

**TEXAS COMMISSION ON FIRE PROTECTION**  
**October 27, 2016, 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 the commission meeting minutes of July 13, 2016 and July 14, 2016.**
- 3. The Budget and Strategic Plan subcommittees may meet separately or together on October 27, 2016 during the commission meeting and provide reports for discussion and possible action relating to any recommendations developed by the subcommittees, including but not limited to, modifications to the agency operating budget and strategic plan.**
- 4. 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 Fire Marshal’s Association, the Texas Association of Fire Educators, the Texas A&M Forest Service, the National Fire Protection Association, Texas State Association of Fire and Emergency Districts, and the State Fire Marshal’s Office.**
- 5. 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).**
- 6. Discussion and possible action regarding report from commission representative to the Homeland Security Council.**
- 7. Report from David Covington, Fire Chief, Schertz Fire Rescue regarding the Federal Highway Administration’s Strategic Highway Research Program training.**
- 8. Discussion and possible action on development of a Fire Inspector Certification that does not include all current rule components.**
- 9. New matters from the commission, staff, or public which may be discussed in future commission meetings.**
- 10. Discussion and possible action on future meeting dates.**
- 11. Matters referred from the Fire Fighter Advisory Committee (FFAC), including, but not limited to:**
  - A. Discussion and possible final adoption of proposed amendments, new sections, and repeals as follows:**
    - 1. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 423, Fire Suppression.**
    - 2. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 425, Fire Service Instructors.**
    - 3. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 429, Minimum Standards for Fire Inspector Certification.**
    - 4. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 431, Fire Investigation.**

5. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 433, Minimum Standards For Driver/Operator-Pumper.
  6. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 451, Fire Officer.
  7. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 453, Hazardous Materials.
  8. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 435, Fire Fighter Safety.
- B. Discussion and possible action on proposed amendments, new sections, and repeals as follows:
1. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 403, Criminal Convictions and Eligibility for Certification.
  2. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 433, Minimum Standards for Driver/Operator – Pumper.
  3. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 437, Fees.
  4. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 457, Minimum Standards for Incident Safety Officer Certification
- C. Report from the Curriculum and Testing Committee with discussion and possible action on recommendations regarding possible changes to the Certification Curriculum Manual, including but not limited to:
- a. Incident Safety officer overview, course instructor information, outline and reference list.
  - b. Driver/Operator – Aerial overview, course instructor information, outline and reference list.
12. Discussion and possible action regarding the addition of classes or courses to the A List and B List for higher levels of certification.
13. Discussion and possible action on matters from the Executive Director.
- A. Decisions of the Executive Director in contested cases and consent orders.
  - B. Status of division functions.
14. 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.
15. Open session for further discussion and possible action regarding preceding agenda item.
16. 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 the commission meeting minutes of July 13, 2016 and July 14, 2016.**

**TEXAS COMMISSION ON FIRE PROTECTION**

Presiding Officer, Robert Moore, at 2:00 p.m. called the July 13, 2016 commission workshop meeting of the Texas Commission on Fire Protection to order at 1701 N. Congress Avenue, Room 1-104, Austin, Texas.

Commissioners	Tommy Anderson	Elroy Carson**	Carlos Cortez*	Kelly Doster	Pat Ekiss
Attending	John Gillette*	Joseph Gonzalez	Mike Jones*	John McMakin	Robert Moore
	Leonardo Perez	Steve Tull	Tivy Whitlock**		

\*absent entire meeting

\*\*absent part of meeting

---

Staff Present      Tim Rutland      Deborah Cowan

---

1. **Roll call.**            Robert Moore, Presiding Officer called roll and a quorum was present.
2. **Discussion regarding recognition of former commissioners and advisory committee members.**  
Discussion only. No action necessary.
3. **Discussion regarding possible practices and procedures at commission meetings.**  
Discussion only. No action necessary.
4. **Discussion of the impact of proposed new testing rules and associated fee change for retests.**  
Discussion only. No action necessary.
5. **Discussion regarding required versus recommended hours for commission approved courses.**  
Discussion only. No action necessary.
6. **The Budget and Strategic Plan subcommittees may meet on July 13, 2016 during the commission workshop to discuss the agency budget and strategic plan.**  
  
Discussion only. No action necessary.
7. **Presentation of the agency Strategic Plan for 2017-2021.**  
  
Discussion only. No action necessary.
8. **Adjourn meeting.**  
  
The meeting was adjourned at 4:10 p.m.

---

Robert Moore, Presiding Officer

**TEXAS COMMISSION ON FIRE PROTECTION**

Presiding Officer, Robert Moore, at 9:00 a.m. called the July 14, 2016 meeting of the Texas Commission on Fire Protection to order at 1701 N. Congress Avenue, Room 1-104, Austin, Texas.

Commissioners	Tommy Anderson**	Elroy Carson	Carlos Cortez*	Kelly Doster	Pat Ekiss
Attending	John Gillette*	Joseph Gonzalez	Mike Jones*	John McMakin	Robert Moore
	Leonardo Perez	Steve Tull	Tivy Whitlock**		

\*absent entire meeting

\*\*absent part of meeting

Staff	Tim Rutland	Deborah Cowan	Paul Maldonado	Joyce Guinn	Mark Roughton
	Sylvia Miller	Lisa Gonzalez	Andrew Lutostanski, Assistant Attorney General		

Guests	Elizabeth Morris	Cary Roccaforte	Randal Rhodes	John Browning	Jeffrey Bell	Joe Don Warren
	Michael Dumas	Juan Angel Gloria	Chris Barron	James Mallinger	Larry Bell	Terry Rozell
	Chris Lopez	John Overstreet	Jacob Diaz	Doug Fowler	Nate Zaleski	Thomas McMonigle
	Mike Wisko	Jimmy Mullis	Roger Dickey	Glenn Deshields	Rob Franklin	Chris Youngman
	Beau Jackson	Carlos Elizondo	Dean Watson	Jason Collier	Scott Collard	Les Stephens
	Daniel DeYear	Billy Wusterhausen				

- 
1. Roll call                      Commission Assistant Presiding Officer, Joseph Gonzalez called roll and a quorum was present.
- 
2. Adoption of Minutes              A motion to approve the minutes of the April 27, 2016 and April 28, 2016 meeting was made by Steve Tull and seconded by Kelly Doster. The motion carried.
- 
3. Budget and Strategic Plan Subcommittee Meeting Reports              No action necessary.
- 
4. Reports from Interest Groups              A brief report was given by the Texas Fire Chief's Association, Texas State Association of Fire Fighters, State Firemen's and Fire Marshals' Association, and the Texas A&M Forest Service.
- 
5. Report from Fire School Advisory Board & TEEX              New commission Representative, Juan Gloria gave a brief report on activities since last meeting.
- 
6. Report from Homeland Security Council Representative              Commissioner, Joseph Gonzalez, gave a brief report from the June 24th joint meeting with the Private Sector Advisory Council. He reported that a representative from the Governor's Office spoke on focusing on budget and policy for upcoming legislative session. A University of Houston representative spoke on border trade immigration research and software development for Homeland Security processes and research on biometrics and face recognition; and another spoke on state government building infrastructure and security. The next meeting will be in September 2016.
- 
7. U.S. Chemical Safety Board Report              Tim Rutland, Executive Director gave a brief update and provided information from the agency library regarding ammonium nitrate. He informed commissioners that TEEEX is still developing course and is keeping in touch with the Chemical Safety Board on the development of the course.

- |                |               |
|----------------|---------------|
| 8. New matters | Nothing noted |
|----------------|---------------|
- 
- |                         |   |
|-------------------------|---|
| 9. Future meeting Dates | The commission previously scheduled its next meeting for October 27, 2016 beginning at 10:00 a.m. |
|-------------------------|---|
- 
- |  |  |
|--|--|
| 10. Matters from Fire Fighter Advisory Committee | <p>A. 1. A motion to approve for final adoption the proposed amendments to 37 TAC, Chapter 437, §437.13 and §437.17 was made by Leonardo Perez and seconded by Pat Ekiss. After discussion the motion was withdrawn.</p> <p style="padding-left: 40px;">After further discussion a motion to approve for final adoption 37 TAC, Chapter 437, §437.13 and §437.17 with an effective date of January 1, 2017 was made by Leonardo Perez and seconded by Pat Ekiss. The motion carried.</p> <p>2. A motion to approve for final adoption the proposed amendments to 37 TAC, Chapter 439, §439.1, 439.3, 439.7, 439.9, 439.11 and 439.19 with an effective date of January 1, 2017 as discussed was made by Steve Tull and seconded by Leonardo Perez. The motion carried.</p> <p>3. A motion to approve for final adoption the proposed amendments to 37 TAC, Chapter 451, new §451.307 and §451.407 with changes as discussed was made by Pat Ekiss and seconded by Steve Tull.</p> <p>B. 1-7. A motion to approve for publication the proposed amendments to Chapters 423, 425, 429, 431, 433, 451, and 453 as discussed was made by Elroy Carson and seconded by Tommy Anderson. The motion carried.</p> <p>8. A motion to approve for publication the proposed amendments to Chapter 435, §435.25, as discussed was made by Pat Ekiss and seconded by John McMakin. The motion carried.</p> <p>9. A motion allowing the Presiding Officer to form an ad-hoc committee to determine the need for further development of Fire Inspector certifications to meet the needs of businesses and citizens in the state of Texas and forward a recommendation to staff, Fire Fighter Advisory Committee and the board (commission) as discussed was made by Steve Tull and seconded by Tivy Whitlock. The motion carried.</p> <p>C. A motion to approve the recommended changes to the Aircraft Rescue Fire Suppression Curriculum, outline and reference list as discussed was made by Tommy Anderson and seconded by Leonardo Perez. The motion carried.</p> |
|--|--|
- 
- |                                     |  |
|-------------------------------------|--|
| 11. Matters from Executive Director | <p>a. Tim Rutland, Executive Director reported no informal conferences had occurred since the last commission meeting.</p> <p>b. Mr. Rutland provided commissioners information on agency functions since last commission meeting.</p> |
|-------------------------------------|--|
- 
- |                       |   |
|-----------------------|---|
| 12. Executive Session | Presiding Officer, Robert Moore did not call for the Executive Session. |
|-----------------------|---|
-

13. Open Session      No action necessary.
- 

14. Adjournment      A motion to adjourn was made by Kelly Doster and seconded by Tommy Anderson.  
The motion carried.

---

Robert Moore, Presiding Officer

- 3. The Budget and Strategic Plan subcommittees may meet separately or together on October 27, 2016 during the commission meeting and provide reports for discussion and possible action relating to any recommendations developed by the subcommittees, including but not limited to, modifications to the agency operating budget and strategic plan.**

# Texas Commission on Fire Protection

## Fiscal Year 2016 - Operating Budget

*Thru: October 15, 2016*

### Summary

Goals:	FY16 Budget	FY16 Expended	Balance	%
Education, Information and Assistance	84,334.64	84,334.64	0.00	
Fire Department Standards	839,420.80	839,420.80	0.00	
Indirect Administration	746,838.88	746,838.88	0.00	
<b>1001 - Salaries &amp; Wages:</b>	<b>1,670,594.32</b>	<b>1,670,594.32</b>	<b>0.00</b>	<b>0%</b>
Education, Information and Assistance	4,661.72	4,661.72	0.00	
Fire Department Standards	75,463.31	75,463.31	0.00	
Indirect Administration	43,197.06	43,197.06	0.00	
<b>1002 - Other Personnel Costs</b>	<b>123,322.09</b>	<b>123,322.09</b>	<b>0.00</b>	<b>0%</b>
Education, Information and Assistance	114.28	114.28	0.00	
Fire Department Standards	1,307.93	1,307.93	0.00	
Indirect Administration	3,208.63	3,208.63	0.00	
<b>2001 - Professional Fees and Services:</b>	<b>4,630.84</b>	<b>4,630.84</b>	<b>0.00</b>	<b>0%</b>
Education, Information and Assistance	1,466.47	1,466.47	0.00	
Fire Department Standards	10,084.09	10,084.09	-	
Indirect Administration	3,161.18	3,161.18	(0.00)	
<b>2003 - Consumable Supplies:</b>	<b>14,711.74</b>	<b>14,711.74</b>	<b>0.00</b>	<b>0%</b>
Education, Information and Assistance	382.83	382.83	0.00	
Fire Department Standards	8,780.96	8,780.96	0.00	
Indirect Administration	1,786.52	1,786.52	0.00	
<b>2004 - Utilities:</b>	<b>10,950.31</b>	<b>10,950.31</b>	<b>0.00</b>	<b>0%</b>
Education, Information and Assistance	215.74	215.74	0.00	
Fire Department Standards	74,370.40	74,294.99	75.41	
Indirect Administration	20,562.68	20,212.69	349.99	
<b>2005 - Travel:</b>	<b>95,148.82</b>	<b>94,723.42</b>	<b>425.40</b>	<b>0%</b>
Education, Information and Assistance	9.24	9.24	0.00	
Fire Department Standards	78.19	78.19	0.00	
Indirect Administration	295.21	295.21	0.00	
<b>2006 - Rent - Building (storage):</b>	<b>382.64</b>	<b>382.64</b>	<b>0.00</b>	<b>0%</b>
Education, Information and Assistance	903.34	903.34	0.00	
Fire Department Standards	7,678.44	7,678.44	0.00	
Indirect Administration	5,420.06	5,420.06	0.00	
<b>2007 - Rent - Machine and Other:</b>	<b>14,001.84</b>	<b>14,001.84</b>	<b>0.00</b>	<b>0%</b>
Education, Information and Assistance	15,058.81	15,058.81	0.00	
Fire Department Standards	58,759.91	58,759.91	0.00	
Indirect Administration	47,053.66	47,053.66	0.00	
<b>2009 - Other Operating Expense:</b>	<b>120,872.38</b>	<b>120,872.38</b>	<b>0.00</b>	<b>0%</b>
Fire Department Standards	33,516.26	33,516.26	0.00	
<b>4000 - Grants:</b>	<b>33,516.26</b>	<b>33,516.26</b>	<b>0.00</b>	<b>0%</b>
<b>5000 - Capital Expenditures:</b>	-	-	-	<b>0%</b>
<b>TOTAL - ALL EXPENDITURES</b>	<b>2,088,131.24</b>	<b>2,087,705.84</b>	<b>425.40</b>	<b>0%</b>

## Texas Commission on Fire Protection

### Fiscal Year 2016 - Operating Budget

*Thru: October 15, 2016*

## Goal A: Education, Info and Assistance

	Library	IT	Grants	Total	%
<b>Budget:</b>	<b>84,334.64</b>	<b>0.00</b>	<b>0.00</b>	<b>84,334.64</b>	0
Expended:	84,334.64	0.00	0.00	84,334.64	0
<b>1001 - Balance Salaries &amp; Wages:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
Other Personnel Costs:					
7017- One-Time Merit	4,000.00	0.00	0.00	4,000.00	
7022- Longevity Pay	240.00	0.00	0.00	240.00	
7040- ERS-Retirement Contribution	421.72	0.00	0.00	421.72	
<b>Budget:</b>	<b>4,661.72</b>	<b>0.00</b>	<b>0.00</b>	<b>4,661.72</b>	0
Expended:	4,661.72	0.00	0.00	4,661.72	0
<b>1002 - Balance Other Personnel Costs</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
Professional Fees and Services:					
7253- Other Professional Fees (EAP)	114.28	0.00	0.00	114.28	
<b>Budget:</b>	<b>114.28</b>	<b>0.00</b>	<b>0.00</b>	<b>114.28</b>	0
Expended:	114.28	0.00	0.00	114.28	0
<b>2001 - Balance Professional Fees and Services:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Budget:</b>	<b>1,466.47</b>	<b>0.00</b>	<b>0.00</b>	<b>1,466.47</b>	0
Expended:	1,466.47	0.00	0.00	1,466.47	0
<b>2003 - (7300) Balance Consumable Supplies:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
Utilities:					
7501- Electricity	15.09	0.00	0.00	15.09	
7517- Telecommunications Equipment	367.74	0.00	0.00	367.74	
<b>Budget:</b>	<b>382.83</b>	<b>0.00</b>	<b>0.00</b>	<b>382.83</b>	0
Expended:	382.83	0.00	0.00	382.83	0
<b>2004 - Balance Utilities:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
Travel:					
7101- Travel I/S - Public Transportation Fares	115.98	0.00	0.00	115.98	
7102- Mileage	43.96	0.00	0.00	43.96	
7105- Travel I/S - Incidental Expenses	27.85	0.00	0.00	27.85	
7107- Travel I/S - Non-Overnight Travel (Meals)	27.95	0.00	0.00	27.95	
<b>Budget:</b>	<b>215.74</b>	<b>0.00</b>	<b>0.00</b>	<b>215.74</b>	0
Expended:	215.74	0.00	0.00	215.74	0
<b>2005 - Balance Travel:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
Rent:					
7470- Rent Space - storage	9.24	0.00	0.00	9.24	
<b>Budget:</b>	<b>9.24</b>	<b>0.00</b>	<b>0.00</b>	<b>9.24</b>	0
Expended:	9.24	0.00	0.00	9.24	0
<b>2006 - (7470) Balance Rent - Building (storage):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
Rent - Machine and Other:					
7406- Rental - Furnishings & Equipment (copier)	860.64	0.00	0.00	860.64	
7411- Rental - Computer Equipment	42.70	0.00	0.00	42.70	
<b>Budget:</b>	<b>903.34</b>	<b>0.00</b>	<b>0.00</b>	<b>903.34</b>	0
Expended:	903.34	0.00	0.00	903.34	0
<b>2007 - Balance Rent - Machine and Other:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>

## Texas Commission on Fire Protection

### Fiscal Year 2016 - Operating Budget

*Thru: October 15, 2016*

## Goal A: Education, Info and Assistance

	Library	IT	Grants	Total	%
Other Operating Expense:					
7042- ERS Insurance Payment	774.04	0.00	0.00	774.04	
7201- Membership Dues	4.84	0.00	0.00	4.84	
7202- registration fees - trng	0.00	0.00	0.00	0.00	
7203- Tuition - Employee Training	34.03	0.00	0.00	34.03	
7204- Insurance Premiums and Deductibles	31.45	0.00	0.00	31.45	
7210- Fees and Other Charges	8.06	0.00	0.00	8.06	
7211- Awards	28.00	0.00	0.00	28.00	
7267- Maint & Repair - Computer Equipment	54.45	0.00	0.00	54.45	
7276- Communication Services (T-1 Line)	137.09	0.00	0.00	137.09	
7286- Freight & Delivery Services	0.88	0.00	0.00	0.88	
7291- Postage & Postal Services	457.42	0.00	0.00	457.42	
7295- Fees & Other Charges (DPS) (7210)	0.00	0.00	0.00	0.00	
7299- Purchased Contracted Services	39.77	0.00	0.00	39.77	
7303- subs, periodic, info serv	2,671.62	0.00	0.00	2,671.62	
7334- Furnishings & Equipment -Expensed	1,395.67	0.00	0.00	1,395.67	
7335- Parts -Computer Equipment - Expensed	1.03	0.00	0.00	1.03	
7377- Computer Equipment - Expensed	644.62	0.00	0.00	644.62	
7378- Computer Equipment - Controlled	796.77	0.00	0.00	796.77	
7380- Computer Software - Expensed	5,048.77	0.00	0.00	5,048.77	
7382- Books - Expensed	1,822.45	0.00	0.00	1,822.45	
7806- Interest on Delayed Payment	0.94	0.00	0.00	0.94	
7947- Workers Compensation Transfer (SORM)	127.00	0.00	0.00	127.00	
7961- STS Transfers-Telecommunications (TexAn)	378.43	0.00	0.00	378.43	
7962- Capitol Complex (CCTS)	601.48	0.00	0.00	601.48	
<b>Budget:</b>	<b>15,058.81</b>	<b>0.00</b>	<b>0.00</b>	<b>15,058.81</b>	0
Expended:	15,058.81	0.00	0.00	15,058.81	
<b>2009 - Balance Other Operating Expense:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
Grants:					
<b>Budget:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	0
Expended:	0.00	0.00	0.00	0.00	
<b>4000 - Balance Grants:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Budget:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	0
Expended:	0.00	0.00	0.00	0.00	
<b>5000 - Balance Capital Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Budget:</b>	<b>107,147.07</b>	<b>0.00</b>	<b>0.00</b>	<b>107,147.07</b>	0
Expended:	107,147.07	0.00	0.00	107,147.07	
<b>TOTAL BALANCE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>

## Texas Commission on Fire Protection

### Fiscal Year 2016 - Operating Budget

Thru: October 15, 2016

## Goal B: Fire Department Standards

	Mgmt	Complnc	Cert	Testing	Curr Dev	Total	%
Budget:	0.00	370,209.12	207,498.64	208,404.84	53,308.20	839,420.80	0.00
Expended:	0.00	370,209.12	207,498.64	208,404.84	53,308.20	839,420.80	
<b>1001 - Balance Salaries &amp; Wages:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
Other Personnel Costs:							
7017- One-Time Merit	0.00	15,000.00	13,000.00	9,000.00	2,000.00	39,000.00	
7022- Longevity Pay	0.00	6,720.00	6,700.00	4,520.00	940.00	18,880.00	
7023- Lump Sum Termination	0.00	0.00	5,738.55	5,337.36	0.00	11,075.91	
7040- ERS Retirement Contribution	0.00	1,850.88	1,037.60	1,042.04	266.52	4,197.04	
7050- Benefit Replacement	0.00	0.00	2,310.36	0.00	0.00	2,310.36	
Budget:	0.00	23,570.88	28,786.51	19,899.40	3,206.52	75,463.31	0.00
Expended:	0.00	23,570.88	28,786.51	19,899.40	3,206.52	75,463.31	
<b>1002 - Balance Other Personnel Costs</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
Professional Fees and Services:							
7253- Other Professional Fees (EAP)	1,307.93	0.00	0.00	0.00	0.00	1,307.93	
Budget:	1,307.93	0.00	0.00	0.00	0.00	1,307.93	0.00
Expended:	1,307.93	0.00	0.00	0.00	0.00	1,307.93	
<b>2001 - Balance Professional Fees and Serv</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
Budget:	2,985.43	727.60	478.20	5,865.36	27.50	10,084.09	0.00
Expended:	2,985.43	727.60	478.20	5,865.36	27.50	10,084.09	
<b>2003 - (7300) Balance Consumable Supplies</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
Utilities:							
7501- Electricity	128.34	0.00	0.00	0.00	0.00	128.34	
7510- Telecom Parts & Supplies	0.00	0.00	0.00	0.00	25.00	25.00	
7516- Telecom-Other (reg voice/internet)	409.38	8,218.24	0.00	0.00	0.00	8,627.62	
Budget:	537.72	8,218.24	0.00	0.00	25.00	8,780.96	0.00
Expended:	537.72	8,218.24	0.00	0.00	25.00	8,780.96	
<b>2004 - Balance Utilities:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
Travel:							
7101- Travel I/S - Public Transportation Fares	0.00	14,003.18	437.90	1,422.65	1,617.84	17,481.57	
7102- Mileage	0.00	15,727.78	417.27	196.95	0.00	16,342.00	
7105- Travel I/S - Incidental Expenses	0.00	5,834.83	255.82	753.95	23.58	6,868.18	
7106- Travel I/S - Meals & Lodging	0.00	26,982.97	1,421.48	1,951.01	0.00	30,355.46	
7107- Travel I/S - Non-Overnight Travel (Meals)	0.00	1,280.91	23.50	58.62	0.00	1,363.03	
7111- Travel OOS - Public Transportation Fares	0.00	0.00	0.00	0.00	558.02	558.02	
7112- Travel OOS - Mileage	0.00	0.00	0.00	0.00	13.18	13.18	
7115- Travel OOS - Incidental Expenses	0.00	0.00	0.00	0.00	196.70	196.70	
7116- Travel OOS - Meals, Lodging Allowable	0.00	0.00	0.00	0.00	1,017.76	1,017.76	
7135- Travel I/S - State Occupancy Tax	0.00	99.09	0.00	0.00	0.00	99.09	
Budget:	0.00	63,928.76	2,555.97	4,383.18	3,502.49	74,370.40	0.00
Expended:	0.00	63,928.76	2,555.97	4,383.18	3,427.08	74,294.99	
<b>2005 - Balance Travel:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>75.41</b>	<b>75.41</b>	<b>0%</b>



