

**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.**

## Overview and Recent Activities

Work has remained steady at the agency, with all core functional areas experiencing typical workload volumes. Recent agency activities of note include:

- TCFP completed and submitted its Strategic Plan for 2015-19.
- TCFP also completed and submitted its Legislative Appropriations Request for 2016-17.
- The agency also submitted its IT Detail Report. This report describes the agency's current IT operations, inventory of equipment, etc., and is submitted at the same time as the LAR.
- Post Payment Audit: The Comptroller's office performed an audit of the agency's payment processes May 5<sup>th</sup> – 9<sup>th</sup>. Areas needing procedural adjustment or correction were identified, and staff will be working to implement changes in the immediate future.
- IFSAC performed its periodic site visit July 8<sup>th</sup> – 12<sup>th</sup>. TCFP was given the green light to continue in all approved disciplines for the next 5 years. Only minor changes were needed to some test questions and skill sheets, and were revised while the team was here. The team did, however, identify an issue that it recommends the agency address. Although TCFP meets the requirements for "grandfathering" personnel who hold an active certification issued prior to the start date of a particular IFSAC seal, the IFSAC team recommended the agency consider a limit of some kind for the grandfathering benefit.
- Online Testing: Staff met with the Curriculum and Testing Committee to establish a plan for development of test banks for the program. The committee identified several disciplines for initial test bank development, and determined how the development would occur. Programming continues to allow the online testing software (LXR) to interface with the agency's database.
- TCFP was contacted by representatives from Drexel University about participating in a multi-organizational project that could allow for coordination and sharing of firefighter injury data in Texas. The goal of the project will be to provide a more comprehensive picture of firefighter injuries and their impact on the fire service and public. Drexel University reps will be setting a meeting in the near future to provide an overview of the project to stakeholder groups.

### Executive Office/Director

- Representing the agency in the development of the statewide Homeland Security Strategic Plan. The goal is to have the plan completed by the end of the year.
- Attended the State Firemen's and Fire Marshals' conference in Lubbock June 8 – 11. Participated in a panel discussion with officers of the association.
- Conducted presentation at the Fire Chief's Academy on June 25<sup>th</sup>, Austin

## **Certification, Renewal and Curriculum 3<sup>rd</sup> Quarter Report, FY 2014**

### **Certification/Renewal**

- 2,562 certificates issued
- 1526 IFSAC seals issued
- 245 training facilities holding 1,403 active
- 144 certificate holders renewed
- 22 training facilities renewed
- 50 training facility certificates issued to 12 different entities

### **Other Activities:**

- Sylvia Miller was hired as the Certification Program Supervisor. She has been employed with the agency for 22 years with 14 of those years in certification. She is very knowledgeable of agency services across the board.
- The continuing education audit program is running as planned. Staff is continuing to audit individuals from the 10/31/2013 renewal date. The goal of auditing 50% of the individual certificate holders is currently on target. There were 508 individuals audited in the 3<sup>rd</sup> qtr with a total of 1,148 audits completed so far this year.

### **Curriculum Development**

#### **Committees**

- The Investigator Ad Hoc Committee met in April. During the meeting the curriculum documents to the newest editions of NFPA 921 and 1033 was completed. The documents were approved by the Fire Fighter Advisory Committee at their June 2014 meeting, and are awaiting approval by the commission at their August 2014 meeting. If approved, the new curriculum will become effective January 1, 2015.
- Grace Wilson worked independently with Chris Watson (C&T committee member) on updating all Fire Officer Curricula to the new edition of NFPA 1021, and with Daryl Maretka (C&T committee) on updating the Driver Operator curriculum to the new edition of NFPA 1002. All of these curricula were approved by the Fire Fighter Advisory Committee in June and await approval by the commission in August. If approved, they will become effective January 1, 2015 as well.

#### **Test Development and Test Bank Maintenance**

- Created 155 monthly certification exams.
- Continued the work on validating Haz-Mat Awareness and Ops test questions to new editions of textbooks.
- Continued regular review of test questions as required.

## Commission Quarterly Report

### Compliance Section

#### Training

- All Compliance Officers attended a phone conference training session with the Compliance Manager during this quarter. The training provided updates on TCFP activities, status of compliance program procedures and guideline revisions, updates on progress of biennial inspections, and other current compliance issues.

#### Informal Conferences and Applicant Background Reviews

- There were no informal conferences or hearings during this quarter.

#### Meetings

- The Compliance Manager and Region 7 Compliance Officer attended a meeting with City of Austin Water Utility (COA WU) staff as part of the ongoing investigation into the prescribed burn activities conducted by the COA AWU.
- The Compliance Manager and Region 7 Compliance Officer attended a meeting with a prospective new HOD to discuss the issues surrounding creating new fire departments in south Texas because of the growing oil and gas exploration industry in that region.
- The Compliance Manager conducted and completed six annual personnel performance appraisals with the field compliance officers.

