An individual may hold or renew any certificate issued by the commission for which they maintain their qualifications.
- (b) An individual certificate holder must notify the commission of a change of his or her home address within 14 calendar days of a change of address.

§421.15. Extension of Training Period.

A fire department may apply to the commission for an extension of the one-year training period, identified in §419.032(c) of the Government Code, for a time period not exceeding two years from the date of original appointment as follows:

- (1) the request for extension shall be placed on the Fire Fighter Advisory Committee's (FFAC's) agenda to be heard at its next regular or special called meeting after submission of the request;
- (2) after review by the FFAC, the application along with the FFAC's recommendations will be sent to the commission to be heard at its next regular meeting. If the request for extension is approved by the commission, the extension shall become effective immediately; and
- (3) the one-year extension of training time, if granted, shall run from the date of forfeiture and removal or, at the latest, from one year after the original date training began, whichever occurs first.

§421.17. Requirement to Maintain Certification.

- (a) All full-time or part-time employees of a fire department or local government who are assigned duties identified as fire protection personnel duties must maintain certification by the Commission in the discipline(s) to which they are assigned for the duration of their assignment.

- (b) In order to maintain the certification required by this section, the certificate(s) of the employees must be renewed annually by complying with §437.5 of this title (relating to Renewal Fees) and Chapter 441 of this title (relating to Continuing Education) of the Commission's standards manual.
- (c) An individual whose certificate has been expired for one year or longer may not renew the certificate that was previously held. To obtain a new certification, an individual must meet the requirements in Chapter 439 of this title (relating to Examinations for Certification).
- (d) The Commission will provide proof of current certification to individuals whose certification has been renewed.
- (e) All certificate holders are subject to the requirements of §57.491 of the Texas Education Code regarding license renewal and default on student loans.

10. **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 425, Fire Service Instructors, including but not limited to §425.1, Minimum Standards for Fire Service Instructor Certification, §425.3, Minimum Standards for Fire Service Instructor I Certification, §425.5, Minimum Standards for Fire Service Instructor II Certification, §425.7, Minimum Standards for Fire Service Instructor III Certification, §425.9, Minimum Standards for Master Fire Service Instructor III Certification, and §425.11, International Fire Service Accreditation Congress Seal.**

CHAPTER 425

FIRE SERVICE INSTRUCTORS

§425.1. Minimum Standards for Fire Service Instructor Certification.

- (a) Training programs that are intended to satisfy the requirements for fire service instructor certification must meet the curriculum and competencies based upon NFPA 1041. All applicants for certification must meet the examination requirements of this section.
- (b) Prior to being appointed to fire service instructor duties, all personnel must complete a commission [Commission]-approved fire service instructor program and successfully pass the commission [Commission] examination pertaining to that curriculum.
- (c) Personnel who receive probationary or temporary appointment to fire service instructor duties must be certified by the commission [Commission] within one year from the date of appointment to such position.
- (d) An out-of-state, military, or federal instructor training program may be accepted by the commission [Commission] as meeting the training requirements for certification as a fire service instructor if the training has been submitted to the commission [Commission] for evaluation and found to be equivalent to or to exceed the commission [Commission]-approved instructor course for that particular level of fire service instructor certification.
- (e) An individual who holds a bachelor's degree or higher in education from a regionally accredited educational institution or a teaching certificate issued by the Texas State Board of Education or an associate's degree with twelve semester hours of education instructional courses is considered to have training equivalent to the commission's [Commission's] curriculum requirements for Instructor I, II and III training.
- (f) Personnel holding any level of fire service instructor certification must comply with the continuing education requirements specified in §441.21 of this title.

§425.3. Minimum Standards for Fire Service Instructor I Certification.

In order to become certified as a Fire Service Instructor I an individual must:

- (1) have a minimum of three years of experience (as defined in §421.5(43) of this title) in fire protection in one or more or any combination of the following:
 - (A) a paid, volunteer, or regulated non-governmental fire department; or
 - (B) a department of a state agency, education institution or political subdivision providing fire protection training and related responsibilities; and
- (2) possess valid documentation of accreditation from the International Fire Service Accreditation Congress (IFSAC) as a Fire Instructor I or II or III; or
- (3) have completed the appropriate curriculum for Fire Service Instructor I contained in Chapter 8 of the commission's [Commission's] Certification Curriculum Manual, or meet the equivalence as specified in §425.1(d) or (e) of this title; and
- (4) successfully pass the applicable commission [Commission] examination as specified in Chapter 439 of this title.];
and]
- ~~[(5) have completed the field examiner orientation course as specified in Chapter 439 of this title.]~~

§425.5. Minimum Standards for Fire Service Instructor II Certification.

In order to become certified as a Fire Service Instructor II, an individual must:

- (1) hold as a prerequisite a Fire Instructor I certification as defined in §425.3 of this title; and
- (2) have a minimum of three years of experience (as defined in §421.5(43) of this title) in fire protection in one or more or any combination of the following:
 - (A) a paid, volunteer, or regulated non-governmental fire department; or
 - (B) a department of a state agency, education institution or political subdivision providing fire protection training and related responsibilities; and
- (3) possess valid documentation of accreditation from the International Fire Service Accreditation Congress (IFSAC) as a Fire Instructor II, or III; or
- (4) have completed the appropriate curriculum for Fire Service Instructor II contained in Chapter 8 of the **commission's**[~~Commission's~~] Certification Curriculum Manual, or meet the equivalence as specified in §425.1(d) or (e) of this title; and
- (5) successfully pass the applicable **commission**[~~Commission~~] examination as specified in Chapter 439 of this title.

§425.7. Minimum Standards for Fire Service Instructor III Certification.

In order to become certified as a Fire Service Instructor III an individual must:

- (1) hold as a prerequisite, a Fire Instructor II Certification as defined in §425.5 of this title; and
- (2) have a minimum of three years of experience (as defined in §421.5(43) of this title) in fire protection in one or more or any combination of the following:
 - (A) a paid, volunteer, or regulated non-governmental fire department; or
 - (B) a department of a state agency, education institution or political subdivision providing fire protection training and related responsibilities; and
- (3) possess valid documentation of accreditation from the International Fire Service Accreditation Congress (IFSAC) as a Fire Instructor III; or
- (4) have completed the appropriate curriculum for Fire Service Instructor III contained in Chapter 8 of the **commission's**[~~Commission's~~] Certification Curriculum Manual, or meet the equivalence as specified in §425.1(d) or (e) of this title; and
- (5) successfully pass the applicable **commission**[~~Commission~~] examination as specified in Chapter 439 of this title; and either
 - (A) hold as a prerequisite an advanced structural fire protection personnel certification, an advanced aircraft fire protection personnel certification, advanced marine fire protection personnel certification, advanced inspector certification, advanced fire investigator, or advanced arson investigator certification; or
 - (B) have 60 college hours from a regionally accredited educational institution; or
 - (C) hold an associate's degree from a regionally accredited educational institution.

§425.9. Minimum Standards for Master Fire Service Instructor III Certification.

In order to become certified as a Master Fire Service Instructor III the individual must:

- (1) hold as a prerequisite a Fire Service Instructor III certification; and
- (2) be a member of a paid, volunteer, or regulated non-governmental fire department; or a department of a state agency, education institution or political subdivision providing fire protection training and related responsibilities; and

- (3) hold as a prerequisite a master structural fire protection personnel certification, a master aircraft rescue fire fighting personnel certification, master marine fire protection personnel certification, master inspector certification, master fire investigator certification, or master arson investigator certification; or
- (4) hold a bachelors degree or higher in education from a regionally accredited educational institution or a teaching certificate issued by the Texas State Board of Education.

§425.11. International Fire Service Accreditation Congress Seal.

- (a) Individuals who held an equivalent Instructor I certification prior to March 1, 2006 or individuals completing a **commission**~~Commission~~-approved Fire Service Instructor I training program and passing the applicable state examination after the effective date of this chapter, may be granted an IFSAC seal for Instructor I by making application to the **commission**~~Commission~~ and paying the applicable fee.
- (b) Individuals who held an equivalent Instructor II certification prior to March 1, 2006 or individuals holding an IFSAC Instructor I certification, completing a **commission**~~Commission~~-approved Fire Service Instructor II training program, and passing the applicable state examination after the effective date of this chapter, may be granted an IFSAC seal for Instructor II by making application to the **commission**~~Commission~~ and paying the applicable fee.
- (c) Individuals who held an equivalent Instructor III certification prior to March 1, 2006 or individuals holding an IFSAC Instructor II certification, completing a **commission**~~Commission~~-approved Fire Service Instructor III training program, and passing the applicable state examination after the effective date of this chapter, may be granted an IFSAC seal for Instructor III by making application to the **commission**~~Commission~~ and paying the applicable fee.

10. **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 435, Fire Fighter Safety, including but not limited to §435.1, Protective Clothing, §435.3, Self-Contained Breathing Apparatus, §435.5, Commission Recommendations, §435.7, Fire Department Staffing Studies, §435.9, Personal Alert Safety System (PASS), §435.11, Incident Management System (IMS), §435.13, Personnel Accountability System, §435.15, Operating At Emergency Incidents, §435.17, Procedures for Interior Structural Fire Fighting (2-In/2-Out Rule), §435.19, Enforcement of Commission Rules, §435.21, Fire Service Joint Labor Management Wellness-Fitness Initiative, §435.23, Fire Fighter Injuries, §435.25, Courage to be Safe So Everyone Goes Home Program, and §435.27, Live Fire Training Structure Evolutions.**

Chapter 435

Fire Fighter Safety

§435.1. Protective Clothing.

A regulated fire department shall:

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

§435.3. Self-Contained Breathing Apparatus.

The employing entity shall:

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

- (6) maintain and provide upon request by the **commission**~~[Commission]~~, a department standard operating procedure regarding the selection, care, and maintenance of self-contained breathing apparatus that complies with the most recent edition of the NFPA 1852 Standard on Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus (SCBA).

§435.5. Commission Recommendations.

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

- (1) NFPA 1403 "Live Fire Training Evolutions";
- (2) NFPA 1500 "Fire Department Occupational Safety and Health Program;"
- (3) IAFF/IAFC - "Fire Service Joint Labor Management Wellness-Fitness Initiative."

§435.7. Fire Department Staffing Studies.