## Texas Commission on Fire Protection

### Fiscal Year 2016 - Operating Budget

*Thru: October 15, 2016*

## Goal B: Fire Department Standards

	<u>Mgmt</u>	<u>Complnc</u>	<u>Cert</u>	<u>Testing</u>	<u>Curr Dev</u>	<u>Total</u>	<u>%</u>
Grants:							
7623 Grants	0.00	0.00	33,516.26	0.00	0.00	33,516.26	
<b>Budget:</b>	<b>0.00</b>	<b>0.00</b>	<b>17,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,500.00</b>	0.00
<b>Excess Revenue from License Plates</b>			<b>16,016.26</b>			<b>16,016.26</b>	
Expended:	0.00	0.00	33,516.26	0.00	0.00	33,516.26	
<b>4000 - Balance Grants:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Budget:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	0
Expended:	0.00	0.00	0.00	0.00	0.00	0.00	
<b>5000 - Balance Capital Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Budget:</b>	<b>47,259.88</b>	<b>474,309.56</b>	<b>276,146.71</b>	<b>249,148.36</b>	<b>62,595.78</b>	<b>1,109,460.29</b>	0.00
Expended:	47,259.88	474,309.56	276,146.71	249,148.36	62,520.37	1,109,384.88	
<b>TOTAL BALANCE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>75.41</b>	<b>75.41</b>	<b>0%</b>

## Texas Commission on Fire Protection

### Fiscal Year 2016 - Operating Budget

*Thru: October 15, 2016*

## Goal C: Indirect Administration

	Exec Office	Fin Svcs	Commis	Total	%
<b>Budget:</b>	545,639.88	201,199.00	0.00	746,838.88	0.00
Expended:	545,639.88	201,199.00	0.00	746,838.88	
<b>1001 - Balance Salaries &amp; Wages:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
Other Personnel Costs:					
7017- One-Time Merit	18,000.00	9,000.00	0.00	27,000.00	
7022- Longevity Pay	6,720.00	1,440.00	0.00	8,160.00	
7033- Employee Retirement - Other expenses	0.00	3,610.44	0.00	3,610.44	
7040- ERS Retirement Contribution	2,393.64	1,006.12	0.00	3,399.76	
7050- Benefit Replacement	1,026.86	0.00	0.00	1,026.86	
<b>Budget:</b>	<b>28,140.50</b>	<b>15,056.56</b>	<b>0.00</b>	<b>43,197.06</b>	0.00
Expended:	28,140.50	15,056.56	0.00	43,197.06	
<b>1002 - Balance Other Personnel Costs</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
Professional Fees and Services:					
7245- Financial & Accounting Services	0.00	2,523.00	0.00	2,523.00	
7253- Other Professional Fees (EAP)	0.00	685.63	0.00	685.63	
<b>Budget:</b>	<b>0.00</b>	<b>3,208.63</b>	<b>0.00</b>	<b>3,208.63</b>	0.00
Expended:	0.00	3,208.63	0.00	3,208.63	
<b>2001 - Balance Professional Fees and Services:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Budget:</b>	<b>246.03</b>	<b>2,915.15</b>	<b>0.00</b>	<b>3,161.18</b>	0.00
Expended:	246.03	2,915.15	0.00	3,161.18	
<b>2003 - (7300) Balance Consumable Supplies:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
Utilities:					
7501- Electricity	0.00	90.57	0.00	90.57	0.00
7517- Telecommunications Equipment	1544.40	151.55	0.00	1695.95	
<b>Budget:</b>	<b>1544.40</b>	<b>242.12</b>	<b>0.00</b>	<b>1786.52</b>	0.00
Expended:	1544.40	242.12	0.00	1786.52	
<b>2004 - Balance Utilities:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
Travel:					
7101- Travel I/S - Public Transportation Fares	1,007.34	0.00	3,414.97	4,422.31	
7102- Mileage	171.00	1,081.77	2,333.06	3,585.83	
7104- Travel I/S - Actual Expense Overnight	177.05	0.00	0.00	177.05	
7105- Travel I/S - Incidental Expenses	272.34	55.18	1,174.61	1,502.13	
7106- Travel I/S - Meals & Lodging	1,575.00	1,293.00	630.00	3,498.00	
7110- Travel I/S - Board Member Meals & Lodging	0.00	0.00	7,027.37	7,027.37	
<b>Budget:</b>	<b>3,552.72</b>	<b>2,429.95</b>	<b>14,580.01</b>	<b>20,562.68</b>	0.00
Expended:	3,202.73	2,429.95	14,580.01	20,212.69	
<b>2005 - Balance Travel:</b>	<b>349.99</b>	<b>0.00</b>	<b>0.00</b>	<b>349.99</b>	<b>2%</b>
Rent:					
7462- Rent office space - building	0.00	0.00	0.00	0.00	
7470- Rent Space - storage	240.00	55.21	0.00	295.21	
<b>Budget:</b>	<b>240.00</b>	<b>55.21</b>	<b>0.00</b>	<b>295.21</b>	0
Expended:	240.00	55.21	0.00	295.21	
<b>2006 - (7470) Balance Rent - Building (storage):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>

**Texas Commission on Fire Protection**  
**Fiscal Year 2016 - Operating Budget**  
*Thru: October 15, 2016*

## Goal C: Indirect Administration

	<u>Exec Office</u>	<u>Fin Svcs</u>	<u>Commis</u>	<u>Total</u>	<u>%</u>
Rent - Machine and Other:					
7406- Rental - Furnishings & Equipment (copier)	0.00	5,163.84	0.00	5,163.84	
7411- Rental - Computer Equipment	0.00	256.22	0.00	256.22	
<b>Budget:</b>	<b>0.00</b>	<b>5,420.06</b>	<b>0.00</b>	<b>5,420.06</b>	0.00
Expended:	0.00	5,420.06	0.00	5,420.06	
<b>2007 - Balance Rent - Machine and Other:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
Other Operating Expense:					
7042- ERS Insurance Payment	5,456.52	2,011.93	0.00	7,468.45	
7201- Membership Dues	270.00	29.03	0.00	299.03	
7203- Registration Fees-Employee Training	950.00	999.26	0.00	1,949.26	
7204- Insurance Premiums and Deductibles	0.00	188.74	0.00	188.74	
7210- Fees and Other Charges	0.00	168.39	0.00	168.39	
7211- Awards	0.00	167.97	0.00	167.97	
7262- Maint & Repair - Computer Software	0.00	3,941.00	0.00	3,941.00	
7267- Maint & Repair - Computer Equipment	0.00	326.71	0.00	326.71	
7273- Reproduction & Printing	0.00	0.00	95.00	95.00	
7276- Communication Services (T-1 Line)	0.00	822.56	0.00	822.56	
7286- Freight & Delivery Services	0.00	5.24	0.00	5.24	
7291- Postage & Postal Services	0.00	2,744.51	0.00	2,744.51	
7295- Investigation Expenses	0.00	0.00	0.00	0.00	
7299- Purchased Contracted Services	-255.00	238.47	0.00	-16.53	
7303- Subscriptions, Periodicals and Info Services	0.00	45.64	0.00	45.64	
7334- Furnishings & Equipment -Expensed	2,918.48	4,526.96	24.36	7,469.80	
7335- Parts -Computer Equipment - Expensed	35.00	6.19	0.00	41.19	
7377- Computer Equipment - Expensed	4,777.00	3,867.84	0.00	8,644.84	
7378- Computer Equipment - Controlled	0.00	4,780.65	0.00	4,780.65	
7380- Computer Software - Expensed	806.10	431.60	0.00	1,237.70	
7382- Books - Expensed	0.00	29.03	0.00	29.03	
7806- Interest on Delayed Payment	0.00	3.15	0.00	3.15	
7947- Workers Compensation Transfer (SORM)	0.00	762.01	0.00	762.01	
7961- STS Transfers-Telecommunications (TexAn)	0.00	2,270.44	0.00	2,270.44	
7962- STS transfer to GR (CCTS)	0.00	3,608.88	0.00	3,608.88	
<b>Budget:</b>	<b>14,958.10</b>	<b>31,976.20</b>	<b>119.36</b>	<b>47,053.66</b>	0.00
Expended:	14,958.10	31,976.20	119.36	47,053.66	
<b>2009 - Balance Other Operating Expense:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Budget:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Expended:	0.00	0.00	0.00	0.00	
<b>4000 - Balance Grants:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Budget:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	0
Expended:	0.00	0.00	0.00	0.00	
<b>5000 - Balance Capital Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Budget:</b>	<b>594,321.63</b>	<b>262,502.88</b>	<b>14,699.37</b>	<b>871,523.88</b>	0.00
Expended:	593,971.64	262,502.88	14,699.37	871,173.89	
<b>TOTAL - BALANCE</b>	<b>349.99</b>	<b>0.00</b>	<b>0.00</b>	<b>349.99</b>	<b>0%</b>

# Texas Commission on Fire Protection

## Fiscal Year 2017 - Operating Budget

*Thru: September 1, 2016*

### Summary

Goals:	FY17 Budget	FY17 Expended	Balance	%
Education, Information and Assistance	84,334.64	-	84,334.64	
Fire Department Standards	839,420.80	-	839,420.80	
Indirect Administration	746,838.88	-	746,838.88	
<b>1001 - Salaries &amp; Wages:</b>	<b>1,670,594.32</b>	<b>-</b>	<b>1,670,594.32</b>	<b>100%</b>
Education, Information and Assistance	3,261.72	-	3,261.72	
Fire Department Standards	35,887.40	-	35,887.40	
Indirect Administration	23,297.06	-	23,297.06	
<b>1002 - Other Personnel Costs</b>	<b>62,446.18</b>	<b>-</b>	<b>62,446.18</b>	<b>100%</b>
Education, Information and Assistance	114.28	-	114.28	
Fire Department Standards	1,307.93	-	1,307.93	
Indirect Administration	4,185.63	-	4,185.63	
<b>2001 - Professional Fees and Services:</b>	<b>5,607.84</b>	<b>-</b>	<b>5,607.84</b>	<b>100%</b>
Education, Information and Assistance	1,466.47	-	1,466.47	
Fire Department Standards	10,084.09	-	10,084.09	
Indirect Administration	8,000.00	-	8,000.00	
<b>2003 - Consumable Supplies:</b>	<b>19,550.56</b>	<b>-</b>	<b>19,550.56</b>	<b>100%</b>
Education, Information and Assistance	382.83	-	382.83	
Fire Department Standards	8,780.96	-	8,780.96	
Indirect Administration	1,786.52	-	1,786.52	
<b>2004 - Utilities:</b>	<b>10,950.31</b>	<b>-</b>	<b>10,950.31</b>	<b>100%</b>
Education, Information and Assistance	215.74	-	215.74	
Fire Department Standards	76,900.00	-	76,900.00	
Indirect Administration	28,985.00	-	28,985.00	
<b>2005 - Travel:</b>	<b>106,100.74</b>	<b>-</b>	<b>106,100.74</b>	<b>100%</b>
Education, Information and Assistance	20.00	-	20.00	
Fire Department Standards	80.00	-	80.00	
Indirect Administration	300.00	-	300.00	
<b>2006 - Rent - Building (storage):</b>	<b>400.00</b>	<b>-</b>	<b>400.00</b>	<b>100%</b>
Education, Information and Assistance	359.35	-	359.35	
Fire Department Standards	3,054.53	-	3,054.53	
Indirect Administration	2,156.13	-	2,156.13	
<b>2007 - Rent - Machine and Other:</b>	<b>5,570.01</b>	<b>-</b>	<b>5,570.01</b>	<b>100%</b>
Education, Information and Assistance	28,992.04	-	28,992.04	
Fire Department Standards	64,288.31	-	64,288.31	
Indirect Administration	50,674.66	-	50,674.66	
<b>2009 - Other Operating Expense:</b>	<b>143,955.01</b>	<b>-</b>	<b>143,955.01</b>	<b>100%</b>
Fire Department Standards	17,500.00	-	17,500.00	
<b>4000 - Grants:</b>	<b>17,500.00</b>	<b>-</b>	<b>17,500.00</b>	<b>100%</b>
<b>5000 - Capital Expenditures:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>TOTAL - ALL EXPENDITURES</b>	<b>2,042,674.97</b>	<b>-</b>	<b>2,042,674.97</b>	<b>100%</b>

## Texas Commission on Fire Protection

### Fiscal Year 2017 - Operating Budget

Thru: September 1, 2016

## Goal A: Education, Info and Assistance

	Library	IT	Grants	Total	%
<b>Budget:</b>	84,334.64	0.00	0.00	84,334.64	0
Expended:	0.00	0.00	0.00	0.00	
<b>1001 - Balance Salaries &amp; Wages:</b>	<b>84,334.64</b>	<b>0.00</b>	<b>0.00</b>	<b>84,334.64</b>	<b>100%</b>
Other Personnel Costs:					
7017- One-Time Merit	0.00	0.00	0.00	0.00	
7022- Longevity Pay	0.00	0.00	0.00	0.00	
7040- ERS-Retirement Contribution	0.00	0.00	0.00	0.00	
<b>Budget:</b>	<b>3,261.72</b>	<b>0.00</b>	<b>0.00</b>	<b>3,261.72</b>	0
Expended:	0.00	0.00	0.00	0.00	
<b>1002 - Balance Other Personnel Costs</b>	<b>3,261.72</b>	<b>0.00</b>	<b>0.00</b>	<b>3,261.72</b>	<b>100%</b>
Professional Fees and Services:					
7253- Other Professional Fees (EAP)	0.00	0.00	0.00	0.00	
<b>Budget:</b>	<b>114.28</b>	<b>0.00</b>	<b>0.00</b>	<b>114.28</b>	0
Expended:	0.00	0.00	0.00	0.00	
<b>2001 - Balance Professional Fees and Services:</b>	<b>114.28</b>	<b>0.00</b>	<b>0.00</b>	<b>114.28</b>	<b>100%</b>
<b>Budget:</b>	<b>1,466.47</b>	<b>0.00</b>	<b>0.00</b>	<b>1,466.47</b>	0
Expended:	0.00	0.00	0.00	0.00	
<b>2003 - (7300) Balance Consumable Supplies:</b>	<b>1,466.47</b>	<b>0.00</b>	<b>0.00</b>	<b>1,466.47</b>	<b>100%</b>
Utilities:					
7501- Electricity	0.00	0.00	0.00	0.00	
7517- Telecommunications Equipment	0.00	0.00	0.00	0.00	
<b>Budget:</b>	<b>382.83</b>	<b>0.00</b>	<b>0.00</b>	<b>382.83</b>	0
Expended:	0.00	0.00	0.00	0.00	
<b>2004 - Balance Utilities:</b>	<b>382.83</b>	<b>0.00</b>	<b>0.00</b>	<b>382.83</b>	<b>100%</b>
Travel:					
7101- Travel I/S - Public Transportation Fares	0.00	0.00	0.00	0.00	
7102- Mileage	0.00	0.00	0.00	0.00	
7105- Travel I/S - Incidental Expenses	0.00	0.00	0.00	0.00	
7107- Travel I/S - Non-Overnight Travel (Meals)	0.00	0.00	0.00	0.00	
<b>Budget:</b>	<b>215.74</b>	<b>0.00</b>	<b>0.00</b>	<b>215.74</b>	0
Expended:	0.00	0.00	0.00	0.00	
<b>2005 - Balance Travel:</b>	<b>215.74</b>	<b>0.00</b>	<b>0.00</b>	<b>215.74</b>	<b>100%</b>
Rent:					
7470- Rent Space - storage	0.00	0.00	0.00	0.00	
<b>Budget:</b>	<b>20.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20.00</b>	0
Expended:	0.00	0.00	0.00	0.00	
<b>2006 - (7470) Balance Rent - Building (storage):</b>	<b>20.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20.00</b>	<b>100%</b>
Rent - Machine and Other:					
7406- Rental - Furnishings & Equipment (copier)	0.00	0.00	0.00	0.00	
7411- Rental - Computer Equipment	0.00	0.00	0.00	0.00	
<b>Budget:</b>	<b>359.35</b>	<b>0.00</b>	<b>0.00</b>	<b>359.35</b>	0
Expended:	0.00	0.00	0.00	0.00	
<b>2007 - Balance Rent - Machine and Other:</b>	<b>359.35</b>	<b>0.00</b>	<b>0.00</b>	<b>359.35</b>	<b>100%</b>

## Texas Commission on Fire Protection

### Fiscal Year 2017 - Operating Budget

*Thru: September 1, 2016*

## Goal A: Education, Info and Assistance

	Library	IT	Grants	Total	%
Other Operating Expense:					
7042- ERS Insurance Payment	0.00	0.00	0.00	0.00	
7201- Membership Dues	0.00	0.00	0.00	0.00	
7202- registration fees - trng	0.00	0.00	0.00	0.00	
7203- Tuition - Employee Training	0.00	0.00	0.00	0.00	
7204- Insurance Premiums and Deductibles	0.00	0.00	0.00	0.00	
7210- Fees and Other Charges	0.00	0.00	0.00	0.00	
7211- Awards	0.00	0.00	0.00	0.00	
7267- Maint & Repair - Computer Equipment	0.00	0.00	0.00	0.00	
7276- Communication Services (T-1 Line)	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	0.00	0.00	0.00	
7295- Fees & Other Charges (DPS) (7210)	0.00	0.00	0.00	0.00	
7299- Purchased Contracted Services	0.00	0.00	0.00	0.00	
7303- subs, periodic, info serv	0.00	0.00	0.00	0.00	
7334- Furnishings & Equipment -Expensed	0.00	0.00	0.00	0.00	
7335- Parts -Computer Equipment - Expensed	0.00	0.00	0.00	0.00	
7377- Computer Equipment - Expensed	0.00	0.00	0.00	0.00	
7378- Computer Equipment - Controlled	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	0.00	0.00	0.00	0.00	
7947- Workers Compensation Transfer (SORM)	0.00	0.00	0.00	0.00	
7961- STS Transfers-Telecommunications (TexAn)	0.00	0.00	0.00	0.00	
7962- Capitol Complex (CCTS)	0.00	0.00	0.00	0.00	
<b>Budget:</b>	<b>28,992.04</b>	<b>0.00</b>	<b>0.00</b>	<b>28,992.04</b>	0
Expended:	0.00	0.00	0.00	0.00	
<b>2009 - Balance Other Operating Expense:</b>	<b>28,992.04</b>	<b>0.00</b>	<b>0.00</b>	<b>28,992.04</b>	<b>100%</b>
Grants:					
<b>Budget:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	0
Expended:	0.00	0.00	0.00	0.00	
<b>4000 - Balance Grants:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
5000 - Balance Capital Expenditures:					
<b>Budget:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	0
Expended:	0.00	0.00	0.00	0.00	
<b>5000 - Balance Capital Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Budget:</b>	<b>119,147.07</b>	<b>0.00</b>	<b>0.00</b>	<b>119,147.07</b>	0
Expended:	0.00	0.00	0.00	0.00	
<b>TOTAL BALANCE</b>	<b>119,147.07</b>	<b>0.00</b>	<b>0.00</b>	<b>119,147.07</b>	<b>100%</b>

## Texas Commission on Fire Protection

### Fiscal Year 2017 - Operating Budget

Thru: September 1, 2016

## Goal B: Fire Department Standards

	Mgmt	Complnc	Cert	Testing	Curr Dev	Total	%
<b>Budget:</b>	<b>0.00</b>	<b>370,209.12</b>	<b>207,498.64</b>	<b>208,404.84</b>	<b>53,308.20</b>	<b>839,420.80</b>	0.00
<b>Expended:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>1001 - Balance Salaries &amp; Wages:</b>	<b>0.00</b>	<b>370,209.12</b>	<b>207,498.64</b>	<b>#####</b>	<b>53,308.20</b>	<b>839,420.80</b>	<b>100%</b>
Other Personnel Costs:							
7017- One-Time Merit	0.00	0.00	0.00	0.00	0.00	0.00	
7022- Longevity Pay	0.00	0.00	0.00	0.00	0.00	0.00	
7023- Lump Sum Termination	0.00	0.00	<b>0.00</b>	0.00	0.00	0.00	
7040- ERS Retirement Contribution	0.00	0.00	0.00	0.00	0.00	0.00	
7050- Benefit Replacement	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Budget:</b>	<b>0.00</b>	<b>10,570.88</b>	<b>13,547.96</b>	<b>8,562.04</b>	<b>3,206.52</b>	<b>35,887.40</b>	0.00
<b>Expended:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>1002 - Balance Other Personnel Costs</b>	<b>0.00</b>	<b>10,570.88</b>	<b>13,547.96</b>	<b>8,562.04</b>	<b>3,206.52</b>	<b>35,887.40</b>	<b>100%</b>
Professional Fees and Services:							
7253- Other Professional Fees (EAP)	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Budget:</b>	<b>1,307.93</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,307.93</b>	0.00
<b>Expended:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>2001 - Balance Professional Fees and Serv</b>	<b>1,307.93</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,307.93</b>	<b>100%</b>
<b>Budget:</b>	<b>2,985.43</b>	<b>727.60</b>	<b>478.20</b>	<b>5,865.36</b>	<b>27.50</b>	<b>10,084.09</b>	0.00
<b>Expended:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>2003 - (7300) Balance Consumable Supplies</b>	<b>2,985.43</b>	<b>727.60</b>	<b>478.20</b>	<b>5,865.36</b>	<b>27.50</b>	<b>10,084.09</b>	<b>100%</b>
Utilities:							
7501- Electricity	0.00	0.00	0.00	0.00	0.00	0.00	
7510- Telecom Parts & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
7516- Telecom-Other (reg voice/internet)	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Budget:</b>	<b>537.72</b>	<b>8,218.24</b>	<b>0.00</b>	<b>0.00</b>	<b>25.00</b>	<b>8,780.96</b>	0.00
<b>Expended:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>2004 - Balance Utilities:</b>	<b>537.72</b>	<b>8,218.24</b>	<b>0.00</b>	<b>0.00</b>	<b>25.00</b>	<b>8,780.96</b>	<b>100%</b>
Travel:							
7101- Travel I/S - Public Transportation Fares	0.00	0.00	<b>0.00</b>	0.00	0.00	0.00	
7102- Mileage	0.00	0.00	<b>0.00</b>	0.00	0.00	0.00	
7105- Travel I/S - Incidental Expenses	0.00	0.00	<b>0.00</b>	0.00	0.00	0.00	
7106- Travel I/S - Meals & Lodging	0.00	0.00	<b>0.00</b>	0.00	0.00	0.00	
7107- Travel I/S - Non-Overnight Travel (Meals)	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	
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	0.00	0.00	0.00	
7135- Travel I/S - State Occupancy Tax	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Budget:</b>	<b>0.00</b>	<b>66,458.36</b>	<b>2,555.97</b>	<b>4,383.18</b>	<b>3,502.49</b>	<b>76,900.00</b>	0.00
<b>Expended:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>2005 - Balance Travel:</b>	<b>0.00</b>	<b>66,458.36</b>	<b>2,555.97</b>	<b>4,383.18</b>	<b>3,502.49</b>	<b>76,900.00</b>	<b>100%</b>

