



**TEXAS COMMISSION ON FIRE PROTECTION  
AGENCY STRATEGIC PLAN  
FOR  
FISCAL YEARS 2017-2021  
BY**

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Submitted June 23, 2016

Signed:

A handwritten signature in black ink, appearing to be "J. Gillette III", written over a horizontal line.

Executive Director

Approved:

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Presiding Officer



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## **I. STRATEGIC PLAN**



## MISSION AND FUNCTIONS

The mission of the Texas Commission on Fire Protection (TCFP) is to aid in the protection of lives and property of Texas citizens through the development and enforcement of recognized professional standards for individuals and fire service organizations.

The commission will function in accordance with the highest standards of ethics, accountability, efficiency, and integrity. The agency is further committed to administering its statutory duties in a fair, just, and equitable manner. We believe the responsibility for providing protection from fire and other hazards is a cooperative effort involving this agency, fire service organizations, local governments, other state agencies, and even the citizens of the state. As such, the agency places great value in its relationships with fire protection partners and neighbors.

The commission accomplishes its mission primarily by ensuring the safety, training, and credentialing of those who are called upon to protect our citizens: the state's fire fighters and other fire protection personnel. The agency fulfills most of its responsibilities through three "core" functional areas: compliance, testing, and certification. A fourth critical function, added in a recent legislative session, calls for the commission to gather and analyze data on fire fighter injuries and provide an annual report based upon that analysis. Lastly, the agency maintains an extensive fire protection resource library, and makes these resources available to any organization or individual conducting training, doing research, or simply wishing to gain knowledge in a particular area.

- The Compliance Section of the agency performs inspections of regulated entities to ensure that the organizations are following the rules adopted by the commission. These rules require that fire departments and other associated organizations provide their personnel with approved and appropriate protective equipment, that they are trained and certified, they are receiving ongoing training in their areas of responsibility, and that the organizations have adopted certain procedures and practices to ensure personnel safety.
- The commission's Training Approval and Testing Section approves courses taught by fire training providers throughout the state, and administers state certification exams covering a number of different disciplines. These include various types of firefighting, apparatus operations, fire inspection/code enforcement, fire investigation, hazardous materials, and other areas of expertise.
- The Certification Section performs all the necessary checks to ensure that those applying for state fire certifications have met the requirements to be credentialed in a particular discipline, and issues those credentials to qualified persons. Certification personnel also perform audits of continuing education records, and manage the annual certification renewal process for all TCFP-regulated departments and individuals.
- The fourth functional area, the Injury Reporting program, involves gathering data related to fire personnel injuries, analyzing the data, and publishing the results with recommendations annually. All regulated entities are required to report injuries sustained by their personnel. Because the agency has administered the program since 2010, valuable information is now becoming available to fire departments regarding patterns and trends in the injuries being sustained by fire fighters statewide.

- The Ernest A. Emerson Fire Protection Resource Library contains over 2,500 print resources and nearly 2,000 audio/visual resources, all available to the fire protection community and the general public for checkout or viewing at the library. The agency's librarian regularly conducts research on behalf of committees, fire departments, and individuals, and maintains the agency's social media programs.

Overarching all activities at the Texas Commission on Fire Protection is the commitment to adopt the most current technology possible to deliver services and oversight. The information technology team works tirelessly to design and develop new features to the commission's online presence so as to make the job of interacting easier and more user-friendly. From online testing to applications for certification; from library checkout features to submitting injury data; and from interaction with the agency from the outside to staff management of data, the goal is to provide a platform that meets the demands of today's fire service and agency employees.

Concurrent with technology development efforts is a dedication to ensuring the security of data managed by the agency. Attempted intrusions and attacks on the data infrastructure represent a continuing and growing challenge, not just to our organization but to all of state government. We work closely with the state's Department of Information Resources to receive valuable support, guidance, and oversight to agency IT operations.

The Texas Commission on Fire Protection is honored to play a role in the always-evolving Texas fire service. As we push toward the future, we will not forget the great heritage and history forged by the community of which we are a part. It has at its core a servant's heart, made up of those who have pledged to stand, sometimes at a heavy price, in harm's way to protect our citizens. We are proud to stand with them, and pledge as well to help them do their jobs better and more safely, and ultimately fulfill their calling to those who depend upon them.

## AGENCY GOALS AND ACTION PLANS

### Agency Operational Goal and Action Plan

**Goal:** Develop and maintain an agency data management system with a fully web-based front end format, offering high quality, robust user interfaces for both customers and agency staff.

**Action Plan:** Continue development activities of the new data management system for both front- and back-end components, perform alpha and beta testing as various modules are completed, and launch the majority of modules by the end of fiscal year 2017. Continually assess and make improvements to the system as needed following its launch.

### Action Items to Achieve Goal

1. Complete work to redesign and normalize database so as to be compatible with front-end applications by end of fiscal year 2016.
2. Continue design and development of front-end applications of the new system, drawing from user input and feedback to drive the system look and function. Complete design and development work by end of calendar year 2016.
3. Begin testing of various modules of the system as soon as possible during development work, utilizing agency staff and selected outside users for testing.
4. Launch the new system by module, with completed launch of as many modules as possible by the end of fiscal year 2017.

### How Goal or Action Items Supports Statewide Objectives

1. *Accountable to tax/fee payers of Texas.*  
The new data management system will be much more efficient, effective, and user-oriented than the previous system. The system is consistent with the statewide goal to implement technological solutions to serve Texas citizens.
2. *Maximum results with minimum waste of taxpayer funds.*  
All development efforts are being accomplished with existing agency staff. Increased efficiency and convenience of the new system will make the most of taxpayer funds.
3. *Effective in fulfilling core functions, measuring success in achieving performance measures, and implementing plans to continuously improve.*  
The new system will allow customers to manage all business with the agency in a much more effective way. Functions such as testing, document submittals, renewal, and management of personal information will be a part of the system. Performance measure totals will be easily obtainable for reporting purposes. The architecture of the new system will allow for convenient upgrades and improvements as the need arises.
4. *Providing excellent customer service.*  
The new system will certainly enhance the ability of the agency to deliver much-improved services to its customers.
5. *Transparent actions apparent to Texans.*  
Targeted customer feedback has been received by the agency regarding system features and functionality, and has driven design features to the degree possible.

<p><b>Agency Operational Goal and Action Plan</b></p> <p><u>Goal:</u> Develop and maintain a system for administering commission examinations via an online process.</p> <p><u>Action Plan:</u> Continue programming efforts that will result in the ability to deliver online exams. Establish agreements with computer-based testing centers throughout the state to be used by examinees for testing.</p>
<p><b>Action Items to Achieve Goal</b></p> <ol style="list-style-type: none"> <li>1. Ensure that the agency's data management system is to the point of transition that online testing can be implemented.</li> <li>2. Complete programming and testing of the interface between vendor-supplied testing software and the agency data management system.</li> <li>3. Conduct full functional testing to include the online scheduling and payment modules for exams.</li> <li>4. Launch limited online testing in the first half of fiscal year 2017, starting with two or three disciplines and expanding to others once successful administration of the initial launch is attained.</li> <li>5. Ensure that the system for administering hard-copy exams is preserved for limited use as necessary.</li> </ol>
<p><b>How Goal or Action Items Supports Statewide Objectives</b></p> <ol style="list-style-type: none"> <li>1. <i>Accountable to tax/fee payers of Texas.</i> Online testing is consistent with the statewide goal of implementing technological solutions to serve Texas citizens.</li> <li>2. <i>Maximum results with minimum waste of taxpayer funds.</i> The online testing system will be much more efficient and cost effective than the current system used by the agency.</li> <li>3. <i>Effective in fulfilling core functions, measuring success in achieving performance measures, and implementing plans to continuously improve.</i> The new system will be a big improvement in terms of effectiveness in fulfilling the agency's testing function. Performance measure data will be easily tracked and obtained as needed.</li> <li>4. <i>Providing excellent customer service.</i> Although customers will still be required to go to a testing center to take an exam, results from their test will be immediately available to them. This will substantially expedite the individual's ability to obtain certification.</li> <li>5. <i>Transparent actions apparent to Texans.</i> The new system will directly benefit and be apparent to any who use it.</li> </ol>

**Agency Operational Goal and Action Plan**

Goal: Offer important credentialing opportunities for fire protection personnel through new and existing certifications, with the goal to better serve the citizens of Texas by enhancing the professionalism and expertise of the Texas fire service.