- (a) Section 419.022(a)(4) Texas Government Code provides that the commission may ^[2]on request, assist in performing staffing studies of fire departments^[2]. Staffing studies must take into consideration all the objectives and missions of the fire department. ~~[The commission does not have the resources or the staff to directly assist in performing the necessary tasks to perform a staffing study.]~~ Many staffing studies have been developed that can be used to assist in evaluating the needs of a fire department.
- (b) A city should ultimately decide on the level of fire protection it is willing to provide to its citizens. The city and fire department should, as a minimum, address the needs of prevention, investigation and suppression as outlined in the appropriate NFPA Standards. That decision should be based on facts, the safety of its citizens, and the safety of the fire fighters providing that protection.
- (c) The commission will assist by maintaining information pertinent to fire department staffing. The information shall be maintained in the Ernest A. Emerson Fire Protection Resource Library at the Texas Commission on Fire Protection. Copies shall be made available, free of charge, to anyone requesting such information to the extent permitted by copyright laws.

§435.9. Personal Alert Safety System (PASS).

The employing entity shall:

- (1) purchase, provide, and maintain a PASS device for each on duty fire protection personnel who engage in operations where IDLH atmospheres may be encountered, or where the atmosphere is unknown, or where hazardous conditions from fire or other emergencies exist, or where the potential for such exposure exists;
- (2) ensure that all PASS devices used by fire protection personnel comply with the minimum standards of the National Fire Protection Association identified in NFPA 1982, Standard on Personal Alert Safety Systems (PASS) for Fire Fighters:
 - (A) the National Fire Protection Association standard applicable to a PASS device is the standard in effect at the time the entity contracts for new, rebuilt, or used PASS devices;
 - (B) an entity may continue to use a PASS device that meets the requirements of an earlier edition of NFPA 1982, unless the commission determines that the continued use of the PASS device constitutes an undue risk to the wearer, in which case the commission shall order that the use be discontinued and shall set an appropriate date for compliance with the revised standard;
- (3) ensure that the PASS device assigned to an individual user be inspected at the beginning of each duty period and before each use.
- (4) maintain and provide upon request by the commission, a departmental standard operating procedure regarding the proper use, selection, care and maintenance of PASS devices.

§435.11. Incident Management System (IMS)

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

§435.13. Personnel Accountability System.

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

§435.15. Operating At Emergency Incidents.

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

- (2) limit operations to those that can be safely performed by personnel at the scene;
 - (3) require all personnel to be trained in and use the standard operating procedures; and
 - (4) comply with §435.17 (Procedures for Interior Structural Fire Fighting).
- (c) The fire department may use standards established by the National Fire Protection Association for fire protection personnel operating at an emergency incident.

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

- (a) The fire department shall develop written procedures that comply with the Occupational Safety and Health Administration's Final Rule, 29 CFR Section 1910.134(g)(4) by requiring:
- (1) a team of at least four fire protection personnel must be assembled before an interior fire attack can be made when the fire has progressed beyond the incipient stage;
 - (2) at least two fire protection personnel to enter the IDLH atmosphere and remain in visual or voice (not radio) contact with each other;
 - (A) Visual means that the fire protection personnel must be close enough to see each other.
 - (B) Voice means that the fire protection personnel of the entry team must be close enough to speak to one another without the use of radios.
 - (3) at least two fire protection personnel remain located outside the IDLH atmosphere to perform rescue of the fire protection personnel inside the IDLH atmosphere;
 - (4) all fire protection personnel engaged in interior structural fire fighting use self-contained breathing apparatus and be clothed in a complete set of protective clothing as identified in Chapter 435;
 - (5) all fire protection personnel located outside the IDLH atmosphere be equipped with appropriate retrieval equipment where retrieval equipment would contribute to the rescue of the fire protection personnel that have entered the IDLH atmosphere;
 - (6) one of the outside fire protection personnel must actively monitor the status of the inside fire protection personnel and not be assigned other duties. The second outside fire protection personnel may be assigned to an additional role, including, but not limited to, incident commander, safety officer, driver-operator, command technician or aide, or fire fighter/EMS personnel, so long as this individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any fire protection personnel working at the scene;
 - (7) the fire protection personnel outside the IDLH atmosphere must remain in communication (including, but not limited to, radio) with the fire protection personnel in the IDLH atmosphere. Use of a signal line (rope) as a communications instrument for interior fire fighting is not permitted by the commission. This does not preclude the use of rescue guide ropes (guide line or lifeline or by what ever name they may be called) used during structural searches; and
 - (8) each outside fire protection personnel must have a complete set of protective clothing and self-contained breathing apparatus, as identified in Chapter 435, immediately accessible for use if the need for rescue activities inside the IDLH atmosphere is necessary.
- (b) The fire department shall comply with the 2-in/2-out rule as described in this section except in an imminent life-threatening situation when immediate action could prevent the loss of life or serious injury before the team of four fire protection personnel are assembled.

§435.19. Enforcement of Commission Rules.

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

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

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

§435.23. Fire Fighter Injuries

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

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

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

- (d) Departments will report the completion of training through the commission[~~Commission~~] web based reporting system.
- (e) Failure to complete the National Fallen Firefighters Foundation's "Courage to be Safe So Everyone Goes Home" program before the required deadlines will be considered a violation of continuing education rules found in Chapter 441 of the commission's[~~Commission's~~] Standards Manual.

§435.27. Live Fire Training Structure Evolutions.

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

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

- (D) use of personal protective clothing and self-contained breathing apparatus;
- (E) an evacuation signal and procedure; and
- (F) pre-burn, burn and post-burn procedures.

10. **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:**
 4. **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) 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

(3)~~(2)~~ complete a 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-approved Basic Wildland Fire 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 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

(4)~~(3)~~ The commission examination requirement is waived for individuals who have completed the training requirements in paragraph ~~(3)~~~~(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) 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 a State Fireman's and Fire Marshal's Association Advanced Accredited certification issued prior to January 1, 2012, or a State Fireman's and Fire Marshal's Association Firefighter II certification issued on or after January 1, 2012, 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 a commission examination which includes both Basic Structure Fire Protection and Intermediate Wildland Fire Protection, as specified in Chapter 439 of this title.
- (b) The commission examination requirement is waived for individuals in subsection (a)(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)(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 Texas Commission on Fire Protection must meet all requirements regarding application for initial certification.

10. 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 regarding changes to the Certification Curriculum Manual, including but not limited to Head of a Fire Department Curriculum, reference list and skill sheets**

REFERENCE LIST FOR THE HEAD OF A FIRE DEPARTMENT CURRICULUM

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

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

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

SECTION 1201 HEAD OF A FIRE DEPARTMENT

THE INFORMATION IN THIS CHAPTER IS PRESENTED AS A GUIDE FOR SELF-STUDY.

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

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

1201-1.0 General

For certification at the Head of Department level, the candidate shall meet the requirements defined in Sections 1201-1.0 through 1201-10.2 and meet any other certification requirements.

1201-1.1 Texas Commission on Fire Protection Mission and Goals

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

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

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

1201-1.2 Compact with Texans

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

- Providing resources to Texas fire departments with critical equipment and training needs, and
- Establishing and enforcing standards for fire protection personnel training, protective clothing, and self-contained breathing apparatus.

1201-1.3 Agency services and customer service standards

1201-1.3.1 Providing fire protection resources

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

1201-1.3.2 Establishing and enforcing fire protection standards

- Fire protection personnel certification
 - The commission's [certification section](#) certifies approximately 30,000 fire protection personnel in Texas.
 - Paid fire protection personnel are required by state law to be certified by this commission; volunteers and individuals not affiliated with a paid or volunteer department can choose to be certified by the commission on a voluntary basis.
- Examination and training standards
 - The commission's [testing and training approval program](#) administers the written and performance examinations for certification.
 - The testing and training approval program staff evaluates prior training completed by individuals to determine whether individuals are eligible to sit for the commission examination.
 - The testing and training approval program staff also evaluates and approves training academy certification classes.
- Standards Compliance
 - The goal of the commission's [compliance program](#) is to ensure the safety of the state's fire protection personnel by inspecting fire departments and other regulated entities to confirm that they are in compliance with state laws and rules.

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

1201-1.4 Contacting the Commission

1201-1.4.1 Contacting agency staff

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



1201-1.4.2 Contacting commissioners and advisory board members

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

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

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

1201-1.4.4 Open records requests

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

- 1201-1.4.5 Complaints about entities regulated by the commission**
- Complaints about a violation of a rule within the agency's jurisdiction should be made in writing to the agency's standards compliance section at the Texas Commission on Fire Protection, Compliance Section, PO Box 2286, Austin, TX 78768-2286.
- 1201-1.4.6 Appeals of agency decisions or actions**
- Appeals of agency decisions or actions should be submitted to the agency in accordance with [§401.51](#)
- 1201-1.4.7 Complaints about the agency**
- Persons with complaints about a staff member or about the agency's service should contact the agency's customer relations representative at (512) 936-3838, or by writing in care of the Texas Commission on Fire Protection, Customer Relations Representative, PO Box 2286, Austin, TX 78768-2286.
- 1201-1.5 FAQ's**
- 1201-1.5.1 Tuition Assistance for Fire Protection Education**
- The State of Texas offers tuition exemptions or financial aid for fire protection training.
 - The Texas Education Code, [Title 3 - Higher Education, Chapter 54 - Tuition and Fees, Section 54.208 - Firemen Enrolled in Fire Science Courses](#), states that personnel employed as fire fighters who attend a state-supported school and take courses in a fire science or fire technology program do not have to pay tuition fees.
- 1201-1.5.2 Volunteer Fire Fighter Certification**
- Volunteer fire fighters and individual fire fighters who are not affiliated with a department can participate voluntarily in the commission's certification programs.
 - Volunteers who have achieved advanced certification with the State Firemen's and Fire Marshals' Association of Texas (SFFMA) may qualify to complete the commission-designated skill evaluation process and take the certification exam (please see [Chapter 423](#) of the Standards Manual).
- 1201-1.5.3 Establishing a Volunteer Fire Department**
- The [Texas Department of Agriculture](#) has more information about rural volunteer fire departments and emergency service districts (ESDs).

- The [State Firemen's and Fire Marshals' Association of Texas](#) (SFFMA), a nonprofit association, also offers a great deal of assistance to volunteer fire departments.

