

**16. Discussion and possible action on matters from the Executive Director.**

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

**Texas Commission on Fire Protection  
Results of Informal Conferences – Good Faith Clerical Error Letters**

**Fiscal Year 2014**

<b>RESULTS</b>	<b>NAME</b>	<b>INFORMAL MEETING DATE</b>	<b>ADMINISTRATIVE VIOLATION</b>	<b>SUMMARY</b>
Letter mailed 09/11/2013	Samuel Revers	09/11/2013	Respondent not in compliance with all requirements for Basic FF certification related to criminal history check per §419.0325(c), Tx. Govt. Code	Respondent was subsequently issued his Basic Firefighter certification.
Letter mailed 09/11/2013	Gordon Woofroffe, Jr.	09/11/2013	Respondent not in compliance with all requirements for Basic FF certification related to criminal history check per §419.0325(c), Tx. Govt. Code	Respondent was subsequently denied issuance of his Basic Firefighter certification.
Letter mailed 10/09/2013	Nicholas Christy	09/08/2013	Respondent not in compliance with all requirements for Basic FF certification related to criminal history check per §419.0325(c), Tx. Govt. Code	Respondent was subsequently issued a probated Basic Firefighter certification.

**16. Discussion and possible action on matters from the Executive Director.**

**B. Status of division functions.**

Agency Status Report  
September 1 – November 30, 2013

### Overview

All sections of the agency were busy during the quarter. The Certification Section continued to receive and process a large volume of applications for certification, and annual renewals were being managed via the newly-established online Texas.gov portal. Testing was conducted at a normal pace, with upcoming online testing still in the near future. Compliance inspections were conducted as scheduled. The auditing and spot-checking of ongoing training programs continued. IT staff continued to work on the final programming for online testing. The Head of Department ad hoc committee met for the first time in September, as well as did other ad hoc committees during the quarter. Outreach efforts continued, and the agency library's lending and resource assistance activities continued to build. The agency's Financial Services Section prepared for staff changes, with a new accountant position to be filled and the Manager set to retire at the end of December.

The agency's recently-adopted flat organizational structure functioned well. With the Section Heads reporting directly to the Executive Director, communication and coordination within the agency has been enhanced.

### Executive Office

- Hosted several planning meetings for the possible upcoming TCFP organizational study. The meetings included various stakeholder groups and key state government personnel. Discussions focused mainly on the definition of "administrative attachment" and how it should be characterized for the study, and the actual scope of the study. A draft of a request for proposals was under development, with a plan to distribute the finalized version of the RFP in December.
- Conducted a presentation to the general assembly at the State Fire Marshal's Conference in Austin on October 23<sup>rd</sup>. The agency also had a booth at the conference.
- Hosted the TIFMAS Regional Directors annual meeting on November 4<sup>th</sup>.
- November 6<sup>th</sup>: Participated in a meeting with SFFMA and TEEEX regarding issues facing smaller combination departments today. The goal is to develop training and information programs that can be of assistance to leaders of these departments as they grow and evolve.
- Conducted presentation to Tarrant County Fire Chief's Association on November 20<sup>th</sup> in Lake Worth.
- Participated in planning sessions for the development of the new Annex F (Firefighting annex) of the state's emergency operations plan.

## **Certification, Renewal, and Curriculum 1<sup>st</sup> Quarter Report, FY 2014**

### **Certification/Renewal:**

- 3,587 certificates issued
- 1,436 IFSAC seals issued
- 251 training facilities holding 1,355 active or renewable certifications
- 54 training facility certificates issued to 22 different entities
- 29,278 certificate holders renewed (entity-affiliated and individual certificate holders)

### **Other Activities:**

- Status of newest certifications issued this quarter; and total number issued:
  - a. Fire Officer III: 34. Total issued since launch (Feb, 2013): 110
  - b. Fire Officer IV: 17. Total issued since launch (Feb, 2013): 41
  - c. Hazmat Incident Commander: 27. Total issued since launch (Feb, 2013): 80
- Overall, the new renewal process utilizing Texas.gov as the recommended payment method went very smoothly. Fire departments had three options for payment: credit card payment or electronic funds transfer via the online portal, or submission of the payment by mail. Individual certificate holders can pay via credit card using the online portal, or via mail.
- Certification and other agency staff began utilizing software called Team Viewer, which allows our personnel to view what an individual outside the agency is seeing on their own computer. This provides a huge benefit when it comes to helping individuals through the various steps of the online renewal process. If the individual gives us permission, we can view their screen and provide guidance as they move from step to step in the process.
- Beginning December 1<sup>st</sup>, staff will launch its CE auditing program, calling for the first group of submissions by certificate holders. Individual certificate holders are no longer required to submit CE at the time of renewal, but are subject to an audit for up to three years following the renewal. Our goal is to audit 50% of all individual certificate holders this year.
- Staff met with members of the Texas A&M Forest Service to discuss upcoming changes to certification and training requirements for both Basic and Intermediate Wildland Fire Protection. The changes are necessary to allow personnel holding these TCFP certifications to be deployed via the TIFMAS system if needed.