## Texas Commission on Fire Protection

### Fiscal Year 2017 - Operating Budget

Thru: September 1, 2016

## Goal B: Fire Department Standards

		<u>Mgmt</u>	<u>Complnc</u>	<u>Cert</u>	<u>Testing</u>	<u>Curr Dev</u>	<u>Total</u>	<u>%</u>
Rent:								
7470-	Rent Space - storage	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>Budget:</b>	<b>80.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>80.00</b>	0.00
	Expended:	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2006 - Balance Rent - Building :</b>		<b>80.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>80.00</b>	<b>100%</b>
Rent - Machine and Other:								
7406-	Rental - Furnishings & Equipment (copier)	0.00	0.00	0.00	0.00	0.00	0.00	
7411-	Rental - Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>Budget:</b>	<b>3,054.53</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,054.53</b>	0.00
	Expended:	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2007 - Balance Rent - Machine and Other:</b>		<b>3,054.53</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,054.53</b>	<b>100%</b>
Other Operating Expense:								
7042-	ERS Insurance Payment	0.00	0.00	<b>0.00</b>	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	0.00	0.00	0.00	0.00	0.00	0.00	
7204-	Insurance Premiums and Deductibles	0.00	0.00	0.00	0.00	0.00	0.00	
7210-	Fees and Other Charges	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	
7267-	Maint & Repair - Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
7276-	Communication Services (T-1 Line)	0.00	0.00	0.00	0.00	0.00	0.00	
7286-	Freight & Delivery Services	0.00	0.00	0.00	0.00	0.00	0.00	
7291-	Postage & Postal Services	0.00	0.00	0.00	0.00	0.00	0.00	
7295-	Fees & Other Charges (DPS)	0.00	0.00	<b>0.00</b>	0.00	0.00	0.00	
7299-	Purchased Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	
7303-	Subscriptions, Periodicals and Info Service	0.00	0.00	0.00	0.00	0.00	0.00	
7334-	Furnishings & Equipment -Expensed	0.00	0.00	<b>0.00</b>	0.00	0.00	0.00	
7335-	Parts -Computer Equipment - Expensed	0.00	0.00	0.00	0.00	0.00	0.00	
7367-	Personal Property - Maint & Repair	0.00	0.00	0.00	0.00	0.00	0.00	
7377-	Computer Equipment - Expensed	0.00	0.00	<b>0.00</b>	0.00	0.00	0.00	
7378-	Computer Equipment - Controlled	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	0.00	0.00	0.00	0.00	0.00	0.00	
7947-	Workers Compensation Trnsfer (SORM)	0.00	0.00	0.00	0.00	0.00	0.00	
7961-	STS Transfers-Telecommunications (TexA	0.00	0.00	0.00	0.00	0.00	0.00	
7962-	STS transfer to GR (CCTS)	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>Budget:</b>	<b>39,672.17</b>	<b>8,141.62</b>	<b>3,311.13</b>	<b>10,637.32</b>	<b>2,526.07</b>	<b>64,288.31</b>	0.00
	Expended:	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2009 - Balance Other Operating Expense:</b>		<b>39,672.17</b>	<b>8,141.62</b>	<b>3,311.13</b>	<b>10,637.32</b>	<b>2,526.07</b>	<b>64,288.31</b>	<b>100%</b>

**Texas Commission on Fire Protection**

**Fiscal Year 2017 - Operating Budget**

*Thru: September 1, 2016*

**Goal B: Fire Department Standards**

	<b>Mgmt</b>	<b>Complnc</b>	<b>Cert</b>	<b>Testing</b>	<b>Curr Dev</b>	<b>Total</b>	<b>%</b>
Grants:							
7623 Grants	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Budget:</b>	<b>0.00</b>	<b>0.00</b>	<b>17,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,500.00</b>	0.00
<b>Excess Revenue from License Plates</b>						<b>0.00</b>	
Expended:	0.00	0.00	0.00	0.00	0.00	0.00	
<b>4000 - Balance Grants:</b>	<b>0.00</b>	<b>0.00</b>	<b>17,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,500.00</b>	<b>100%</b>
<b>Budget:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	0
Expended:	0.00	0.00	0.00	0.00	0.00	0.00	
<b>5000 - Balance Capital Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Budget:</b>	<b>47,637.78</b>	<b>464,325.82</b>	<b>244,891.91</b>	<b>237,852.74</b>	<b>62,595.78</b>	<b>1,057,304.03</b>	0.00
Expended:	0.00	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL BALANCE</b>	<b>47,637.78</b>	<b>464,325.82</b>	<b>244,891.90</b>	<b>237,852.74</b>	<b>62,595.78</b>	<b>1,057,304.02</b>	<b>100%</b>

## Texas Commission on Fire Protection

### Fiscal Year 2017 - Operating Budget

Thru: September 1, 2016

## Goal C: Indirect Administration

	Exec Office	Fin Svcs	Commis	Total	%
<b>Budget:</b>	545,639.88	201,199.00	0.00	746,838.88	0.00
Expended:	0.00	0.00	0.00	0.00	
<b>1001 - Balance Salaries &amp; Wages:</b>	<b>545,639.88</b>	<b>201,199.00</b>	<b>0.00</b>	<b>746,838.88</b>	<b>100%</b>
Other Personnel Costs:					
7017- One-Time Merit	0.00	0.00	0.00	0.00	
7022- Longevity Pay	0.00	0.00	0.00	0.00	
7033- Employee Retirement - Other expenses	0.00	0.00	0.00	0.00	
7040- ERS Retirement Contribution	0.00	0.00	0.00	0.00	
7050- Benefit Replacement	0.00	0.00	0.00	0.00	
<b>Budget:</b>	<b>16,000.00</b>	<b>7,297.06</b>	<b>0.00</b>	<b>23,297.06</b>	0.00
Expended:	0.00	0.00	0.00	0.00	
<b>1002 - Balance Other Personnel Costs</b>	<b>16,000.00</b>	<b>7,297.06</b>	<b>0.00</b>	<b>23,297.06</b>	<b>100%</b>
Professional Fees and Services:					
7245- Financial & Accounting Services	0.00	0.00	0.00	0.00	
7253- Other Professional Fees (EAP)	0.00	0.00	0.00	0.00	
<b>Budget:</b>	<b>0.00</b>	<b>4,185.63</b>	<b>0.00</b>	<b>4,185.63</b>	0.00
Expended:	0.00	0.00	0.00	0.00	
<b>2001 - Balance Professional Fees and Services:</b>	<b>0.00</b>	<b>4,185.63</b>	<b>0.00</b>	<b>4,185.63</b>	<b>100%</b>
<b>Budget:</b>	<b>2,246.03</b>	<b>5,753.97</b>	<b>0.00</b>	<b>8,000.00</b>	0.00
Expended:	0.00	0.00	0.00	0.00	
<b>2003 - (7300) Balance Consumable Supplies:</b>	<b>2,246.03</b>	<b>5,753.97</b>	<b>0.00</b>	<b>8,000.00</b>	<b>100%</b>
Utilities:					
7501- Electricity	0.00	0.00	0.00	0.00	0.00
7517- Telecommunications Equipment	0.00	0.00	0.00	0.00	
<b>Budget:</b>	<b>1544.40</b>	<b>242.12</b>	<b>0.00</b>	<b>1786.52</b>	0.00
Expended:	0.00	0.00	0.00	0.00	
<b>2004 - Balance Utilities:</b>	<b>1544.40</b>	<b>242.12</b>	<b>0.00</b>	<b>1786.52</b>	<b>100%</b>
Travel:					
7101- Travel I/S - Public Transportation Fares	0.00	0.00	0.00	0.00	
7102- Mileage	0.00	0.00	0.00	0.00	
7104- Travel I/S - Actual Expense Overnight	0.00	0.00	0.00	0.00	
7105- Travel I/S - Incidental Expenses	0.00	0.00	0.00	0.00	
7106- Travel I/S - Meals & Lodging	0.00	0.00	0.00	0.00	
7110- Travel I/S - Board Member Meals & Lodging	0.00	0.00	0.00	0.00	
<b>Budget:</b>	<b>7,485.00</b>	<b>5,500.00</b>	<b>16,000.00</b>	<b>28,985.00</b>	0.00
Expended:	0.00	0.00	0.00	0.00	
<b>2005 - Balance Travel:</b>	<b>7,485.00</b>	<b>5,500.00</b>	<b>16,000.00</b>	<b>28,985.00</b>	<b>100%</b>
Rent:					
7462- Rent office space - building	0.00	0.00	0.00	0.00	
7470- Rent Space - storage	0.00	0.00	0.00	0.00	
<b>Budget:</b>	<b>240.00</b>	<b>60.00</b>	<b>0.00</b>	<b>300.00</b>	0
Expended:	0.00	0.00	0.00	0.00	
<b>2006 - (7470) Balance Rent - Building (storage):</b>	<b>240.00</b>	<b>60.00</b>	<b>0.00</b>	<b>300.00</b>	<b>100%</b>

## Texas Commission on Fire Protection

### Fiscal Year 2017 - Operating Budget

Thru: September 1, 2016

## Goal C: Indirect Administration

	<u>Exec Office</u>	<u>Fin Svcs</u>	<u>Commis</u>	<u>Total</u>	<u>%</u>
Rent - Machine and Other:					
7406- Rental - Furnishings & Equipment (copier)	0.00	0.00	0.00	0.00	
7411- Rental - Computer Equipment	0.00	0.00	0.00	0.00	
<b>Budget:</b>	<b>0.00</b>	<b>2,156.13</b>	<b>0.00</b>	<b>2,156.13</b>	0.00
Expended:	0.00	0.00	0.00	0.00	
<b>2007 - Balance Rent - Machine and Other:</b>	<b>0.00</b>	<b>2,156.13</b>	<b>0.00</b>	<b>2,156.13</b>	<b>100%</b>
Other Operating Expense:					
7042- ERS Insurance Payment	0.00	0.00	0.00	0.00	
7201- Membership Dues	0.00	0.00	0.00	0.00	
7203- Registration Fees-Employee Training	0.00	0.00	0.00	0.00	
7204- Insurance Premiums and Deductibles	0.00	0.00	0.00	0.00	
7210- Fees and Other Charges	0.00	0.00	0.00	0.00	
7211- Awards	0.00	0.00	0.00	0.00	
7262- Maint & Repair - Computer Software	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	0.00	0.00	0.00	
7276- Communication Services (T-1 Line)	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	0.00	0.00	0.00	
7295- Investigation Expenses	0.00	0.00	0.00	0.00	
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	
7334- Furnishings & Equipment -Expensed	0.00	0.00	0.00	0.00	
7335- Parts -Computer Equipment - Expensed	0.00	0.00	0.00	0.00	
7377- Computer Equipment - Expensed	0.00	0.00	0.00	0.00	
7378- Computer Equipment - Controlled	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	0.00	0.00	0.00	0.00	
7947- Workers Compensation Transfer (SORM)	0.00	0.00	0.00	0.00	
7961- STS Transfers-Telecommunications (TexAn)	0.00	0.00	0.00	0.00	
7962- STS transfer to GR (CCTS)	0.00	0.00	0.00	0.00	
<b>Budget:</b>	<b>16,174.66</b>	<b>34,300.00</b>	<b>200.00</b>	<b>50,674.66</b>	0.00
Expended:	0.00	0.00	0.00	0.00	
<b>2009 - Balance Other Operating Expense:</b>	<b>16,174.66</b>	<b>34,300.00</b>	<b>200.00</b>	<b>50,674.66</b>	<b>100%</b>
<b>Budget:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Expended:	0.00	0.00	0.00	0.00	
<b>4000 - Balance Grants:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Budget:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	0
Expended:	0.00	0.00	0.00	0.00	
<b>5000 - Balance Capital Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Budget:</b>	<b>589,329.97</b>	<b>260,693.91</b>	<b>16,200.00</b>	<b>866,223.88</b>	0.00
Expended:	0.00	0.00	0.00	0.00	
<b>TOTAL - BALANCE</b>	<b>589,329.97</b>	<b>260,693.91</b>	<b>16,200.00</b>	<b>866,223.88</b>	<b>100%</b>

Key	Strategy	FY16 1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	FY16 YTD Sum	FY16 Target	% Target ytd/tar	Measures/Explanation
-----	----------	--------------	---------	---------	---------	--------------	-------------	------------------	----------------------

**Output** *A quantifiable indicator of the number of goods or services an agency produces*

Yes	Standards Enforcement	203	308	312	270	1093	1,100	99%	<b>Number of inspections of regulated entities.</b>
						Cumulative	Includes bi-annual inspections, audits, and investigations.		
Yes	Standards Enforcement	1,799	2,318	2,728	2,231	9,076	9,400	97%	<b>Number of examinations administered.</b>
						Cumulative			
	Indirect Administration			\$3,244		\$3,244	\$13,000	25%	<b>Dollar value of professional &amp; other services from HUBs. From semi-annual Comptroller report</b>
						Cumulative			

**Explanatory (Annual)** *An indicator of factors, agency resources, or requests received that affect a state entity's performance.*

Yes	Standards Enforcement	91.16%	90.44%	87.50%	89.48%	89.65%	90%	100%	<b>Pass Rate (Percent)</b>
						Non-Cumulative			
Yes	Standards Enforcement	30,813	31,416	32,192	32,613	31,759	31,400	101%	<b>Number of individuals certified by the Commission.</b>
						Non-Cumulative			
Yes	Standards Enforcement	269	249	257	263	260	255	102%	<b>Number of training providers certified by the Commission.</b>
						Non-Cumulative			

Cumulative Measure: A measure for which one quarter's performance can be added to a previous quarter's performance to obtain year-to-date performance.

Non-Cumulative Measure: A measure which is calculated from the entire reporting period (year), not on the basis of adding together the performance from separate quarters.

**Efficiency** *A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units*

Yes	Standards Enforcement	\$433	\$300	\$288	\$340	\$340	\$425	80%	<b>Average cost per inspection of regulated facilities.</b>
						Non-Cumulative	Costs = Inspector salaries + 25% of manager salary, other personnel costs, applicable travel expenses Total inspections per quarter = Inspections + audits + investigations		

Key	Strategy	FY16 1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	FY16 YTD Sum	FY16 Target	% Target ytd/tar	Measures/Explanation
<b>Outcome</b>		<b>(Annual)</b>		<i>A quantifiable indicator of the public and customer benefits from an agency's actions</i>					
	Indirect Administration		37%			37.0%	10%	370%	Percent of total dollar value of commodity purchasing from HUBs. Taken from semi-annual Comptroller report
Non-Cumulative									

Note: Explanations are provided for measures that are 5% or more off target.

- 4. Reports from fire service interest groups and agencies on matters relating to organizational purposes, functions, and objectives, including, but not limited to, Texas Fire Chiefs Association, the Texas State Association of Fire Fighters, the State Firemen's and Fire Marshals' Association of Texas, the Texas Fire Marshal's Association, the Texas Association of Fire Educators, the Texas A&M Forest Service, the National Fire Protection Association, Texas State Association of Fire and Emergency Districts, and the State Fire Marshal's Office.**

5. **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).**

**6. Discussion and possible action regarding report from commission representative to the Homeland Security Council.**

**7. Report from David Covington, Fire Chief, Schertz Fire Rescue regarding the Federal Highway Administration's Strategic Highway Research Program training.**

**8. Discussion and possible action on development of a Fire Inspector Certification that does not include all current rule components.**

---

**Deborah Cowan**


---

**From:** Deborah Cowan  
**Sent:** Friday, August 26, 2016 3:52 PM  
**To:** COMMISSIONERS  
**Cc:** Daniel DeYear(2); Daniel DeYear; J. P. Steelman; Jason Collier; Jim Reidy; Ken Swindle; Mike Wisko (mwisko@galvestontx.gov); Mike Wisko; Amado Cano; Daniel Buford; Keith Alan Schmidt  
**Subject:** Inspector ad-hoc committee recommendations

Good afternoon everyone,

*Following you will find the Inspector ad hoc committee report, drafted and submitted by Commissioner Ekiss, that includes the committee recommendations regarding an additional TCFP Fire Inspector certification. This will be an agenda item for the next Commission meeting (October 27<sup>th</sup>).*

Deb

[Beginning of committee report]

The Ad Hoc Committee met in Taylor in an attempt to gain additional insight on the possibility of altering the current Inspector Certification offered by TCFP. I want to first extend my sincere appreciation to each member for your dedication and desire to propose change where change is of benefit to those whom we represent. Many of you had done extensive research prior to the meeting and your input was an extreme advantage to all of us during the decision making process - thank you. Below you will find a recap of the discussion in brief as well as action items to be requested of the Presiding Officer.

All agreed that some form of alteration, amendment or addition to the current certification is in order. The discussion was not simply focused on the positives expressed by those who wrote letters of support for change. The committee spent a good deal of time discussing any negatives, hurdles or legal ramifications of making any changes or additions to the Inspector certification. The discussion played close attention to the ability of staff to conduct the work required by such a change, as well as the ability of academies and institutions offering advanced level education to deliver the necessary training and the impact and hopeful benefits to our partners in the volunteer and rural county settings. I appreciate the candor and respect given to each of those institutions and firmly believe that if/when challenged about our decision we can assure all parties that consideration was given to their individual needs and concerns. In the end, here is our resolve:

- The Inspector certification currently offered by the Commission is of extreme value and should NOT be changed or altered.
- A NEW certification should be created and (if possible) titled "Company Level Inspector." To hold this certification one must be appointed to the suppression or inspection (Fire Marshal) division of the AHJ and charged either by law or ordinance to conduct inspections on behalf of the AHJ. This individual would be trained and tested to a level equal to that of the Inspector I as described by NFPA standards which are - - ***Fire Inspector I.** An individual at the first level of progression who has met the job performance requirements specified in this standard for Level I. The Fire Inspector I conducts basic fire inspections and applies codes and standards and This duty involves the preparation of correspondence and inspection reports, handling of complaints, and maintenance of records, as well as participation in legal proceedings and maintenance of an open dialogue with the plan examiner and emergency response personnel, according to the following job performance requirements...*
- The committee respectfully requests that the Presiding Officer direct the curriculum and testing committees to convene as soon as practical and that they be given a *charge* to develop the process to pull Inspector 1

curriculum and test questions from the existing data base (if at all possible) to assist in streamlining the process and reduce the possibility of additional work or research. Meaning – the components are already in place. Make this happen with the resources already at hand.

- The committee recommends that the curriculum committee be advised that we are seeking to recommend a program that may be delivered in a *maximum* of 80 contact hours (the final determination could actually be set by the entity providing the training but we believe it would be impossible to deliver the necessary component in less than 40 hours).
- The proposed certification does not fall within the confines of current IFSAC requirements and would therefore eliminate the possibility of an IFSAC Seal accompanying the certification. The committee believes that this is not a major issue and sees little if any discussion coming from the public once the process is fully explained.
- The proposed certification will *NOT* replace the need for the Inspector certification currently offered by TCFP. Many jurisdictions employ individuals to inspect State facilities and those described in Statute that will require interpretation of the codes and an advanced knowledge and skill set pertaining to Plans Review. This proposed certification does however address and meet the need of many departments needing additional personnel to inspect or preplan other facilities within their jurisdiction where code interpretation and plan review is not necessary or required. We firmly believe that this gives *options* to fire departments and fire marshals. Working within the scope and intent of the law they can now develop their program around the needs and expectations of their community or area served.
- The committee has agreed that **discussion outside of our workgroup about the process or preliminary findings and recommendations would be detrimental to the overall process and end result.** We have however agreed to answer any questions or concerns while in a group setting; be it during a conference call or in person during a called meeting. We are committed to a process that exemplifies a unified and cooperative approach of all parties involved and in the best interest of our chosen professions.

In the end, this will probably not be a project that can be addressed and completed in a few weeks or even months. The process will need to take its course. However, we do believe that the ground work and final package should be completed in short order. Once done we propose a meeting be called with the Presiding Officer, TCFP Executive Director and Advisory Committee Chair to present the proposed change as a committee. Once again, our goal is to present a proposal in a unified fashion that addresses the concerns of all interested and responsible parties while limiting unnecessary discussion or further scrutiny of the plan. Our hopes are that we can complete this task to everyone's satisfaction in the shortest time possible.

[End of committee report]



## STATE FIREFIGHTERS' AND FIRE MARSHALS' ASSOCIATION OF TEXAS

*Promote, Unify, Represent, and Educate The Fire Service of Texas*

October 13, 2016

Commissioners  
Texas Commission on Fire Protection  
PO Box 2286  
Austin, TX 78768-2286

Dear TCFP Commissioners,

As you are aware in the 81st legislative session, HB3866 was passed that required all fire safety inspections to be performed by only a TCFP Fire Inspector. This law greatly affected a volunteer fire department's ability to perform inspections on home health care, foster care, or other child care facilities which require a basic fire safety inspection. The hindrance of this law put local VFDs and local communities in a situation in which they either had to find a way to get one of their personnel the training needed to become an inspector, pay for the class, testing, and certification or having to find the closest TCFP certified inspector. This has left numerous facilities across Texas either not getting inspected or having such a wait to get inspected, that more lives are actually at risk by not allowing a local fire service official being able to perform these basic life safety inspections. We feel this delay and lack of inspections has been an unintended consequence of the law.

As you know there is a request to break out the TCFP Inspector Certification into three separate certifications. The State Firefighters' and Fire Marshals' Association agrees and supports breaking this into three certifications would greatly benefit ALL of the fire service of Texas. Paid and Volunteer! We feel that this would not only encourage volunteers to go after the Inspector I certifications but would also result in increased revenue to TCFP. As it stands right now, the long length of time necessary to get the TCFP Fire Inspector certification, the associated fees, the difficulty of the test and the fact that the plans review portion of the program may never be used by a small fire department, are all some of the reasons why more personnel (paid and volunteer) are not seeking the certification.

We strongly encourage breaking the certification into Fire Inspector I, Inspector II and Plans Examiner. This change would greatly help the fire service and furthermore, local government

PO Box 1709, Manchaca, TX, 78652-1709  
[www.sffma.org](http://www.sffma.org)

Phone: 512.454.3473 or 800.580.7336  
Fax: 512.453.1876

can get more line officers the Inspector I certification so they can perform these life safety inspections. If a local community wants to make Inspector II or Plans Examiner a requirement to perform these basic life safety inspections, then that AHJ can make that decision. Attached are a couple examples (Texas State Fire Marshal's Office and City of Waco) of the life safety inspection forms which should not require anyone more than an Inspector I to complete it.

Thank you for your consideration.



Chris Barron  
Executive Director

---

PO Box 1709, Manchaca, TX, 78652-1709  
[www.sffma.org](http://www.sffma.org)

Phone: 512.454.3473 or 800.580.7336  
Fax: 512.453.1876

---



---

## Williamson County Emergency Services District #3



Hutto Fire Rescue  
 501 Exchange Boulevard, P.O. Box 175  
 Hutto, TX 78634  
 Phone (512) 759-2616 FAX (512) 846-1946  
 www.huttofirerescue.org

**"YOUR HOMETOWN FIRE DEPARTMENT"**

---



---

June 20, 2016

**EMAILED**

Honorable Commissioners  
 Texas Commission on Fire Protection  
 PO Box 2286  
 Austin, TX 78768-2286

RE: *Fire Inspector Certification*

Dear Commissioners:

I would like you to consider splitting the Texas Commission on Fire Protection (TCFP) Fire Inspector Certification into two different certifications. The first would be TCFP Fire Inspector I and the second would be TCFP Fire Inspector II/Plans Examiner. This split would follow the intent of the 2014 edition of the National Fire Protection Association (NFPA) 1031 standard aligning the Fire Inspector I certification with individuals assigned to fire suppression duties while reserving the Fire Inspector II/Plans Examiner for individuals that are assigned to fire inspection/prevention bureau duties.