1201-1.5.4 Funding and Other Resources for Texas Fire Departments

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

1201-1.5.5 Death and Disability Benefits

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

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

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

1201-1.5.7 Building and Fire Codes

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

1201-2.0 **Fire Protection Personnel Certification**

1201-2.1.1 **Certification Program Overview**

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

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

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

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

- The minimum standards for basic and higher levels of fire investigation are in [Chapter 431](#).

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

1201-2.1.4 Fire Instructor

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

1201-2.1.5 Fire Inspector

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

1201-2.1.6 Head of a Fire Department

- The head of a fire department self-study curriculum is in [Chapter 12](#)  of the curriculum manual.

1201-2.1.7 Hazardous Materials Certification

- A certification is available for hazardous materials Awareness, Operations, Technician, and Incident Commander levels. The standards for these certifications are in [Chapter 453](#) . The hazardous materials certification curriculums are in [Chapter 6](#)  of the curriculum manual.

1201-2.1.8 Driver/Operator – Pumper

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

1201-2.1.9 Fire Officer I, II, III and IV

- Certifications are offered for Fire Officer I, II, III, and IV. The standards for these certifications are in [Chapter 451](#) . The fire officer curriculums are in [Chapter 9](#)  of the curriculum manual.

1201-2.1.10 Wildland Firefighter

- A certification is available for Wildland Firefighter. The standards for these certifications are in [Chapter 455](#). The wildland firefighter curriculum is in Chapter 11 of the curriculum manual.

1201-2.1.11 **Safety Officer**

- A certification is available for Safety Officer. The standards for this certification are in Chapter 457. The Safety Officer curriculum is in Chapter 10 of the curriculum manual.

1201-2.2 **Individual Renewals**

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

1201-2.3 **Basic Fire Suppression Certification**

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

1201-2.3.1 **Finish a basic fire fighter training program.**

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

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

1201-2.3.2 **Show that you can perform basic fire fighting skills.**

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

1201-2.3.3 **Pass the state certification test.**

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

1201-2.3.4 **Finish your emergency medical responder training.**

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

- Texas Department of State Health Service's (DSHS) emergency care attendant (ECA).

- American Red Cross Emergency Responder (with optional lessons and enrichment sections).
This is the minimum requirement for the state certification. Many departments require more medical training, such as an Emergency Medical Technician (EMT) or paramedic certification. That's up to each department. For the state certification, personnel just need to show that they have finished the training.
- Other options can be found in Rule [423.1](#).

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

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

1201-2.3.6 [Get fingerprints and pass a criminal history background check.](#)

When personnel submit an application, they must also submit their fingerprints so the commission can do a criminal history background check. This must be done **even if they have already done this for another agency.**

1201-2.4 **Transferring to Texas**

- If personnel are coming to Texas from an IFSAC jurisdiction, please refer to the first part of this page, [Transferring to Texas from an IFSAC jurisdiction](#).
- If your current jurisdiction does not participate in IFSAC, please refer to [Transferring to Texas from a non-IFSAC jurisdiction](#).

1201-2.5 **A-List and B-List Courses**

- To earn intermediate, advanced and master certifications in fire protection, certificate holders must meet specific time and training requirements. Certain combinations of the A-List and B-List courses listed below can help fire protection personnel meet the training requirements. For information on specific requirements for higher levels of certification in each discipline, please refer to the appropriate sections of the [Standards Manual for Fire Protection Personnel](#).
- [A-List Courses](#)  [updated July 12, 2012].
- [B-List Courses](#)  [updated July 12, 2012].

1201-2.6 **Certification Verification**

To verify an individual's certification status, simply enter the individual's last name or the name of his or her department in the appropriate box on the commission web site.

1201-2.7 **Courage to be Safe Resources**

On Oct. 20, 2010 the Texas Commission on Fire Protection adopted the [National Fallen Firefighters Foundation 16 Firefighter Life Safety Initiatives – Everyone Goes Home program](#). This initiative is required for all certified fire protection personnel to complete this program by Dec. 1, 2015 (See [§435.25](#)).

1201-3.0 Training Approval and Testing Program

- The fire service standards and certification division's training approval and testing program approves certification courses and administers examinations for fire service personnel certification.
- The International Fire Service Accreditation Congress (IFSAC) has accredited the commission's fire fighter testing process as meeting the national standards for Fire Fighter I and Fire Fighter II as specified in the National Fire Protection Association's NFPA 1001, Standard for Fire Fighter Professional Qualifications, and hazardous materials awareness and operations levels as specified in NFPA 472. The commission's aircraft rescue fire fighter, fire inspector, fire investigator, hazardous materials technician, driver/operator-pumper, fire instructor and fire officer certification programs are also accredited by IFSAC.

1201-3.1 Regional Testing

- Written examinations are administered at various regional testing sites. The following examinations can be administered at the regional testing sites:
 - Basic Fire Inspector
 - Basic Fire/Arson Investigator
 - Basic Aircraft Rescue Fire Fighter
 - Basic Marine Fire Fighter
 - Hazardous Materials Technician
 - Driver/Operator-Pumper
 - Fire Officer I, II, III, and IV
 - Fire Instructor I, II, and III
 - Fire Fighter I and II
 - Hazardous Materials Awareness
 - Hazardous Materials Operations
 - Fire Inspector I and II
 - Plan Examiner I
 - Head of Department
 - Wildland Firefighter
 - Safety Officer

- The Basic Structure Fire Fighter examination can only be administered at academy testing sites, not at regional testing sites

1201-3.2 **Field Examiner Course**

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

1201-3.3 **IFSAC**

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

1201-4.0 **Compliance Program Overview**

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

1201-4.1 **Complying with NFPA Standards**

- The commission has adopted the following National Fire Protection Association (NFPA) Standards listed below; regulated departments must comply with these standards.
 - [NFPA 1971, 2007 Edition](#). *Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*.

- [NFPA 1851, 2008 Edition](#). *Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting.*
- [NFPA 1981, 2007 Edition](#). *Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services.*
- [NFPA 1852, 2008 Edition](#). *Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus (SCBA).*
- [NFPA 1982, 2007 Edition](#). *Personal Alert Safety Systems (PASS).*
- [NFPA 1989, 2008 Edition](#). *Breathing Air Quality for Emergency Services Respiratory Protection.*
- [NFPA 1561, 2008 Edition](#). *Emergency Services Incident Management System.*

1201-4.2 **Compliance Guides**

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

1201-4.2.1 **Compliance Inspection**

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

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

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

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

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

1201-4.2.3 **Wellness-Fitness Rule**

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

1201-5.0 **Injury Reporting**

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

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

- A fire department should report all injuries.

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

1201-5.2 Inquiries and Investigations

- An inquiry is a non-punitive gathering of additional information on the reported incident for statistical purposes.
- An investigation is a non-punitive compliance inspection directed primarily at determining the circumstances of the injury. In general, the commission's compliance officer will inspect the injured individual's PPE and other items related to fire fighter safety mandates.
- Investigable injuries are injuries that result from:
 - Failure or malfunction of self-contained breathing apparatus (SCBA).
 - Failure of personal protective equipment (PPE).
 - Failure to comply with commission-mandated department standard operating procedures (SOPs).

1201-5.3 Return to Work

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

1201-6.0 Library

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

1201-6.1 Library Mission

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

1201-6.2 Resource Library-Services

- Audio Visual Training Library
- Research Services
- Print Collection

1201-7.0 Manuals**1201-7.1 Standards Manual for Fire Protection Personnel**

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

1201-7.1.1 [Chapter 401](#) Practice and Procedure**1201-7.1.2 [Chapter 403](#) Criminal Convictions and Eligibility for Certification****1201-7.1.3 [Chapter 405](#) Charges for Public Records****1201-7.1.4 [Chapter 407](#) Administration****1201-7.1.5 [Chapter 421](#) Standards for Certification****1201-7.1.6 [Chapter 423](#) Fire Suppression****1201-7.1.7 [Chapter 425](#) Fire Service Instructors****1201-7.1.8 [Chapter 427](#) Training Facility Certification****1201-7.1.9 [Chapter 429](#) Minimum Standards for Fire Inspectors****1201-7.1.10 [Chapter 431](#) Fire Investigation****1201-7.1.11 [Chapter 433](#) Minimum Standards for Driver/Operator-Pumper****1201-7.1.12 [Chapter 435](#) Fire Fighter Safety****1201-7.1.13 [Chapter 437](#) Fees****1201-7.1.14 [Chapter 439](#) Examinations for Certification**

- 1201-7.1.15 [Chapter 441](#) Continuing Education
- 1201-7.1.16 [Chapter 443](#) Certification Curriculum Manual
- 1201-7.1.17 [Chapter 445](#) Administrative Inspections and Penalties
- 1201-7.1.18 [Chapter 447](#) Part-Time Fire Protection Employee
- 1201-7.1.19 [Chapter 449](#) Head of a Fire Department
- 1201-7.1.20 [Chapter 451](#) Fire Officer
- 1201-7.1.21 [Chapter 453](#) Minimum Standards for Hazardous Materials Technician
- 1201-7.1.22 [Chapter 455](#) Minimum Standards for Wildland Fire Protection Certification
- 1201-7.1.23 [Chapter 457](#) Minimum Standards for Incident Safety Officer Certification
- 1201-7.1.24 [Chapter 491](#) Voluntary Regulation of State Agencies and State Agency Employees
- 1201-7.1.25 [Chapter 495](#) Regulation of Nongovernmental Departments
- 1201-8.0 **Certification Curriculum Manual**
 The Texas Commission on Fire Protection's curriculum program staff works with the [curriculum and testing committee](#) to update and distribute the *Certification Curriculum Manual*, which provides the curriculum for the training of structural fire suppression personnel, aircraft rescue fire protection personnel, and marine fire protection personnel, as well as fire inspectors, fire investigators, hazardous materials technicians, driver/operators-pumper, fire instructors and fire officers.
- 1201-8.1 Chapter 1, Basic Fire Suppression
- 1201-8.2 Chapter 2, Basic Aircraft Rescue Fire Suppression
- 1201-8.3 Chapter 3, Basic Marine Fire Suppression
- 1201-8.4 Chapter 4, Fire Inspector

- 1201-8.5** Chapter 5, Fire Investigator
- 1201-8.6** Chapter 6, Hazardous Materials
- 1201-8.7** Chapter 7, Driver/Operator-Pumper
- 1201-8.8** Chapter 8, Fire Instructor
- 1201-8.9** Chapter 9, Fire Officer
- 1201-8.10** Chapter 10, Fire Department Safety Officer
- 1201-8.11** Chapter 11, Wildland Fire Fighter
- 1201-9.0** **Texas Government Code Chapter 419**
 GOVERNMENT CODE TITLE 4. EXECUTIVE BRANCH SUBTITLE
 B. LAW ENFORCEMENT AND PUBLIC PROTECTION CHAPTER
 419. TEXAS COMMISSION ON FIRE PROTECTION
- 1201-10.0** **FIDO**
 FIDO is a tool which allows commission-regulated entities to create user accounts for their employees. Departments can create "departmental accounts" to allow their personnel to manage commission-required data. Departments can also create "individual accounts" for their employees to manage their own personal data.
- 1201-10.1** **FIDO for registered entities**
- File reports with TCFP.
 - Manage department data.
 - Manage department employee data.
 - Generate reports in real time.
- 1201-10.2** **FIDO for Individuals**
- Manage personal data.
 - Generate reports in real time, such as certification cards and test results.