Action Plan: Collaborate with commission board and advisory committees to identify certifications to be developed based upon fire service input and perceived need. Establish committees of subject matter experts to develop state certification exam test banks and other necessary information for training providers.

**Action Items to Achieve Goal**

1. Identify one or two certifications to be developed by the beginning of fiscal year 2017.
2. Advertise for candidates for ad hoc committees of subject matter experts, and select committee members by the 2nd quarter of fiscal year 2017.
3. Schedule and conduct meetings of ad hoc committee(s) as necessary to develop test banks, information regarding reference material, and other pertinent information for training providers.
4. Begin the process of rule adoption to reflect new certifications by spring 2017; rules should be adopted in conjunction with availability of the new credentials.
5. Identify additional certifications to be developed by end of fiscal year 2019.
6. Follow the above general schedule for development of additional certifications, and begin activities by the beginning of fiscal year 2018.

**How Goal or Action Items Supports Statewide Objectives**

1. *Accountable to tax/fee payers of Texas.*  
The ability of Texas fire service personnel to become better trained and credentialed provides a direct benefit to the citizens of the state.
2. *Maximum results with minimum waste of taxpayer funds.*  
Credentials are developed primarily by committees of subject matter experts who volunteer their time and efforts to the process. Agency staff members provide coordination and support to committees as necessary.
3. *Effective in fulfilling core functions, measuring success in achieving performance measures, and implementing plans to continuously improve.*  
The development of new certifications enhances the improvement of fire service delivery to the state. It expands two of the three core functional areas of the agency: testing and certification, and increases the ability of the agency to generate revenue from both processes.
4. *Providing excellent customer service.*  
Fire service stakeholders continually request new credentialing opportunities. In turn, better-trained personnel can provide better service to Texas citizens.
5. *Transparent actions apparent to Texans.*  
The entire process of credentialing development is very open, and input is sought by the agency so that Texans' needs are met.

**Agency Operational Goal and Action Plan**

Goal: Improve the agency-hosted injury reporting system with better input features for fire department use, and develop a robust interactive module that allows departments to query injury information at any time for analytical and planning purposes.

Action Plan: Launch the new version of injury reporting system with basic features, then work to improve and add other capabilities per customer feedback and within system design constraints.

**Action Items to Achieve Goal**

1. Launch new basic injury reporting system by the end of fiscal year 2016.
2. Obtain feedback from fire department administrators regarding system capabilities, limitations, and possible improvements during fiscal year 2017.
3. Develop new system features based on stakeholder feedback and identified deficiencies during fiscal years 2017-18 and activate as able.

**How Goal or Action Items Supports Statewide Objectives**

4. *Accountable to tax/fee payers of Texas.*  
Further development of the injury program addresses the agency’s statutorily mandated requirement to obtain, analyze, and report injury information annually.
5. *Maximum results with minimum waste of taxpayer funds.*  
All development of the injury reporting system is accomplished using current agency staff.
6. *Effective in fulfilling core functions, measuring success in achieving performance measures, and implementing plans to continuously improve.*  
Further development of the system enhances the ability of the agency to gather injury data and provide statistical information to the fire service. The developments represent a significant improvement to the currently used system.
7. *Providing excellent customer service.*  
The new system will make it much more convenient for fire departments to input data, and will provide them with the ability to obtain injury statistical data whenever needed.
8. *Transparent actions apparent to Texans.*  
Injury statistical data is currently available to all Texans as part of the State Fire Marshal’s annual report, and is also available independently on the agency’s website. The agency always welcomes feedback from stakeholders and others regarding its services and projects.

**Agency Operational Goal and Action Plan**

Goal: Establish and maintain an agency workforce that reflects the mission, functions, and workload demands of the agency.

Action Plan: Perform a comprehensive assessment of the agency’s workforce following the completion of the data management system transition currently underway, and adjust personnel classifications, assignments, and workloads as necessary.

**Action Items to Achieve Goal**

1. Complete the main transition of the agency data management system by the end of fiscal year 2017. (Some smaller projects may remain, but the majority of the transition will have occurred).
2. Monitor agency workflow and personnel duties for 90 to 180 days to assess how changes in the new data system impact job duties and responsibilities.
3. Perform a review of the position classifications of personnel versus job responsibilities to determine any changes that should occur.
4. Revise job classifications as needed based upon the assessment.
5. Move FTE positions within the agency as necessary to the appropriate functional sections, with particular priority being given to compliance activities.

**How Goal or Action Items Supports Statewide Objectives**

1. *Accountable to tax/fee payers of Texas.*  
The goal ensures that agency personnel are utilized effectively and with the greatest possible benefit to Texas citizens.
2. *Maximum results with minimum waste of taxpayer funds.*  
Assessment and adjustment of the organization’s staff so as to best fit the agency’s mission demonstrates a commitment to prudent utilization of taxpayer funds.
3. *Effective in fulfilling core functions, measuring success in achieving performance measures, and implementing plans to continuously improve.*  
The goal is intended to ensure that the agency is well positioned to fulfill its functions, with a commitment to improvement.
4. *Providing excellent customer service.*  
The agency takes customer service very seriously. Any adjustments made to agency staff would be accomplished in such a way as to both preserve current service, and address improvements wherever necessary.
5. *Transparent actions apparent to Texans.*  
The agency’s organization, members, classifications, and responsibilities can easily be viewed by citizens.

**Agency Operational Goal and Action Plan**

Goal: Establish and maintain an online continuing education (CE) reporting system for use by all TCFP-regulated fire protection entities.

Action Plan: Following the completion of the main data management system, initiate a program to develop a system for regulated entities to electronically report CE completed by their certified employees.

**Action Items to Achieve Goal**

1. Ensure completion of main agency data management system.
2. Have IT personnel meet with staff members charged with reviewing continuing education to determine appropriate format and content of reporting system.
3. Organize meetings with targeted stakeholders to obtain feedback from the fire department perspective regarding design and function of reporting system.
4. Begin programming of reporting system during first half of fiscal year 2018.
5. Complete programming and testing, and launch continuing education reporting system by the beginning of 2018-19 CE-reporting year (November 2018).

**How Goal or Action Items Supports Statewide Objectives**

1. *Accountable to tax/fee payers of Texas.*  
This initiative represents another technology-based solution for agency operations and interaction with the agency’s regulated community.
2. *Maximum results with minimum waste of taxpayer funds.*  
Once operational, the system will provide for electronic reporting and enhanced verification of fire personnel continuing education, and the ability to easily notify departments of inadequacies.
3. *Effective in fulfilling core functions, measuring success in achieving performance measures, and implementing plans to continuously improve.*  
The initiative addresses the agency’s responsibility to enforce rules regarding completion of continuing education by regulated fire personnel statewide. The new format represents a substantial improvement over the current system of reviewing CE records during compliance inspections.
4. *Providing excellent customer service.*  
Fire department administrators will be able to quickly submit information regarding classes completed by personnel, and will have the ability to maintain an electronic record of department activities.
5. *Transparent actions apparent to Texans.*  
Continuing education management, reporting, and recordkeeping will be readily available to fire departments throughout the state.