## Curriculum Development:

### Committees:

- Worked with some Structure ad hoc committee members on updating all the FF1 & FF2 skills manuals (testing skills and instructional/practice skills) (>130 skills). **Work in progress.**
- The Head of Department ad hoc committee met for the first time in September. There was lots of discussion on the subject of how to regulate HOD positions in Texas, if at all. Some initial thoughts were put down on paper, but it's just starting points. The committee intends to have a representative make a presentation at the annual TX Fire Chiefs Assn meeting taking place in San Marcos in February 2014 so that as much feedback as possible is gathered before making any concrete decisions about rules, etc. This was at the suggestion of the FFAC at their December 2013 meeting. **Work in progress.**
- The Curriculum & Testing committee met in October.
  - Updated skill sheets for the new Instructor curricula were reviewed and approved.
  - Decisions were made as to which Live Fire testing skills in the Basic FF curricula must be completed with actual live fire burns and which can be simulated.
  - Edits were made to two of the Basic Wildland FF skills at the request of the TFS.
  - There was discussion about NFPA standards that have been/will be updated and, as a result, curricula were identified that need to be updated over the next couple of years. This includes Driver/Operator, all the Fire Officer levels, all the Hazmat levels, and Fire Inspector.
  - There was also some general discussion about our upcoming IFSAC audit.

### Test Development and Test Bank Maintenance

- Created 139 monthly certification exams.
- Continued re-checking all test banks with IFSAC correlation sheets for upcoming (2014) IFSAC audit/review. **Work in progress.**
- Updated the Instructor I, II and III test question banks to the newest (8<sup>th</sup>) edition of the IFSTA, *Fire and Emergency Services Instructor* text book. (>500 test questions)
- Continued to work on updating the Fire Officer III and IV test banks to the newest (2<sup>nd</sup>) edition of the IFSTA *NIMS* text book. (>450 test questions). **Work in progress.**
- Worked on updating the FF1 and FF2 test banks to go with the new curricula that become effective January 1, 2014. **Work in progress.**

## Commission Quarterly Report

### Training Approval and Testing Section

- **Test Administration, Training Approvals, Record Reviews, and Training and Skill Testing Audits Statistics – 1st Quarter, FY 2014**
  - Test Administration – 1776 exams were administrated during this quarter with an average grade of 82.78% and a pass rate of 91.39%.
  - New certification testing statistics:

<b>Fire Officer III</b>	Quarter (FY 2013 - partial)	Quarter (FY 2013)	Quarter (FY 2014)	Total
First Attempts	29	46	51	126
Failures	8*	7*	3	18
Average Grade	73.33	80.00 (1 <sup>st</sup> Att.)	81.73 (1 <sup>st</sup> Att.)	79.30 (1 <sup>st</sup> Att.)
		71.33 nd Att. – one failure)	72.00 (2 <sup>nd</sup> Att.)	71.50 (2 <sup>nd</sup> Att.)

\*Corrected Data

<b>Fire Officer IV</b>	Quarter (FY 2013 - partial)	Quarter (FY 2013)	Quarter (FY 2014)	Total
First Attempts	1	28	22	51
Failures	0	8*	7	15
Average Grade	92	75.86 (1 <sup>st</sup> Att.)	71.73 (1 <sup>st</sup> Att.)	74.39 (1 <sup>st</sup> Att.)
		68.00 (2 <sup>nd</sup> Att.)	76.67 (2 <sup>nd</sup> Att.)	74.50 (2 <sup>nd</sup> Att.)

\*Corrected Data

<b>HazMat IC</b>	Quarter (FY 2013 - partial)	Quarter (FY 2013)	Quarter (FY 2014)	Total
First Attempts	13	24	41	78
Failures	0	0	9	9
Average Grade	86.77	84.17	75.51 (1 <sup>st</sup> Att.)	80.05 (1 <sup>st</sup> Att.)
			72.00 (2 <sup>nd</sup> Att.)	72.00 (2 <sup>nd</sup> Att.)

- Total of 1659 training approvals have been submitted since January 2013 in the commission's Training Facility Management System.
- Record Reviews – Twenty-three (23) paid record reviews for equivalency were conducted and 356 test packets were distributed in the 1st quarter. Since January 2013, 492 Qual #s have been issued in which 176 individual skill evaluations have been scheduled in the new online system.
- Training and Skill Testing Audits – Sixty-six (66) audits were conducted during this quarter in which eighteen (18) were skill testing audits. Of the 66 audits, one deficiency was identified in which the skill evaluator failed to identify that the students did not complete one of the steps. The students were required to retest on the skill.