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

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

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

INSTRUCTIONS - procedures for achieving the objective

Using the information provided in the scenario, complete the injury report by writing in the responses on the skill sheet. Include the completed Injury Report Form in your Standards Review Assignment.

SCENARIO: Single family Dwelling Fire

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

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

PREPARATION & EQUIPMENT

Policies and procedures document(s)

Selected scenario

FIDO drop down menu screen shots

The injury reporting on-line form is not a numbered form; the numbers have been added to assist you in a step by step guide to filing an injury report.

Injury Report Form

IMPORTANT – READ THIS FIRST : Do not put any information that could be used to personally identify an injured fire fighter on this form. Do not use full, partial or nicknames. Do not put in their PIN or SSN numbers. This is a Public Record and is subject to release to the general public.

| | | | | | | | |
|--|--|---|-----|-----|-----|---------------------|-----|
| = Required field | | | | | | | |
| Date of Injury – MM/DD/YYYY | | 1. | | | | | |
| Time of Injury Use military time (24 hour clock) | | Hour | 2. | Min | 3. | Select nearest time | |
| Gender of Injured Fire Fighter | | 4. | | | | | |
| Age of Injured Fire Fighter | | 5. | | | | | |
| Employment Status of Injured Fire Fighter | | 6. | | | | | |
| Give a BRIEF general description of the incident <i>Do not cut & paste or use HTML. Write in normal sentences and be brief (4 or 5 sentences). Just tell what happened in a short way.</i> <i>Editing note: If you need to edit the text you entered, click into the box and then use your arrow keys to position your cursor. You can delete, add or update.</i> | | | | | | | |
| 7. | | | | | | | |
| Address where injury occurred: | | 8. | | | | | |
| City where injury occurred: | | 9. | | | | | |
| State where injury occurred: Please Select | | 10. | | | | | |
| Was the injured firefighter treated at the scene? Please Select | | 11. | | | | | |
| Was the injured firefighter transported to the hospital? Please Select | | 12. | | | | | |
| Type of injury?: <small>MINOR Injuries are those where the injured did not miss more than 1 full duty period (Missed Work).</small> | | Please Select | 13. | | | | |
| | | NOTE: If you cannot determine the type of injury in the drop-down list above, please contact us before entering this injury report. Contact us at 512-936-3831, 512-936-3832 or Injuries@tcfp.texas.gov | | | | | |
| Activity at time of injury?: | | Please Select | 14. | | | | |
| Was the firefighter wearing PPE?: | | Please Select | 15. | | | | |
| Was suspected failure / malfunction of PPE (not SCBA) a contributing factor to the injury?: | | Please Select | 16. | | | | |
| Pass Device – Was suspected failure/malfunction of a PASS Device a contributing factor to the injury? OR Was a PASS device needed for this activity?: | | Please Select | 17. | | | | |
| Was failure to comply with TCFP Mandated SOP's a contributing factor to the injury?: | | Please Select | 18. | | | | |
| Did the injured firefighter miss work?: <small>Missed Work means more than ONE (1) full duty period and cannot be Minor Injuries. If the injured person missed more than one full duty period the injury is not minor.</small> | | | | Yes | 19. | No | 20. |
| Work Assignment Status after Injury | | Please Select | 21. | | | | |
| Confirmation: | | Yes | 22. | | | | |
| I, _____ of the _____, hereby certify that this report of injury to the certified firefighter is true and complete to the best of my knowledge. I also certifi. that I understand that I am not to disclose any information that could reveal the identity of the injured firefighter. I have not entered the injured firefighter's name, PIN number or Social Security Number. | | | | | | | |
| Submit 23. | | | | | | | |

Injury Reporting Guidelines

1. This field is for the date the injury occurred and can be entered by clicking on the calendar icon and choosing the date from the calendar.
2. The hour time the injury should be entered by choosing the appropriate time using the drop down arrow using a 24 hour clock.
3. The time in minutes should also be entered by using the drop down arrow to the nearest 15 minutes.
4. The gender of the fire fighter can be selected using the drop down arrow or entering either F or M.
5. The age of the fire fighter should be selected using the drop down arrow selecting the correct age.
6. The Employment Status of Injured Fire Fighter should be selected from the drop down arrow – choosing either Full Time, Part Time, Volunteer, Student or Trainee
7. BRIEF description – This text box is for the department to provide information regarding the injury. This text should NOT include names (individual, department, organizations, hospitals, etc) Clicking on the  will take pull up the rule reference for Injury Reporting, Chapter 435.23 – Please provide answers to the following questions:
 - What specific actions was the individual performing at the time of the injury? (lifting, walking, advancing hose, pulling ceiling)
 - What PPE was the individual wearing /using at the time of the injury? (bunker gear, gloves, back belt, SCBA)
 - What body part(s) was injured? (back, neck, shoulder)
 - In your opinion (injured individual), what was the cause or contributing factors leading to this injury? (improper use of PPE, poor fitting PPE, poor lifting technique, environment too hot-flashover). This will help us determine what areas may need more training for the fire service as a whole.
 - What was the FF exposed to, what exposure (if known)
8. Address – provide the street address or nearest street intersections where injury occurred.
9. City – provide the name of the city, where the injury occurred.
10. State – Most injuries will be in Texas, however, you may have firefighters in training; responding to nearby incidents, which may be across a state line or

to a TIFMAS response. Do post injuries occurring outside Texas for your firefighters. Choose the appropriate state from the drop down list.

11. Treated at the scene – choose either Yes or No using the drop down arrow.
12. Transported to hospital – choose either Yes or No using the drop down arrow.
13. Type of Injury – The injury type includes not only the type of injury, but is an inclusive entry where you will select from a list including type, body part injured, and severity of the injury. Below is a list of injury types contained in the list when you click on the drop down list, plus an explanation to assist with determining the appropriate type classification.

Following the Injury Type List, you will find explanation regarding injury severity to assist you in determining the appropriate severity level for the injury.

- **Burns (listed as "burn," but we are looking for the type of burn)**
 - Burns, thermal - due to a heat source such as flame or contact with a hot object.
 - Burn, scald or steam.
 - Burn, chemical.
 - Burn, electric.
- **Environmental**
Examples include: dehydration, heat exhaustion, heat stroke, poison ivy, drowning, and frostbite.
- **Exposure Airborne Pathogen**
Atmospheric disbursed contaminant. Examples include: meningitis, TB, Strep, influenza, fungus, bacterial pneumonia (lungs) cough and asbestos.
- **Exposure Blood-borne Pathogen**
Fluid or liquid based contaminant. Examples include: needle sticks, Staph, Hepatitis C, and ringworm.
- **Exposure Body Fluids**
Bodily Fluids (spit, sneeze, vomit and saliva).
- **Exposure Chemical**
Examples include: pesticides, hydrogen sulfide, and fire fighting foam, gasoline, propane and natural gas and chlorine.
- **Hearing Loss**
 - Chronic – long term. Examples include: long term exposure to sirens.
 - Acute – short term. Examples include: exposure to loud speakers at a concert or shooting from a firearm.

- **Pain Medical Unspecified**
Injuries that are not trauma related or any other medical condition that has not been medically determined by a health care practitioner, Examples include: food poisoning, gall bladder, kidney stones, flu, transient ischemic attack (TIA), appendicitis and non-specific allergic reaction.
- **Wound**
Soft tissue injuries. Examples include: scrapes, cuts, contusions and bruises and choking.

| Injury Type List |
|--|
| Bites-Stings-Minor-Arm-Wrist-Shoulder |
| Bites-Stings-Minor-Body |
| Bites-Stings-Minor-Head |
| Bites-Stings-Minor-Legs-Knee-Ankle |
| Bites-Stings-Serious-Arm-Wrist-Shoulder |
| Bites-Stings-Serious-Body |
| Bites-Stings-Serious-Head |
| Bites-Stings-Serious-Legs-Knee-Ankle |
| Bites-Stings-Critical-Arm-Wrist-Shoulder |
| Bites-Stings-Critical-Body |
| Bites-Stings-Critical-Head |
| Bites-Stings-Critical-Legs-Knee-Ankle |
| Bites-Stings-Fatal-Arm-Wrist-Shoulder |
| Bites-Stings-Fatal-Body |
| Bites-Stings-Fatal-Head |
| Bites-Stings-Fatal-Legs-Knee-Ankle |
| Bites-Stings-Minor-Arm-Wrist-Shoulder |
| Bites-Stings-Minor-Body |
| Bites-Stings-Minor-Head |
| Bites-Stings-Minor-Legs-Knee-Ankle |
| Bites-Stings-Serious-Arm-Wrist-Shoulder |
| Bites-Stings-Serious-Body |
| Bites-Stings-Serious-Head |
| Bites-Stings-Serious-Legs-Knee-Ankle |
| Broken Bones-Minor-Non-spinal |
| Broken Bones-Serious-Non-spinal |
| Broken Bones-Critical-Non-spinal |
| Broken Bones-Fatal-Non-spinal |
| Broken Spine-Neck-Critical-Spinal |
| Broken Spine-Neck-Fatal-Spinal |