## **REDUNDANCIES AND IMPEDIMENTS**

### **Identified Statute**

General Appropriations Act for the 2016-17 Biennium  
Article V: Public Safety and Criminal Justice, Commission on Fire Protection

### **Reason for Impediment**

A continuing budgetary challenge for the commission rests in a contingency rider attached to the agency's budget. The General Appropriations Act requires the agency to generate revenues that will cover the amount appropriated for its operations. However, the Act also calls for the agency to generate an additional \$1,500,000 in revenue over and above its appropriation responsibility. Furthermore, the Act directs that in the event actual and/or projected revenue collections are insufficient to cover the total required (including the rider amount), the Legislative Budget Board may direct the Comptroller of Public Accounts to reduce the agency's appropriation to an amount expected to be available above the \$1,500,000.

This obviously places tremendous pressure on the commission's limited budget, revenue-generating responsibility, and even the ability to plan with some level of confidence. Furthermore, the rider forces the commission to pass on its impact to all regulated entities and individuals statewide through unnecessarily high fees.

### **Commission Recommendation and Benefit**

It is the recommendation of the commission that the rider be struck from the next state budget. The commission understands that it will likely be required to continue its self-funded status, but should not be burdened with generating revenue that is in no way associated with its operations. The regulated community may benefit as well from the savings through fees that better reflect the actual cost of agency operations.



## **II. SUPPLEMENTAL SCHEDULES**



## SCHEDULE A: BUDGET STRUCTURE

As Adopted in the 2016-17 General Appropriations Act.

### A. GOAL: EDUCATION AND ASSISTANCE

Assist local governments and other entities in their fire protection educational and planning efforts.

- a. **OBJECTIVE** – Provide fire protection information, educational materials, and research opportunities to fire departments and other organizations.
- b. **STRATEGY** – Provide fire safety information and educational programs. Acquire, develop, and maintain training resources and information on all aspects of fire protection in the agency fire protection library, and make the resources and information available upon request. Gather, analyze, and report on fire service injury data annually in an effort to help reduce fire protection personnel injuries statewide. Develop and maintain other educational outreach efforts via social media, participation at conferences, and other avenues as possible.

### B. GOAL: FIRE DEPARTMENT STANDARDS

Enforce statutes and rules regarding fire service education, credentialing, training facilities, and protective equipment.

- a. **OBJECTIVE** – Promote and develop training, credentialing, and safety standards for fire service personnel and entities under the agency’s jurisdiction, and implement the resulting requirements through the core functional programs of the agency.
- b. **STRATEGY** – Certify and regulate fire departments and personnel. Test and certify personnel pursuant to adopted standards, and perform inspections of regulated fire protection entities to ensure compliance with rules adopted by the agency and prescribed by statute.

	<u>2016</u>	<u>2017</u>
<u>OUTPUT MEASURES:</u>		
Number of Inspections of Regulated Entities	1,100	1,120
Number of Examinations Administered	9,400	9,500
<u>EFFICIENCY MEASURE:</u>		
Average Cost Per Inspection of Regulated Facilities	425	425
<u>EXPLANATORY MEASURES:</u>		
Percent of Individuals Who Pass the Certification Exam	90%	90%
Number of Individuals Certified	31,400	31,600
Number of Training Providers Certified	255	260

### C. GOAL: INDIRECT ADMINISTRATION

Provide indirect administrative services to the agency.

- a. **OBJECTIVE** – Ensure the provision of efficient and effective administrative services to agency operations, and do so at the best value to the citizens of the state.
- b. **STRATEGY** – Review operations on a regular periodic basis to ensure that indirect administrative resources are being utilized to the fullest potential, that they continue to provide adequate support to agency programs, and that the services are consistent with the size and scope of the agency’s mission.

## **SCHEDULE B: PERFORMANCE MEASURES DEFINITIONS**

### **KEY MEASURES**

#### **Output Measure: Number of Inspections of Regulated Entities**

**Definition**

The total number of inspections conducted during the reporting period.

**Purpose/Importance**

This measure reflects the quantity of work performed by the commission's compliance section. The commission is required by statute to conduct biennial inspections of regulated entities. Additional inspections include unannounced inspections of training programs in progress, inspections conducted following reports of possible rule violations, and risk-based inspections.

**Source/Collection of Data**

Agency inspectors input records of inspection activities into the agency's data management system. The system is queried at the end of the reporting period to obtain the total number of inspections performed.

**Method of Calculation**

Total number of inspections of regulated entities conducted within the reporting period is obtained from the commission's data management system.

**Data Limitations**

Since the data source is the commission's data management system, the accuracy of the count of inspection is dependent upon data entry.

**Calculation Type:** Cumulative

**New Measure:** No

**Desired Performance:** Higher than Target

**Output Measure: Number of Examinations Administered****Definition**

The number of examinations administered by the commission during the reporting period.

**Purpose/Importance**

This measure shows the number of examinations administered for both mandatory state certifications and voluntary certifications. Curriculum and test development and maintenance, examination purchase, test administration, grading, and notification costs are directly related to this measure and represent a major cost element for the agency. The testing process determines the knowledge and skills of fire protection personnel to ensure they can effectively do their jobs.

**Source/Collection of Data**

The source of data is the agency's data management system that tracks each examination taken by an individual. The testing program is responsible for inputting test information into the data management system.

**Method of Calculation**

Each examination that an individual takes is counted. The measure records the total number of examinations administered for fire service certification purposes, including performance and written tests.

**Data Limitations**

Since the data source is the commission's data management system, the accuracy of the count of examinations administered is dependent upon data entry.

**Calculation Type:** Cumulative

**New Measure:** No

**Desired Performance:** Higher than Target

**Efficiency Measure: Average Cost per Inspection of Regulated Facilities**

**Definition**

The average cost incurred by the agency for inspecting regulated entities.

**Purpose/Importance**

The purpose of this measure is to assess how cost-effectively the agency conducts inspections.

**Source/Collection of Data**

Costs for the reporting period related to inspections are obtained from the financial services section of the agency. Costs used to perform the calculation include salaries of inspection personnel (including 25 percent of compliance manager’s salary); travel costs directly related to inspections and inspection-related meetings with regulated entities; supplies; document review and handling; and notifications. Indirect costs are excluded. The total number of inspections for the reporting period is obtained from the agency’s internal data management system, as input by inspection personnel. The total includes statutorily mandated biennial inspections; inspections of training programs in progress; inspections resulting from reports of possible rule violations; and risk-based inspections.

**Method of Calculation**

The total cost related to inspection activities for the reporting period (numerator) is divided by the total number of inspections conducted during the same period (denominator) to determine the average cost.

**Data Limitations**

Accuracy of average cost per inspection is dependent on correct data entry of inspection related costs and the number of inspections.

**Calculation Type:** Non-cumulative

**New Measure:** No

**Desired Performance:** Lower than Target

**Explanatory Measure: Examination Pass Rate****Definition**

The percent of individuals to whom an examination was administered during the reporting period who received a passing score.

**Purpose/Importance**

The measure shows the rate at which those examined passed. This is an important step in the certification process and a low pass rate may represent unnecessarily restrictive certification requirements, effectiveness of training entities and instructors, or inadequate preparation by testing applicants. The measure also helps validate the reliability and effectiveness of the agency's examinations.

**Source/Collection of Data**

The source of data is the agency's data management system. The testing program is responsible for inputting examination information into the data management system.

**Method of Calculation**

The total number of individuals who passed the examination from the agency data management system (numerator) is divided by the total number of individuals examined (denominator) and then multiplied by 100 to achieve a percentage. Persons taking an examination multiple times are counted each time they take the exam.

**Data Limitations**

Since the data source is the commission's data management system, the accuracy of the count of passing examinations is dependent upon data entry.

**Calculation Type:** Non-cumulative

**New Measure:** No

**Desired Performance:** Higher than Target

## **Explanatory Measure: Number of Individuals Certified**

### **Definition**

Total number of individuals certified at the end of the reporting period. This measure reflects the number of individuals certified and renewed as fire protection personnel on an annual basis, including paid fire protection personnel, volunteer fire protection personnel, fire protection personnel instructors, and individuals certified without regard to their employment status.