NFPA 1031 describes a Fire Inspector I as an individual that "...conducts basic fire inspections and applies codes and standards". As noted in A.4.1 of NFPA 1031 (2014 edition):

*The intent of the [NFPA 1031 Technical] committee is that individuals at the Fire Inspector I level perform basic fire safety inspections. Individuals at this level can include fire fighters who are normally assigned to fire suppression or other individuals whose primary job responsibilities are not fire inspection.*

These tasks fall in line with the job of a Company Officer who conducts company inspections while still riding on a fire apparatus. These individuals are out in the field within their community on a daily basis interacting with businesses. This TCFP Fire Inspector I will not be interpreting codes or conducting plans reviews, rather they will be implementing what has been adopted by the Authority Having Jurisdiction (AHJ). They will actually be applying the adopted code throughout their community. They may for example use some type of preprinted fire inspection form which outlines those items they should be looking for to assure code compliance. These TCFP Fire Inspector I's will be the first line of defense to identify hazards in existing businesses for many Texas communities.

NFPA 1031 then goes on to describe a Fire Inspector II as an individual that "...conducts most types of inspections and interprets applicable codes and standards". As noted in A.5.1 of NFPA 1031 (2014 edition):

---



---

## Fire is Everyone's Fight™

### BOARD OF COMMISSIONERS

Bill Brown      Butch Miller      Dan Hejl  
 President      Vice President      Secretary

Garry Guthrie      Mike Cooper  
 Treasurer      Vice Treasurer

### ADMINISTRATION

Scott D. Kerwood      MaryAnn Buchanan  
 Fire Chief      Administrator

---

---

*The intent of the [NFPA 1031 Technical] committee is that individuals at the Fire Inspector II level perform fire safety inspections with moderate technical challenges. This level can include Fire Inspector I individuals who through experience and formal continuing education have achieved the prerequisite knowledge and skills noted and graduates of degree programs in associated fields who can demonstrate the prerequisite knowledge and skills noted. Formal continuing education is essential to maintaining the skill level of a Fire Inspector II and to continue an individual's advancement to the more skilled Fire Inspector III level.*

As you know "interpret" means to explain the meaning of something. It will be the job of the TCFP Fire Inspector II/Plans Examiner to analyze and determine how to apply the AHJ's adopted code. This is the job that an individual does in a fire prevention bureau, not the person who is assigned to an engine company or a truck company that is conducting a basic fire inspection. This TCFP Fire Inspector II/Plans Examiner for example will be working with new business making sure that they have the correct type of fire extinguishers, have the correct occupancy classification, have a correctly installed fire sprinkler system and/or fire detection system, have the correct number of exits and exit signs, and have other life safety items as required by the code.

Actually as it currently stands the TCFP certification for Fire Inspector, is more in line with NFPA 1031 Fire Inspector III level. According to NFPA 1031 a Fire Inspector III "...performs all type of fire inspections, plans review duties, and resolves complex code-related issues". As noted in A.6.1 of NFPA 1031 (2014 edition):

*The intent of the [NFPA 1031 Technical] committee is that individuals at the Fire Inspector III level perform fire safety inspections with advanced technical challenges. This level can include Fire Inspector II individuals who through experience and formal education have achieved the prerequisite knowledge and skills noted and graduates of degree programs in a technical field who can demonstrate the prerequisite knowledge and skills noted. Continuing education in formal programs is essential to maintaining the skill level of a Fire Inspector III.*

While it is important for a TCFP fire inspector to have the knowledge, skills, and abilities to properly apply, interpret, analyze, and enforce the AHJ's adopted fire code, there are several ways that this can be accomplished. Splitting the TCFP Fire Inspector into two different certifications is one of those ways. Currently the TCFP Fire Inspector program requires that the Fire Inspector I, Fire Inspector II, and Plans Examiner must all be passed to achieve a TCFP Fire Inspector certification. If the TCFP wants to have just one level of fire inspector in Texas, then why is the Fire Inspector III certification not required as well as the Plans Examiner II certification? While I am not promoting adding additional levels of certification, I am asking you to look at the different ways the fire inspector certification can be approached for all Texas communities.

Again Commissioners I am asking for the TCFP Fire Inspector certification to be split into two levels: Fire Inspector I and Fire Inspector II/Plans Examiner. As always, I stand and remain committed to serve in whatever capacity I am requested by the Texas Commission on Fire Protection. Thank you for your time.

Yours in the Fire Service,



Scott D. Kerwood, PhD, CFO, EFO, CEMSO, FM, CFPS, FSCEO, FIFireE  
Fire Chief

Cc: Tim Rutland, Executive Director  
Pat Ekiss, Commissioner



June 29, 2016

EMAILED

Commissioner Pat Ekiss  
Texas Commission on Fire Protection  
PO Box 2286  
Austin Texas 78768

RE: Fire Inspector Certification

Commissioner Ekiss,

I would like to thank you for listening to me at the last commission meeting and referring the fire inspector certification to the firefighter advisory board. I have discussed this issue with many area fire chiefs and personnel/fire chiefs representing Austin Community College and we all feel there is a problem with how the inspector certifications are grouped together unlike other commission certifications. Currently, the Texas Commission on Fire Protection (TCFP) Basic Fire Inspector Certification recommends 196 hours of instruction, to include: 81 hours of Fire Inspector I, 80 hours of Fire Inspector II, and 35 hours of Plans Examiner I. 196 hours of instruction is not possible within a normal 3 hour classroom semester course.

The proposed recommendation would be to “break-up” the certifications required to meet the Basic Fire Inspector Certification but not eliminate them.

1. The Basic Certification would include Fire Inspector 1 and be required for company officers in operations that perform basic company inspections.
2. Fire Inspector 2 and plans Examiner could be grouped together as a separate certification and would be required for officers and/or personnel assigned to perform plan reviews and inspections when assigned to the fire prevention or fire marshal’s office within the fire department.

This will allow the Chief Officer, Head of Department to determine which certifications best represent the need of his/her fire department to best accomplish the mission of their Fire Prevention Program. In addition, it will allow the Fire Chiefs the opportunity to maximize their budgets to meet these training requirements.

This break up would also meet the NFPA 1301 Standard for Professional Qualifications for Fire Inspector and Plan Examiner which states the following.

Fire Inspector 1

**4.2\* Administration.** This duty involves the preparation of correspondence and inspection reports, handling of complaints, and maintenance of records, as well as participation in legal proceedings and maintenance of an open dialogue with the plan examiner and emergency response personnel, according to the following job performance requirements.



Fire Inspector 2

**5.2\* Administration.** This duty involves conducting research, interpreting codes, implementing policy, testifying at legal proceedings, and creating forms and job aids, according to the following job performance requirements.

Plan Examiner 1

**7.2\* Administration.** This duty involves the review of plans, preparation of correspondence and plan review reports, communication with fire inspectors and emergency response personnel, handling of complaints, maintenance of records, participation in legal proceedings, identification of when additional expertise is required, and familiarity with procedures used by the jurisdiction to evaluate alternative methods, according to the following job performance requirements.

NFPA 1301 also has recommendations for Fire Inspector III and Plan Reviewer II certifications which are not current certifications within the commission and could be further training required by a fire department when deemed necessary.

I respectfully request that you and your fellow commissioners consider the breakup of the basic inspector certification and the possible expansion of inspector certifications and described above.

Thank You,

James Mallinger, EFO, CFO, FSCEO  
Fire Chief City of Cedar Park  
Austin Community College Fire Advisory Chair.

CC  
Texas Fire Protection Commissioners  
Tim Rutland, Executive Director



# Austin Fire Department

*"Our Mission Goes Beyond Our Name"*

4201 Ed Bluestein, Austin, TX 78721

(512) 974-0130

[www.austinfiredepartment.org](http://www.austinfiredepartment.org)

July 11, 2016

Honorable Commissioners  
Texas Commission on Fire Protection  
PO Box 2286  
Austin, TX 78768-2286

RE: Fire Inspector Certification

Dear Commissioners,

The current Texas Commission on Fire Protection (TCFP) certification for fire inspector does not meet the business needs of many Texas fire departments. Currently, there is only one certification for Fire Inspector. That certification is required regardless of the individual's assignment - a shift working company officer or a full-time (non-operations) fire prevention professional. The resources required to achieve the Fire Inspector Certification are not utilized in the most economical manner.

In the view of the fire protection professionals listed below, the fire safety inspections accomplished by company officers in operations are far less technical in comparison to the work accomplished by fire prevention staff professionals. The inspections conducted by company officers primarily involve site visits of small businesses and multi-family dwellings. The technical inspections conducted by fire prevention professionals typically include site visits to large commercial businesses involved in complex processes with multiple safety concerns that require a level of training and expertise beyond that of a company officer. Additionally, fire prevention staff is responsible for the following:

- Approve plans for new construction
- Conduct site inspections during the new construction process
- Conduct technical fire safety inspections for properties such as of public assemblies, health care facilities, manufacturing plants, high rises, and many others
- Follow up on non-compliance issues found by operations company officers
- Are the technical resource to operations company officers

The current TCFP Fire Inspector certification requires approximately 196 hours of instruction. Fire departments must train both company officers and fire prevention staff to the same high level. Since the majority of fire inspectors certified in large career departments are company officers, a great deal of expense in training is not targeted appropriately. For this reason, the Fire Chiefs from six of the largest fire departments in Texas support right sizing the current Fire Inspector Certification into two certifications - Fire Inspector I and Fire Inspector II/Plans Examiner. For these six fire departments, company officers will require Fire Inspector I, and fire prevention staff professionals will require Fire Inspector II/Plans Examiner.

In conclusion, the reasons for changing the Fire Inspector Certification is to require the appropriate certification to match job responsibilities and to utilize training time and expense more appropriately. Thank you for your consideration of this proposal.

The following Fire Chiefs are in full support of this initiative:

- Austin Fire Chief Rhoda Mae Kerr
- Corpus Christi Fire Chief Robert Rocha
- Dallas Fire Chief David Coatney
- El Paso Fire Chief Samuel Pena
- Fort Worth Fire Chief Rudy Jackson
- San Antonio Fire Chief Charles Hood

Respectfully,

Doug Fowler, MPA, CFO, EFO  
Assistant Chief



July 12, 2016

Presiding Officer Robert Moore  
 Texas Commission on Fire Protection  
 P.O. Box 2286  
 Austin, Texas 78768-2286

**Re: Discussion on Fire Inspector Certification**

Dear Commissioner Moore,

I apologize for not being able to attend the commission meeting July 14, 2016. I will be out of state this week and I cannot make it to Austin for the meeting.

I wanted to take a few moments of the commissioner's time to provide input to the discussion of the Fire Inspector Certification. There have been two letters that I have reviewed for this meeting. Both letters discuss a Fire Inspector certification and splitting them up for Fire Inspector I. A second certification for Fire Inspector II and Plans Examiner is what is being proposed.

Originally, I was not supporting of splitting the certification up. However, I have examined this further and will support splitting the certification for Fire Inspector I and II as one type of Fire Inspector Certification per NFPA 1031. The second certification would be Inspector III and Plans Examiner I per NFPA 1031. Inspector III is not currently being incorporated into the commission's curriculum and should be.

I want to take a moment and explain my reasoning here. This request is different than the proposed letters submitted for review. However, I think we need to examine this closer. Different fire departments in the State of Texas utilize Company Officers in different ways completing fire inspections. Some departments use the Company Officers as the only Fire Inspectors within the Department and other Departments do not. I could make some arguments on items that NFPA 1031 discusses that fire inspectors needs and challenge the levels, but I will not. I will say that a Company Officer will need to know more than the Fire Inspector I level to meet the needs to the citizen of that community.

Fire Inspector II level perform fire safety inspections with moderate technical challenges. I do agree that the large cities have a fire prevention staff and/or a fire marshal offices. However, not all cities have those options for fire prevention within their communities.

Company Officer inspectors in some cities perform inspections with technical challenges such as new construction inspections, inspections of numerous types of occupancies such a hazardous materials storage and usage, high heat release rated materials, building modifications that need to be identified as needing a permit and completing a more complex inspection in instances that changed or unknown. Fire Inspector I will not catch the items a fire inspector would need that a Fire Inspector II learned to reduce a risk from fire or a firefighter hazard. These items include analyzing occupant loads for new and existing structures, identifying the problems and recognize hazards and violations within the building, proper code interpretation for educating the citizens and obtaining compliance, evaluation fire protection systems for life safety and property protection

FRISCO FIRE DEPARTMENT  
 CITY OF FRISCO  
 8601 GARY BURNS DR • FRISCO, TX 75034 • 972.292.6300 • FAX 972.292.6319 • WWW.FRISCOFIRE.COM





for occupancy, acceptable means of egress devices (life safety issue), ability to address basic fire code issues and resolution, proper protection of flammable and combustible liquids, and familiarization for fire rated assemblies and construction. The depth of these issues need for proper fire prevention is not adequate for Fire Inspector I.

I do believe there could be some items that might not be necessary for Company Officer inspections in certain instances of Fire Inspector II. However, there are numerous items in the Inspector II certification that are very applicable to Company Officers for fire inspections and these items are necessary in tactical operations and building familiarization.

I do agree that splitting the Fire Inspector into two parts could be successful: however, the split needs to be Fire Inspector I and II as one certification and Fire Inspector III and Plans Examiner I as the other certification. Making the split between Fire Inspector I and II will not be successful due to the objectives being missed due to the lack of training and education that effecting the citizens within our communities.

Again, I apologize for not being at the meeting this week. If there are any questions please call my cell phone at 214-385-7423 and I will respond to you the day of the meeting.

In the Interest of Fire Safety,

*John K. Gillette III*

John K. Gillette P.E.  
Commissioner

## OFFICE OF THE FIRE CHIEF



Daniel T. Kistner  
 Fire Chief  
 2200 Taylor-Burk Drive  
 McKinney, TX 75071  
 972-547-2850 Office  
 972-547-2858 Fax

July 12, 2016

Pat Ekiss,  
 Commissioner

Tim Rutland,  
 Executive Director  
 Texas Commission on Fire Protection  
 PO Box 2286  
 Austin, TX 78768-2286

RE: *Fire Inspector Certification*

Dear Commissioner Ekiss and Executive Director Rutland:

In the event I am unable to attend the July 14, 2016 Commission meeting, I am submitting this written response. Respectfully, I would like the contents entered into the record.

It is my understanding that other fire chief(s) may have submitted a concern regarding the current Fire Inspector Rule which requires Inspector I, II, and Plans Examiner to qualify for a TCFP Basic Fire Inspector certification. Summarily, it is my understanding you have been asked to review and the FFAC discussed on June 2, 2016.

If you recall, I spoke to the Commission on this subject previously requesting a separation of the sections or a variation of the requirement for "engine company" inspections, or routine annual. The cost to some departments may prohibit or greatly inhibit the ability to maintain an annual inspection program in a preferred configuration. My fear is that many departments assign a single individual(s) to conduct the annual inspections lessening time spent by firefighters in buildings they protect. Individuals tasked with the annuals may be overburdened which may lead to a dilution of quality.

The argument has been used that firefighters are preplanning buildings and review building interiors at that time; however, should firefighters notice a potential code violation, a certified inspector must be summoned to require the occupant to comply. Inspectors now taxed with annuals become increasingly burdened with compliance inspections.

Further, routine company inspections do not require plans review. Ultimately, firefighters may become less proficient in this skill set since it is underused.

Respectfully, I would like to go on record supporting a variation from the current Fire Inspector Rule to provide for an expedited certification.

Best regards,

A handwritten signature in black ink, appearing to read "Danny Kistner", is written over a circular stamp.

Danny Kistner  
 Fire Chief

**Tim Rutland**

---

**From:** Peggy Adkins <peggy.adkins@townofsunnyvale.org>  
**Sent:** Wednesday, July 13, 2016 3:57 PM  
**To:** Tim Rutland  
**Subject:** Inspector certifications

Mr. Rutland,

I understand this is a current topic being discussed, as to staying 1 certification, 2 or 3 separate certifications moving forward. I just wanted to share my thoughts quickly with you on the subject. I currently am a TCFP Certified Inspector and I went through certification as one entire process online. I went through the 3 separate phases for Investigator through TEEX. During my Inspection training, I would have preferred to have been focusing on the inspection portion of my training at the time and not the plans review portion. This was made especially clear when I did not pass the Insp. 11 portion of the test.

I also saw the problem with taking it through TEEX in 3 separate phases over 1 1/2 yrs for my Investigation cert, and can see where it would be beneficial not just to the individual but also their department, if currently employed by a department, to receive a certification after each phase. This would allow the individual to start working and learning their new skill as they move forward with their certifications. It would also allow for on shift firefighters to be certified to the Inspector 1 level and able to conduct certain inspections while on shift.

I would prefer to have them separated out into 3 separate certifications.

Thank you for your time and hope this helps as you go into tomorrow.

Best Regards,

Peggy Adkins  
Arson Investigator  
Sunnyvale Fire Rescue

9. **New matters from the commission, staff, or public for discussion at future commission meetings.**

**10. Discussion and possible action on future meeting dates.**

**11. Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**

**A. Discussion and possible final adoption of proposed amendments, new sections, and repeals as follows:**

- 1. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 423, Fire Suppression.**



*Texas Commission on Fire Protection*

*Agenda Item Summary*

**MEETING: Commission**

**DATE: 10/27/2016**

**Agenda Item #:** 11A: #1-7

**Agenda Title:** “Grandfather” clause, test requirement for IFSAC seals

**Action to be taken:** Discussion and possible final adoption

**Origin of Item:** FF Advisory Committee

**1. INTRODUCTION/PURPOSE**

Agenda items 1 through 7 delete “grandfather” language in the indicated chapters that allowed persons holding an active certification to automatically qualify for the applicable IFSAC seal(s). Language was also added to clarify the requirement that an individual may only apply for an IFSAC seal from an active (non-expired) exam.

**2. DESCRIPTION/ JUSTIFICATION**

The deletion of “grandfather” language meets the recommendation from IFSAC. The active exam language establishes in rule a long standing agency practice.

**3. BUDGET IMPACT**

No significant budget impact is expected.

**4. TIMELINE CONSIDERATIONS**

Proposed language is for possible final adoption.

**5. RECOMMENDATION**

Reviewed and forwarded as recommended by the FF Advisory Committee.

**6. REFERENCES**

Title 37, Part 13, TAC, chapters 423, 425, 429, 431, 433, 451, 453.

## **FIRE SUPPRESSION**

### **SUBCHAPTER A**

#### **MINIMUM STANDARDS FOR STRUCTURE FIRE PROTECTION PERSONNEL CERTIFICATION**

##### **§423.1 Minimum Standards for Structure Fire Protection Personnel.**

- (a) Fire protection personnel of any local government entity, who receive probationary or temporary appointment to structure fire protection duties, must be certified by the Commission within one year from the date of their appointment in a structural fire protection personnel position.
- (b) Prior to being appointed to fire suppression duties or certified as fire protection personnel, the Commission must review and approve the applicants fingerprint based criminal history record information obtained from the Department of Public Safety and the Federal Bureau of Investigation. The individual or fire department must follow the procedure established by the Department of Public Safety to initiate and complete the electronic fingerprint process. The results will be available to the Commission through the Department of Public Safety's data base. The Commission will follow the criteria established in Title 37 Chapter 403 of the Texas Administrative Code (TAC) for denying a person certification based on the results of the fingerprint based criminal history record check.
- (c) Prior to being appointed to fire suppression duties, personnel must complete a Commission-approved basic structure fire suppression program and successfully complete a Commission recognized emergency medical course. The individual must successfully pass the Commission examination pertaining to that curriculum as required by §423.3 of this title. The Commission recognizes the following emergency medical training:
  - (1) Department of State Health Services Emergency Medical Service Personnel certification training;
  - (2) an American Red Cross Emergency Response course, including the optional lessons and enrichment sections;
  - (3) an American Safety and Health Institute First Responder course;
  - (4) National Registry of Emergency Medical Technicians certification; or
  - (5) medical training deemed equivalent by the Commission.
- (d) Personnel holding any level of structure fire protection personnel certification must comply with the continuing education requirements specified in §441.7 of this title (relating to Continuing Education for Structure Fire Protection Personnel).

##### **§423.3 Minimum Standards for Basic Structure Fire Protection Personnel Certification.**

- (a) In order to become certified as basic structure fire protection personnel, an individual must:

- (1) possess valid documentation from the International Fire Service Accreditation Congress or the National Board on Fire Service Professional Qualifications issued by the Texas A&M Engineering Extension Service using the 2008 or later edition of the NFPA standard applicable to this discipline and meeting the requirements as specified in §439.1(a)(2) of this title (relating to Requirements—General) as:
- (A) Fire Fighter I, Fire Fighter II, Hazardous Materials Awareness Level Personnel; and
  - (B) Hazardous Materials Operations Level Responders including the Mission-Specific Competencies for Personal Protective Equipment and Product Control under the current edition; or
  - (C) NFPA 472 Hazardous Materials Operations prior to the 2008 edition; and
  - (D) must meet the medical requirements outlined in §423.1(c) of this title (relating to Minimum Standards for Structure Fire Protection Personnel); or
- (2) complete a commission-approved basic structure fire suppression program, meet the medical requirements outlined in §423.1(c) of this title, and successfully pass the commission examination(s) as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved basic structure fire suppression program shall consist of one or any combination of the following:
- (A) completion of a commission-approved Basic Fire Suppression Curriculum, as specified in Chapter 1 of the commission's Certification Curriculum Manual; or
  - (B) completion of an out-of-state, and/or military training program deemed equivalent to the commission-approved Basic Fire Suppression Curriculum; or
  - (C) documentation of the receipt of an advanced certificate or training records from the State Firemen's and Fire Marshals' Association of Texas, that is deemed equivalent to a commission-approved Basic Fire Suppression Curriculum.
- (b) A basic fire suppression program may be submitted to the commission for approval by another jurisdiction as required in Texas Government Code, Chapter 419, §419.032(d), Appointment of Fire Protection Personnel. These programs include out-of-state and military programs, and shall be deemed equivalent by the commission if the subjects taught, subject content, and total hours of training meet or exceed those contained in Chapter 1 of the commission's Certification Curriculum Manual.

**§423.5 Minimum Standards for Intermediate Structure Fire Protection Personnel Certification.**

- (a) Applicants for Intermediate Structure Fire Protection Personnel Certification must complete the following requirements:
- (1) 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
  - (2) acquire a minimum of four years of fire protection experience and complete the training listed in one of the following options:

- (A) Option 1--Successfully complete six semester hours of fire science or fire technology from an approved Fire Protection Degree Program and submit documentation as required by the Commission that the courses comply with subsections (b) and (c) of this section; or
  - (B) Option 2--Completion of coursework from either the A-List or the B-List courses. Acceptable combinations of courses are as follows: two A-List courses; or eight B-List courses; or one A-List course and four B-List courses. (See the exception outlined in subsection (c) of this section); or
  - (C) Option 3--Completion of coursework from either the A-List or the B-List courses in combination with college courses in fire science or fire protection. Acceptable combinations of courses are three semester hours meeting the requirements of Option 1, with either one A-List course or four B-List courses (See the exception outlined in subsection (c) of this section).
- (b) Non-traditional credit awarded at the college level, such as credit for experience or credit by examination obtained from attending any school in the Commission's Certification Curriculum Manual or for experience in fire service, may not be counted toward this level of certification.
  - (c) The training required in this section must be in addition to any training used to qualify for any lower level of Structure Fire Protection Personnel Certification. Repeating a course or a course of similar content cannot be used towards this level of certification.