| |
|--|
| Burns-Minor-Epidural |
| Burns-Serious-Epidural |
| Burns-Critical-Epidural |
| Burns-Fatal-Epidural |
| Chest Pains-Cardiac-Minor-Chest |
| Chest Pains-Cardiac-Serious-Chest |
| Chest Pains-Cardiac-Critical-Chest |
| Chest Pains-Cardiac-Fatal-Chest |
| Debris/Penetrating-Minor-Eyes |
| Debris/Penetrating-Serious-Eyes |
| Debris/Penetrating-Critical-Eyes |
| Drowning-Critical-Lungs |
| Drowning-Fatal-Lungs |
| Electrocution-Minor-Body |
| Electrocution-Serious-Body |
| Electrocution-Critical-Body |
| Electrocution-Fatal-Body |
| Environmental-Minor-Body |
| Environmental-Serious-Body |
| Environmental-Critical-Body |
| Environmental-Fatal-Body |
| Exposure - body fluids-Minor-Other |
| Exposure - body fluids-Serious-Other |
| Exposure Airborne Pathogen-Minor-Multiple/Other |
| Exposure Airborne Pathogen-Serious-Multiple/Other |
| Exposure Airborne Pathogen-Critical-Multiple/Other |
| Exposure Airborne Pathogen-Fatal-Multiple/Other |
| Exposure Blood Pathogens-Minor-Multiple/Other |
| Exposure Blood Pathogens-Serious-Multiple/Other |
| Exposure Blood Pathogens-Critical-Multiple/Other |
| Exposure Blood Pathogens-Fatal-Multiple/Other |
| Exposure-Chemical-Minor-Abdominal |
| Exposure-Chemical-Minor-Arm-Wrist-Shoulder |
| Exposure-Chemical-Minor-Body |
| Exposure-Chemical-Minor-Chest |
| Exposure-Chemical-Minor-Eyes |
| Exposure-Chemical-Minor-Head |
| Exposure-Chemical-Minor-Legs-Knee-Ankle |
| Exposure-Chemical-Minor-Multiple/Other |
| Exposure-Chemical-Serious-Abdominal |
| Exposure-Chemical-Serious-Arm-Wrist-Shoulder |

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

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

Severity levels

Minor – the injured individual does not miss more than one full duty period.

Serious - the injured individual misses at least one full duty period but does not require admission to the hospital for care or observation. (The individual may go to the hospital for minor treatment, such as sutures, IV hydration, etc.). The individual may either not return to duties or return to modified/light duty or have a change of duty.

Critical - the injured individual misses at least one full duty period and is admitted to the hospital for care or observation. (Hospital stays typically result in overnight stays or hospital admission for more than 12 hours. Exceptions may apply during flu seasons, disaster declarations, or when hospitals beds are unavailable.)

14. Activity at time of injury. The choices available from the drop down arrow are:
- **EMS** – whether a department handles first response on the fire side or has a specific EMS division.
 - **Fire prevention** – inspections, pre-fire planning, public education, fire investigations.
 - **Fire suppression** – structure fires, car fires, smoke investigations.
 - **Rescue–Fire** – fire-related rescues (during a fire event).
 - **Rescue–NonFire** – swift water, confined space, trench, extrication and other rescues.
 - **Skills training** – classroom, physical drills, air consumption testing
 - **Responding TO** – tone or notification of incident, preparation to respond, responding to a scene and arriving on-scene. Once an individual starts another task (pulling hose, walk around), the individual is no longer "Responding TO" because his or her activities have shifted to suppression, etc.
 - **Returning FROM** – back on the apparatus and leaving scene, traveling back to the station or the assignment prior to the call, parking apparatus. Once the apparatus is parked and the individual starts another assignment (such as placing equipment back in service), the individual is no longer "Returning FROM."
 - **Station duties** – any activity done around the station, not an emergency response activity. Examples include checking apparatus, moving apparatus, checking hydrants, or maintaining the station (mowing, cleaning bays, house-keeping, etc.).
 - **Wellness/Fitness** – performing physical fitness training or fit-for-duty testing, etc.
15. Wearing PPE – Was the firefighter wearing the appropriate PPE for the incident? Choose Yes or No from the drop down list.

16. Failure/malfunction of PPE – If failure or malfunction of PPE is suspected, indicate - Yes. The Commission will contact the department for clarification, if necessary.
17. Failure/malfunction of PASS Device – If failure or malfunction of the PASS Device is suspected, indicate - Yes. The Commission will contact the department for clarification, if necessary.
18. Complying with TCFP SOP's – The Commission's policy in dealing with departmental SOP issues is for the department to indicate in the description field (7.) that the compliance issue is being dealt with departmentally, if the Commission has a question, we will contact the department for any additional information needed. Clicking on the  will take pull up the rule reference for Injury Reporting, Chapter 435.
19. Missing work – Did your fire fighter miss work? If the individual misses work based on the criteria below, choose - Yes.
- For injury reporting purposes, the commission defines missed work as "lost time" when an individual misses more than one full duty period as a direct result of an injury. Lost time includes time during which the individual does not return to the duties to which the department assigned the individual prior to the injury.
 - Example: an individual who sustained an injury returns to work on their normally assigned duty period, but the department temporarily assigns the individual to modified or light duty (temporary) rather than their normal, pre-injury duty. This person has sustained a lost time injury.
 - A duty period may be a 24-hour shift, an eight-hour shift, or anything in between.
 - Since fire departments often do not schedule fire protection personnel for 8-5 shifts, here is an example of not missing work: An individual is working a 24-on/48-off rotating shift schedule with a shift change at 0700 hours. The individual sustains an injury at 1500 hours and leaves for the remainder of the shift. The individual reports back to full duty at his next scheduled shift (at 0700) and completes his normal duty assignment. For reporting purposes, this individual has NOT missed work. If, on the other hand, this individual does not return for their next scheduled shift, they have sustained a lost time injury. If this same individual does not return to work due to a previously scheduled vacation, Kelly day, etc., but returns to work following the scheduled time off, he or she has NOT sustained a lost time injury.
20. Missing work – No, if the individual did not miss work, based on the criteria above, choose - No.

21. Work Assignment Status after Injury –
 - **Change of duty (permanent)** – the individual does not report back to his or her original work assignment, the department assigns new duties. (An example: Prior to an injury, the individual was assigned to suppression, but after the injury is assigned to training as his or her new permanent duty.)
 - **Deceased**
 - **Medically separated** - the non-punitive, non-disciplinary process of removing a recovering employee from a position of employment with the city pursuant to Section 143.1115 of the Texas Local Government Code OR employees that may be separated due to the fact that they cannot perform the duties as hired.
 - **Modified/Light (temporary)** – the individual performs other duties then original duties prior to the injury. This could include light administrative work, but not his or her normal assigned duties. (This was previously called "restricted duty.")
 - **No longer with department** - whether resigned or terminated.
 - **Not returned** – the individual has not returned to work and is still on leave.
 - **Regular duty** – the individual performs the same assigned duties as prior to injury.
 - **Retired** - the individual retires.
22. Confirmation – This attests that the injury report is true and factual and contains no identifying information.
23. Submit – Clicking on Submit completes the injury report submission.

Candidate: _____

Notes: _____

Training Provider: _____

Test Site: _____

Examiner: _____

| | <u>TEST</u> | | <u>RETEST</u> | |
|---|-------------|----------|---------------|----------|
| | PASS | FAIL | PASS | FAIL |
| Complete an Injury Report # 1 | | | | |
| Complete an Injury Report using the FIDO criteria based on the scenario provided. | | | | |
| The candidate: | S | U | S | U |
| a) Correctly responded to all areas of the FIDO incident report | | | | |
| b) Utilized drop down menu selections | | | | |
| c) Provided adequate information in the general description of the incident | | | | |

Examiner/Candidate Comments:

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

Certifying Examiner

Date

Re-Test Certifying Examiner

Date

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

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

PERFORMANCE STANDARD

Section 1201-1.4

OBJECTIVE

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

INSTRUCTIONS - procedures for achieving the objective

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

PREPARATION & EQUIPMENT

Computer with Web Access to TCFP web site

Candidate: _____

Notes: _____

Examiner: _____

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

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

Examiner/Candidate Comments:

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

Certifying Examiner

Date

Re-Test Certifying Examiner

Date

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

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

PERFORMANCE STANDARD

Section 1201-2.1.3

OBJECTIVE

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

INSTRUCTIONS - procedures for achieving the objective

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

PREPARATION & EQUIPMENT

Computer and web access to the TCFP web site

Candidate: _____

Notes: _____

Examiner: _____

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

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

Examiner/Candidate Comments:

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

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

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

PERFORMANCE STANDARD

Section 1201-____

OBJECTIVE

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

INSTRUCTIONS - procedures for achieving the objective

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

PREPARATION & EQUIPMENT

Computer and web access to the TCFP web site

Candidate: _____

Notes: _____

Examiner: _____

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

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

Examiner/Candidate Comments:

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

Certifying Examiner

Date

Re-Test Certifying Examiner

Date

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

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

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

Texas Commission on Fire Protection

The Texas Commission on Fire Protection (commission) files notice of completion of review of Texas Administrative Code, Title 37, Part 13, Chapter 421, concerning Standards For Certification.

The review was conducted in accordance with Texas Government Code, §2001.039. The commission reviewed and received no comments on the proposed review, which was published in the November 9, 2012, issue of the Texas Register (37 TexReg 8999). The Texas Commission on Fire Protection has determined that the reasons for adopting these rules continue to exist.

This concludes and completes the review of Chapter 421.

Texas Commission on Fire Protection

The Texas Commission on Fire Protection (commission) files notice of the completion of review of Texas Administrative Code, Title 37, Part 13, Chapter 423, concerning Fire Suppression.

The review was conducted in accordance with Texas Government Code §2001.039. The commission reviewed and received no comments on the proposed review, which was published in the November 9, 2012, issue of the Texas Register (37 TexReg 8999). The Texas Commission on Fire Protection has determined that the reasons for adopting these rules continue to exist.

This concludes and completes the review of Chapter 423.

Texas Commission on Fire Protection

The Texas Commission on Fire Protection (commission) files notice of the completion of review of Texas Administrative Code, Title 37, Part 13, Chapter 425, concerning Fire Service Instructors.

