

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

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

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

B. Status of division functions.

Update Report: January 2013-April 2013

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) prior to her resignation on March 13th.

For the reporting period of January 2013 to April 2013, the following activities occurred:

- ❖ The Executive Offices has participated in multiple meeting with staff, LBB, legislative members and staff, as well as, stakeholders in tracking bills and actions taking place at the Capitol. The staff has worked with Commissioners and stakeholders in gathering information and providing answers to questions. This work will continue until the end of the session.
- ❖ Much of the Executive Offices staff time, in particular Ms. Deborah Cowan and Mr. Mark Roughton, has been focused on tracking legislative actions – bills filed, committee meetings and bill tracking. This has been a constant task and one requiring the use of various websites and computer programs that the agency subscribes to.
- ❖ 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:
 - TCFP Outreach Committee and Executive staff conducted a conference call with Drexel University, discussing TCFP's support of and desire to participate in their FEMA funded injury reporting research grant. As you may recall, TCFP has supported their affords in the past by providing a letter of support and has sought to be included in the grant as an additional member – current data is being collected from the State of Florida and the City of Philadelphia. TCFP should know whether it will be included in the grant funding late this summer.
 - Executive Director along with other stakeholder group representatives participated in an open forum panel discussion at the 2013 TEEX Leadership Symposium in Frisco, TX.
 - Executive staff and members of the organization had a brainstorming session with our counterparts from TEEX to discuss ProBoard and IFSAC differences and commonalities. This was mainly an informational session designed to get all personnel involved in these activities from each group in the same room at the same time to have an open discussion. More such meetings will occur after the legislative session is completed.
 - Executive Director arranged a follow-up meeting with the Texas Department of Agriculture to discuss Emergency Service Districts and the short coming of their data and reporting system. Part of this discussion focused on the question if there would be any forthcoming legislation, the shortcomings of TCFP gathering data (mainly in an attempt to direct or answer questions posed), and the need to assist each other in addressing questions from the public as well as interested stakeholders in the areas that each agency have authority.
 - Executive Director participated in an informational / open forum discussion at the Southwest Fire and Rescue Conference in Corpus Christi. This meeting centered around updates on what is going on at TCFP and proposed legislation.
 - Executive Director represented the agency at the Texas Firefighters Legislative Day at the Capital. A breakfast was held prior to the events on the Capitol grounds where updates on legislative activities being undertaken by the various stakeholders were discussed. As part of the day's activities, an assembly was also conducted to pay recognition of fallen volunteer firefighters and the adding of their names to the monument.

- Outreach Committee members and various staff members represented TCFP at the Texas Emergency Management Conference in San Antonio. Staff manned a booth and provided information to conference participants over a three day period.
- Executive Director and members of the Outreach Committee participated in the 41st Gulf Coast Fire Prevention Conference in Rosenberg; the regional fire chiefs meeting for the South (held in Universal City) and Northwest (held in San Angelo).
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- ❖ Human Resource has developed and staff has completed "Position Questionnaires" which are employee assessments of their jobs. These employee assessments were followed-up by performance evaluations.
- ❖ 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.
- ❖ An overview of potential new professional development certifications has been conducted and these will be reviewed by staff and ad hoc committees for future consideration.
- ❖ Congratulations to Mr. Mike Baker for his appointment as a Principal member of the NFPA Technical Committee on Wildland Fire Fighting Personnel Professional Qualifications.

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

Curriculum Development

Curriculum & Testing committee

The committee selected a new Investigator ad hoc committee that will update all the curriculum documents to new editions of NFPA 921 and 1033, as well as work on incorporating the recommendations from the Forensic Science Commission into the Investigator certifications for Texas firefighters. The committee also elected to submit the names of Daryl Maretka and Martin Davila to the fire fighter advisory committee for approval and submission to the commission for appointment. Work began on reviewing and updating the Instructor I curriculum to the new NFPA 1041 standard. This work will continue at the next meeting, along with work on Instructor II and III. Discussions continue regarding the best way to incorporate a Hazardous Materials Technician certification for non-fire personnel to TCFP's offerings.

Intermediate Wildland Firefighter curriculum – The curriculum is still a work in progress. Chris Watson, the chairman of the Wildland FF ad hoc committee, continues to work with the Texas Forest Service to create a curriculum that, when completed, will allow both a path to state certification and satisfy requirements for possible TIFMAS deployment of certified personnel. The Firefighter Advisory Committee requested that a new, updated curriculum be presented to them at their next meeting.

Work of Curriculum Specialist – The Curriculum Specialist created monthly exams, reviewed exam questions and performance skills as needed, and updated test banks. Work continues with review, revision, and amendment of all test banks in preparation for upcoming IFSAC site visit in summer, 2013.