**§423.7 Minimum Standards for Advanced Structure Fire Protection Personnel Certification.**

- (a) Applicants for Advanced Structure Fire Protection Personnel certification must complete the following requirements:
  - (1) hold as a prerequisite an Intermediate Structure Fire Protection Personnel Certification as defined in §423.5 of this title (relating to Minimum Standards for Intermediate Structure Fire Protection Personnel Certification); and
  - (2) acquire a minimum of eight years of fire protection experience and complete the training listed in one of the following options:
    - (A) Option 1--Successfully complete six semester hours of fire science or fire technology from an approved Fire Protection Degree Program and submit documentation as required by the commission that the courses comply with subsections (b) and (c) of this section; or
    - (B) Option 2--Completion of coursework from either the A-List or the B-List courses. Acceptable combinations of courses are as follows: two A-List courses; or eight B-List courses; or one A-List course and four B-List courses. (See the exception outlined in subsection (c) of this section); or
    - (C) Option 3--Completion of coursework from either the A-List or the B-List courses in combination with college courses in fire science or fire protection. Acceptable combinations of courses are three semester hours meeting the requirements of Option 1 with either one A-List course or four B-List courses (See the exception outlined in subsection (c) of this section).

- (b) Non-traditional credit awarded at the college level, such as credit for experience or credit by examination obtained from attending any school in the commission's Certification Curriculum Manual or for experience in the fire service, may not be counted toward this level of certification.
- (c) The training required in this section must be in addition to any training used to qualify for any lower level of Structure Fire Protection Personnel Certification. Repeating a course or a course of similar content cannot be used towards this level of certification.

**§423.9 Minimum Standards for Master Structure Fire Protection Personnel Certification.**

- (a) Applicants for Master Structure Fire Protection Personnel Certification must complete the following requirements:
  - (1) hold as a prerequisite an Advanced Structure Fire Protection Personnel Certification as defined in § 423.7 of this title (relating to Minimum Standards for Advanced Structure Fire Protection Personnel Certification); and
  - (2) acquire a minimum of twelve years of fire protection experience, and 60 college semester hours or an associate degree, which includes at least 18 college semester hours in fire science subjects.
- (b) College level courses from both the upper and lower division may be used to satisfy the education requirement for Master Structure Fire Protection Personnel Certification.

**§423.11 Higher Levels of Certification.**

- (a) An individual may receive higher levels of certification in structural fire protection while being assigned to another discipline, provided that all requirements for the higher level or levels of certification are met.
- (b) Repetitive training cannot be used toward higher levels of certification.

**§423.13 International Fire Service Accreditation Congress (IFSAC) Seal.**

~~[(a) Individuals holding a current commission Structure Fire Protection Personnel certification [received prior to March 10, 2003,] may be granted International Fire Service Accreditation Congress (IFSAC) seals for Hazardous Materials Awareness Level Personnel, Hazardous Materials Operations Level Responders, Fire Fighter I, and Fire Fighter II by making application to the commission for the IFSAC seals and paying applicable fees. This subsection will expire on August 1, 2016.]~~

**[a]**~~[(b)]~~ Individuals completing a commission approved basic fire suppression program, meeting any other NFPA requirement, and passing the applicable examination(s) based on the basic fire suppression curriculum, may be granted IFSAC seal(s) for Hazardous Materials Awareness Level Personnel, Hazardous Materials Operations Level Responders (including the Mission-Specific Competencies for Personal Protective Equipment and Product Control), Fire Fighter I, and/or Fire Fighter II by making application to the commission for the IFSAC seal(s) and paying applicable fees, provided they meet the following provisions:

- (1) To receive the IFSAC Hazardous Materials Awareness Level Personnel seal, the individual must:

- (A) complete the Hazardous Materials Awareness section of a commission approved course; and
  - (B) pass the Hazardous Materials Awareness section of a commission examination.
- (2) To receive the IFSAC Hazardous Materials Operations Level Responders seal (including the Mission-Specific Competencies for Personal Protective Equipment and Product Control) the individual must:
- (A) complete the Hazardous Materials Operation section of a commission approved course;
  - (B) document possession of an IFSAC Hazardous Materials Awareness Level Personnel seal; and
  - (C) pass the Hazardous Materials Operations section of a commission examination.
- (3) To receive the IFSAC Fire Fighter I seal, the individual must:
- (A) complete a commission approved Fire Fighter I course;
  - (B) provide medical documentation as outlined in subsection (c) of this section;
  - (C) document possession of an IFSAC Hazardous Materials Awareness Level Personnel seal; and
  - (D) document possession of an IFSAC Hazardous Materials Operations Level Responders seal; and
  - (E) pass the Fire Fighter I section of a commission examination.
- (4) To receive the IFSAC Fire Fighter II seal, the individual must:
- (A) complete a commission approved Fire Fighter II course;
  - (B) document possession of an IFSAC Fire Fighter I seal; and
  - (C) pass the Fire Fighter II section of a commission examination.
- (b)** ~~[(c)]~~ In order to meet the medical requirements of NFPA 1001, the individual must document successful completion of an emergency medical training course or program. The commission recognizes the following emergency medical training:
- (1) The Texas Department of State Health Services Emergency Medical Service Personnel certification training;
  - (2) American Red Cross Response course (including optional lessons and enrichment sections);
  - (3) American Safety and Health Institute First Responder course;
  - (4) National Registry of Emergency Medical Technicians certification; or
  - (5) medical training deemed equivalent by the commission.

**(c) In order to qualify for an IFSAC seal, an individual must submit the application for the seal prior to the expiration of the examination.**

## CHAPTER 423

### FIRE SUPPRESSION

#### SUBCHAPTER B

##### MINIMUM STANDARDS FOR AIRCRAFT RESCUE FIRE FIGHTING PERSONNEL

###### **§423.201 Minimum Standards for Aircraft Rescue Fire Fighting Personnel.**

- (a) Aircraft rescue fire fighting personnel are employees of a local governmental entity who are appointed to aircraft rescue firefighting duties. These duties may include fighting aircraft fires at airports, standing by for potential crash landings, and performing aircraft rescue and fire fighting duties.
- (b) Personnel appointed as Aircraft Rescue Fire Fighting Personnel must be certified to at least the basic level by the Commission within one year from their employment in an Aircraft Rescue Fire Fighting Personnel position.
- (c) Prior to being appointed to aircraft rescue fire suppression duties, all personnel must:
  - (1) successfully complete a Commission-approved basic fire suppression course and pass the Commission's examination pertaining to that curriculum; and
  - (2) successfully complete a Commission-approved basic aircraft rescue fire protection course and pass the Commission's examination pertaining to that curriculum.
- (d) "Stand by" means the act of responding to a designated position in the movement area on the airfield at which initial response fire and rescue units will await the arrival of an aircraft experiencing an announced emergency.
- (e) "Movement area" is comprised of all runways, taxiways, and other areas of the airport which are used for taxiing or hover taxiing, take-off, and landing of aircraft, exclusive of loading ramps and aircraft parking areas.
- (f) Personnel holding any level of aircraft rescue fire fighting personnel certification shall be required to comply with the continuing education specified in §441.9 of this title (relating to Continuing Education for Aircraft Rescue Fire Fighting Personnel).
- (g) Aircraft rescue fire fighting personnel that perform structure fire fighting duties must be certified, as a minimum, as basic structural fire protection personnel.

###### **§423.203 Minimum Standards for Basic Aircraft Rescue Fire Fighting Personnel Certification.**

In order to obtain a Basic Aircraft Rescue Fire Fighting Personnel Certification the individual must:

- (1) hold a Basic Structure Fire Protection Personnel Certification; and
- (2) possess valid documentation as an Airport Fire Fighter from either:
  - (A) the International Fire Service Accreditation Congress; or

- (B) the National Board on Fire Service Professional Qualifications issued by the Texas A&M Engineering Extension Service using the 2010 or later edition of the NFPA standard applicable to this discipline and meeting the requirements as specified in §439.1(a)(2) of this title (relating to Requirements—General); or
- (3) complete a commission approved aircraft rescue fire suppression training program and successfully pass the commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved aircraft rescue fire suppression training program shall consist of one of the following:
  - (A) a commission approved Basic Aircraft Rescue Fire Suppression Curriculum as specified in Chapter 2 of the commission's Certification Curriculum Manual.
  - (B) 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 Basic Aircraft Rescue Fire Suppression Curriculum.

**§423.205 Minimum Standards for Intermediate Aircraft Rescue Fire Fighting Personnel Certification.**

- (a) Applicants for Intermediate Aircraft Rescue Fire Fighting Personnel Certification must complete the following requirements:
  - (1) hold as a prerequisite a Basic Aircraft Rescue Fire Fighting Personnel Certification as defined in §423.203 of this title (relating to Minimum Standards for Basic Aircraft Rescue Fire Fighting Personnel Certification); and
  - (2) acquire a minimum of four years of fire protection experience and complete the training listed in one of the following options:
    - (A) Option 1--Successfully complete six semester hours of fire science or fire technology from an approved Fire Protection Degree Program and submit documentation as required by the commission that the courses comply with subsections (b) and (c) of this section; or
    - (B) Option 2--Completion of coursework from either the A-List or the B-List courses. Acceptable combinations of courses are as follows: two A-List courses; or eight B-List courses; or one A-List course and four B-List courses. (See the exception outlined in subsection (c) of this section); or
    - (C) Option 3--Completion of coursework from either the A-List or the B-List courses in combination with college courses in fire science or fire protection. Acceptable combinations of courses are three semester hours meeting the requirements of Option 1 with either one A-List course or four B-List courses (See the exception outlined in subsection (c) of this section).
- (b) Non-traditional credit awarded at the college level, such as credit for experience or credit by examination obtained from attending any school in the commission's Certification Curriculum Manual or for experience in the fire service, may not be counted toward this level of certification.
- (c) The training required in this section must be in addition to any training used to qualify for any lower level of Aircraft Rescue Fire Fighting Certification. Repeating a course or a course of similar content cannot be used towards this level of certification.

**§423.207 Minimum Standards for Advanced Aircraft Rescue Fire Fighting Personnel Certification.**

- (a) Applicants for Advanced Aircraft Rescue Fire Fighting Personnel certification must complete the following requirements:
- (1) hold as a prerequisite an Intermediate Aircraft Rescue Fire Fighting Personnel Certification as defined in §423.205 of this title (relating to Minimum Standards for Intermediate Aircraft Rescue Fire Fighting Personnel Certification); and
  - (2) acquire a minimum of eight years of fire protection experience and complete the training listed in one of the following options:
    - (A) Option 1--Successfully complete six semester hours of fire science or fire technology from an approved Fire Protection Degree Program and submit documentation as required by the commission that the courses comply with subsections (b) and (c) of this section; or
    - (B) Option 2--Completion of coursework from either the A-List or the B-List courses. Acceptable combinations of courses are as follows: two A-List courses; or eight B-List courses; or one A-List course and four B-List courses. (See the exception outlined in subsection (c) of this section); or
    - (C) Option 3--Completion of coursework from either the A-List or the B-List courses in combination with college courses in fire science or fire protection. Acceptable combinations of courses are three semester hours meeting the requirements of Option 1 with either one A-List course or four B-List courses (See the exception outlined in subsection (c) of this section).
- (b) Non-traditional credit awarded at the college level, such as credit for experience or credit by examination obtained from attending any school in the commission's Certification Curriculum Manual or for experience in the fire service, may not be counted toward this level of certification.
- (c) The training required in this section must be in addition to any training used to qualify for any lower level of Aircraft Rescue Fire Fighting Personnel Certification. Repeating a course or a course of similar content cannot be used towards this level of certification.

**§423.209 Minimum Standards for Master Aircraft Rescue Fire Fighting Personnel Certification.**

- (a) Applicants for Master Aircraft Rescue Fire Fighting Personnel Certification must complete the following requirements:
- (1) hold, as a prerequisite, an Advanced Aircraft Rescue Fire Fighting Personnel Certification as defined in §423.207 of this title (relating to Minimum Standards for Advanced Aircraft Rescue Fire Fighting Personnel Certification); and
  - (2) acquire a minimum of twelve years of fire protection experience, and 60 college semester hours or an associate's degree, which includes at least 18 college semester hours in fire science subjects.
- (b) College level courses from both the upper and lower division may be used to satisfy the education requirement for Master Aircraft Rescue Fire Fighting Personnel Certification.

### **§423.211 International Fire Service Accreditation Congress (IFSAC) Seal.**

~~[(a) Individuals holding a current commission Aircraft Rescue Fire Fighting Personnel certification [received prior to March 10, 2003,] may be granted an International Fire Service Accreditation Congress (IFSAC) seal as an Airport Fire Fighter by making application to the commission for the IFSAC seal and paying applicable fees. This subsection will expire on August 1, 2016.]~~

~~[(b)]~~ Individuals completing a commission approved basic aircraft rescue fire suppression program, documenting an IFSAC seal for Fire Fighter II, and passing the applicable state examination may be granted an IFSAC seal as an Airport Fire Fighter by making application to the commission for the IFSAC seal and paying applicable fees. **In order to qualify for an IFSAC seal, an individual must submit the application for the seal prior to the expiration of the examination.**

**11. Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**

- A. Discussion and possible final adoption of proposed amendments, new sections, and repeals as follows:**
- 2. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 425, Fire Service Instructors.**

## 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 approved fire service instructor program and successfully pass the 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 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 as meeting the training requirements for certification as a fire service instructor if the training has been submitted to the commission for evaluation and found to be equivalent to or to exceed the 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 State Board for Educator Certification or an associate's degree with twelve semester hours of education instructional courses is considered to have training equivalent to the 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 (relating to Continuing Education for Fire Service Instructor).

#### **§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(47) of this title (relating to Definitions)) 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 as a Fire Instructor I, II or III from either:
  - (A) the International Fire Service Accreditation Congress (IFSAC); or
  - (B) the National Board on Fire Service Professional Qualifications issued by the Texas A&M Engineering Extension Service using the 2007 or later edition of the NFPA standard applicable to this discipline and meeting the requirements as specified in §439.1(a)(2) of this title (relating to Requirements—General); or

- (3) have completed the appropriate curriculum for Fire Service Instructor I contained in Chapter 8 of the commission's Certification Curriculum Manual, or meet the equivalence as specified in §425.1(d) or (e) of this title (relating to Minimum Standards for Fire Service Instructor Certification); and
- (4) successfully pass the applicable commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification).

**§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 (relating to Minimum Standards for Fire Service Instructor I Certification); and
- (2) have a minimum of three years of experience (as defined in §421.5(47) of this title (relating to Definitions)) 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 as a Fire Instructor I, II or III from either:
  - (A) the International Fire Service Accreditation Congress (IFSAC); or
  - (B) the National Board on Fire Service Professional Qualifications issued by the Texas A&M Engineering Extension Service using the 2007 or later edition of the NFPA standard applicable to this discipline and meeting the requirements as specified in §439.1(a)(2) of this title (relating to Requirements—General); or
- (4) have completed the appropriate curriculum for Fire Service Instructor II contained in Chapter 8 of the commission's Certification Curriculum Manual, or meet the equivalence as specified in §425.1(d) or (e) of this title (relating to Minimum Standards for Fire Service Instructor Certification); and
- (5) successfully pass the applicable commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification).

**§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 (relating to Minimum Standards for Fire Service Instructor II Certification); and
- (2) have a minimum of three years of experience (as defined in §421.5(47) of this title (relating to Definitions)) 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 Certification Curriculum Manual, or meet the equivalence as specified in §425.1(d) or (e) of this title (relating to Minimum Standards for Fire Service Instructor Certification); and
- (5) successfully pass the applicable commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification); 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 (IFSAC) Seal.**

- (a) [~~Individuals who hold commission Instructor I certification prior to March 1, 2006 may be granted an IFSAC seal for Instructor I by making application to the commission and paying the applicable fee before August 1, 2016.~~] Individuals completing a commission approved Fire Service Instructor I training program and passing the applicable state examination may be granted an IFSAC seal for Instructor I by making application to the commission and paying the applicable fee.
- (b) [~~Individuals who hold commission Instructor II certification prior to March 1, 2006 may be granted an IFSAC seal for Instructor II by making application to the commission and paying the applicable fee [before August 1, 2016].~~] Individuals holding an IFSAC Instructor I seal, completing a commission approved Fire Service Instructor II training program, and passing the applicable state examination may be

granted an IFSAC seal for Instructor II by making application to the commission and paying the applicable fee.

- (c) [~~Individuals who hold commission Instructor III certification prior to March 1, 2006 may be granted an IFSAC seal for Instructor III by making application to the commission and paying the applicable fee before August 1, 2016~~]. Individuals holding an IFSAC Instructor II seal, completing a commission approved Fire Service Instructor III training program, and passing the applicable state examination may be granted an IFSAC seal for Instructor III by making application to the commission and paying the applicable fee.

**(d) In order to qualify for an IFSAC seal, an individual must submit the application for the seal prior to the expiration of the examination.**

**11. Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**

**A. Discussion and possible final adoption of proposed amendments, new sections, and repeals as follows:**

**3. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 429, Minimum Standards for Fire Inspector Certification.**

## CHAPTER 429

### MINIMUM STANDARDS FOR FIRE INSPECTOR CERTIFICATION

#### **§429.201 Minimum Standards for Fire Inspector Personnel.**

- (a) Fire protection personnel of a governmental entity who are appointed to fire code enforcement duties must be certified, as a minimum, as a basic fire inspector as specified in §429.203 of this title (relating to Minimum Standards for Basic Fire Inspector Certification) within one year of initial appointment to such position.
- (b) Prior to being appointed to fire code enforcement duties, all personnel must complete a Commission-approved basic fire inspection training program and successfully pass the Commission examination pertaining to that curriculum.
- (c) Individuals holding any level of fire inspector certification shall be required to comply with the continuing education requirements in §441.13 of this title (relating to Continuing Education for Fire Inspection Personnel).
- (d) Code enforcement is defined as the enforcement of laws, codes, and ordinances of the authority having jurisdiction pertaining to fire prevention.

#### **§429.203 Minimum Standards for Basic Fire Inspector Certification.**

In order to be certified as a basic fire inspector, an individual must:

- (1) possess valid documentation as an Inspector I, Inspector II, and Plan Examiner I from either:
  - (A) the International Fire Service Accreditation Congress; or
  - (B) the National Board on Fire Service Professional Qualifications issued by the Texas A&M Engineering Extension Service using the 2009 or later edition of the NFPA standard applicable to this discipline and meeting the requirements as specified in §439.1(a)(2) of this title (relating to Requirements—General); or
- (2) complete a commission approved Basic Fire Inspector program and successfully pass the commission examination(s) as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved basic fire inspection training program shall consist of one or any combination of the following:
  - (A) completion of the commission approved Basic Fire Inspector Curriculum, as specified in Chapter 4 of the commission's Certification Curriculum Manual; or
  - (B) successful completion of an out-of-state, NFA, and/or military training program which has been submitted to the commission for evaluation and found to meet the minimum requirements as listed in the commission approved Basic Fire Inspector Curriculum as specified in Chapter 4 of the commission's Certification Curriculum Manual; or
  - (C) successful completion of the following college courses:
    - (i) Fire Protection Systems, three semester hours;
    - (ii) Fire Prevention Codes and Inspections, three semester hours;

- (iii) Building Construction in the Fire Service or Building Codes and Construction, three semester hours;
  - (iv) Hazardous Materials I, II, or III, three semester hours (total semester hours, 12).
- (D) documentation of the receipt of Fire Inspector I, Fire Inspector II, and Plan Examiner I certificates issued by the State Firemen's and Fire Marshals' Association of Texas that are deemed equivalent to a commission approved Basic Fire Inspector curriculum.

**§429.205 Minimum Standards for Intermediate Fire Inspector Certification.**

- (a) Applicants for Intermediate Fire Inspector Certification must meet the following requirements:
- (1) hold as a prerequisite Basic Fire Inspector Certification as defined in §429.203 of this title (relating to Minimum Standards for Basic Fire Inspector Certification); and
  - (2) acquire a minimum of four years of fire protection experience and complete the training listed in one of the following options:
    - (A) Option 1--Successfully complete six semester hours of fire science or fire technology from an approved Fire Protection Degree Program and submit documentation as required by the Commission that the courses comply with subsections (b) and (c) of this section; or
    - (B) Option 2--Completion of coursework from either the A-List or the B-List courses. Acceptable combinations of courses are as follows: two A-List courses; or eight B-List courses; or one A-List course and four B-List courses. (See the exception outlined in subsection (c) of this section); or
    - (C) Option 3--Completion of coursework from either the A-List or the B-List courses in combination with college courses in fire science or fire protection. Acceptable combinations of courses are three semester hours meeting the requirements of Option 1 with either one A-List course or four B-List courses. (See the exception outlined in subsection (c) of this section.)
  - (b) Non-traditional credit awarded at the college level, such as credit for experience or credit by examination obtained from attending any school in the Commission's Certification Curriculum Manual or for experience in the fire service, may not be counted toward this level of certification.
  - (c) The training required in this section must be in addition to any training used to qualify for any lower level of Fire Inspector Certification. Repeating a course or a course of similar content cannot be used towards this level of certification.

**§429.207 Minimum Standards for Advanced Fire Inspector Certification.**

- (a) Applicants for Advanced Fire Inspector Certification must complete the following requirements:
- (1) hold as a prerequisite an Intermediate Fire Inspector Certification as defined in §429.205 of this title (relating to Minimum Standards for Intermediate Fire Inspector Certification); and

- (2) acquire a minimum of eight years of fire protection experience and complete the training listed in one of the following options:
- (A) Option 1--Successfully complete six semester hours of fire science or fire technology from an approved Fire Protection Degree Program and submit documentation as required by the Commission that the courses comply with subsections (b) and (c) of this section; or
- (B) Option 2--Completion of coursework from either the A-List or the B-List courses. Acceptable combinations of courses are as follows: two A-List courses; or eight B-List courses; or one A-List course and four B-List courses. (See the exception outlined in subsection (c) of this section); or
- (C) Option 3--Completion of coursework from either the A-List or the B-List courses in combination with college courses in fire science or fire protection. Acceptable combinations of courses are three semester hours meeting the requirements of Option 1 with either one A-List course or four B-List courses. (See the exception outlined in subsection (c) of this section.)
- (b) Non-traditional credit awarded at the college level, such as credit for experience or credit by examination obtained from attending any school in the Commission's Certification Curriculum Manual or for experience in the fire service, may not be counted toward this level of certification.
- (c) The training required in this section must be in addition to any training used to qualify for any lower level of Fire Inspector Certification. Repeating a course or a course of similar content cannot be used towards this level of certification.

#### **§429.209 Minimum Standards for Master Fire Inspector Certification.**

- (a) Applicants for Master Fire Inspector Certification must complete the following requirements:
- (1) hold as a prerequisite an Advanced Fire Inspector Certification as defined in §429.207 of this title (relating to Minimum Standards for Advanced Fire Inspector Certification); and
- (2) acquire a minimum of 12 years of fire protection experience, and 60 college semester hours or an associate's degree, which includes at least 18 college semester hours in fire science subjects.
- (b) College level courses from both the upper and lower division may be used to satisfy the education requirement for Master Fire Inspector Certification.