The review was conducted in accordance with Texas Government Code §2001.039. The commission reviewed and received no comments on the proposed review, which was published in the November 9, 2012, issue of the Texas Register (37 TexReg 8999). The Texas Commission on Fire Protection has determined that the reasons for adopting these rules continue to exist.

This concludes and completes the review of Chapter 425.

Texas Commission on Fire Protection

The Texas Commission on Fire Protection (commission) files notice of the completion of review of Texas Administrative Code, Title 37, Part 13, Chapter 427, concerning Training Facility Certification.

The review was conducted in accordance with Texas Government Code §2001.039. The commission reviewed and received no comments on the proposed review, which was published in the November 9, 2012, issue of the Texas Register (37 TexReg 9000). The Texas Commission on Fire Protection has determined that the reasons for adopting these rules continue to exist.

This concludes and completes the review of Chapter 427.

Texas Commission on Fire Protection

The Texas Commission on Fire Protection (commission) files notice of the completion of review of Texas Administrative Code, Title 37, Part 13, Chapter 429, concerning Minimum Standards For Fire Inspectors

The review was conducted in accordance with Texas Government Code §2001.039. The commission reviewed and received no comments on the proposed review, which was published in the November 9, 2012, issue of the Texas Register (37 TexReg 9000). The Texas Commission on Fire Protection has determined that the reasons for adopting these rules continue to exist.

This concludes and completes the review of Chapter 429.

Texas Commission on Fire Protection

The Texas Commission on Fire Protection (commission) files notice of the completion of review of Texas Administrative Code, Title 37, Part 13, Chapter 439, concerning Examinations For Certification.

The review was conducted in accordance with Texas Government Code §2001.039. The commission reviewed and received no comments on the proposed review, which was published in the November 9, 2012, issue of the Texas Register (37 TexReg 9000). The Texas Commission on Fire Protection has determined that the reasons for adopting these rules continue to exist.

This concludes and completes the review of Chapter 439.

Texas Commission on Fire Protection

The Texas Commission on Fire Protection (commission) files notice of the completion of review of Texas Administrative Code, Title 37, Part 13, Chapter 441, concerning Continuing Education.

The review was conducted in accordance with Texas Government Code §2001.039. The commission reviewed and received no comments on the proposed review, which was published in the November 9, 2012, issue of the Texas Register (37 TexReg 9001). The Texas Commission on Fire Protection has determined that the reasons for adopting these rules continue to exist.

This concludes and completes the review of Chapter 441.

Texas Commission on Fire Protection

The Texas Commission on Fire Protection (commission) files notice of the completion of review of Texas Administrative Code, Title 37, Part 13, Chapter 451, concerning Fire Officer.

The review was conducted in accordance with Texas Government Code §2001.039. The commission reviewed and received no comments on the proposed review, which was published in the November 9, 2012, issue of the Texas Register (37 TexReg 9001). The Texas Commission on Fire Protection has determined that the reasons for adopting these rules continue to exist.

This concludes and completes the review of Chapter 451.

Texas Commission on Fire Protection

The Texas Commission on Fire Protection (commission) files notice of the completion of review of Texas Administrative Code, Title 37, Part 13, Chapter 453, concerning Minimum Standards For Hazardous Materials Technician.

The review was conducted in accordance with Texas Government Code §2001.039. The commission reviewed and received no comments on the proposed review, which was published in the November 9, 2012, issue of the Texas Register (37 TexReg 9001). The Texas Commission on Fire Protection has determined that the reasons for adopting these rules continue to exist.

This concludes and completes the review of Chapter 453.

Texas Commission on Fire Protection

The Texas Commission on Fire Protection (commission) files notice of the completion of review of Texas Administrative Code, Title 37, Part 13, Chapter 491, concerning Voluntary Regulation of State Agencies and State Agency Employees.

The review was conducted in accordance with Texas Government Code §2001.039. The commission reviewed and received no comments on the proposed review, which was published in the November 9, 2012, issue of the Texas Register (37 TexReg 9001). The Texas Commission on Fire Protection has determined that the reasons for adopting these rules continue to exist.

This concludes and completes the review of Chapter 491.

Texas Commission on Fire Protection

The Texas Commission on Fire Protection (commission) files notice of the completion of review of Texas Administrative Code, Title 37, Part 13, Chapter 493, concerning Voluntary Regulation of Federal Agencies and Federal Fire Fighters.

The review was conducted in accordance with Texas Government Code §2001.039. The commission reviewed and received no comments on the proposed review, which was published in the November 9, 2012, issue of the Texas Register (37 TexReg 9002). The Texas Commission on Fire Protection has determined that the reasons for adopting these rules continue to exist.

This concludes and completes the review of Chapter 493.

Texas Commission on Fire Protection

The Texas Commission on Fire Protection (commission) files notice of the completion of review of Texas Administrative Code, Title 37, Part 13, Chapter 495, concerning Regulation of Nongovernmental Departments.

The review was conducted in accordance with Texas Government Code §2001.039. The commission reviewed and received no comments on the proposed review, which was published in the November 9, 2012, issue of the Texas Register (37 TexReg 9002). The Texas Commission on Fire Protection has determined that the reasons for adopting these rules continue to exist.

This concludes and completes the review of Chapter 495.

12. Discussion and possible action on offering International Fire Service Accreditation Congress certification training for IFSAC seals outside agency jurisdiction.

TCFP Agenda Description

Fire Solutions International proposes to gain certification through the Texas Commission on Fire Protection as a Distance Training Provider to facilitate training and certification of firefighters in Republic of Turkey, Georgia, Iraq, Libya and the Republic of Azerbaijan.

The training would be conducted in an hybrid environment where firefighters would log into a secure website to access courses that consist of power point presentations, video and interactive question and answer secessions held weekly via Skype or Go to Meeting. Live classroom secessions would also be held throughout the course to facilitate adequate skills evaluations. All training would be in compliance with Texas Administrative Code Title37 Part 13 Chapter 427 Subchapters A, B, C and D.

Live Fire evolutions and Skills testing would be conducted in Azerbaijan in the Village of Guzdek near the capitol of Azerbaijan. This facility would be examined by TCFP staff to assure compliance. The expense of getting staff to the facility would be paid by Fire Solutions International.

Monitoring of all testing and skills evaluations associated with certification could be monitored by TCFP staff using secure logins by web cam via Skype or Go to Meeting. This would allow for spontaneous auditing of test integrity and skills compliance. Live visits could be facilitated and paid for by Fire Solutions International but would have to be scheduled due to the logistics of international travel and entry requirements of the Republic of Azerbaijan.

Fire Solutions International views this partnership as a great opportunity to expand the exceptional certification systems in Texas into the worlds market and capitalize on an untapped revenue source.

*Gregg Loyd
Fire Solutions International*



14906 Pearl Woods
San Antonio, TX 78249

October 8, 2012

Mrs. Mollie Clakley
Program Manager
Texas Commission on Fire Protection
PO Box 2286
Austin, TX 78768-2286

Dear Mrs. Clakley,

After spending over two decades in the HAZMAT/CBRNE Emergency Response Industry as a member of the US Army CBRN Corps and as a Defense Support to Civil Authorities Training and Evaluation director for the Department of the Army, I have realized the need for a mobile training team capable of offering IFSAC compliant training worldwide. Currently, this requirement is being met by a few entities that offer stellar training at a competitive price, but not at a level to adequately meet the requirements of the diverse training audience.

For example, the entirety of the DCRF along with the WMD-CST, CERF-P, HRF, and C2CRE-A/B represents a military response entity of over 18,000 personnel – over half of whom require HAZMAT Operations and Awareness Training with most having the requirement to achieve certifications in Rope Rescue, Confined Space, and Structural Collapse. Realizing most of these warriors transition to other positions through career progression and permanent change of station every 2-3 years, this Department of Defense student base has the potential to be bottomless. As you might imagine, this creates a major strain on disintegrating training budgets as the current solution requires weeks of Temporary Duty (TDY) at either the Florida State Fire College in Ocala, FL, Louisiana State University in New Orleans, LA, or Texas A&M Engineering Extension Service in College Station, TX.

I am not suggesting any of the aforementioned institutions offer an inferior training product - quite the contrary. I have been through training evolutions with each of these training entities and all of them offer stellar, challenging instruction taught by some of the world's brightest subject matter experts. Sincerely, I consider them to be the world leaders in emergency response and management.

Simply, to train a portion of the thousands of students who require various NFPA certifications, we want to offer CHACS2M – the CBRNE High Angle Confined Space Subterranean Incident Management Course – utilizing Mobile Training Teams all over the world while, at the same time, offering an IFSAC-compliant solution. In



short, we want to provide regionalized – but temporary – training centers allowing us to meet the overwhelming demand while providing a far less expensive solution to the student.

Since we met in Austin on July 18, 2012, I have constructed an instructor pool of professionals that could very well turn out to be the finest, most skilled individuals in our industry. Collectively, we meet the IFSAC requirements and share a passion to teach, train, and educate military and civilian emergency first responders all over the country with the desire to take CHACS2M worldwide in 2014. In addition, I have managed to schedule world-class training facilities in San Antonio, TX and Salt Lake City, UT that meet or exceed the IFSAC facility requirements. To be candid, facility owners have been more than welcoming when asked to schedule training locations to host CHACS2M. I envision being able to schedule the same types of facilities in non-IFSAC states and countries in the coming months.

Assuming we achieve our goal of your IFSAC blessing for our first course in San Antonio and considering the aforementioned, how can Watchtower Defense offer an IFSAC seal on our CHACS2M certificates for training conducted outside the boundaries of the Texas state lines beyond February?

I sincerely appreciate the support you have provided to Watchtower Defense in our quest to make the world a safer place, and I look forward to working with you and your staff in the future.

Respectfully yours,

Randall Pike
Watchtower Defense, Inc.

210-385-3657

13. Discussion and possible action on appointment of new member to the Fire Fighter Advisory Committee.

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

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

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

B. Status of division functions.

Update Report: October 2012-December 2012

Executive Offices

The following is a summary of activities for the Executive Offices of the Texas Commission on Fire Protection. The Executive Offices summary includes the activities involving Executive Director Don Wilson and Standards Division Director Mike Baker. Staff for these offices also includes Ms. Deborah Cowan, Ms. Mary Hunt (Finance), Mr. Mark Roughton (PIO Outreach Committee Supervisor) and Ms. Alma Craig (Human Resources).