Certification and Renewal

- 3,960 certificates issued
- Awarded 545 “gold seal” certificates for Master certifications to 341 people
- 1,759 IFSAC seals issued
- Conducted annual renewal for approved training facilities, Dec 1st – Jan 31st
- 250 training facilities holding 1,340 active or renewable certifications
- 13 training facility certificates issued to 8 different entities

Other activities:

- Status of new certifications introduced this fiscal year; number issued:
 - a. Incident Safety Officer (introduced 9/1/12): 354 this quarter, 695 total

- b. Wildland Fire Protection (introduced 9/1/12):
 - i. Basic: 519 this quarter, 1054 total
 - ii. Intermediate: 43 this quarter, 65 total
- c. Fire Officer:
 - i. FO-III: Effective 2/28/13, none issued this quarter
 - ii. FO-IV: Effective 2/28/13, none issued this quarter
- d. Hazmat Incident Commander: Effective 2/28/13, none issued this quarter
- Discussions continue regarding the development of an Intermediate Wildland Fire Protection curriculum. The primary issue is how to conduct the required skills component of the course within a specified date range in a manner that will be considered satisfactory for future TIFMAS qualification.
- Amended rules were developed and adopted for the Head of Department certification. The certification no longer requires the completion of a state exam; instead it has been replaced by the requirement to complete the standards review booklet, meet with a compliance officer, and attend at least one advisory or commission meeting in the first year following appointment.
- Discussions began with two separate training providers regarding the possibility of issuing IFSAC seals for training/testing that occurs outside Texas. Future discussions will center on the ability of commission staff to effectively monitor and audit training and testing.
- Conducted annual commission update presentation at Southwest Fire Rescue Conference in Corpus Christi, February 14th.
- Conducted one informal staff conference to review applicant for Basic Structure Fire Protection.

Information Resources

Existing data management system (FIDO/FARM)

- Online Training Prior Approval: The new interface was launched for submission of training prior approval information by approved training facilities. Designated personnel of training facilities can enter all course information such as dates/times of classes and testing, course instructors, students, and minor changes to existing courses. Minor revisions are ongoing as they are needed.
- FIDO and FARM: Continued other general development and revision of the user interfaces so as to enhance ease of use and navigation.

Online payments

IR personnel are finalizing the programming to allow seamless coordination with the state's online payment portal. The module will allow payments to be made via credit card or electronic check by both individuals and organizations. This feature will be first utilized in conjunction with the online testing system about to be launched. The online payment feature will be further expanded for use during the upcoming 2013-14 renewal period in September/October and beyond. It is anticipated that all payments will eventually be made using this module.

Online testing

IR personnel are completing the final programming before beta testing begins. Barring any unforeseen delays, the beta testing is expected to take approximately two weeks. The online testing module will work in conjunction with the above online payment system.

Compliance Quarterly Report for Commissioner's Meeting
Second Quarter FY 2013
December – February 2013

Training

- All the Compliance Officers attended three conference calls with the Compliance Manager during this quarter. Once each month a conference call is conducted to update all compliance officers on compliance issues. The Compliance Manager discusses compliance inspection guidance, direction and supervision issues. These calls are intended to improve inspection consistency, problem solve inspection issues and training on pertinent inspection processes.

Staff Professional and Development

- Tim Gardner the Region 7 Compliance Officer applied for membership to the NFPA Technical Committee on Respiratory Protection Equipment. His application to the Technical Committee has been placed in "held for size" status, which means there are no open spots available for enforcers at this time. But his application will be reviewed again at the August meeting. Meanwhile he has been invited to be an alternate as an enforcer on other NFPA committees.

Line of Duty Death Investigations

- Upon request of the State Fire Marshal Office, Ed Russell, Region 6 Compliance Officer and Fred Green Region 5 Compliance Officer performed line of Duty Death investigations for the Bryan Fire Department Line of Duty Deaths which occurred this quarter. The TCFP report is under review and will be submitted to the State Fire Marshal upon approval of the Executive Director.

Regional Compliance Offices (Physical Location) Close

- This quarter three regional office physical locations closed: Houston area Region 6, Fort Worth area Region 3, and Lubbock area Region 2. The Compliance Officers in that region have begun working from their residence as their primary headquarters office location within their respective region and with an agency telecommute agreement in place.

Position Vacancy

- The Houston area Region 6 Compliance Officer retired during this quarter. The job position vacancy has been posted. This quarter interviews are being scheduled with three qualified applicants.

New Head of Department Rule

- The first Head of Department applicant under the newly adopted rule was processed thru the TCFP Austin Headquarters. The applicant completed the Standards Review Assignment in the presence of the Compliance Manager then he attended an orientation session with the Compliance Manager and other staff at HQ. The applicant provided feedback on the process and staff will provide recommendations to the FF advisory board based on the feedback received.