#### **§429.211 International Fire Service Accreditation Congress (IFSAC) Seal.**

~~[(a) Individuals who hold commission Fire Inspector certification prior to January 1, 2005, may be granted International Fire Service Accreditation Congress (IFSAC) seals for Inspector I and Inspector II by making application to the commission for the IFSAC seals and paying applicable fees. This subsection will expire on August 1, 2016.]~~

~~(a)~~~~[(b)]~~ Individuals who hold commission Fire Inspector certification **issued** prior to January 1, 2005, may apply to test for Plan Examiner I. Upon successful completion of the examination, an IFSAC seal for Plan Examiner I may be granted by making application to the commission for the IFSAC seal and paying the applicable fee.

~~(b)~~~~(c)~~ Individuals who pass the applicable section of the state examination [~~on or after~~  
~~January 1, 2005,~~] may be granted IFSAC seal(s) for Inspector I, Inspector II, and/or  
Plan Examiner I by making application to the commission for the IFSAC seal(s) and  
paying the applicable fees, provided they meet the following provisions:

(1) To receive the IFSAC Inspector I seal, the individual must:

- (A) complete the Inspector I section of a commission approved course; and
- (B) pass the Inspector I section of a commission examination.

(2) To receive the IFSAC Inspector II seal, the individual must:

- (A) complete the Inspector II section of a commission approved course;
- (B) document possession of an IFSAC Inspector I seal; and
- (C) pass the Inspector II section of a commission examination.

(3) To receive the IFSAC Plan Examiner I seal, the individual must:

- (A) complete the Plan Examiner I section of a commission approved course; and
- (B) pass the Plan Examiner I section of a commission examination.

**(c) In order to qualify for an IFSAC seal, an individual must submit the application  
for the seal prior to the expiration of the examination.**

**11. Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**

- A. Discussion and possible final adoption of proposed amendments, new sections, and repeals as follows:**
  - 4. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 431, Fire Investigation.**

**CHAPTER 431****FIRE INVESTIGATION****SUBCHAPTER A****MINIMUM STANDARDS FOR ARSON INVESTIGATOR CERTIFICATION****§431.1 Minimum Standards for Arson Investigation Personnel.**

- (a) Fire protection personnel who are appointed arson investigation duties must be certified, as a minimum, as a basic arson investigator as specified in §431.3 of this title (relating to Minimum Standards for Basic Arson Investigator Certification) within one year from the date of initial appointment to such position.
- (b) Prior to being appointed to arson investigation duties, fire protection personnel must complete a commission approved basic fire investigator training program, successfully pass the commission examination pertaining to that curriculum, and possess a current peace officer license from the Texas Commission on Law Enforcement or document that the individual is a federal law enforcement officer.
- (c) Personnel holding any level of arson investigation certification shall be required to comply with the continuing education requirements in §441.15 of this title (relating to Continuing Education for Arson Investigator or Fire Investigator).

**§431.3 Minimum Standards for Basic Arson Investigator Certification.**

In order to be certified by the commission as a Basic Arson Investigator an individual must:

- (1) possess a current basic peace officer's license from the Texas Commission on Law Enforcement or documentation that the individual is a federal law enforcement officer;
- (2) hold a current license as a peace officer and notify the commission on the prescribed form regarding the law enforcement agency currently holding the individual's peace officer license; and
- (3) possess valid documentation of accreditation from the International Fire Service Accreditation Congress as a Fire Investigator; or
- (4) complete a commission approved basic fire investigation training program and successfully pass the commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved fire investigation training program shall consist of one of the following:
  - (A) completion of the commission approved Fire Investigator Curriculum, as specified in Chapter 5 of the commission's Certification Curriculum Manual;
  - (B) successful completion of an out-of-state, NFA, or military training program which has been submitted to the commission for evaluation and found to meet the minimum requirements as listed in the commission approved Fire Investigator Curriculum as specified in Chapter 5 of the commission's Certification Curriculum Manual; or

- (C) successful completion of the following college courses: Fire and Arson Investigation I or II, 3 semester hours; Hazardous Materials I, II, or III, 3 semester hours; Building Construction in the Fire Service or Building Codes and Construction, 3 semester hours; Fire Protection Systems, 3 semester hours. Total semester hours, 12.

**§431.5 Minimum Standards for Intermediate Arson Investigator Certification.**

- (a) Applicants for Intermediate Arson Investigator Certification must complete the following requirements:
- (1) hold as a prerequisite a Basic Arson Investigator Certification as defined in §431.3 of this title (relating to Minimum Standards for Basic Arson Investigator Certification); and
  - (2) acquire a minimum of four years of fire protection experience and complete the requirements listed in one of the following options:
    - (A) Option 1--Successfully complete six semester hours of fire science or fire technology from an approved Fire Protection Degree Program and submit documentation as required by the commission that the courses comply with subsections (b) and (c) of this section; or
    - (B) Option 2--Completion of coursework from either the A-List or the B-List courses. Acceptable combinations of courses are as follows: two A-List courses; or eight B-List courses; or one A-List course and four B-List courses (See the exception outlined in subsection (c) of this section); or
    - (C) Option 3--Completion of coursework from either the A-List or the B-List courses in combination with college courses in fire science or fire protection. Acceptable combinations of courses are three semester hours meeting the requirements of Option 1 with either one A-List course or four B-List courses (See the exception outlined in subsection (c) of this section); or
    - (D) Option 4--Hold current Intermediate Peace Officer certification from the Texas Commission on Law Enforcement with four additional law enforcement courses applicable for fire investigations (See exception outlined in subsection (c) of this section).
- (b) Non-traditional credit awarded at the college level, such as credit for experience or credit by examination obtained from attending any school in the commission's Certification Curriculum Manual or for experience in the fire service, may not be counted toward this level of certification.
- (c) The training required in this section must be in addition to any training used to qualify for any lower level of Arson Investigator Certification. Repeating a course or a course of similar content cannot be used towards this level of certification.

**§431.7 Minimum Standards for Advanced Arson Investigator Certification.**

- (a) Applicants for Advanced Arson Investigator certification must complete the following requirements:
- (1) hold as a prerequisite an Intermediate Arson Investigator Certification as defined in §431.5 of this title (relating to Minimum Standards for Intermediate Arson Investigator Certification); and

- (2) acquire a minimum of eight years of fire protection experience and complete the requirements listed in one of the following options:
- (A) Option 1--Successfully complete six semester hours of fire science or fire technology from an approved Fire Protection Degree Program and submit documentation as required by the commission that the courses comply with subsections (b) and (c) of this section; or
- (B) Option 2--Completion of coursework from either the A-List or the B-List courses. Acceptable combinations of courses are as follows: two A-List courses; or eight B-List courses; or one A-List course and four B-List courses (See the exception outlined in subsection (c) of this section); or
- (C) Option 3--Completion of coursework from either the A-List or the B-List courses in combination with college courses in fire science or fire protection. Acceptable combinations of courses are three semester hours meeting the requirements of Option 1 with either one A-List course or four B-List courses (See the exception outlined in subsection (c) of this section); or
- (D) Option 4--Advanced Arson for Profit or Complex Arson Investigative Techniques (Bureau of Alcohol, Tobacco, Firearms, and Explosives resident or field course, 80 hours); or
- (E) Option 5--Hold current Advanced Peace Officer certification from the Texas Commission on Law Enforcement with four additional law enforcement courses applicable for fire investigations (See exception outlined in subsection (c) of this section).
- (b) Non-traditional credit awarded at the college level, such as credit for experience or credit by examination obtained from attending any school in the commission's Certification Curriculum Manual or for experience in the fire service, may not be counted toward this level of certification.
- (c) The training required in this section must be in addition to any training used to qualify for any lower level of Arson Investigator Certification. Repeating a course or a course of similar content cannot be used towards this level of certification.

**§431.9 Minimum Standards for Master Arson Investigator Certification.**

- (a) Applicants for Master Arson Investigator Certification must complete the following requirements:
- (1) hold as a prerequisite an Advanced Arson Investigator Certification as defined in §431.7 of this title (relating to Minimum Standards for Advanced Arson Investigator Certification); and
- (2) acquire a minimum of twelve years of fire protection experience, and 60 college semester hours or an associate's degree, either of which includes at least 18 college semester hours in fire science subjects or criminal justice subjects related to fire and or arson investigation.
- (b) College level courses from both the upper and lower division may be used to satisfy the education requirement for Master Arson Investigator Certification.

### **§431.11 Minimum Standards for Arson Investigator Certification for Law Enforcement Personnel.**

- (a) A law enforcement officer employed or commissioned by a law enforcement agency as a peace officer who is designated as an arson investigator by an appropriate local authority is eligible for certification on a voluntary basis by complying with this chapter.
- (b) An individual holding commission certification as a fire investigator who becomes a law enforcement officer employed or commissioned by a law enforcement agency as a peace officer, and who is designated as an arson investigator by an appropriate local authority will qualify for a similar level arson investigator certificate. To obtain a printed certificate the individual must make application to the commission to include confirmation of commission.

### **§431.13 International Fire Service Accreditation Congress (IFSAC) Seal.**

~~[(a) Individuals holding a current commission Arson Investigator certification received prior to March 10, 2003 may be granted an International Fire Service Accreditation Congress (IFSAC) seal as a Fire Investigator by making application to the commission for the IFSAC seal and paying applicable fees. This subsection will expire on August 1, 2016.]~~

~~[(b)]~~ Individuals completing a commission approved basic fire investigator program and passing the applicable state examination may be granted an IFSAC seal as a Fire Investigator by making application to the commission for the IFSAC seal and paying applicable fees. **In order to qualify for an IFSAC seal, an individual must submit the application for the seal prior to the expiration of the examination.**

**CHAPTER 431****FIRE INVESTIGATION****SUBCHAPTER B****MINIMUM STANDARDS FOR FIRE INVESTIGATOR CERTIFICATION****§431.201 Minimum Standards for Fire Investigation Personnel.**

- (a) Fire protection personnel who receive temporary or probationary appointment to fire investigation duties must be certified as a fire investigator by the Commission within one year of appointment to such duties.
- (b) Prior to being appointed to fire investigation duties, personnel must:
  - (1) complete a commission approved basic fire investigator training program and successfully pass the commission examination pertaining to that curriculum; or
  - (2) hold current certification as structure fire protection personnel.
- (c) Individuals holding a Fire Investigator certification shall be required to comply with the continuing education requirements in §441.15 of this title (relating to Continuing Education for Arson Investigator or Fire Investigator).
- (d) Individuals certified under this subchapter shall limit their investigation to determining fire cause and origin. If evidence of a crime is discovered, custody and control of the investigation shall be immediately transferred to a certified arson investigator or licensed peace officer.
- (e) Individuals who previously held arson investigator certification, who no longer hold a current commission as a peace officer, will qualify for certification as a fire investigator of similar level upon notice to the commission. To obtain a printed certificate the individual will be required to make application to the commission.

**§431.203 Minimum Standards for Fire Investigator Certification.**

- (a) In order to be certified by the Commission as a Fire Investigator an individual must complete the requirements specified in §431.3(a)(3) or (4) of this title (relating to Minimum Standards for Basic Arson Investigator Certification).
- (b) A person who holds or is eligible to hold a certificate as a Fire Investigator may be certified as an Arson Investigator by meeting the requirements of Chapter 431, Subchapter A, but shall not be required to repeat the applicable examination requirements.

**§431.205 Minimum Standards for Intermediate Fire Investigator Certification.**

- (a) Applicants for Intermediate Fire Investigator must complete the following requirements:
  - (1) hold as a prerequisite a Basic Fire Investigator Certification as defined in §431.203 of this title (relating to Minimum Standards for Fire Investigator Certification); and
  - (2) acquire a minimum of four years of fire protection experience and complete the training listed in one of the following options:

- (A) Option 1--Successfully complete six semester hours of fire science or fire technology from an approved Fire Protection Degree Program and submit documentation as required by the commission that the courses comply with subsections (b) and (c) of this section; or
  - (B) Option 2--Completion of coursework from either the A-List or the B-List courses. Acceptable combinations of courses are as follows: two A-List courses; or eight B-List courses; or one A-List and four B-List courses. (See the exception outlined in subsection (c) of this section); or
  - (C) Option 3--Completion of coursework from either the A-List or the B-List courses in combination with college courses in fire science or fire protection. Acceptable combinations of courses are three semester hours meeting the requirements of Option 1 with either one A-List course or four B-List courses. (See the exception outlined in subsection (c) of this section).
- (b) Non-traditional credit awarded at the college level, such as credit for experience or credit by examination obtained from attending any school in the commission's Certification Curriculum Manual or for experience in the fire service, may not be counted toward this level of certification.
  - (c) The training required in this section must be in addition to any training used to qualify for any lower level of Fire Investigator Certification. Repeating a course or a course of similar content cannot be used towards this level of certification.

**§431.207 Minimum Standards for Advanced Fire Investigator Certification.**

- (a) Applicants for Advanced Fire Investigator must complete the following requirements
  - (1) hold as a prerequisite an Intermediate fire Investigator Certification as defined in §431.203 of this title (relating to Minimum Standards for Fire Investigator Certification); and
  - (2) acquire a minimum of eight years of fire protection experience and complete the training listed in one of the following options:
    - (A) Option 1--Successfully complete six semester hours of fire science or fire technology from an approved Fire Protection Degree Program and submit documentation as required by the commission that the courses comply with subsections (b) and (c) of this section; or
    - (B) Option 2--Completion of coursework from the either A-List or the B-List courses. Acceptable combinations of courses are as follows: two A-List courses; or eight B-List courses; or one A-List and four B-List courses. (See the exception outlined in subsection (c) of this section); or
    - (C) Option 3--Completion of coursework from either the A-List the B-List courses in combination with college courses in fire science or fire protection. Acceptable combinations of courses are three semester hours meeting the requirements of Option 1 with either one A-List course or four B-List courses. (See the exception outlined in subsection (c) of this section).
- (b) Non-traditional credit awarded at the college level, such as credit for experience or credit by examination obtained from attending any school in the commission's

Certification Curriculum Manual or for experience in the fire service, may not be counted toward this level of certification.

- (c) The training required in this section must be in addition to any training used to qualify for any lower level of Fire Investigator Certification. Repeating a course or a course of similar content cannot be used towards this level of certification.

**§431.209 Minimum Standards for Master Fire Investigator Certification.**

- (a) Applicants for Master Fire Investigator Certification must complete the following requirements:
- (1) hold as a prerequisite an Advanced Fire Investigator Certification as defined in §431.207 of this title (relating to Minimum Standards for Advanced Fire Investigator Certification); and
  - (2) acquire a minimum of twelve years of fire protection experience; and
  - (3) sixty college semester hours or an associate degree, that must include at least eighteen college semester hours in fire science subjects or criminal justice subjects related to fire and/or arson investigation.
- (b) College level courses from both the upper and lower division may be used to satisfy the education requirement for Master Fire Investigator Certification.

**§431.211 International Fire Service Accreditation Congress (IFSAC) Seal--Fire Investigator.**

~~[(a) Individuals holding a current commission Fire Investigator certification received prior to March 10, 2003 may be granted an International Fire Service Accreditation Congress (IFSAC) seal as a Fire Investigator by making application to the commission for the IFSAC seal and paying applicable fees. This subsection will expire on August 1, 2016.]~~

~~[(b)]~~ Individuals completing a commission approved basic fire investigator program and passing the applicable state examination may be granted an IFSAC seal as a Fire Investigator by making application to the commission for the IFSAC seal and paying applicable fees. **In order to qualify for an IFSAC seal, an individual must submit the application for the seal prior to the expiration of the examination.**

**11. Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**

- A. Discussion and possible final adoption of proposed amendments, new sections, and repeals as follows:**
  - 5. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 433, Minimum Standards For Driver/Operator-Pumper**

## CHAPTER 433

### MINIMUM STANDARDS FOR DRIVER/OPERATOR-PUMPER

#### **§433.1 Driver/Operator-Pumper Certification.**

A driver/operator - pumper is defined as an individual who safely operates a fire pumper in accordance with all state and local laws; operates a fire pump in a safe manner; and determines effective fire stream calculations and pump discharge pressures. Responsibilities include routine apparatus tests, maintenance, inspections, and servicing functions.

#### **§433.3 Minimum Standards for Driver/Operator-Pumper Certification.**

- (a) In order to obtain Driver/Operator-Pumper certification, the 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 as a Driver/Operator-Pumper from either:
    - (A) the International Fire Service Accreditation Congress; or
    - (B) the National Board on Fire Service Professional Qualifications issued by the Texas A&M Engineering Extension Service using the 2009 or later edition of the NFPA standard applicable to this discipline and meeting the requirements as specified in §439.1(a)(2) of this title (relating to Requirements—General); or
  - (3) complete a commission approved Driver/Operator-Pumper Curriculum and successfully pass the commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved driver/operator-pumper program must consist of one of the following:
    - (A) complete a commission approved Driver/Operator-Pumper Curriculum as specified in Chapter 7 of the commission's Certification Curriculum Manual;
    - (B) complete an out-of-state training program that has been submitted to the commission for evaluation and found to be equivalent to or exceeds the commission approved Driver/Operator-Pumper Curriculum; or
    - (C) complete a military training program that has been submitted to the commission for evaluation and found to be equivalent to or exceeds the commission approved Driver/Operator-Pumper Curriculum.
- (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 7 (pertaining to Driver/Operator-Pumper) of the commission's Certification Curriculum Manual are met.

#### **§433.5 Examination Requirements.**

- (a) Examination requirements of Chapter 439 of this title (relating to Examinations for Certification) must be met in order to receive driver/operator-pumper certification.
- (b) Individuals will be permitted to take the Commission examination for driver/operator-pumper by documenting, as a minimum, completion of the NFPA

1001 Fire Fighter I training, and completing a Commission-approved driver/operator-pumper curriculum.

#### **§433.7 International Fire Service Accreditation Congress (IFSAC) Seal.**

~~[(a) Individuals holding a current commission Driver/Operator-Pumper certification received prior to March 10, 2003, may be granted an International Fire Service Accreditation Congress (IFSAC) seal as a Driver/Operator-Pumper by making application to the commission for the IFSAC seal and paying the applicable fees. This subsection will expire on August 1, 2016.]~~

~~[(b)]~~ Individuals completing a commission approved driver/operator-pumper program; documenting, as a minimum, an IFSAC seal for Fire Fighter I; and passing the applicable state examination may be granted an IFSAC seal as a Driver/Operator-Pumper by making application to the commission for the IFSAC seal and paying applicable fees. **In order to qualify for an IFSAC seal, an individual must submit the application for the seal prior to the expiration of the examination**

- 11. Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**
  - A. Discussion and possible final adoption of proposed amendments, new sections, and repeals as follows:**
    - 6. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 451, Fire Officer.**

## CHAPTER 451

### FIRE OFFICER

#### SUBCHAPTER A

#### MINIMUM STANDARDS FOR FIRE OFFICER I

##### **§451.1 Fire Officer I Certification.**

A Fire Officer I is defined as an individual who may supervise fire personnel during emergency and non-emergency work periods; serve in a public relations capacity with members of the community; implement departmental policies and procedures at the unit level; secure fire scenes and perform fire investigations to determine preliminary cause; conduct pre-incident planning; supervise emergency operations; or ensure a safe working environment for all personnel.

##### **§451.3 Minimum Standards for Fire Officer I Certification.**

(a) In order to be certified as a Fire Officer I 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 Service Instructor I certification through the commission; and
  - (A) possess valid documentation as a Fire Fighter II and Fire Officer I from either:
    - (i) the International Fire Service Accreditation Congress; or
    - (ii) the National Board on Fire Service Professional Qualifications issued by the Texas A&M Engineering Extension Service using the 2009 or later edition of the NFPA standard applicable to this discipline and meeting the requirements as specified in §439.1(a)(2) of this title (relating to Requirements—General); or
  - (B) complete a commission approved Fire Officer I program and successfully pass the commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved Fire Officer I program must consist of one of the following:
    - (i) completion of a commission approved Fire Officer I Curriculum as specified in Chapter 9 of the commission's Certification Curriculum Manual;
    - (ii) 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 I Curriculum; or
    - (iii) successful completion of 12 college semester hours consisting of the following courses or their equivalent:
      - (I) Fire Prevention Codes and Inspections, 3 semester hours;
      - (II) Fire and Arson Investigation I or II, 3 semester hours;
      - (III) Fire Administration I, 3 semester hours; and

- (IV) Firefighting Strategies and Tactics I or II, 3 semester hours.
- (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 I) of the commission's Certification Curriculum Manual are met.
- (c) College courses will be considered equivalent if the course description is substantially similar to the course description contained in the Workforce Education Course Manual (WECM) from the Texas Higher Education Coordinating Board.

#### **§451.5 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 I certification.
- (b) Individuals will be permitted to take the Commission examination for Fire Officer I certification by documenting the following: Structure Fire Protection Personnel certification and Fire Service Instructor certification through the Commission or the equivalent IFSAC seals, and completing a Commission-approved Fire Officer I curriculum.

#### **§451.7 International Fire Service Accreditation Congress (IFSAC) Seal.**

- ~~[(a) Individuals holding a current commission Fire Officer I certification received prior to March 10, 2003, may be granted an International Fire Service Accreditation Congress (IFSAC) seal as a Fire Officer I by making application to the commission for the IFSAC seal and paying applicable fees. This subsection will expire on August 1, 2016.]~~
- [(b) ]Individuals completing a commission approved Fire Officer I program, documenting an IFSAC seal for Fire Fighter II and Instructor I, and passing the applicable state examination may be granted an IFSAC seal as a Fire Officer I by making application to the commission for the IFSAC seal and paying applicable fees. **In order to qualify for an IFSAC seal, an individual must submit the application for the seal prior to the expiration of the examination.**

**CHAPTER 451****FIRE OFFICER****SUBCHAPTER B****MINIMUM STANDARDS FOR FIRE OFFICER II****§451.201 Fire Officer II Certification.**

A Fire Officer II is defined as an individual who may evaluate the performance of personnel; deliver public education programs; prepare budget requests, news releases, and policy changes; conduct inspections and investigations; supervise multi-unit emergency operations; and identify unsafe work environments and take preventive action; or review injury, accident, and health exposure reports. Individuals who perform inspections must comply with Chapter 429 of this title (relating to Minimum Standards for Fire Inspectors). Individuals who perform investigations must comply with Chapter 431 of this title (relating to Fire Investigation).

**§451.203 Minimum Standards for Fire Officer II Certification.**

(a) In order to be certified as a Fire Officer II 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 I certification through the commission; and
  - (3) hold, as a minimum, Fire Service Instructor I certification through the commission; and
- (A) possess valid documentation as Fire Officer II; from either:
- (i) the International Fire Service Accreditation Congress; or
  - (ii) the National Board on Fire Service Professional Qualifications issued by the Texas A&M Engineering Extension Service using the 2009 or later edition of the NFPA standard applicable to this discipline and meeting the requirements as specified in §439.1(a)(2) of this title (relating to Requirements—General); or
- (B) complete a commission approved Fire Officer II program and successfully pass the commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved Fire Officer II program must consist of one of the following:
- (i) completion of a commission approved Fire Officer II Curriculum as specified in Chapter 9 of the commission's Certification Curriculum Manual;
  - (ii) 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 II Curriculum; or
  - (iii) successful completion of 15 college semester hours consisting of the following courses or their equivalent:

- (I) Fire Prevention Codes and Inspections, 3 semester hours;
  - (II) Fire and Arson Investigation I or II, 3 semester hours;
  - (III) Fire Administration I, 3 semester hours;
  - (IV) Fire Administration II or Company Fire Officer, 3 semester hours; and
  - (V) Firefighting Strategies and Tactics I or II, 3 semester hours.
- (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.
- (c) College courses will be considered equivalent if the course description is substantially similar to the course description contained in the Workforce Education Course Manual (WECM) from the Texas Higher Education Coordinating Board.