For the reporting period of October 2012 to December 2012, the following activities occurred:

- ❖ The Executive Offices in conjunction with the staff from the Education and Professional Development Section, the Outreach Committee, Compliance Section, and various staff conducted educational and information programs to various organizations throughout the State. These organizations included:
 - The Texas Fire Chiefs – regional meeting held in Hallsville (East Texas) An update on the new FIDO, certifications, and continuing education requirement changes were discussed as well as other TCFP news being provided.
 - The Texas Fire Chiefs' Academy – a presentation of the overall function and duties of TCFP was provided to the students attending the Texas Fire Chiefs' Academy in Garland.
 - Executive staff presented an update and informational program to the Greater Houston Area Fire Marshal's Conference. This conference was hosted by the Pasadena's Fire Marshal Office again this year and attendance at the conference was approximately 200 personnel.
 - Executive staff had a meeting with representatives from the Texas Association of Counties to discuss areas of common interest, i.e. Emergency Service Districts and County Fire Marshal's Offices, as well as to explore avenues for cooperation and dialogue in order to gain more involvement and input from this organization.
 - The TCFP Presiding Officer, Executive Director, and Mike Higgins with the Texas State Association of Firefighters had a meeting with the Texas Department of Agriculture executive staff to discuss issues associated with the Emergency Services Districts and the reporting that the agency gathers from the ESDs. The issues associated with their reporting and the information needed by TCFP in the compliance with Chapter 419 has created challenges for TCFP and an offer to open discussions about methods of improving their reporting, including newly proposed legislation, were discussed. Future discussion will be planned.
 - Executive staff participated in the development of the Threat and Hazard Identification and Risk Assessment (THIRA) process under the guidance of the Texas Department of Public Safety and the Texas Division of Emergency Management.
 - Executive staff presented an update and informational program to the State Fire Marshal's conference here in Austin including a question and answer session. There were several questions and a lively discussion about the inspector requirements based on HB 3866.
- ❖ TCFP has had several follow-up meetings with Texas.gov and Comptroller's Office to discuss on-line payments and the need to go in this order to improve the system as well as make it more flexible for entities to access. Texas.gov has passed a resolution that would allow TCFP to charge a flat fee for "electronic checks" paid by entities. This flat fee is three dollars (\$3.00) per transaction instead of the 2.25 percent plus \$0.25 per transaction. This will be a considerable saving to those entities selecting his option. This option is different from the previous ACH method of payment and will not encounter the local ordinance and accounting issues under that method.
- ❖ TCFP has had several meetings and discussions with our on-line testing provider including both technical and operational topics. Training for staff on the proctor process was conducted.

In order to provide further and accurate insight into the online testing process, a few comments will be made. First, the staff has worked diligently on this project and continues to move in this direction. Outside organizations have been involved in the projects and have impacted both positively and negatively the project. For example, Texas.gov has adopted a payment schedule that will allow online payments to occur that addressed TCFPs question about the fees – they reduced and set a one-time fee for electronic checks at \$3 per transaction. This action will potentially save our cities a great deal of money. On the other hand, Texas.gov has not overwhelmingly provided programming support or partnered with TCFP in programming for the interface component. Secondly, in the testing of the online test, staff discovered a potential issue. The potential exist for two people to take the same test at the same time. Staff has addressed this issue with our vendor and safeguards have been put in place to greatly reduce this from happening. The issue is not with our vendor or our components, but is due to LXR – the background software used. This caused a delay in programming. The third

and really the more critical issue have been the health issues that arose with one of our programmers. Due to this, delays have been occurring. With all this said, the current timetable is pushed to early February.

- ❖ The Executive Offices has been heavily involved in the development of new certifications. The Executive Offices participated in the Firefighters' Advisory Committee meeting as well as the Curriculum and Testing Committee's meeting to discuss possible new certifications as well as the continuation of those in development that have companion certifications, i.e. Fire Officer III and IV, Hazardous Materials – Incident Command, and potential revisions to Head of Department.
- ❖ The Executive Staff has continued in its attempt to reach out to the various stakeholder groups in an attempt to discuss the various topics of concern. Staff has met independently with the SFFMA, Texas Fire Chiefs Association, the Texas State Association of Firefighters, TEEX, SAFE-D, and the Texas Forest Service.
- ❖ In gearing up for the 83rd legislative session, Ms. Deborah Cowan and Ms. Mary Hunt attended a training session on December 12, 2012 provided by the Legislative Budget Board (LBB) on the "Fiscal Notes" process.

QUARTERLY REPORT
Certification and Professional Development Section
First Quarter, FY 2013

Curriculum Development

- Ad hoc committees
 - Fire Officer III & IV: Finalized review and validation of test banks, and established recommendations for certification requirements
 - Wildland FF: Intermediate WFF curriculum under development.
- Curriculum and Testing Committee
 - Wildland Firefighter: Intermediate Wildland Firefighter curriculum reviewed by committee and approved for presentation to Advisory Committee in January meeting.
 - Head of Department: Proposed rule changes and curriculum developed and scheduled for presentation to Advisory Committee.
- Work of Curriculum Specialist
 - Created and delivered more than 200 new exams to Performance Training Systems, which is the company selected to manage and conduct the agency's online testing program.
 - Delivered test banks for all associated exams to PTS.
 - Reviewed Firefighter I and Firefighter II test questions to ensure validity for IFSAC accreditation (approximately 1500 questions).
 - Submitted the following new/updated items for inclusion in the commission's curriculum manual beginning January 1, 2013:
 1. 111 new FFI and FFII skills (both instructional and state testing skills)
 2. Fire Officer III & IV curriculum documents (curricula, curriculum guidelines, reference lists, and skills)
 3. Incident Safety Officer curriculum documents
 - Reviewed and validated test banks for Basic and Intermediate Wildland Firefighter, Hazmat Incident Commander, and Incident Safety Officer (total of 988 questions)
- **Work continues with review, revision, and amendment of all test banks in preparation for upcoming IFSAC site visit in summer, 2013.**

Certification and Renewal

- 2,360 certificates issued
- 652 IFSAC seals issued
- Annual renewal completed for both department personnel and individual certificate holders (totals pending)
- 250 training facilities holding 1,277 active certifications
- 24 training facility certificates issued to 12 entities

Other activities during quarter:

- Incident Safety Officer and Wildland Fire Protection certifications launched Sept 1st.
 - a. Certificates issued during this quarter:
 - i. Incident Safety Officer: 182
 - ii. Basic Wildland Firefighter: 369
 - iii. Intermediate Wildland Firefighter: 22
- The certification section coordinated with the Texas Guaranteed Student Loan Program to identify certificate holders who were delinquent on payments to the program. Forty nine individuals were identified and contacted. Per state law, failure to correct deficiencies with TGSLP affects the ability of persons to renew their TCFP certifications.
- New rules developed for the following certifications and presented to the Advisory Committee for review:
 - a. Fire Officer III
 - b. Fire Officer IV
 - c. Hazardous Materials Incident Commander

The proposed rules were approved by the Advisory Committee and presented to the Commission. The Commission voted to publish the proposed rules for review and comment.

- Ongoing review of TCFP rules as they pertain to certification.
- Conducted presentation to Fire Instructors Association of North Texas on Sept. 5th.
- Attended Wildland Urban Interface Safety Conference in San Marcos, Sept. 20th.
- Manned booth and participated in SAFE-D conference in Arlington, Sept. 27th – 29th.

Information Resources

Existing data management system (FIDO/FARM)

- Activated interim FY 2013 renewal module on September 1st. This system will be replaced by the permanent system to be launched next year. The module made available to departments the ability to pay via ACH (automated clearing house) directly to the state comptroller. The upcoming permanent online payment system mentioned below will utilize different methodology for payment transfer.
- FIDO and FARM: Continued development of the user interfaces so to enhance ease of use and navigation.

Online payments

Agency staff coordinated and met with Texas.gov personnel and members of the state comptroller's office to develop the permanent online payment module. The module will allow payments to be made via credit card or electronic check by both individuals and organizations. It is anticipated that the first agency function to offer payment via the new system will be the online testing program. The online payment feature will be further utilized as other agency functions are transitioned to the next version of FIDO/FARM, such as renewal activities for 2013-14 and payment for online applications for certifications and IFSAC seals. Eventually all payments will be made via this feature.

Online Training Prior Approval

Programming was finalized for the launch of the online Training Prior Approval module. Interfaces were created for use by both training facility personnel and agency staff. Adjustments to the features, user interface, and functionality will be amended as needed following activation of the module.

Online testing

Agency personnel coordinated and met with representatives from Performance Training Systems (vendor chosen to deliver online exams for the agency) to finalize programming requirements for online testing. Discussions involved issues such as:

1. Issuance of approval credentials for persons wishing to test
2. Transfer of credential information regarding approved examinees
3. Transfer of exam results and statistical data
4. Security of transferred data

Compliance Quarterly Report for Commissioner's Meeting
First Quarter FY 2013

Large Department Inspection

- The team of Compliance Officers traveled to Austin at the end of November to conduct the bi-annual inspection of the Austin Fire Department including the Training Academy, Aircraft Fire Rescue, and Fire Operations.

Training

- All the Compliance Officers attended training on the on-line testing proctoring process at the Austin headquarters office in anticipation of the live on-line testing sometime in 2013.
- The Compliance program deployed **portable tablets** for field officer use on inspections and to administer agency on-line testing and field test proctoring. The compliance officers and some other agency staff received training on the use of the portable tablets. Although the tablets are not yet fully functional the intent is to utilize agency cell phone blue tooth technology to connect the tablets to the internet while conducting the inspection and inputting inspection data into agency records in real time thereby creating efficiencies with field officers and regulated fire departments i.e., eliminating redundant hard paper copy hand entry of inspection data while on scene then electronic data entry by the field officer back in the office after conducting the inspection. The agency programming of the inspection databases and inspection reports has not yet occurred for full utilization of real time data entry and real time inspection reports.

