

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

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

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

**B. Status of division functions.**

## **Overview and Executive Office Activities**

All agency functional areas continue the fiscal year with full schedules and workloads.

### Activities for Legislative Session

The agency entered the 2<sup>nd</sup> quarter with the upcoming 2015 legislative session in view. Of particular interest are the exceptional items requested by the agency for its FY2016-17 budget, and the request to have the agency's 3 million dollar budget rider deleted. The executive office and financial services section appeared before the House Appropriations Committee (Feb 18<sup>th</sup>) and the Senate Finance Committee (Feb 23<sup>rd</sup>) during the quarter to testify and make formal requests regarding its upcoming budget appropriations. Additionally the Executive Director appeared before the Urban Affairs Committee (Feb 17<sup>th</sup>) to provide an agency overview for the benefit of new committee members. The agency also continues to track introduced legislative bills that have the potential to impact its operations.

On January 28<sup>th</sup>, the commission board met for a legislative workshop. The purpose of the workshop was to discuss budget requests and other pertinent documents that could be scrutinized by the legislature during the session. The workshop provided the opportunity to ensure that everyone was "on the same page" regarding the agency, its functions, and its needs.

On February 4<sup>th</sup> the executive office also had the opportunity to meet with Mr. Seth Christensen, the new liaison to TCFP from the governor's office. The director provided Mr. Christensen with an overview of the agency and its legislative requests.

### Small State Agency Task Force

TCFP staff had the opportunity to participate in two meetings of the Small State Agency Task Force, an informal group that looks out for the interests of agencies with fewer than 100 employees. One of the meetings in particular focused on the upcoming legislative session, and provided a good deal of useful information to participants regarding such things as priorities, pointers for testifying before committees, and other important items.

### Other Activities of the Executive Director

- ❖ Presented at the 2015 TEEEX Leadership Symposium on January 14<sup>th</sup> in San Marcos.
- ❖ Participated in annual meetings of the Rural Fire Advisory Council on February 19<sup>th</sup> and 20<sup>th</sup> at the SFFMA offices in Manchaca.
- ❖ Participated in follow-up meetings with the State Office of Risk Management (SORM) regarding the agency's completed inspection. SORM recommended that the agency explore the possibility of obtaining insurance for contents, and for directors. Application packages are currently being prepared for submission.
- ❖ December 10<sup>th</sup>: Conducted new commissioner orientation for incoming Commissioner Tivy Whitlock.
- ❖ Participated in booth at SAFE-D conference in Bastrop on January 16<sup>th</sup>.

## Certification, Renewal and Curriculum 2<sup>nd</sup> Quarter Report, FY 2015

### Certification/Renewal

- 2,565 certificates issued
- 1046 IFSAC seals issued
- 250 training facilities holding 1,457 active certifications
- 307 individual certificate holders renewed
- 31,024 active certificate holders
- 202 training facilities renewed
- 16 training facility certificates issued to 10 different entities

### Other Activities:

- The continuing education audit program is back on track. The program goal of auditing 50% (1368) of the individual certificate holders is currently in process. There were 402 individuals audited in the 2nd qtr with 968 more individuals to be audited in the 3<sup>rd</sup> and 4<sup>th</sup> quarters.
- 3<sup>rd</sup> reminder for certified training facilities with expired certificates of renewal expiration date and the requirements.

## Curriculum Development

### Committees Meetings

- 12/17/14 Head of Dept. Ad Hoc committee
- 12/18/14 FF Advisory committee
- 1/26 – 1/27/15 Hazmat Ad Hoc committee
- 1/28 – 1/29/15 Curriculum & Testing committee
- 1/29/15 Commission meeting
- 2/11 – 2/12/15 Investigator Ad Hoc committee

### Committees

- **Hazmat Ad Hoc committee** – Committee met in January to review test question banks in preparation for the new curriculum which becomes effective June 1, 2015.
- **Curriculum and Testing Committee**
  - Reviewed and created new test questions for Fire Officer IV and Investigator
  - Reviewed the changes to NFPA 1031 (2014 Edition) and determined that an ad hoc committee would be formed in 2015 to update the Inspector I, II and Plans Examiner I curricula. (These curricula must be updated by June of 2016.)
- **Head Of Department** – the committee had a public meeting, attended by several members of the FF Advisory committee, several commissioners, as well as interested TCFP customers. The ad hoc committee listened to feedback from the audience and amended the proposed rules for the **FF Advisory committee** meeting the following day. (No further comments about nor changes to the rules were made at the FF Advisory committee meeting.)
- **Investigator** – new test question bank to be used for on-line testing was reviewed. Many new test questions were written to fill in places where needed.