#### **§451.205 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 II certification.
- (b) Individuals will be permitted to take the Commission examination for Fire Officer II certification by documenting the following: Structure Fire Protection Personnel certification, Fire Service Instructor certification and Fire Officer I certification through the Commission or the equivalent IFSAC seals, and completing a Commission-approved Fire Officer II curriculum.

#### **§451.207 International Fire Service Accreditation Congress (IFSAC) Seal.**

~~[(a) Individuals holding a current commission Fire Officer II certification received prior to March 10, 2003, may be granted an International Fire Service Accreditation Congress (IFSAC) seal as a Fire Officer II by making application to the commission for the IFSAC seal and paying applicable fees. This subsection will expire on August 1, 2016.]~~

~~[(b) ]~~ Individuals completing a commission approved Fire Officer II program; documenting IFSAC seals for Fire Fighter II, Instructor I and Fire Officer I; and passing the applicable state examination, may be granted an IFSAC seal as a Fire Officer II by making application to the commission for the IFSAC seal and paying applicable fees. **In order to qualify for an IFSAC seal, an individual must submit the application for the seal prior to the expiration of the examination.**

**11. Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**

- A. Discussion and possible final adoption of proposed amendments, new sections, and repeals as follows:**
  - 7. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 453, Hazardous Materials.**

## CHAPTER 453

### HAZARDOUS MATERIALS

#### 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 as a Hazardous Materials Technician from either:
    - (A) the International Fire Service Accreditation Congress; or
    - (B) the National Board on Fire Service Professional Qualifications issued by the Texas A&M Engineering Extension Service using the 2008 or later edition of the NFPA standard applicable to this discipline and meeting the requirements as specified in §439.1(a)(2) of this title (relating to Requirements—General); or
  - (3) complete a commission approved Hazardous Materials Technician program and successfully pass the 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 approved Hazardous Materials Technician Curriculum as specified in Chapter 6 of the commission's Certification Curriculum Manual; or
    - (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 Technician Curriculum.
- (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 Technician) of the 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 examination for Hazardous Materials Technician by documenting completion of the NFPA 472 Awareness and Operations level training and completing a commission approved Hazardous Materials Technician curriculum.

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

~~[(a) Individuals holding a current 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 for the IFSAC seal and paying applicable fees. This subsection will expire on August 1, 2016.]~~

~~[(b)]~~ Individuals completing a 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 for the IFSAC seal and paying applicable fees. **In order to qualify for an IFSAC seal, an individual must submit the application for the seal prior to the expiration of the examination.**

**11. Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**

- A. Discussion and possible final adoption of proposed amendments, new sections, and repeals as follows:**
  - 8. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 435, Fire Fighter Safety.**



***Texas Commission on Fire Protection***

***Agenda Item Summary***

**MEETING: Commission**

**DATE: 10/27/2016**

**Agenda Item #:** 11A: #8  
**Agenda Title:** Update of Courage to Be Safe rules  
**Action to be taken:** Discussion and possible final adoption  
**Origin of Item:** FF Advisory Committee

**1. INTRODUCTION/PURPOSE**

The proposed change deletes obsolete language and updates ongoing requirements for persons completing the Courage to Be Safe course.

**2. DESCRIPTION/ JUSTIFICATION**

The deletion removes language specifying a December 1, 2015, deadline for persons completing the training, and adds language that establishes a requirement for all personnel appointed to duties with regulated entities.

**3. BUDGET IMPACT**

No significant budget impact is anticipated.

**4. TIMELINE CONSIDERATIONS**

Proposed language is for possible final adoption.

**5. RECOMMENDATION**

Reviewed and forwarded as recommended by the FF Advisory Committee.

**6. REFERENCES**

Title 37, Part 13, Chapter 435, Fire Fighter Safety, TAC.

## Chapter 435

### Fire Fighter Safety

#### 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, 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.
- (4) To ensure that protective clothing for fire protection personnel continues to be suitable for assigned tasks, risk assessments conducted in accordance with NFPA 1851 shall be reviewed and revised as needed, but in any case not more than five years following the date of the last risk assessment.

##### **§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 determines that the continued use of the self-contained breathing apparatus 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) 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, records and reports documenting compliance with 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, a departmental standard operating procedure regarding the use of self-contained breathing apparatus; and
- (6) maintain and provide upon request by the 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 on request, assist in performing staffing studies of fire departments. Staffing studies must take into consideration all the objectives and missions of the fire department. 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 National Fire Protection Association 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 commission. 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 NFPA 1561, Standard on Fire Department Incident Management System.
- (d) The 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 whatever 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 shall enforce all commission rules at any time, including, but not limited to, commission investigations, fire department inspections, or upon receiving a written complaint from an identified person or entity of an alleged infraction of a commission rule.
- (b) The 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 rule, the 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 shall follow the procedures outlined in Texas 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.]~~

~~(b)~~(e) 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 **following** ~~[of]~~ appointment to a fire department **if the individual has not previously completed the program.**

~~(c)~~(d) Departments will report the completion of training through the commission's web based reporting system.

~~(d)~~(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 this title (relating to Continuing Education).

### **§435.27 Live Fire Training Structure Evolutions.**

The most current edition of NFPA 1403, Standard on Live Fire Training 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 ensure 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 Structure 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.

**§435.29 Federal Highway Administration Traffic Incident Management Program.**

- (a) In an effort to improve firefighter safety in the State of Texas, all regulated entities will ensure that the Federal Highway Administration Traffic Incident Management program or an equivalent course that is approved by the commission be completed as part of the continuing education required for certified fire protection personnel by December 1, 2020. Individuals will be credited with four hours of continuing education credit for completing this program.
- (b) All regulated fire protection personnel must complete the Federal Highway Administration Traffic Incident Management program or an equivalent course that is approved by the commission prior to December 1, 2020.
- (c) All fire protection personnel appointed after December 1, 2020 will be required to complete the Federal Highway Administration Traffic Incident Management program training or an equivalent course that is approved by the commission within one year of appointment to a fire department.
- (d) Departments will report the completion of training through the commission's web based reporting system.

- (e) Failure to complete the Federal Highway Administration Traffic Incident Management program or an equivalent course that is approved by the commission before the required deadline will be considered a violation of continuing education rules found in Chapter 441 of this title (relating to Continuing Education).

**11. Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**

**B. Discussion and possible action on proposed amendments, new sections, and repeals as follows:**

- 1. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 403, Criminal Convictions and Eligibility for Certification.**



***Texas Commission on Fire Protection***

***Agenda Item Summary***

**MEETING: Commission**

**DATE: 10/27/2016**

**Agenda Item #:** 11B - #1  
**Agenda Title:** Rule language for early reviews of eligibility  
**Action to be taken:** Discussion with possible action for publication

***Origin of Item: Staff***

**1. INTRODUCTION/PURPOSE**

The rule language revision better defines the procedure for submittal of early reviews by an individual. The new language clarifies the responsibilities of both the individual submitting the review request, and of the agency.

**2. DESCRIPTION/ JUSTIFICATION**

The revision is per recommendation by agency counsel

**3. BUDGET IMPACT**

No budget impact is anticipated

**4. TIMELINE CONSIDERATIONS**

For possible publication.

**5. RECOMMENDATION**

Recommend publication as submitted

**6. REFERENCES**

37 TAC, Chapter 403

## Chapter 403

### Criminal Convictions and Eligibility for Certification

#### §403.5 Access to Criminal History Record Information.

- (a) Criminal history record. The commission is entitled to obtain criminal history record information maintained by the Department of Public Safety, or another law enforcement agency to investigate the eligibility of a person applying to the commission for or holding a certificate.
- (b) Confidentiality of information. All information received under this section is confidential and may not be released to any person outside the agency except in the following instances:
- (1) a court order;
  - (2) with written consent of the person being investigated;
  - (3) in a criminal proceeding; or
  - (4) in a hearing conducted under the authority of the commission.
- (c) Early review. A fire department that employs a person regulated by the commission, a person seeking to apply for a beginning position with a regulated entity, a volunteer fire department, or an individual participating in the commission certification program may seek the early review under this chapter of the person's present fitness to be certified. Prior to completing the requirements for certification, the individual may request such a review in writing by **following the required procedure.** [~~submitting the required forms and fee(s).~~] A decision **by the commission** based on an early review does not bind the commission if there is a change in circumstances. **The following pertains to early reviews:**

- (1) The commission will complete its review and notify the requestor in writing concerning potential eligibility or ineligibility within 90 days following receipt of all required and necessary information for the review.**
- (2) A notification by the commission regarding the results of an early review is not a guarantee of certification, admission to any training program, or employment with a local government.**
- (3) A fee assessed by the commission for conducting an early review will be in an amount sufficient to cover the cost to conduct the review process, as provided in §437.19 of this title (relating to Early Review Fees).**
- (4) An early review request will be considered incomplete until the requestor submits all required and necessary information. Early review requests that remain incomplete for 90 days following receipt of the initial request will expire. If the request expires and an early review is still desired, a new request and fee must be submitted.**

- 11. Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**
  - B. Discussion and possible action on proposed amendments, new sections, and repeals as follows:**
    - 2. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 433, Minimum Standards for Driver/Operator – Pumper.**



***Texas Commission on Fire Protection***

***Agenda Item Summary***

**MEETING: Commission**

**DATE: 10/27/2016**

**Agenda Item #: 11B - #2**

**Agenda Title: New rule language for Driver Operator - Aerial**

**Action to be taken: Discussion with possible action for publication**

***Origin of Item: Staff***

**1. INTRODUCTION/PURPOSE**

The new rule language identifies and defines requirements for Driver Operator-Aerial Apparatus, a new certification to be offered by the Commission. The revision also establishes a new Subchapter for Driver/Operator – Pumper, and Subchapter B for Driver/Operator – Aerial Apparatus.

**2. DESCRIPTION/ JUSTIFICATION**

Development of the new certification per the direction of the Commission board.

**3. BUDGET IMPACT**

Some positive impact may be anticipated from an increase in testing and certification application fee collection.

**4. TIMELINE CONSIDERATIONS**

For possible publication.

**5. RECOMMENDATION**

Recommend publication as submitted

**6. REFERENCES**

37 TAC, Chapter 433

## CHAPTER 433

### ~~[MINIMUM STANDARDS FOR] DRIVER/OPERATOR [PUMPER]~~

#### SUBCHAPTER A

### MINIMUM STANDARDS FOR DRIVER/OPERATOR-PUMPER

#### **§433.1 Driver/Operator-Pumper Certification.**

A driver/operator - pumper is defined as an individual who safely operates a fire pumper in accordance with all state and local laws; operates a fire pump in a safe manner; and determines effective fire stream calculations and pump discharge pressures. Responsibilities include routine apparatus tests, maintenance, inspections, and servicing functions.

#### **§433.3 Minimum Standards for Driver/Operator-Pumper Certification.**

(a) In order to obtain Driver/Operator-Pumper certification, the 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 as a Driver/Operator-Pumper from either:
  - (A) the International Fire Service Accreditation Congress; or
  - (B) the National Board on Fire Service Professional Qualifications issued by the Texas A&M Engineering Extension Service using the 2009 or later edition of the NFPA standard applicable to this discipline and meeting the requirements as specified in §439.1(a)(2) of this title (relating to Requirements—General); or
- (3) complete a commission approved Driver/Operator-Pumper Curriculum and successfully pass the commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved driver/operator-pumper program must consist of one of the following:
  - (A) complete a commission approved Driver/Operator-Pumper Curriculum as specified in Chapter 7 of the commission's Certification Curriculum Manual;
  - (B) complete an out-of-state training program that has been submitted to the commission for evaluation and found to be equivalent to or exceeds the commission approved Driver/Operator-Pumper Curriculum; or
  - (C) complete a military training program that has been submitted to the commission for evaluation and found to be equivalent to or exceeds the commission approved Driver/Operator-Pumper Curriculum.

- (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 7 (pertaining to Driver/Operator-Pumper) of the commission's Certification Curriculum Manual are met.

#### **§433.5 Examination Requirements.**

- (a) Examination requirements of Chapter 439 of this title (relating to Examinations for Certification) must be met in order to receive driver/operator-pumper certification.
- (b) Individuals will be permitted to take the Commission examination for driver/operator-pumper by documenting, as a minimum, completion of the NFPA 1001 Fire Fighter I training, and completing a Commission-approved driver/operator-pumper curriculum.

#### **§433.7 International Fire Service Accreditation Congress (IFSAC) Seal.**

- (a) Individuals holding a current commission Driver/Operator-Pumper certification received prior to March 10, 2003, may be granted an International Fire Service Accreditation Congress (IFSAC) seal as a Driver/Operator-Pumper by making application to the commission for the IFSAC seal and paying the applicable fees. This subsection will expire on August 1, 2016.
- (b) Individuals completing a commission approved driver/operator-pumper program; documenting, as a minimum, an IFSAC seal for Fire Fighter I; and passing the applicable state examination may be granted an IFSAC seal as a Driver/Operator-Pumper by making application to the commission for the IFSAC seal and paying applicable fees.

## SUBCHAPTER B

### MINIMUM STANDARDS FOR DRIVER/OPERATOR-AERIAL APPARATUS

#### §433.201 Driver/Operator-Aerial Apparatus Certification.

- (a) A Driver/Operator – Aerial Apparatus is defined as an individual who operates an aerial apparatus safely and in accordance with all state and local laws; safely and correctly maneuvers, positions, stabilizes, and operates an aerial apparatus and device; and effectively deploys and operates an elevated master stream from a water source. Other responsibilities include routine apparatus testing, maintenance, inspections, and servicing functions.
- (b) Individuals holding Driver/Operator - Pumper certification are eligible to take the commission examination for Driver Operator-Aerial Apparatus upon documentation to the commission that the individual has completed Driver Operator-Aerial Apparatus training that meets the minimum requirements of the National Fire Protection Association Standard 1002, Chapter 6 (2014 edition) or provide documentation of proficiency in the operation of an aerial apparatus in the form of a non self-serving affidavit from a department with an in service aerial apparatus. This section will expire on February 28, 2018.*

#### §433.203 Minimum Standards for Driver/Operator-Aerial Apparatus Certification.

- (a) In order to obtain Driver/Operator-Aerial Apparatus certification, the 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 as a Driver/Operator-Aerial Apparatus from either:
    - (A) the International Fire Service Accreditation Congress; or
    - (B) the National Board on Fire Service Professional Qualifications issued by the Texas A&M Engineering Extension Service using the 2014 or later edition of the NFPA standard applicable to this discipline and meeting the requirements as specified in §439.1(a)(2) of this title (relating to Requirements—General); or
  - (3) complete a commission approved Driver/Operator-Aerial Apparatus training program and successfully pass the commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved driver/operator-aerial apparatus training program must consist of one of the following:
    - (A) completion of an in-state Driver/Operator-Aerial Apparatus program meeting the requirements of the applicable NFPA standard and

**conducted by a commission certified training provider, that was submitted and approved through the commission's training prior approval system; or**

**(B) completion of an out-of-state training program that has been submitted to the commission for evaluation and found to meet the requirements of the applicable NFPA standard; or**

**(C) completion of a military training program that has been submitted to the commission for evaluation and found to meet the requirements of the applicable NFPA standard.**

**(b) Out-of-state or military training programs submitted to the commission for the purpose of determining equivalency will be considered equivalent if the training addresses all job performance requirements of the applicable NFPA standard.**

#### **§433.205 Examination Requirements.**

**(a) Examination requirements of Chapter 439 of this title (relating to Examinations for Certification) must be met in order to receive Driver/Operator-Aerial Apparatus certification.**

**(b) Individuals will be permitted to take the commission examination for Driver/Operator-Aerial Apparatus by documenting, as a minimum, completion of the NFPA 1001 Fire Fighter I training, and completing a commission-approved Driver/Operator-Aerial Apparatus training program.**

- 11. Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**
  - B. Discussion and possible action on proposed amendments, new sections, and repeals as follows:**
    - 3. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 437, Fees.**



***Texas Commission on Fire Protection***

***Agenda Item Summary***

**MEETING: Commission**

**DATE: 10/27/2016**

**Agenda Item #: 11B - #3**

**Agenda Title: Fee for Early Review of Eligibility**

**Action to be taken: Discussion with possible action for publication**

***Origin of Item: Staff***

**1. INTRODUCTION/PURPOSE**

The new language establishes a fee for conducting an early review of an individual's criminal history to determine eligibility for certification. It is typically done prior to the person enrolling in a training program or applying for certification.

**2. DESCRIPTION/ JUSTIFICATION**

Depending upon an individual's record, the agency can devote a notable amount of staff time to an early review, and has until now not charged for the service. The establishment of a fee allows the agency to be compensated for this time.

**3. BUDGET IMPACT**

A minor positive impact may be anticipated from an increase in fee collections.

**4. TIMELINE CONSIDERATIONS**

For possible publication

**5. RECOMMENDATION**

Recommend publication as submitted

**6. REFERENCES**

37 TAC, Chapter 437

## Chapter 437 Fees

### **§437.19 Early Review Fees.**

**A non-refundable fee of \$75 will be charged for each early review conducted by the commission for the purpose of determining the eligibility of a person to be certified by the commission based upon a review of their criminal history.**

**11. Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:**

**B. Discussion and possible action on proposed amendments, new sections, and repeals as follows:**

- 4. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 457, Minimum Standards for Incident Safety Officer Certification.**



***Texas Commission on Fire Protection***

***Agenda Item Summary***

**MEETING: Commission**

**DATE: 10/27/2016**

**Agenda Item #: 11B - #4**

**Agenda Title: Incident Safety Officer**

**Action to be taken: Discussion with possible action for publication**

***Origin of Item: Staff***

**1. INTRODUCTION/PURPOSE**

The revision is necessary to accommodate the agency's current practice regarding development of curricula. The agency no longer develops a full curriculum for a voluntary/professional development certification.

**2. DESCRIPTION/ JUSTIFICATION**

The revision clarifies the requirements for the completion of in-state and other training necessary to qualify a person to take the state exam for Incident Safety Officer.

**3. BUDGET IMPACT**

No budget impact anticipated

**4. TIMELINE CONSIDERATIONS**

For possible publication

**5. RECOMMENDATION**

Recommend publication as submitted

**6. REFERENCES**

37 TAC, Chapter 457

## CHAPTER 457

### MINIMUM STANDARDS FOR INCIDENT SAFETY OFFICER CERTIFICATION

#### §457.1 Incident Safety Officer Certification.

- (a) An Incident Safety Officer is defined as a member of the command staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety at an incident.
- (b) All individuals holding an Incident Safety Officer certification shall be required to comply with the continuing education requirements in Chapter 441 of this title (relating to Continuing Education).
- (c) All Safety Officer certifications issued by the commission and referenced in this chapter are voluntary.

#### §457.3 Minimum Standards for Incident Safety Officer Certification.

In order to be certified as an Incident Safety Officer an individual must:

- (1) hold commission certification as Fire Officer I and;
- (2) possess valid documentation of accreditation from the International Fire Service Accreditation Congress as an Incident Safety Officer; or
- (3) complete a commission approved Incident Safety Officer program and successfully pass the commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved Incident Safety Officer program must consist of one of the following:
  - (A) completion of **an in-state**~~[a commission approved]~~ Incident Safety Officer **program meeting the requirements of the applicable NFPA standard and conducted by a commission certified training provider, that was submitted and approved through the commission's training prior approval system; or**~~[curriculum as specified in the applicable chapter of the commission's Certification Curriculum Manual or]~~
  - (B) completion of an out-of-state, educational institution of higher education, and/or military training program that has been submitted to the commission for evaluation and found to **meet the requirements of the applicable NFPA standard.**~~[be equivalent to, or exceeds the commission approved Incident Safety Officer curriculum.]~~

#### §457.5 Examination Requirements.

- (a) Examination requirements of Chapter 439 of this title (relating to Examinations for Certification) must be met in order to receive an Incident Safety Officer certification, unless otherwise specified in this chapter.
- (b) Individuals will be permitted to take the commission examination for Incident Safety Officer certification by documenting Fire Officer I certification through the

commission or the equivalent IFSAC seal, and completing a commission approved Incident Safety Officer **training program.**[curriculum.]

- 11. 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 possible changes to the Certification Curriculum Manual, including but not limited to:**
    - a. Incident Safety Officer overview, course instructor information, outline and reference list.**
    - b. Driver/Operator - Aerial overview, course instructor information, outline and reference list.**



***Texas Commission on Fire Protection***

***Agenda Item Summary***

**MEETING: Commission**

**DATE: 10/27/2016**

**Agenda Item #:** 11-C.

**Agenda Title:** Curricula changes: ISO and DOP-Aerial

**Action to be taken:** Discussion with possible action for approval

**Origin of Item:** Curriculum and Testing Committee

**1. INTRODUCTION/PURPOSE**

The changes reflect a move away from development of full curricula to instructor information.  
**NOTE:** The development of new skills for Incident Safety Officer has resulted in an increase in recommended hours from 24 to 48.

**2. DESCRIPTION/ JUSTIFICATION**

Instructor information being developed includes an overview of the discipline, a recommended outline for training, course information, and required reference material.

**3. BUDGET IMPACT**

No budget impact is anticipated

**4. TIMELINE CONSIDERATIONS**

Effective per adoption date determined by commission

**5. RECOMMENDATION**

Recommendation for adoption effective January 1, 2017.

**6. REFERENCES**

37 TAC, Chapters 433 and 457.

## **OVERVIEW**

### **INCIDENT SAFETY OFFICER**

The Incident Safety Officer is required to meet the Job Performance Requirements (JPRs) of National Fire Protection Association (NFPA) 1521, *Standard for Fire Department Safety Officer Professional Qualifications*, 2015 edition.

The following items are included in Chapter 10 of this curriculum manual:

- Course Instructor Information
- Reference List (textbooks and other recommended course materials)
- Course Outline (establishes the recommended hours for teaching this course)

This is a voluntary (non-mandatory) certification, therefore a formal “curriculum” is not provided. Please use chapter 5 of NFPA 1521 as a guide when creating your own course curriculum.

Performance skills are available in Chapter 10 of the Skills Manual.

All documents in this curriculum manual, and in the skills manual, are available free of charge to download, copy and distribute as necessary. The TCFP does not provide printed copies.

#### **Definition of an Incident Safety Officer**

An Incident Safety Officer is an individual who has met the requirements of Fire Officer Level I specified in NFPA 1021, *Standard for Fire Officer Professional Qualifications* and Chapter 5 of NFPA 1521, *Standard for Fire Department Safety Officer* and has the knowledge, skill, and abilities to manage incident scene safety by having and maintaining a knowledge of:

- Fire suppression operations,
- Technical rescue operations,
- Hazardous materials operations,
- Building construction,
- Fire science and behavior relative to predicting hostile fire events,
- The Incident Command System,
- The fire department’s personnel accountability system,
- Incident scene rehabilitation strategies,
- The accident investigation and review process,
- Post-Incident analysis procedures.

Additional Incident Safety Officer duties include:

- Risk evaluation
- Resource evaluation
- Hazard identification and communication
- Action plan review

- Safety briefings
- Collapse zoning
- Safety committee participation

## **COURSE INSTRUCTOR INFORMATION**

### **Instructor Qualifications**

Incident Safety Officer courses must be taught by a person meeting the requirements described in Chapter 427.307 of the TCFP Standards Manual.

### **Supplemental Information**

Instructors are expected to provide supplemental information if the main reference text does not cover all of the knowledge requirements set forth in the NFPA standard.

### **Certification Testing**

Testing for certification in the state of Texas will be based on the knowledge and skills requirements in all sections of Chapter 5 of National Fire Protection Association (NFPA) 1521, *Standard for Fire Department Safety Officer Professional Qualifications*, 2015 edition. Any training program must strictly adhere to this NFPA standard.