### **Purpose/Importance**

The measure shows the total number of individuals currently certified which indicates the size of one of the agency's primary constituencies. The commission statute requires all paid fire protection personnel in Texas to be certified and allows volunteer fire protection personnel, state/federal personnel and individuals regardless of employment to participate in the state certification program on a voluntary basis.

### **Source/Collection of Data**

Agency staff is responsible for evaluation and data entry of applications submitted by individuals for certification. The agency's data management system is queried at the end of the reporting period to obtain the total number of individuals holding one or more active certification(s).

### **Method of Calculation**

The total unduplicated number of individuals certified is obtained from the data management system by the agency at the end of the reporting period. An individual who holds more than one certification is counted only once. This measure records the number of fire protection personnel, volunteers, state/federal personnel and individuals certified by the agency.

### **Data Limitations**

The accuracy of the count of individuals certified is dependent upon data entry by certification staff.

**Calculation Type:** Non-cumulative

**New Measure:** No

**Desired Performance:** Higher than Target

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**Explanatory Measure: Number of Training Providers Certified****Definition**

The number of training providers certified by the agency at the end of the reporting period. This measure reflects the growth or decline in the number of training providers certified to meet the state's minimum standards for training fire service and other emergency personnel.

**Purpose/Importance**

The measure shows the number of certified training providers, which directly relates to the number of inspectors and the amount of travel required by the agency to regulate the profession. This measure does not reflect the total number of training certifications issued by the agency, but it represents the number of providers that the agency is responsible for regulating. The commission statute requires all paid fire protection personnel in Texas to complete training by a commission-certified training provider (or equivalent).

**Source/Collection of Data**

Agency staff is responsible for evaluation and data entry of applications submitted by training providers for certification. The agency's data management system is queried at the end of the reporting period to obtain the total number of facilities with one or more active certification(s).

**Method of Calculation**

The unduplicated list of training providers with one or more active certification is counted. A training provider that holds more than one certification is counted only once. The measure records the number of training providers certified and renewed by this agency.

**Data Limitations**

The accuracy of the count of training facilities certified is dependent upon data entry by agency staff.

**Calculation Type:** Non-cumulative

**New Measure:** No

**Desired Performance:** Higher than Target

## **NON-KEY MEASURES**

### **Outcome Measure: Number of Inspected Regulated Entities with Uncorrected Violations**

#### **Definition**

The total number of entities at the end of the reporting period that have incurred any uncorrected violation within the current and/or preceding biennia. Violations are incidents of non-compliance with statutes and rules promulgated by the commission.

#### **Purpose/Importance**

Certifying and inspecting entities helps ensure that practitioners meet legal standards for professional education and practice, which is a primary agency goal. This measure is important because it indicates how effective the agency's activities are in deterring violations of professional standards established by statute and rule, as well as the volume of violations the agency handles.

#### **Source/Collection of Data**

Collected by staff and input by compliance program personnel. The source of data is the commission's data management system.

#### **Method of Calculation**

The measure is a count of the total number of entities that have incurred an uncorrected violation within the current and preceding biennia.

#### **Data Limitations**

The number of uncorrected violations found during an inspection of entities is based on the judgement of professional staff. A degree of subjectivity is inherent, but the measure is considered to offer reliable information on the program's results. The accuracy of the count is dependent on data entry by staff into the commission's data management system.

**Calculation Type:** Cumulative

**New Measure:** No

**Desired Performance:** Lower than Target

**Output Measure: Number of New Certifications Issued to Individuals****Definition**

The number of new certificates issued to previously uncertified individuals and individuals certified in a different discipline or level during the reporting period.

**Purpose/Importance**

A successful certification structure must ensure that legal standards for professional education and practice are met prior to certification. This measure is a primary workload indicator which is intended to show the number of uncertified persons, or persons certified in a different discipline or level, who were documented to have successfully met all certification criteria established by statute and rule as verified by the agency during the reporting period.

**Source/Collection of Data**

Agency staff is responsible for evaluation and data entry of the completed applications. The information services staff will query the data management system database on the first day of the next reporting period for the total number of active certifications with a print date in the reporting period.

**Method of Calculation**

This measure counts the total number of certifications issued to previously uncertified and certified individuals during the reporting period, regardless of when the application was originally received. Those individuals who had a certificate at the same level in the same discipline in the previous reporting period are not counted. Only new certificates are counted. Certificates are counted as new for persons who were previously certified, but whose certificate expired so that they were required to meet all criteria of a new applicant.

**Data Limitations**

The accuracy of the count of new certifications is dependent upon data entry by certification staff.

**Calculation Type:** Cumulative

**New Measure:** No

**Desired Performance:** Higher than Target

**Output Measure: Number of Certifications Renewed (Individuals)**

**Definition**

The number of certified individuals who held certificates previously and renewed their certificates during the current reporting period.

**Purpose/Importance**

Certification renewal is intended to ensure that persons who want to continue to practice in their respective professions satisfy current legal standards established by the statute and rule for professional education and practice. This measure is intended to show the number of individuals who were renewed during the reporting period.

**Source/Collection of Data**

Agency staff is responsible for evaluation and data entry of the completed applications. The information services staff will query the data management system database on the first day of the next reporting period for the total number of individuals with active certifications with a renewal date in the reporting period.

**Method of Calculation**

This measure counts the total number of individuals whose certification has been renewed. The measure is calculated by querying the agency certification database to produce the total number of individuals whose certifications are renewed during the reporting period.

**Data Limitations**

The accuracy of the count of individuals whose certifications are renewed is dependent upon data entry by certification staff.

**Calculation Type:** Cumulative

**New Measure:** No

**Desired Performance:** Higher than Target

## SCHEDULE C: HISTORICALLY UNDERUTILIZED BUSINESS PLAN

### State Agency Progress Report

(Source: Texas Government Code, Title 10, Subtitle D, Section 2161.124)

HUB Report Procurement Categories	Fiscal 2014		Fiscal 2015		Fiscal 2016
	Agency-Specific HUB Goal	% of Dollars Spent w/HUBs	Agency-Specific HUB Goal	% of Dollars Spent w/HUBs	Agency-Specific HUB Goal
Heavy construction other than building contracts	0.00%	0.00%	0.00%	0.00%	0.00%
Building construction, including general contractors and operative builders contracts	0.00%	0.00%	0.00%	0.00%	0.00%
Special trade construction projects	0.00%	0.00%	0.00%	0.00%	0.00%
Professional services contracts	23.60%	100.00%	23.70%	100.00%	23.70%
Other services contracts	24.60%	0.00%	26.00%	0.00%	26.00%
Commodities contracts	21.00%	42.36%	21.10%	39.68%	21.10%

### Reporting Provisions

#### Purchasing Mission

The agency seeks to purchase goods and services from Historically Underutilized Businesses (HUBs) whenever possible. The agency obtains vendors primarily from the Texas Comptroller of Public Accounts (CPA) Texas Procurement and Support Services (TPASS) Centralized Master Bidders List (CMBL).

#### Objectives

The agency's Historically Underutilized Business (HUB) program objectives are to:

- Identify American minority- and women-owned businesses.
- Encourage participation in the competitive bid process.
- Make an impact on the economy

#### HUB Subcontracting Program

The Texas Legislature requires state agencies to make a good faith effort to give HUBs part of the total contract value of all contracts. The Texas Commission on Fire Protection has adopted the State's expenditure goals as its own.

Before the agency solicits bids, proposals, offers or other applicable expressions of interest for contract documents of \$100,000 or more, the agency shall determine whether subcontracting opportunities are probable under the contract.

If subcontracting opportunities are probable, the agency's invitation for bids or other purchase solicitation documents for construction, professional services, other services, and commodities with an expected value of \$100,000 or more shall state that probability and require a HUB Subcontracting Plan.