### Test Development and Test Bank Maintenance

- Created 145 monthly certification exams.
- Continued regular review of test questions as required.
- Finished creating five new TCFP test banks for on-line testing: Officer I – IV, Fire Investigator.
- Updated all four hazmat test question banks to new editions of NFPA standards and new text books (Awareness, Ops, Tech and Hazmat IC)

**Commission Quarterly Report  
Training Approval and Testing Section**

- **Test Administration, Training Approvals, Record Reviews, and Training and Skill Testing Audits Statistics – 2nd Quarter, FY 2015**
  - o Test Administration – 2060 exams were administrated during this quarter (1132 in December) with an average grade of 81.46% and a pass rate of 90.77%.
  - o Training Approvals – Total of 179 training approvals were submitted during this quarter in the commission’s Training Facility Management System.
  - o Record Reviews – One hundred thirty-one (131) record reviews for equivalency were conducted (43 out of state; 28 SFFMA; 31 Wildland; 13 new disciplines for individuals with current certifications; 16 for expired skills) and 405 test packets were distributed in the 2nd quarter. One hundred ninety (190) Qual #s were issued in the Training Facility Management System.
  - o Training and Skill Testing Audits –
    - Forty-five (45) onsite training, record, and skill audits were conducted during this quarter. Thirteen (13) deficiencies were found. The deficiencies identified dealt with incomplete records and failure to submit deviations as required. All deficiencies have been addressed.
    - Ten (10) online training audits were conducted with no deficiencies identified.
- **Activities for the Next Quarter**
  - o Continue to work with IT staff on the online test scheduling procedures, payment processes, and web-based testing project.
  - o Continue working in conjunction with the Compliance Officers to focus on conducting more on-site training, record, and skill audits within their respective regions.

## **Compliance Report Second Quarter FY 2015**

### **Training**

- The Compliance Officers traveled to TCFP Austin office the week of February 2 – 6 to work together on the Personal Protective Equipment (Proximity and Structural) Risk Assessment Education Informational packet. Prior to assembling in Austin the team worked in pairs on separate components of the packet. After the Commissioner's made their final decision on the expectations for regulated entities, the team assembled in Austin to modify, adjust and finalize the frequently asked question, sample risk assessments, and a description of the inspection process. The team also was able to receive updates on other relevant compliance issues.

### **Meetings & Conferences**

- During February the Executive Director had to attend several legislative hearings which created schedule conflicts for him. Due to these conflicts the Compliance Manager attended the following meetings and provided TCFP activity updates to the meeting participants.
  - The State Fire Marshal Forum in Pflugerville Texas on February, 18
  - Annual Fire Chief's Conference in Frisco Texas on February 22 – 24.
- The Compliance Manager attended a meeting of the Small Agency Legislative Task Force to receive updates and information pertaining to the upcoming 84<sup>th</sup> Regular Legislative session.

### **Miscellaneous**

- The Compliance Manager worked with the Executive Director to finalize and post the Risk Assessment informational packet on the TCFP website.
- The Compliance Manager assisted with the drafting of revisions and recommendations to TAC 445, Administrative Inspections and Penalties for the purpose of streamlining and consistency of the processes used for enforcement.
- The Compliance Manager provided assessment, comment and feedback to the Executive Director as requested on proposed legislation that is of interest the TCFP.

## FY 2015 Injury Reporting Program

	1Q	2Q	3Q	4Q	Totals
Reported Injuries	889	1124			2013
Burns	29	34			63
SOP-related*	9	6			15
Environmental-related	34	13			47

\*Injuries involving SOP violations

<i>Publications/postings</i>					
AvoidInjury! blog posts	4	3			7

## FY 2015 Library Program

	1Q	2Q	3Q	4Q	Totals
<i>Items loaned</i>					
AV items	71	73			144
Print items	14	17			31
<i>Research and reference requests</i>					
Internal	3	5			8
External	26	24			50
New library borrowers (new users)	8	8			16
Responses to borrower follow-up surveys	11	9			20
<i>Items cataloged</i>					
AV items	4	50			54
Print items	0	36			36
Desk copy items ordered and processed	3	6			9
<i>Publications/postings</i>					
Library newsletter	3	3			6

## FY 2015 Other Public Information and Outreach Activities

	1Q	2Q	3Q	4Q	Totals
Fire department job postings	134	128			262
Number of departments requesting postings	122	120			242
Website home page articles	3	2			5
Facebook posts	20	22			44
Twitter "tweets"	25	18			43
Open records requests	10	9			19

## IT Activity Report: 2<sup>nd</sup> Quarter, 2015

1. TCFP Websites and Web Applications Uptime 99.999
2. Resolved 155 Service Request (Tickets)
  - Internal users: 101 (may have indirectly addressed external issues.)
  - External users: 54
3. Designing migration plan from Windows Server 2003 to Windows Server 2012
4. Created 5 Servers in preparation for future projects and migration projects
  - FIDO /FARM/HelpDesk/Moodle/Exam
5. Implemented 5 VPN Connections for staff (Remote access)
  - Fred/Bobby/Tim/Mark/Joyce
6. Developed Finance Module for Reconciliation Purposes
7. Augmented CE Audit Application in FARM
8. Developing Online Exams (Programs)
  - Application to Test (complete)
  - Paying for Test (Ongoing)
9. Researched professional development suites
  - Lynda.com (Recommended)lsight.com
10. Researched 5 Major IT products
  - Redmine
  - VSO
  - TFS (Recommended)
  - MS 365
  - GitHub
11. Interviewed potential candidates for Programmer position
  - Recommended 1 for hire.