All test questions and performance skills evaluations will be based on the NFPA Job Performance Requirements (JPRs), requisite knowledge objectives, and requisite skills objectives found in the NFPA standard. Additionally, questions and performance skill evaluations may include information found in, or derived from, the NFPA standard annex, particularly Annex A, which includes explanatory material that may further clarify JPRs. The following is an example from NFPA 1521, section 5.3.1:

<b>NFPA Standard/Curriculum</b>	<b>Explanation</b>
5.3.1 Determine incident environmental and operational factors and confirm the establishment of rapid intervention crew (RIC) and evaluate the need to increase RIC capability, given an incident or planned event that includes one or more immediately dangerous to life and health (IDLH) elements, responders engaged in tactical operations, a pre-assigned RIC, and an IAP, so that a recommendation is offered to the IC.	NFPA JPR number 5.3.1
<b>(A) Requisite Knowledge:</b> RIC criteria for NFPA 1500, <i>Standard on Fire Department Occupational Safety and Health Program</i> ; NFPA 1561, <i>Standard on Emergency Services Incident Management System</i> ; NFPA 1710, <i>Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments</i> ; NFPA 1720, <i>Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire</i>	Requisite knowledge objectives for 5.3.1  Written test questions and/or performance skills will be used to test these knowledge components on the state certification exam.

<i>Departments; AHJ SOP/Gs; and directives for RIC establishment and use.</i>	
<b>(B) Requisite Skills:</b> Interpret applicable regulations, guidelines, procedures, and consensus standards for implementation at incidents; audit conditions to ensure policies are being followed; and formulate recommendations for incident command action.	Requisite skills objectives for 5.3.1  Only performance skills will be used to test these objectives on the state certification exam.
<b>A.5.3.1:</b> The intention of this requirement is that the ISO check to see that the IC has established a rapid intervention team. In cases where this has not happened, the ISO should inform the IC of the need.	Appendix A: Explanatory Material for 5.3.1

### **TCFP Standards Manual**

It is critical that the Course Instructor review the chapters in the TCFP Standards Manual that apply to this curriculum. Of primary importance are the following chapters:

Chapter 421, *Standards for Certification*  
 Chapter 427, *Training Facility Certification*  
 Chapter 435, *Fire Fighter Safety*  
 Chapter 437, *Fees*  
 Chapter 457, *Incident Safety Officer Certification*

These chapters do not address every issue that could impact this curriculum; therefore, the Course Instructor is encouraged to become familiar with the TCFP Standards Manual.

### **Descriptions of Certification Levels**

For additional information, see Chapter 421 of the Texas Commission on Fire Protection Standards Manual for Fire Protection Personnel.

**CHAPTER TEN  
FIRE DEPARTMENT SAFETY OFFICER  
INCIDENT SAFETY OFFICER  
CURRICULUM OUTLINE**

SECTION	SUBJECT	RECOMMENDED HOURS
1002-5.1	General	2
1002-5.2	General Requirements	10
1002-5.3	Fire Suppression Operations	8
1002-5.4	Technical Rescue Operations	4
1002-5.5	Hazardous Materials Operations	4
1002-5.6	Accident Investigations and Review	4
1002-5.7	Post-Incident Analysis	4
1002	Performance Skills*	12
<b>TOTAL RECOMMENDED HOURS</b>		<b>48</b>

\*The recommended hours for skills evaluation is based on 12 students. Actual hours needed will depend on the number of students, the number of examiners, availability of equipment, and the student skill level.

## REFERENCE LIST FOR THE FIRE DEPARTMENT SAFETY OFFICER INCIDENT SAFETY OFFICER CURRICULUM

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

### Required References

*Fire Department Incident Safety Officer* (3<sup>rd</sup> ed.) (2016). Dodson, David W. Burlington, MA: Jones and Bartlett Learning.

*NFPA 1500: Standard on Fire Department Occupational Safety and Health Program* (2007 **2013** ed.). Quincy, MA: National Fire Protection Association NFPA Publications.

*NFPA 1521: Standard for Fire Department Safety Officer **Professional Qualifications*** (2008 **2015** ed.). Quincy, MA: National Fire Protection Association NFPA Publications.

*Certification Curriculum Manual for Fire Protection Personnel*, Austin, TX: Texas Commission on Fire Protection

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

### Recommended References

**Code of Federal Regulations, Title 29 Part 1910.120. United States. U.S. Department of Labor, Occupational Safety and Health Administration.**

**Code of Federal Regulations, Title 29 Part 1910.146. United States. U.S. Department of Labor, Occupational Safety and Health Administration.**

**NFPA 472: Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents. (2013 ed.). Quincy, MA: NFPA Publications. National Fire Protection Association NFPA Publications.**

**NFPA 1006 Standard for Technical Rescuer Professional Qualifications. (2013 ed.). Quincy, MA: NFPA Publications. National Fire Protection Association NFPA Publications.**

**NFPA 1584 Standard on the Rehabilitation Process for Members During Emergency Operations and Training Exercises. (2015 ed.). Quincy, MA: NFPA Publications. National Fire Protection Association NFPA Publications.**

**NFPA 1710 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments. (2016 ed.). Quincy, MA: NFPA Publications. National Fire Protection Association NFPA Publications.**

**NFPA 1951 Standard on Protective Ensembles for Technical Rescue Incidents. (2013 ed.). Quincy, MA: NFPA Publications. National Fire Protection Association NFPA Publications.**

## **OVERVIEW**

### **DRIVER/OPERATOR – AERIAL**

The Driver/Operator – Aerial is required to meet the Job Performance Requirements (JPRs) of chapters 4 and 6 of National Fire Protection Association (NFPA) 1002, *Standard for Fire Apparatus Driver/Operator Professional Qualifications*, 2014 edition.

The following items are included in the Driver/Operator – Aerial section of Chapter 7 of the curriculum manual:

- Course Instructor Information
- Reference List (textbooks and other recommended course materials)
- Course Outline (establishes the recommended hours for teaching this course)

This is a voluntary (non-mandatory) certification, therefore a formal “curriculum” is not provided. Please use chapters 4 and 6 of NFPA 1002 as a guide when creating your own course curriculum.

Performance skills are available in Chapter 7 of the Skills Manual.

All documents in this curriculum manual, and in the skills manual, are available free of charge to download, copy and distribute as necessary. The TCFP does not provide printed copies.

#### **Definition of a Driver/Operator**

A Driver/Operator is an individual who has met the requirements of NFPA 1002, *Standard for Fire Apparatus Driver/Operator Professional Qualifications* and has the knowledge, skills, and abilities to drive and operate an apparatus by having and maintaining a knowledge of:

- Apparatus inspections and basic maintenance
- Best practices for ensuring the safety of all personnel riding in the apparatus while it's in motion
- Techniques for safe driving of an apparatus to and from an incident scene
- Appropriate positioning of the apparatus to maximize effectiveness
- Techniques for safe operation of apparatus equipment and components

## **COURSE INSTRUCTOR INFORMATION**

### **Instructor Qualifications**

Driver/Operator courses must be taught by a person meeting the requirements described in Chapter 427.307 of the TCFP Standards Manual.

### **Supplemental Information**

Instructors are expected to provide supplemental information if the main reference text does not cover all of the knowledge requirements set forth in the NFPA standard.

### **Certification Testing**

Testing for certification in the state of Texas will be based on the knowledge and skills requirements of National Fire Protection Association (NFPA) 1002, *Standard for Fire Apparatus Driver/Operator Professional Qualifications*, 2014 edition. Chapters 4 and 5 will be used for Driver/Operator – Pumper. Chapters 4 and 6 will be used for Driver/Operator – Aerial. All training programs must strictly adhere to the NFPA standard.

All test questions and performance skills evaluations will be based on the NFPA Job Performance Requirements (JPRs), requisite knowledge objectives, and requisite skills objectives found in the NFPA standard. Additionally, questions and performance skill evaluations may include information found in, or derived from, the NFPA standard annex, particularly Annex A, which includes explanatory material that may further clarify JPRs. The following is an example from NFPA 1002, section 5.2.1:

<b>NFPA Standard/Curriculum</b>	<b>Explanation</b>
5.2.1 Produce effective hand or master streams, given the sources specified in the following list, so that the pump is engaged, all pressure control and vehicle safety devices are set, the rated flow of the nozzle is achieved and maintained, and the apparatus is continuously monitored for potential problems: (1) Internal tank (2)* Pressurized source (3) Static source (4) Transfer from internal tank to external source	NFPA JPR number 5.2.1
<b>(A) Requisite Knowledge:</b> Hydraulic calculations for friction loss and flow using both written formulas and estimation methods, safe operation of the pump, problems related to small-diameter or dead-end mains, low-pressure and private water supply systems, hydrant coding systems, and reliability of static sources.	Requisite knowledge objectives for 5.2.1  Written test questions and/or performance skills will be used to test these knowledge

	components on the state certification exam.
<b>(B) Requisite Skills:</b> The ability to position a fire department pumper to operate at a fire hydrant and at a static water source, power transfer from vehicle engine to pump, draft, operate pumper pressure control systems, operate the volume/pressure transfer valve (multistage pumps only), operate auxiliary cooling systems, make the transition between internal and external water sources, and assemble hose lines, nozzles, valves, and appliances.	Requisite skills objectives for 5.2.1  Only performance skills will be used to test these objectives on the state certification exam.
<b>A.5.2.1(2):</b> Pressurized sources include the following: (1) Connection to a hydrant (2) Supply line from another pumping source	Appendix A: Explanatory Material for 5.2.1(2)

### TCFP Standards Manual

It is critical that the Course Instructor review the chapters in the TCFP Standards Manual that apply to this curriculum. Of primary importance are the following chapters:

Chapter 421, *Standards for Certification*

Chapter 427, *Training Facility Certification*

Chapter 435, *Fire Fighter Safety*

Chapter 437, *Fees*

Chapter 433, *Standards for Driver/Operator*

These chapters do not address every issue that could impact this curriculum; therefore, the Course Instructor is encouraged to become familiar with the TCFP Standards Manual.

### Descriptions of Certification Levels

For additional information, see Chapter 421 of the Texas Commission on Fire Protection Standards Manual for Fire Protection Personnel.

**CHAPTER SEVEN**  
**DRIVER/OPERATOR-AERIAL**  
**CURRICULUM OUTLINE**

<b>SECTION</b>	<b>SUBJECT</b>	<b>RECOMMENDED HOURS</b>
701-4.1	General	2
701-4.2	Preventive Maintenance	8
701-4.3	Driving/Operating	16
701-6.1	General	8
701-6.2	Operations	16
	<b>TOTAL RECOMMENDED HOURS*</b>	<b>50</b>

\*Actual hours required will depend on the number of students, the number of examiners, availability of equipment, and the student skill level.

## REFERENCE LIST FOR THE DRIVER/OPERATOR-AERIAL CURRICULUM

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

*Fire Apparatus Driver/Operator: Pump, Aerial, Tiller, and Mobile Water Supply* (2<sup>nd</sup> ed.) (2016). Burlington, MA: Jones & Bartlett Learning.

*NFPA 1002: Standard on Fire Apparatus Driver/Operator Professional Qualifications* (2014 ed.). Quincy, MA: National Fire Protection Association. NFPA Publications.

*NFPA 1901, Standard for Automotive Fire Apparatus*, (2016 ed.). Quincy, MA: National Fire Protection Association. NFPA Publications.

*Pumping and Aerial Apparatus Driver/Operator Handbook* (3<sup>rd</sup> ed.) (2015). Stillwater, OK: Fire Protection Publications. International Fire Service Training Association.

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

**12. Discussion and possible action regarding the addition of classes or courses to the A List and B List for higher levels of certification.**

### Proposed Additions to B List

B List Course:	Course #	Provider	Length
----------------	----------	----------	--------

<b>TEXFIRS Introduction to NFIRS 5.0 Course</b>	N/A	SFMO Staff	8 hours
---	-----	------------	---------

The course provides an overview of the data collection system and teaches students how to use standardized forms to achieve uniformity in their incident and activity reporting. The course provides hands on experience completing incident reports for various scenarios.

<b>Politics &amp; the White Helmet</b>	F0121	NFA	15 hours
--	-------	-----	----------

This course is designed for chief officers and provides an overview of ways to succeed and with within the political system at the local, county and state levels to achieve positive results for their departments. It provides insight into better ways to relate and speak to citizens and others in order to gain support and understanding of their needs for bond issues, tax votes and general elections. The course identifies successful tools needed to address challenges necessary to bring about change and how a department's culture of power, influence, negotiation and coalition building is important to success.

<b>WMD Radiological/Nuclear Awareness Course</b>	AWR-140	DHS	6 hours
--	---------	-----	---------

The course presents radiological/nuclear WMD overview consisting of radiation fundamentals, terminology, health effects and recognition factors. It is requisite knowledge for responders performing the interdiction/prevention mission as well as first responders and other personnel who are likely to arrive on the scene of a radiological/nuclear incident.

<b>Personal Radiation Detector Course</b>	PER-243	DHS	7 hours
---	---------	-----	---------

The course is designed to train the Preventive Radiological/Nuclear Detection (PRND) mission using a personal radiation detector (PRD) to perform a preliminary radiological assessment. Responders operate PRD's to detect radiation, verify the radiation alarm, localize the sources of radiation, measure the radiation level and assess the threat status of the situation.

<b>Incident Safety Officer</b>		NA	24 hours
--------------------------------	--	----	----------

This a TCFP approved course leading to TCFP ISO certification that teaches the knowledge, skill, and abilities to manage incident scene safety by having and maintaining a knowledge of Emergency Operations, Building Construction, Fire Science and Behavior relative to predicting hostile fire events and the fire department's personnel accountability system, Incident Scene Rehabilitation Strategies.

<b>Hazardous Materials Incident Commander</b>		N/A	24 hours
---	--	-----	----------

This a TCFP approved course leading to TCFP Hazardous Materials Incident Commander certification that teaches the skills for the responsibility of conducting and managing incident operations at a hazardous materials/WMD incident site.

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

**A. Decisions of the Executive Director in contested cases and consent orders.**

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

**B. Status of division functions.**

## FY2016 Overview and Executive Office

### Overview

The agency continued to experience high testing volume during the 4<sup>th</sup> quarter, with certification activity close behind. We continue to see substantial interest in professional development certifications offered by the agency from both individuals and organizations. Activity continues in the adoption of new certifications: Driver/Operator – Aerial and Public Fire Safety Educator I and II. Much of the work for the Driver/Operator certification has been done, and the agency is forming the ad hoc committee for development of the PFSE certification.

Substantial work continues on the complete redesign of the agency's data management system. Testing of the various modules is conducted as needed, with staff performing most of the testing. Outside individuals will be included in the testing activities as needed. Once implemented, the newly designed system will impact nearly every activity in the organization.

The agency's strategic plan and legislative appropriations request for the 2018-19 biennium were submitted during the quarter. The LAR reflects a required 4% reduction in the base appropriation amount as compared to the current budget cycle. No exceptional items are being requested in this LAR, but the agency will continue to pursue a request for the deletion of the additional amount attached to its "self-funding" budget rider. The additional amount currently stands at \$1.5 million to be generated over and above the agency's appropriation.

### Other Executive Office Activities

June 24 – 28: Attended SFFMA annual conference in McAllen. Presented to the general assembly and conducted a workshop during the conference.

June 30/July 1: Conducted class at Texas Fire Chief's Academy, Austin, to present an overview of TCFP to 1<sup>st</sup> year class.

July 27: Took governor's office liaison and two other staff members to College Station for a tour of TEEEX law enforcement and fire training programs. Two staff members participated in live fire training exercises as part of Legislative Day activities.

August 19: Attended Fire Rescue International Conference in San Antonio.

## Commission Quarterly Report

### Training Approval and Testing Section

- **Test Administration, Training Approvals, Record Reviews, and Training and Skill Testing Audits Statistics – 4th Quarter, FY 2016**
  - Test Administration – 2231 exams were administered during this quarter with an average grade of 80.52% and a pass rate of 89.65%.
  - Training Approvals – Total of 482 training approvals were submitted during this quarter in the commission’s Training Facility Management System.
  - Record Reviews – One hundred-two (102) record reviews for equivalency were conducted (29 out of state; 28 SFFMA; 16 Wildland; and 590 test packets were distributed in the 4th quarter. Two hundred fifteen (215) Qual #s were issued in the Training Facility Management System.
  - Training and Skill Testing Audits\*\* –
    - Four (4) onsite training, record, and skill audits were conducted during this quarter. Minor deficiencies were found and addressed at the time of audit. Training Facility staff/Field Examiners provided guidance and instruction for correcting deficiencies.
    - Five (5) online training audits were conducted with no deficiencies identified.
- **Activities for the Next Quarter**
  - Continue to work with IT staff on the online test scheduling procedures, payment processes, and web-based testing project.
  - Continue working in conjunction with the Compliance Officers to focus on conducting more on-site training, record, and skill audits within their respective regions.
  - Work with IT staff regarding programming changes necessary to facilitate new commission rules that become effective January 1, 2017.

**\*\*Compliance inspections and staff person responsible for online audits leaving reduced the number of both onsite and online audits conducted during this quarter.**

## Certification, Renewal and Curriculum 4<sup>th</sup> Quarter Report, FY 2016

### Certification/Renewal

- 2670 certificates issued
- 1742 IFSAC seals issued
- 265 Training facilities holding 1563 active certifications
- 52 individual certificate holders renewed
- 32,825 active certificate holders
- 42 training facility certificates issued to 11 different entities

### Other Activities:

- Sylvia Miller attended committee meeting for the development of a potential new inspector certification
- Prepared and notified all departments and individual certificate holders of renewal requirements & options available on 9/1/2016
- Continued with the individual CE audit process
- Bobby Clakley retired so we are in the process of hiring a new certification staff member

### Curriculum Development June 2016 – August 2016

#### Meetings

June 1 – 3: Curriculum & Testing Committee

June 2: FF Advisory Committee

June 29 – July 1: Colorado site visit (IFSAC)

July 14: Commission meeting

#### Meetings Detail

- Curriculum and Testing committee
  - Selected a new Marine ad hoc committee to update the Marine curriculum and test bank
  - Reviewed and approved a new Driver/Operator – Aerial curriculum package and skills
  - Reviewed and approved the new ISO curriculum package and skills
  - Agreed that the basic Wildland curriculum needed to be updated, but that an ad hoc committee was not necessary since there were few changes to the NFPA 1051 standard in the 2016 edition.
  - Discussed various other issues related to curriculum and testing
- The **FF Advisory committee** reviewed and approved the updated ARFF curriculum documents
- The **Commission** reviewed and approved the updated ARFF curriculum documents, which are scheduled to become effective January 1, 2017.

#### IFSAC

- Grace went on a week-long site visit to Colorado to participate in auditing their testing and certification program.
- **FYI – our next site visit (audit) is due to occur in June of 2018.**

#### Test Development and Test Bank Maintenance

- A new, TCFP-developed Inspector test bank was put into use beginning with July 2016 exams.
- A new, TCFP-developed Instructor I test bank was put into use beginning with April 2016 exams (I forgot to mention this in my last report)

- David continued to work with the IT staff in developing the new on-line testing platform. He also assisted the testing department by going out in the field to help deliver written and skills exams.
- Created 141 monthly certification exams.
- Continued regular review of test questions as required.
- Continued to work on creating (with the help of committees) the following new test banks for on-line testing:
  - Instructor II & III
  - All Hazmat disciplines (Aw, Ops, Mission-Specific, Tech, IC)
  - ARFF (completed – August 2016)
  - ISO
  - D/O-A

### Compliance Report for Fourth Quarter FY16

- A Compliance Field Inspector staffed the TCFP information booth in June at the SFFMA 2016 Annual Training Conference in McAllen, Texas.
- The Compliance Manager, Financial Service's Manager and the Executive Director discussed options and a proposal to enable the field compliance officers to make small item office type purchases in the field with prior approval. The proposal will allow the field personnel to purchase items with a purchase order number provided by the Austin office. This proposal seeks to streamline the purchase process, reduce shipping costs and time. Financial Services is reviewing the proposal.
- The Compliance team completed a GoToMeeting in June with the following agenda items:
  1. For field officer audit reporting purpose what is required and permitted by rule related to simulation vs hands on skills testing?
  2. For field officer test administration purpose what items are students allowed to have during test taking and what items require a special accommodation request from students?
  3. Field officers resume reporting performance measure related to how many violations remain uncorrected.
  4. Reviewed and confirmed that Instructor III certification is required for training facility to receive Training Prior Approval designations (TPA) and Training Facility annual renewal.
  5. The Executive Director instructed field officers to review the process used when inspecting for the Wellness Fitness SOP to ensure the inspection includes confirmation the department conducts personnel wellness and fitness assessment.
- The Compliance team attended annual training and meetings in Austin in July:
  1. Each field officer received a new Microsoft tablet and upgraded cell phones
  2. The Executive Director updated personnel on budget, strategic plans, next biennium plans, and other certifications issues updates.
  3. Personnel received updates from each of the Austin office divisions and program areas.
  4. A phone conference meeting with Underwriters Laboratory (UL) Karla Litaker was conducted to better understand the UL process used with their NFPA 1851 verification program.
  5. Information Technology, Program Analyst provided the field personnel an update on the design and programming of the compliance program computer application for completing compliance inspections.
- Compliance Field Officers assisted with the new hire personnel interviews for the Austin office Training Approval and Testing Auditor position.

## INFORMATION TECHNOLOGY 4<sup>th</sup> Quarter Report FY16

- TCFP Websites and Web Applications Uptime 99.999
- Conducting functional testing for some features of FIONA (new FIDO and new FARM)
- Implemented Development servers for DEVFIDO and DEVFARM
- Implemented Data Migration from old database to new FIONA database
- ETL data
- Data transcription
- Researched new SCANTRON alternatives
- Researched distributed caching for FIONA
- Researched and implemented out process session management for FIONA
- Resolved 62 Service Request (Tickets)
- Internal users: 27 (may have indirectly addressed external issues.)
- External users: 35
- Completed coding and implemented Texas.Gov ACH Fee change
- Reimagined and implemented new UI designs for FIDO and FARM
- Conducted/partook in IT Training
- Developers training
- IRM training
- Security Training
- TPE User meeting
- Implemented additional IFSAC certifications in FARM
- Implemented TCFP fee reductions in existing applications

## FY 2016 Injury Reporting Program

	1Q	2Q	3Q	4Q	Totals
Reported Injuries	854	1047	927	1181	4009
Burns	19	23	29	38	109
SOP-related*	10	6	5	5	26
Environmental	24	47	26	61	158

\*Injuries involving SOP violations

## FY 2016 Library Program

	1Q	2Q	3Q	4Q	Totals
<i>Items loaned</i>					
AV items	49	23	42	37	151
Print items	12	9	12	3	36
<i>Research and reference requests</i>					
Internal	5	7	4	3	19
External	34	26	22	28	110
New library borrowers (new users)	8	3	3	5	19
Responses to borrower follow-up surveys	2	1	1	1	5
<i>Items cataloged</i>					
AV items	8	5	7	2	22
Print items	24	11	6	9	50
Desk copy items ordered and processed	5	3	1	2	11
<i>Publications/postings</i>					
Library newsletter	1	0	1	2	4

## FY 2016 Other Public Information and Outreach Activities

	1Q	2Q	3Q	4Q	Totals
Fire department job postings	146	147	135	150	578
Number of departments requesting postings	140	133	129	138	540
Website home page articles	4	1	4	1	10
Facebook posts	17	20	15	12	52
Twitter "tweets"	37	33	36	40	146
Open records requests	5	3	4	4	16

- 14. 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.**

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

**16. Adjourn meeting.**