**Quality Service and HUB Goals**

TCFP's HUB program seeks to provide quality service and results to agency users while meeting legislative HUB contract goals. The agency reviews all contracts and vendors to ensure quality work and to try to maintain as many HUB vendors as possible. All contracts are bid out at a 2:1 ratio of HUB vendors versus non-HUB vendors to maintain the opportunity to meet HUB objectives and contract goals.

**Commission percentages in comparison to state goals:**

According to Texas Procurement and Support Services (TPASS), the following information has been provided to help track the expenditures and utilize it as a bench marking tool to meet or exceed the HUB utilization in each of the categories.

TCFP has reached its goal of increasing its purchases using HUB vendors. In 2013, the agency had 18.5 percent of all purchases using HUB vendors, which increased in 2014 to 32.7 percent, and again in 2015 to 37.2 percent.

Total Expenditures/HUB Expenditures	Fiscal 2013	Fiscal 2014	Fiscal 2015
Total Expenditures	61,910.00	86,391.00	91,088.00
HUB Expenditures	11,454.00	28,233.00	33,900.00
Total Percentage of Expenditures - HUB	18.50%	32.68%	37.22%

In the past two years the agency has met and surpassed its goals in professional services and commodities contracts. The agency is below its goals in Other Services Contracts, but the percentage does not include Termed Contracts; the agency uses more HUB vendors in Term Contracts.

Types of Contracts	State Goals	Fiscal 2013	Fiscal 2014	Fiscal 2015
Heavy construction other than building contracts *	11.2%	N/A	N/A	N/A
All building construction, including general contractors and operative builders contracts *	21.1%	N/A	N/A	N/A
All special trade construction contracts *	32.7%	N/A	N/A	N/A
Professional services contracts**	23.6%	100.00%	100.00%	100.00%
All other services contracts	24.6%	2.97%	0.00%	0.00%
Commodities contracts	21.0%	17.15%	42.36%	39.68%

We have included a breakout to include the Term Contracts to show the difference in the percentages.

Totals Include Term Contracts for all Other Services Contracts	Fiscal 2013	Fiscal 2014	Fiscal 2015
Total All Other Services Contracts	27,237.01	43,246.41	50,232.09
HUB Term Contracts	510	5,492.15	16,304.80
HUB Percentage including Term Contracts	1.87%	12.70%	32.46%

**Assessment**

The numbers show that TCFP has made an effort in the past two years to increase HUB participation in purchasing and contracting. The agency has also demonstrated its compliance with Texas Government Code §2161.123 and its good faith efforts to meet HUB goals for purchasing and contracting required under the same statute.



## SCHEDULE F: AGENCY WORKFORCE PLAN

### CURRENT WORKFORCE PROFILE

Workforce demographics for the agency, as of June 2015, are as follows:

Gender:	Male	61.29%
	Female	38.71%
Age:	60+	19.35%
	50-59	29.03%
	40-49	22.58%
	30-39	12.90%
	20-29	16.13%
Race:	African-American	9.68%
	Hispanic-American	25.81%
	White	64.52%
	Other	0%

### Approximate Average Agency Employment Tenure

For FY15, workforce demographics data show that, on average, agency employees had 6.7 years of state service.

**Approximate Percentage of Employees Eligible to Retire Within Five Years**

According to agency projections, an estimated 22.6 percent of agency employees will be eligible to retire during the forecast period.

The following table shows the agency breakdown by percentage of its workforce (as of FY15) as reported by the Civil Rights Division of the Texas Workforce Commission. The commission continues to work toward increasing diversity in the workforce.

Job Categories	Statewide Agency Workforce			TCFP Workforce		
	African American	Hispanic American	Female	African American	Hispanic American	Female
Officials/Administrators (A)	10.93%	15.97%	52.42%	0%	0%	0%
Administrative Support (C)	18.93%	31.03%	83.44%	0%	3.23%	3.23%
Service/Maintenance (M)	24.73%	34.84%	43.94%	0%	0%	0%
Professionals (P)	10.90%	15.74%	56.01%	6.45%	12.90%	19.35%
Para-Professionals (Q)	34.45%	28.88%	7.73%	0%	3.23%	12.90%
Protective Services (R)	33.69%	22.55%	46.01%	0%	0%	0%
Skilled/Craft (S)	8.54%	26.47%	6.33%	0%	0%	0%
Technicians (T)	17.65%	26.09%	61.24%	3.23%	3.23%	0%

**Employee Turnover**

The agency’s turnover rate has historically been lower than the overall state. The agency was impacted by legislatively mandated actions and proposed actions between FY 2011 and 2014, which resulted in an unusually high turnover rate in the last several years. However, the agency’s turnover rate has normalized in FY 2015. For FY14 and FY15, the turnover due to retirement was 6.45 percent.

Fiscal Year	Statewide	TCFP
2015	18.0%	7.0%
2014	17.5%	28.6%
2013	17.6%	20.9%
2012	17.3%	23.1%
2011	16.8%	23.5%

**Critical Workforce Skills**

The Texas Commission on Fire Protection values its human capital as its most important asset. Commission employees possess highly desirable skill sets which are critical to accomplishing the mission of the agency. These include: written and oral communication skills; interpersonal skills; expertise related to fire service standards; technical skills related to state systems such as USPS and USAS; and information technology skills.

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## **FUTURE WORKFORCE PROFILE: DEMAND ANALYSIS**

### **Expected Workforce Changes**

The Texas Commission on Fire Protection will experience many of the workforce changes seen across the country impacted by an aging population. The agency expects that these factors may shrink the pool of qualified employees, requiring greater recruiting efforts and more job skills training for new and current employees.

### **Future Workforce Skills Needed**

To meet increased demands, the agency will use employee teams to boost productivity through streamlined processes and increased use of automation. Communication and interpersonal skills will be critical to the team approach. Technical and critical thinking skills will be necessary for balancing priorities and finding more innovative ways to meet productive demands. Computer software skills will be a vital part of the agency's automation efforts.

Key to maintaining a motivated, vibrant and professional workforce is the development of a comprehensive personnel development plan. This plan will be comprised of:

- A cross-training program to address the changing needs of the agency.
- A professional improvement component targeting work skills and workplace enhancements.
- Educational and skills training.
- Overall employee performance improvement.

In the case of employees who must have and maintain certifications issued by the agency in order to perform their assigned duties, continuing education will be included in this plan and will be in compliance with the rules and regulations the agency enforces on its stakeholders. The plan will also address other continuing education requirements of non-certified personnel.

The plan will become a part of the agency's Employee Guide and will be available for each employee's participation. Funding for this plan will be included in the biennial budget process.

### **Anticipated Impact on Workforce**

The agency anticipates that an increase in statewide population and customer demand over the five year period of 2017-2021 will likely result in the need to reclassify and reassign some positions within the organization following the implementation of technology and productivity improvements being adopted by the agency. Additional FTE's may ultimately be called for depending upon workload.

To better prepare its workforce for both anticipated and unexpected changes, the agency recently implemented an employee succession plan wherein personnel learn to perform the duties of their co-workers in the same work group and general classification. The goal of this plan is to provide a smooth transition and continuation of essential agency functions when an employee's service is interrupted, regardless of the reason. Cross-training of personnel will expand across agency sections as the workload and position classifications allow, which will provide even more organizational flexibility and professional development opportunities for employees. This

plan is especially important in light of the small workforce utilized by the agency, where the loss of a single key employee can have a significant impact on productivity and work quality.

In conjunction with the employee succession plan, the agency is aggressively expanding its use of technology to increase efficiency and productivity, which should also help to minimize the need for additional FTEs in the future. Although technology improvement alone will not address all workload issues, it serves as another tool in the overall plan for the agency and its workforce utilization. The improvements will allow for enhanced automation of some functions currently handled manually by agency staff, and for customers to self-manage their business with the agency to a much greater extent than the current infrastructure allows.