Commission Quarterly Report

Training Approval and Testing Program

• Test Administration, Training Approvals, Record Reviews, and Training and Skill Testing Audits Statistics – 2nd Quarter, FY 2013

- o Test Administration – 2123 exams were administered during this quarter with an average grade of 83.36% and a pass rate of 92.65%. Currently, the Training Approval and Testing Program staff members are experiencing a 10.65% increase in the amount of examinations administered from the 2nd quarter of last fiscal year.
- o Record Reviews – Eighteen paid record reviews for equivalency were conducted and 301 test packets distributed.
- o Training and Skill Testing Audits – Four audits were conducted during this quarter in which a deficiency regarding the use of a field examiner that was not listed in the course approval information was identified. The issue has been resolved and the file has been closed.

• Status of Online Training Approval Process and Web-based Testing

- o The first two modules, Training and Skills, of the new online Training Facility Management system were initiated on December 3, 2012. Since this initiation date, 536 course entries have occurred in the new system. The Training Approval and Testing staff continue to field calls and assist with troubleshooting problems. Program staff members continue to receive an overall positive reaction to the new system.
- o The last two sections in the final module, Examinations, are still currently in the final development stages and beta-testing is expected to start soon. Once beta-testing begins, commission staff will be busy finalizing the establishment of web-based testing sites.
- o Due to the delay regarding the web-based testing, an extension has been requested to move our IFSAC site visit from June to an August/September timeframe. The formal request has been submitted to IFSAC and will be discussed at the April IFSAC meeting.

• Activities for the Next Quarter

- o Continue to work with IT regarding the web-based testing and the initiation of beta-testing.
- o Continue to work on the establishment of web-based testing sites and proctors throughout the state.
- o Continue to focus on conducting more training and skill testing audits. Three audits have already taken place in March (3rd quarter) in which two of the audits contained deficiencies in which the skill evaluations did not coincide with the submitted schedule. Currently both files remain open until update schedules are submitted.
- o The Training Approval and Testing staff, in association with the Curriculum Specialist, will continue to work toward the completion of the IFSAC Criteria for Accreditation Worksheet to prepare for the self study process that is recommended to be conducted prior to the pending IFSAC site visit.
- o The agency plans to fill the vacant Training Approval and Testing Program Specialist I position. This position is responsible for administering state examinations; approving and monitoring course approval requests; processing record review applications for eligibility, and conducting training and skill testing audits throughout the state. The job posting is currently available on the agency's website.

FY 2013 Injury Reporting Program

	1Q	2Q	3Q	4Q	Total
Reported Injuries	579	1227			1806
Burns	29	44			73
SOP-related*	5	2			7
Environmental-related*	6	15			21

*Injuries involving SOP violations

<i>Publications/postings</i>					
AvoidInjury! blog posts	4	7			11

Injury program outreach activities (2Q)

Programs/meetings attended.

- Safety Committee meetings via conference calls.
- Southwest Fire Rescue – Corpus Christi – 2/10-2/12

Avoid Injury! Blog posts

- [Life](#) Safety Initiative 12, 12/3/12.
- FEMA FF Fatality Summary 1/4/13.
- Fire Rescue 1 article by Billy Goldfeder, 1/7/13.
- The Value Of Safety: Embracing The Culture Of Firefighting - by Ronald J. Siarnicki, 2/1/13
- [Life](#) Safety Initiative 12, 2/7/13
- New Website from National Fallen Fire Fighters Foundation, 2/22/13
- [Life](#) Safety Initiative 9, 2/26/13

Other activities/accomplishments

- 2012 Injury Report submitted to Fire Fighter Advisory Committee

FY 2013 Library Program

	1Q	2Q	3Q	4Q	Totals
<i>Items loaned</i>					
AV items	55	42	0	0	97
Print items	15	3	0	0	15
<i>Research and reference requests</i>					
Internal	0	0	0	0	0
External	54	25	0	0	79
New library borrowers (new users)	4	16	0	0	20
Responses to borrower follow-up surveys	0	17	0	0	17
<i>Items cataloged</i>					
AV items	0	0	0	0	0
Print items	0	0	0	0	0
Desk copy items ordered and processed	0	0	0	0	0
<i>Publications/postings</i>					
Facebook posts	0	5	0	0	5
Library newsletter	0	0	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	68			115
Number of departments requesting postings	46	75			121
Website home page articles	11	6			17
Open records requests	9	6			15

Public Information program outreach activities (2Q)

Website - home page articles.

- Commission seeks applicants for new head of department ad hoc committee – 2/20/13
- Update on new certifications - Fire Officer III and IV, and Hazmat Incident Commander – 2/15/13
- Commission to appear before Senate Finance and House Appropriations Committees – 2/11/13
- New curricula and skills available – 1/2/13
- Governor Perry appoints Moore, Poynter to the commission – 12/11/12
- December fire fighter advisory committee meeting cancelled – 12/4/12

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

C. Legislative update.