#### Communication Tools

- The Compliance team tested the Google Hangouts program to assess the viability of using this system for Compliance program virtual meetings. The system did not function well enough for use by the team. The video frequently froze up or did not display and the audio did not synchronize with the video.

#### Fire Fighter Advisory Committee

- The Compliance Manager worked with the compliance team to develop a documented guideline for enforcement of the requirement found in the Standards Manual Chapter 435, §435.1. Specifically we documented how to handle a compliance inspection of personal protective clothing not purchased by the regulated entity.
- At the request of the Committee Chair, the Compliance Manager produced a report of personal protective equipment (PPE) violations at fifteen regulated airport sites including the number of personnel appointed, number of PPE inspected and number of violations.
- The Compliance Manager reviewed the formal interpretation of the NFPA 1851 requirements for proximity personal protective equipment provided to TCFP by Chief Jessie Gentry of the Dallas Fort Worth International Airport. Chief Gentry requested to be on the agenda for the next commissioner meeting to discuss the response as it relates to the commission's application of requirements in 1851.

## **Commission Quarterly Report**

### **Training Approval and Testing Section**

- **Test Administration, Training Approvals, Record Reviews, and Training and Skill Testing Audits Statistics – 2nd Quarter, FY 2014**
  - Test Administration – 2765 exams were administrated during this quarter with an average grade of 81.46% and a pass rate of 90.52%.
  - Training Approvals – Total of 2587 training approvals have been submitted since January 2013 in the commission’s Training Facility Management System.
  - Record Reviews – Twenty-eight (28) paid record reviews for equivalency were conducted and 399 test packets were distributed in the 3<sup>rd</sup> quarter. Since January 2013, 853 Qual #s have been issued in the Training Facility Management System.
  - Training and Skill Testing Audits –
    - Twenty-eight (28) onsite training, record, and skill audits were conducted during this quarter in which eighteen (18) was skill testing audits. Eight (8) deficiencies were found. The deficiencies identified dealt mostly with incomplete records, failure to conduct skills as submitted, and failure to establish pre- and post-holding areas. All deficiencies have been addressed.
    - Thirty-six (36) online training audits were conducted in which twelve (12) deficiencies were identified. Ten (10) of the deficiencies was the inability of the auditor to access the training online. Once contact was made with the training coordinator, access was allowed. The other two deficiencies were related to the coordinator failing to record the correct information in regards to course start and end dates and the skill evaluation dates in the Training Management System. All deficiencies have been addressed.
- **International Fire Service Accreditation Congress (IFSAC)**
  - The annual 2014 IFSAC Annual Conference was held in Tulsa, Oklahoma, April 23-26, 2014. One major item that was discussed was the possibility of establishing a process to accredited training providers. It was decided that more work and involvement from all stakeholders needed to take place before further work can be considered by the Assembly.
  - An increase in the annual fees was voted on and approved. The fee increase went from \$2200 to \$2500. With the increase an additional 500 seals is provided.
  - The commission went through their IFSAC reaccreditation visit July 8-10, 2014. The site team did a complete review of the commission’s rules, policies and processes, to include observing the written examination process at the Austin regional testing site, which is provided by Austin Fire Department, and a skill evaluation process at San Antonio Fire Department. In addition, the site team did a thorough review of the commission’s test bank and skill sheets. A few test items were found deficient and commission staff was able to address these issues during the visit. One major recommendation was provided by the team. The site team’s report will be recommending to the IFSAC Certificate Assembly Board of Governors to grant full unconditional reaccreditation for all levels currently accredited.
  - The fall meeting is scheduled for September 19-20, 2014 in Oklahoma City, Oklahoma.
- **Activities for the Next Quarter**
  - Continue to work with IT staff on the online test scheduling procedures, payment processes, and web-based testing project.
  - Focus on conducting more training, record, and skill audits.

## FY 2014 Injury Reporting Program

	1Q	2Q	3Q	4Q	Totals
Reported Injuries	939	984	879		2802
Burns	45	29	19		93
SOP-related*	0	10	3		13
Environmental-related	14	8	14		36

\*Injuries involving SOP violations

<i>Publications/postings</i>					
AvoidInjury! blog posts	6	2	1		9

## FY 2014 Library Program

	1Q	2Q	3Q	4Q	Totals
<i>Items loaned</i>					
AV items	67	65	62		194
Print items	11	12	3		26
<i>Research and reference requests</i>					
Internal	1	1	1		3
External	30	36	5		71
New library borrowers (new users)	7	5	4		16
Responses to borrower follow-up surveys	57	-	-		57
<i>Items cataloged</i>					
AV items	0	0	-		-
Print items	0	-	-		-
Desk copy items ordered and processed	22	-	-		22
<i>Publications/postings</i>					
Library newsletter	3	3	1		7

## FY 2013 Other Public Information and Outreach Activities

	1Q	2Q	3Q	4Q	Totals
Fire department job postings	80	100	92		272
Number of departments requesting postings	74	86	82		242
Website home page articles	3	2	1		6
Facebook posts	30	32	25		87
Twitter "tweets"	16	44	14		74
Open records requests	7	9	5		21