Nevertheless, additional FTEs may still be needed in the future to address the demand placed on the agency due to population growth occurring across the state, and increased fire service demand for new credentialing to enhance its professionalism and to meet the needs of the communities it protects. With population growth, the demand on the fire service will certainly result in more personnel being added to existing fire departments, and in the creation of new entities regulated by the commission. The fire service also continues to aggressively press ahead to advance the education, training, and expertise of its personnel. As such, it is incumbent upon the commission to help lead in this trend by offering as many credentialing opportunities as possible.

Finally, some changes occurring in the recent past through legislative action have contributed to the workload of the agency. Until now, the agency has been able to absorb the increased work with existing staff. However with any new legislative action that increases the workload, consideration must be given to increasing the number of FTEs appropriated for the agency's mission. Again, technology and productivity improvements alone can only address workload issues up to a point.

### **Critical Functions That Must Be Performed to Achieve the Strategic Plan**

All current functions of the agency are critical to achievement of the strategic plan. As business processes are redesigned, the agency expects essential job functions to change or shift in importance for some positions. As discussed in other areas of this plan, as the agency matures, adapts and grows to meet the demands of the stakeholders, the overall needs of the agency will lead to adjustments in the workforce and functional groups. Through partnerships with other state agencies and stakeholders, the agency will continue to re-align its structure to reflect expanding and expected needs resulting from greater levels of cooperation.

### **Gap Analysis**

Current employees possess the skills necessary to perform their essential job functions. However as the agency redesigns business processes and loses employees through attrition, some positions could change significantly, requiring targeted recruiting and/or skills training. The agency will undergo an organization-wide assessment of job responsibilities and functions following the implementation of its technology solutions, and make adjustments to personnel assignments and classifications as needed.

### **Strategy Development**

To meet workforce needs brought about by increased customer demands, business process redesigns, and employee attrition, the agency will:

- Ensure its organizational structure reflects efficient use of its personnel resources.
- Update position descriptions as necessary.

- Provide individualized job skills training that targets essential job functions.
- Provide individualized professional training to meet anticipated skill requirements.
- Utilize a rigorous recruiting and selection process to fill vacant or newly created positions with highly qualified candidates.
- Involve employees in the design and improvement of business processes.
- Increase employee satisfaction and performance through ethical, fair, and performance-oriented employment practices.
- Strategy survey – annual customer satisfaction – increase respondents.



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**Texas Commission on Fire Protection**  
Report on Customer Service Surveys, 2016

Submitted June 1, 2016

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## ***Identification of customers***

For the purpose of the commission's 2016 Customer Satisfaction Survey, the following groups reflect customers served by strategies in the 2016-17 General Appropriations Act.

### Goal 1: Education & Assistance

#### *Strategy A.1.1.: Fire Safety Information & Education Programs*

CUSTOMER: Fire departments (chiefs, training officers and other officers, fire protection personnel), schools and universities, state agencies, industries, local governments, businesses, training academies, general public.

SERVICE PROVIDED: Acquire, develop and maintain current and historical information on fire protection and provide training aids and fire protection information to fire departments and other entities. Collect and analyze injury data from fire departments and develop recommendations to help reduce the number of fire fighter injuries. Attend and make presentations at conferences hosted by state fire protection associations; utilize exhibit booth at conferences; provide instruction on field examinations, and commission rules and regulations.

### Goal 2: Fire Department Standards

#### *Strategy B.1.1.: Certify & Regulate Fire Service*

CUSTOMER: Fire departments and local governments.

SERVICE PROVIDED: Certify and regulate fire departments and fire service personnel according to standards adopted by the agency and as prescribed by statute. Regulate paid fire protection personnel, fire departments and training facilities. Perform biennial inspections of fire departments, local government agencies providing fire protection, and institutions or facilities conducting training for fire protection personnel or recruits. Establish minimum curriculum requirements for basic certification as fire protection personnel. Establish minimum requirements and evaluation of courses for higher levels of fire protection personnel certification. Enforce standards for protective clothing and self-contained breathing apparatus. Administer a voluntary certification and regulation program for qualified individuals not connected with local governments or volunteer fire departments. Administer a voluntary certification and regulation program for volunteer fire protection personnel, fire departments and training facilities.

## ***Survey development***

The commission developed a survey to measure statutorily required customer service quality elements. The agency conducted the 2016 survey online during April and May 2016.

To randomly select customers, the agency displayed a banner link to the survey on its public web pages. The agency also published a link to the survey on its Facebook page and solicited notices in stakeholder publications.

The commission's customer satisfaction survey groups the customer service quality elements into four major groups, as follows:

### ***TCFP's function***

The survey form asked customers to describe their understanding of the commission's role.

### ***Your interactions with TCFP***

The survey form asked customers to describe how and why they contact us.

### ***Service quality***

The survey form asked customers to rate their satisfaction with the agency on dimensions of timeliness, knowledge, courtesy and respect, and the outcome of their interaction with us.

### ***Additional comments***

The survey form asked customers for additional suggestions for improvement.

## ***Survey response analysis***

Overall, the results indicate an above-average satisfaction rate among the agency's customers. In the 2014 survey, the average satisfaction score for all areas was 4.03 on a 5.00 scale, where "1" is "very dissatisfied," "3" equaled "neither satisfied nor dissatisfied," and "5" meant "very satisfied."

The agency's 2016 average satisfaction rating of 4.02 was nearly equivalent to 2014's survey, in which the average satisfaction rating was 4.03.

### ***Key findings - overall***

1. The commission achieved a "satisfied" rating (4.0 or higher) in most categories.
2. The commission received 548 responses during the 2016 survey period, representing a 20 percent increase in the number of responses; the agency received 455 responses to its 2014 survey.
3. The overall trend in satisfaction between the 2016 survey and previous surveys is positive.

The commission analyzes the responses in a number of ways, including examining the raw scores and the percentages of satisfied and dissatisfied customers. The scores and a brief analysis of each question follows.

### ***Findings – specific areas***

Each section includes the raw scores and percent of satisfied and dissatisfied customers.

The ratings are determined on a scale of 1 to 5, with 1 indicating "very dissatisfied" and 5 indicating "very satisfied."

Percentages of satisfied customers are determined by dividing the number of customers choosing "satisfied" or "very satisfied" by the total number of respondents to a particular question.

***Customer and agency roles***

For the 2016 survey, the agency asked customers to identify their primary role in the fire service, and to rank the relative importance of each of the agency’s four major service areas.

***Customer roles***

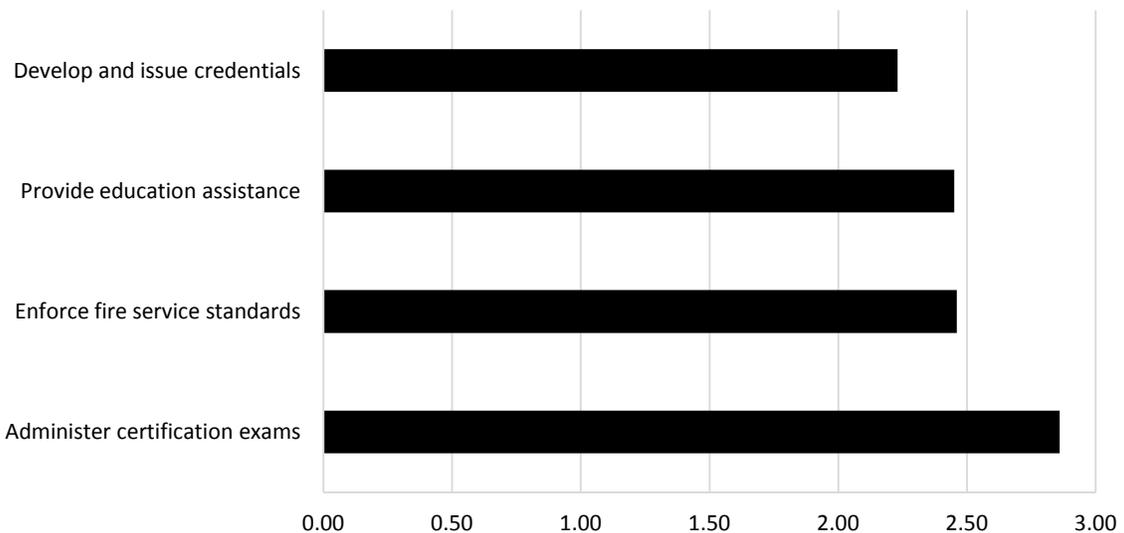
The survey tool asked customers to identify their primary role within the fire service. 76.3 percent indicated they were fire fighters, company officers or chief officers.