Agency and Staff Professional and Development

- Tim Gardner the Region 7 Compliance Officer applied for membership to the NFPA Technical Committee on Respiratory Protection Equipment. This committee is relevant to the TCFP compliance program as it is responsible for code development for NFPA 1852, 1981, 1984, and 1989, all standards used by our compliance program for regulation of fire departments. His application on the agenda for review by the Standards Council at its next meeting in March. The NFPA Enforcer Funding Program covers 80% of the yearly cost; the remaining expense would be approximately \$200.00 - \$300.00 annually and will be funded with agency professional development funds.
-

Firefighter Injury and Line of Duty Death Investigations

- Robert Manley, Region 4 Compliance Officer conducted a follow up investigation of reportable burn injuries sustained by two fire fighters on Christmas Eve.
- Upon receipt of a complaint Ed Russell, Region 6 Compliance Officer investigated fire firefighter injuries involving two TCFP regulated fire departments. He also investigated 15 chemical exposure injuries involving one TCFP regulated fire department and one non-regulated volunteer fire department.
- Upon request of the State Fire Marshal's Office, Ed Russell, Region 6 Compliance Officer performed one Line of Duty Death investigation and submitted his component report to the State Fire Marshal's Office. Date of incident was September 16, 2012. It was determined by the TCFP Compliance Officers that the multiple task training program, the training providers, sponsors, instructors, and the LODD firefighter did not fall under the regulation of the TCFP, at the time the training program was conducted

FY 2013 Injury Reporting Program

| | 1Q | 2Q | 3Q | 4Q | Total |
|------------------------|-----|----|----|----|-------|
| Reported Injuries | 579 | | | | 579 |
| Burns | 29 | | | | 29 |
| SOP-related* | 5 | | | | 5 |
| Environmental-related* | 6 | | | | 6 |

*Injuries involving SOP violations

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

Injury program outreach activities (4Q)

Programs/meetings attended.

- Vendor booth at EMS Conference in Austin, 11/13.
- Safety Committee meetings via conference calls.

Avoid Injury! Blog posts

- [Life](#) Safety Initiative 12, 12/3.
- Courage to Be Safe - [Life](#) Safety Initiatives, 11/28.
- [Near](#) Miss Reporting System Funded, 11/12.
- Update on Near Miss Program, 10/3.

Other activities/accomplishments

- Injury reporting rule re-write begun.
- Sent letter of interest to participate in Drexel University FEMA grant on injury reporting

FY 2013 Library Program

| | 1Q | 2Q | 3Q | 4Q | Totals |
|---|----|----|----|----|--------|
| <i>Items loaned</i> | | | | | |
| AV items | 55 | 0 | 0 | 0 | 55 |
| Print items | 15 | 0 | 0 | 0 | 15 |
| <i>Research and reference requests</i> | | | | | |
| Internal | 0 | 0 | 0 | 0 | 0 |
| External | 54 | 0 | 0 | 0 | 54 |
| New library borrowers (new users) | 4 | 0 | 0 | 0 | 4 |
| Responses to borrower follow-up surveys | 0 | 0 | 0 | 0 | 0 |
| <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 | 0 | 0 | 0 | 0 |
| Library newsletter | 0 | 0 | 0 | 0 | 0 |
| | | | | | |

Library program outreach activities (1Q)

Activities/accomplishments

- Sylvia Miller transitioned from the certification section to the library in mid-December. We're glad to have her on board!

FY 2013 Other Public Information and Outreach Activities

| | 1Q | 2Q | 3Q | 4Q | Total |
|---|----|----|----|----|-------|
| Fire department job postings | 47 | | | | 47 |
| Number of departments requesting postings | 46 | | | | 46 |
| Website home page articles | 11 | | | | 11 |
| Open records requests | 9 | | | | 9 |

Public Information program outreach activities (1Q)

Website - home page articles.

- Commission seeks applicants for curriculum and testing committee – 11/20/12
- New Director's Corner: HB 3866 - TCFP's interpretation – 11/15/12
- Agency holiday schedule notice – 11/15/12
- New structural fire fighter skills coming January 1, 2013 – 11/14/12
- Commission seeks applicants for fire fighter advisory committee – 10/31/12
- October 2012 commission meeting highlights – 10/30/12
- Renewal time means busy phones – 10/29/12
- Certification wallet cards are now available – 10/24/12
- Commission seeks applicants for fire investigator ad hoc committee – 10/9/12
- Governor Perry appoints Ekiss to Texas Commission on Fire Protection – 9/17/12
- Note regarding signatures on department renewal invoices – 9/7/12

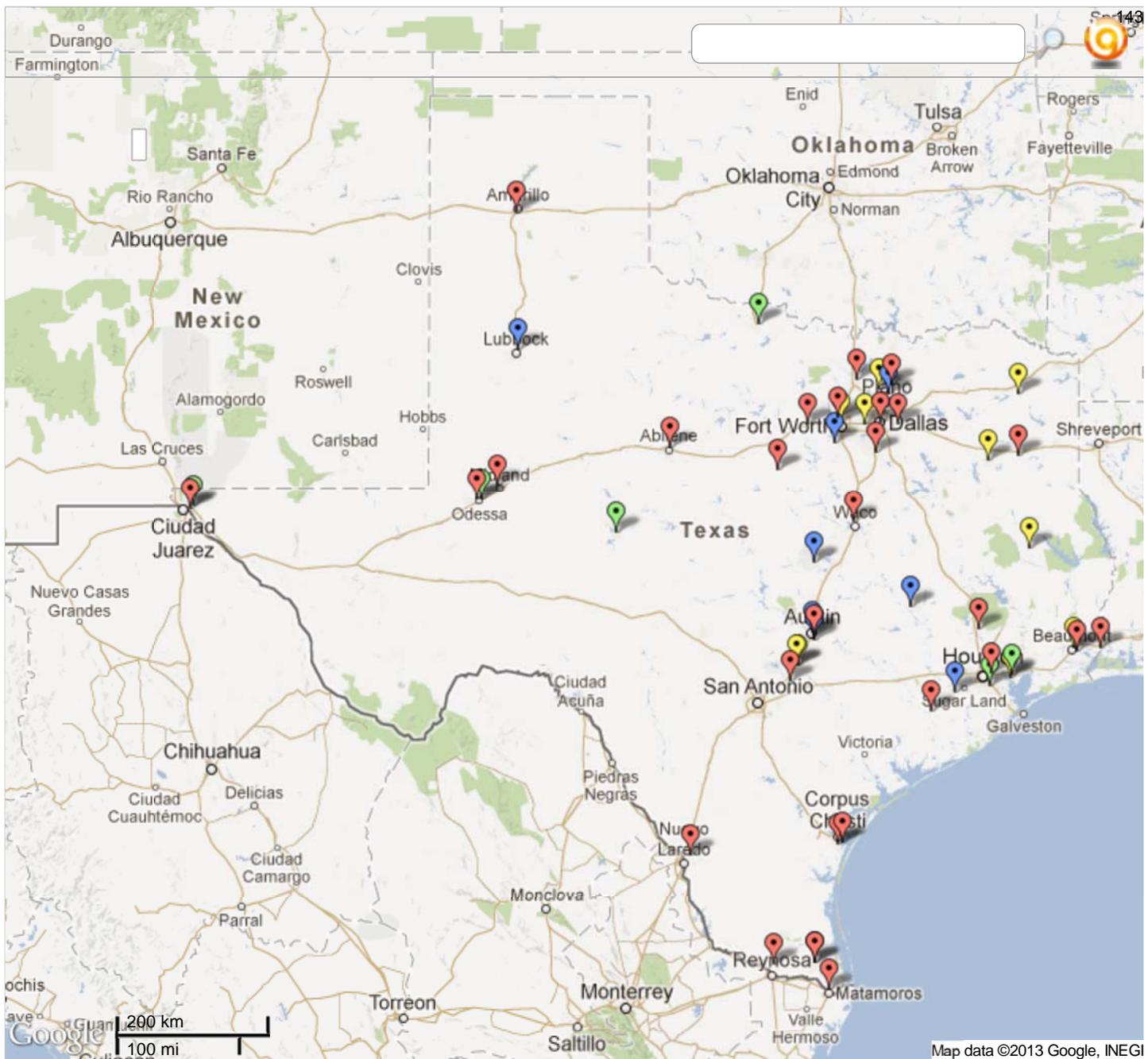
Commission Quarterly Report Training Approval and Testing Program

- **Test Administration, Training Approvals, Record Reviews, and Training and Skill Testing Audits Statistics - First Quarter, FY 2013**
 - Test Administration - 2050 exams were administrated during this quarter with an average grade of 83.48%.
 - Training Approvals – 193 Training Prior Approval applications were processed and finalized within 13.94 days of receipt.
 - Record Reviews – Fifteen record reviews for equivalency were conducted and 337 test packets distributed.
 - Training and Skill Testing Audits – Three audits were conducted during this quarter in which deficiencies were identified in one of the audits. The file remains open pending receipt of records requested.

- **Status of Online Training Approval Process and Web-based Testing**
 - The first two modules, Training and Skills, of the new online Training Facility Management system were initiated officially on December 3, 2012. Training providers are inputting their own course information, training rosters, skill testing schedule, and skills rosters into the new system. Currently, 195 course entries have occurred in the new system. The Training Approval and Testing staff has been busy fielding phone calls, providing training on the new system, and creating FAQ information for the main Training Facility Management web page. Thus far, program staff members have received an overall positive reaction to the new system.
 - The final module, Examinations, is currently in the final development stages in order to begin beta-testing. Commission staff has been busy developing proctor agreements and policies for the establishment of web-based testing sites. Currently approximately 53 sites consisting of college testing centers, professional testing providers, private entities, third-party proctors, and fire departments have either committed or shown interest in becoming a web-based testing site or proctor. On page 3 is a map of planned sites, including those departments that have indicated interest.

- **Activities for the Next Quarter**
 - Continue to work on the online processes, guidelines, and establishment of web-based testing sites and proctors throughout the state.

- Focus on conducting more training and skill testing audits. Five audits are already scheduled.
- The Training Approval and Testing staff, in association with the Curriculum Specialist, will work on completing the self-study process for the pending IFSAC site visit.



Testing Center
Red

Regional Testing Site
Blue

Designated Examiner
Green

Interested
Yellow

15. **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.**

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

17. Adjourn meeting.