- **International Fire Service Accreditation Congress (IFSAC)**

- Upcoming 2014 IFSAC Annual Conference is scheduled for April 23-26, 2014 in Tulsa, Oklahoma.
- A request to extend the commission's IFSAC site visit through June 2014 was approved by the Certificate Assembly Board of Governors at the Fall 2013 Board meeting.

- **Activities for the Next Quarter**

- Continue to work with IT staff on the web-based testing project.
- Work in conjunction with the Curriculum Specialist to prepare for the impending IFSAC site visit, once the web-based testing is established.

## **Compliance Report for Commission First Quarter FY 2014 September - November 2013**

### **Large Department Inspections**

- In October the Region 6 Compliance officer with the assistance of the Region 7 compliance officer started the Houston Fire Department biennial compliance inspection. The inspection of the department personnel's personal protection equipment (PPE) was delayed until November in order to avoid conflicting with the area wide emergency radio testing that was critical to the city of Houston emergency services. The PPE inspection was successfully completed in November with the assistance of all of the compliance officers.

### **Relocation of Region 5 Compliance Office**

- The Region 5 office relocated. Fred Green began working from his residence as the primary headquarters office location with an agency telecommute agreement in place.

### **Informal Conference**

- The Compliance Manager participated in three informal hearings. The hearings involved two early review requests and one application for basic fire fighter certification. The three hearings resulted in one denial, one probated and one issued basic fire fighter certification.

### **Training**

- All the Compliance Officers attended one conference call with the Compliance Manager during this quarter. The conference call covered discussion on the new compliance program performance measure. "The number of inspected certificate holders with uncorrected violations." The call also included discussion on compliance inspection guidance, direction, and supervision issues.
- The Compliance Manager provided new Training and Testing program employee Charai Fernandez with an overview and briefing of the Compliance program inspection purpose, process and service.

**Information Technology  
Commission Report  
1<sup>st</sup> Quarter FY 2014**

Programming:

- Implemented Texas.gov e-Payment system for employee renewals (Credit card and electronic checking)
- Implemented Texas.gov e-Payment system for individual renewals (Credit card and electronic checking)
- Implemented Texas.gov e-Payment system for training facility renewals (Credit card and electronic checking)
- Implemented training facility certificate printing
- Performed significant revisions to Training Prior Approval system
- 90% completed on online testing program (awaiting PTS programming changes)

Network/Systems

- Kyle assumed role as Information Security Officer and started DIR training classes
- Deployed new production server (hardware)
- Migrated old servers (hardware)
- Completed virtualization of all network servers (software)
- Migrated to new Exchange Server for email
- Began deployment of McAfee Enterprise Security Suite (75% done)
- Deployed Team Viewer to employees

Business Analysis/Project Mgmt

- Deployed IT Help Desk Application
- 50% completed on Legacy System Study project (Legislative Mandate with DIR)
- Amanda attended Software Project Management Class at Texas A&M

**Public Information/Library/Injury Reporting  
FY 2014, 1<sup>st</sup> Quarter**

**FY 2014 Injury Reporting Program**

	1Q	2Q	3Q	4Q	Totals
Reported Injuries	939				939
Burns	45				45
SOP-related*	0				0
Environmental-related	14				14

\*Injuries involving SOP violations

<i>Publications/postings</i>					
AvoidInjury! blog posts	6				6

*Injury program outreach activities (4Q)*

**FY 2014 Library Program**

	1Q	2Q	3Q	4Q	Totals
<i>Items loaned</i>					
AV items	67				
Print items	11				
<i>Research and reference requests</i>					
Internal	1				
External	30				
New library borrowers (new users)	7				
Responses to borrower follow-up surveys	57				
<i>Items cataloged</i>					
AV items	0				
Print items	0				
Desk copy items ordered and processed	22				
<i>Publications/postings</i>					
Library newsletter	3				

**FY 2013 Other Public Information and Outreach Activities**

	1Q	2Q	3Q	4Q	Totals
Fire department job postings	80				80
Number of departments requesting postings	74				74
Website home page articles	3				3
Facebook posts	30				30
Twitter "tweets"	16				16
Open records requests	7				7

## ***Public Information and Outreach activities (1Q)***

### **Library program activities**

- Attended e-Records conference on Nov. 5, 2013
- Met with Texas State Library and Archives Commission on Nov. 19, 2013

### **Conferences**

- Sylvia and Molly attended the 15th Annual Texas Fire Marshals' Conference, October 2013.

### **Other activities**

- Safety Committee Meetings
  - Sept. 23, 2013
  - Oct. 28, 2013
  - Dec. 9, 2013
- Exposure report was published in *The Friday Report* on Nov.15, 2013.

17. **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.**