Customer role	Response Count	Percent
Firefighter	159	29.0%
Chief Officer	156	28.5%
Company Officer	103	18.8%
Inspector/Investigator	53	9.7%
Other	35	6.4%
Instructor	30	5.5%
Individual certificate holder	12	2.2%

***TCFP’s role***

The survey tool asked customers to rank the relative importance of the agency’s functions. (Note that for this measure, the lowest average score corresponds to the highest-ranked function.)

Answer Options	1	2	3	4	Rating Average
Develop and issue credentials (certifications)	161	175	136	76	2.23
Assist in the education process for fire service personnel	146	140	130	132	2.45
Enforce fire service standards	184	96	102	166	2.46
Administer certification exams	57	137	180	174	2.86



## ***Customer interactions with TCFP***

Most of the agency's interactions with its customers occur over the telephone, by e-mail or on-line via the agency's website, or at the customer's location, so the location and accessibility of the agency's physical facilities are less relevant than measuring how customers interact with the agency. The agency uses the survey to gain a more accurate understanding of the relative importance of each of its communication channels.

The survey asked, "If you contacted TCFP, what method did you use to contact us? If you used more than one, please type the additional ways in the "other" box."

### ***Contact methods***

Contact method	Number of customers	Percent of customers
Telephone	333	72.4%
FIDO	310	67.4%
E-mail	272	59.1%
Website	215	46.7%
Face to face	110	23.9%
Mail	93	20.2%
Fax	17	3.7%
Social media	12	2.6%

As shown above, 72.4 percent of the agency's customers contacted the agency by phone, and more than half interacted with the agency via electronic methods, including the agency's online portals and e-mail.

### ***Contacts with the agency***

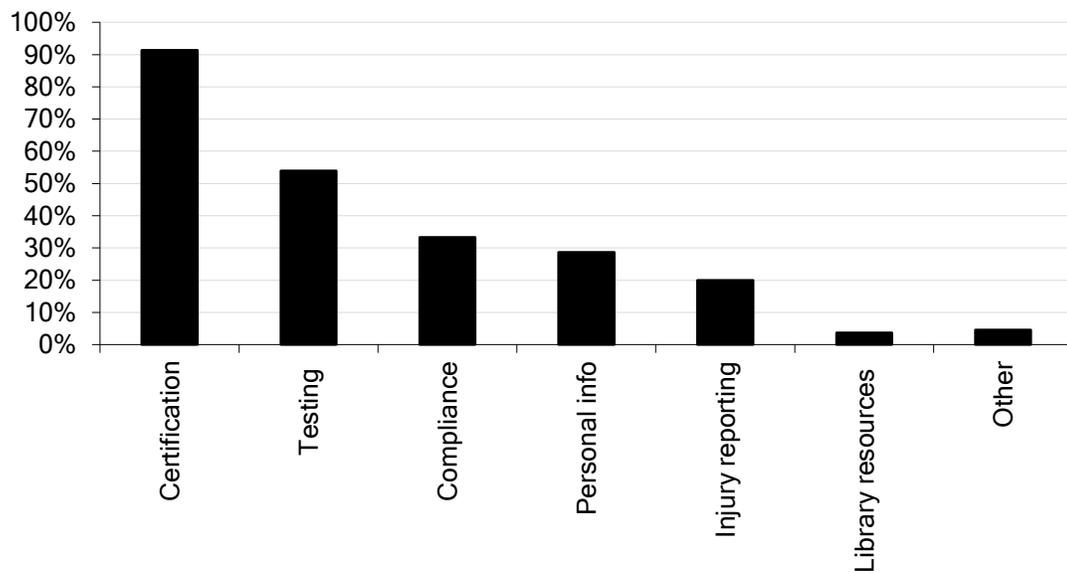
In the "Customer interactions with TCFP" portion of the survey, the agency asked, "Have you contacted TCFP in the last 12 months? If so, why?" 86 percent of the respondents indicated that they had contacted the agency within the last year.

## *Customer interactions with TCFP (continued)*

### *Purpose of interactions*

The survey tool asked customers, "What was the purpose of your interaction(s) with TCFP?"

Answer options	Number	Percent
Certification (checking requirements, applying for a new certification, etc.)	420	91.3%
Testing (applying for/taking a test, checking prerequisites, etc.)	248	53.9%
Compliance (inspections, questions about standards, etc.)	153	33.3%
Updating personal information	132	28.7%
Injury reporting (adding/updating injury reports)	92	20%
Library resources (checking out library items, research requests, receiving newsletter, etc.)	17	3.7%
Other	21	4.6%



### ***Service quality***

A major focus of this year's survey was to gain a better understanding of the quality of the services we provide. The survey sought to measure our customer's perception of our knowledge, timeliness, respect and courtesy.

#### ***The staff was knowledgeable***

440 respondents. Overall: 4.39 out of 5.00.  
91% "agreed" or "strongly agreed."

Strongly agree	Agree	Undecided	Disagree	Strongly disagree
227	172	28	12	1
52%	39%	6%	3%	0%

#### ***The staff directed me to the right person as needed.***

439 respondents. Overall: 4.36 out of 5.00.  
91% "agreed" or "strongly agreed."

Strongly agree	Agree	Undecided	Disagree	Strongly disagree
215	181	31	10	2
49%	41%	7%	2%	0%

#### ***Staff was helpful.***

439 respondents. Overall: 4.37 out of 5.00.  
89% "agreed" or "strongly agreed."

Strongly agree	Agree	Undecided	Disagree	Strongly disagree
230	164	28	11	6
52%	37%	6%	3%	1%

#### ***The staff was understandable.***

437 respondents. Overall: 4.31 out of 5.0.  
89% "agreed" or "strongly agreed."

Strongly agree	Agree	Undecided	Disagree	Strongly disagree
209	180	30	11	7
48%	42%	7%	3%	2%

***Service quality (continued)***

***Staff handled my issue in a timely manner.***

441 respondents. Overall: 4.29 out of 5.00.  
88% "agreed" or "strongly agreed."

Strongly agree	Agree	Undecided	Disagree	Strongly disagree
216	171	28	16	10
49%	39%	6%	4%	2%

***Staff was respectful, courteous and professional.***

439 respondents. Overall: 4.42 out of 5.00.  
91% "agreed" or "strongly agreed."

Strongly agree	Agree	Undecided	Disagree	Strongly disagree
243	158	25	4	9
55%	36%	6%	1%	2%

***Staff resolved my question, problem, or inquiry to my satisfaction.***

437 respondents. Overall: 4.28 out of 5.00.  
88% "agreed" or "strongly agreed."

Strongly agree	Agree	Undecided	Disagree	Strongly disagree
217	165	28	16	11
50%	38%	6%	4%	3%

### ***Testing section***

The agency included an extra section in the 2016 iteration of the survey to gauge customer satisfaction with its certification examination processes. Just under half of the respondents indicated that they had taken a certification exam within the past 12 months.

<b>Have you taken a TCFP certification exam in the past 12 months?</b>		
	<b>Percent</b>	<b>Count</b>
<b>Yes</b>	44.3%	204
<b>No</b>	55.7%	256

If the respondent answered "Yes," the survey tool asked respondents to rate the quality of their testing experience on the dimensions of testing conditions, clarity of exam instructions, and test proctor effectiveness.

### ***Testing conditions***

204 respondents. Overall: 4.43 out of 5.00.  
92% rated the conditions as "excellent" or "good."

<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Mediocre</b>	<b>Poor</b>
112	75	12	2	3
55%	37%	6%	1%	1%

### ***Clarity of examination instructions***

204 respondents. Overall: 4.44 out of 5.00.  
91% rated the instructions as "excellent" or "good."

<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Mediocre</b>	<b>Poor</b>
117	70	9	5	3
57%	34%	4%	2%	1%

### ***Test proctor effectiveness***

204 respondents. Overall: 4.51 out of 5.00.  
92% rated proctor effectiveness as "excellent" or "good."

<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Mediocre</b>	<b>Poor</b>
124	64	13	2	1
61%	31%	6%	1%	0%

## ***Comments***

The survey form provided a field which asked customers, "If there was one thing you would like to see the Texas Commission on Fire Protection improve, what would it be?"

Responses fell into a range of categories, with nearly one-third of respondents identifying online payments (49), online applications (19) and online testing (15) as the most-desired improvement the agency could undertake. "User-friendliness" of the agency's website and online FIDO system ranked very high in the technology category as well.

The category of "Policies/Procedures" included suggestions regarding commission policies and processes, such as the way the agency conducts compliance inspections, or the way in which the agency's regulatory authority is limited to paid personnel.

Fees were the next highest category, with roughly 18 percent of those who provided comments stating that the commission's fees were too high.

<b>Category</b>	<b>Total</b>
Technology	122
Policies/Procedures	81
Fees	66
Communications	37
Timeliness	25
Coordination with other entities	14
Compliments	12
Resources	11
Customer service	9
Staffing	9
Existential	4
Location	1
<b>Total</b>	<b>379</b>

### ***Survey tool analysis***

Although the relatively small response rate could potentially indicate a strong non-response bias in the surveys, the relative consistency in the data over the years seems to indicate that the sampling is not fundamentally flawed.

For the FY 2016 survey period, the agency targeted a random sample of agency customers by conducting the survey only online.

Approaches under consideration for future surveys include distributing the survey to certification exam takers, or to departments undergoing an inspection, etc. These approaches might be difficult without dedicating more agency staff specifically to the task of performing the surveys.

This agency's governing bodies, including the commission and its advisory committees, are comprised primarily of members of the community the agency serves. These groups provide oversight and feedback regarding the agency's activities. Although objectivity might be a factor given these members' involvement in the rulemaking processes, some method of quantifying satisfaction levels among these groups could provide additional insights regarding the agency's customer satisfaction performance.

<b>Customer Service Performance Measures</b>	<b>FY 2016 Performance</b>
<b>Outcome</b> Percent of Surveyed Customer Respondents Expressing Overall Satisfaction with Services Received	<b>77%</b>
<b>Outcome</b> Percentage of Surveyed Customer Respondents Identifying Ways to Improve Service Delivery	<b>96%</b>
<b>Output</b> Number of Customers Surveyed	<b>548</b>
<b>Output</b> Number of Customers Served	<b>31,115</b>
<b>Efficiency</b> Cost Per Customer Surveyed	<b>\$0.46</b>
<b>Explanatory</b> Number of Customer Groups Inventoried	<b>7</b>

## ***Customer service performance measure definitions***

**Outcome:** Percentage of surveyed customer respondents expressing overall satisfaction with services received.

**Short Definition:** Surveyed customers are offered an opportunity to rate the overall quality of service experienced. The rating scale included five response selections from "Excellent" to Poor" and from "Strongly Agree" to "Strongly Disagree."

**Purpose/Importance:** The purpose of the survey is to meet legislative requirements. While meeting this requirement, the survey will offer the agency an opportunity to augment its understanding of customer needs and expectations.

**Source/Collection of Data:** Surveys were made available on the agency's website in April and May 2016.

**Method of Calculation:** The overall satisfaction rating is the percentage of respondents to the question, "Please rate the overall quality of service you experienced" who marked "Excellent" or "Good," divided by the number of respondents who answered the question. (Non-respondents are not included in the calculation of percentages.)

**Data Limitations:** Accurate tallying and analysis of survey scores.

**Calculation Type:** Non-Cumulative

**New Measure:** No

**Desired Performance:** Higher than Previous.

**Outcome:** Percentage of surveyed customer respondents identifying ways to improve service delivery.

**Definition:** The percentage of surveyed customer respondents who identified ways to improve service delivery expressed as a ratio of surveys returned to surveys containing suggestions.

**Purpose/Importance:** Customers receiving agency services are often the best judges of how they would like to receive that service. Responses and suggestions from our customers encourage an open dialog that will result in better customer service and may result in more efficient methods of delivery.

**Collection of Data:** Surveys were made available on the agency's web site in April and May 2016.

**Method of Calculation:** For calculating the percentages, the "percent suggesting improvement" is the number of respondents who made comments, divided by the total number of respondents.

**Data Limitations:** Accurate tallying and analysis of survey scores.

**Calculation Type:** Non-cumulative

**New Measure:** No

**Desired Performance:** Active participation by customer respondents.

## ***Customer service performance measure definitions (continued)***

**Output:** Number of customers surveyed.

**Short Definition:** The number of surveys distributed to agency customers

**Purpose/Importance:** A wide range of distribution and a large number of customers reached will afford the agency an excellent opportunity to poll the expectations of the customers.

**Collection of Data:** The survey was made available on the agency's website in April and May 2016.

**Method of Calculation:** The number of responses.

**Data Limitations:** The survey respondents are self-selected, and limited to visitors to the agency's website or Facebook page in April or May 2016

**Calculation Type:** Cumulative

**New Measure:** No

**Desired Performance:** Active participation by customers.

**Output:** Number of customers served.

**Short Definition:** This measure reflects the number of fire protection personnel regulated by the agency during the survey period.

**Purpose/Importance:** Determination of the number of customers served allows the agency to allocate its time and resources to the specific needs of regulated individuals.

**Collection of Data:** The number of regulated individuals in the agency's certification database.

**Method of Calculation:** Identified the number of certified fire fighters.

**Data Limitations:** Data is limited to those individuals or entities specifically regulated by the agency. Customers not regulated by the agency cannot be anticipated.

**Calculation Type:** Cumulative

**New Measure:** Yes

**Desired Performance:** Not Applicable

## ***Customer service performance measure definitions (continued)***

**Efficiency:** Cost per customers surveyed.

**Short Definition:** Personnel costs for coding and posting to the website, monthly cost of the survey tool, and compiling and analyzing the data.

**Purpose/Importance:** Determine the cost of surveying the agency customers.

**Collection of Data:** Cost was determined by counting staff hours devoted to making the survey and the cost of the online survey tool.

**Method of Calculation:** Cost per customer was calculated by dividing the total cost by the customers surveyed.

**Data Limitations:** Data is limited to known costs.

**Calculation Type:** Cumulative

**New Measure:** No

**Desired Performance:** Utilization of the most cost-effective methods.

**Explanatory:** Number of customers identified.

**Short Definition:** The number of customers served by the agency.

**Purpose/Importance:** To determine numbers of customers to survey.

**Collection of Data:** Number of customers were determined by agency employees who listed the various people and entities served.

**Method of Calculation:** Identified the total number of certified fire fighters, library users, fire departments inspected/investigated, fire service training programs evaluated, and people tested based on FY15 data.

**Data Limitations:** Data is limited to those individuals or entities specifically regulated by the agency. Customers not regulated cannot be anticipated.

**Calculation Type:** Cumulative

**New Measure:** No

**Desired Performance:** Not Applicable

## ***Customer service performance measure definitions (continued)***

**Explanatory:** Number of customer groups inventoried.

**Short Definition:** This measure defines the various customer groups served by the agency.

**Purpose/Importance:** Determination of the customer groups allows the agency to allocate its time and resources to the specific needs of the specific groups served.

**Collection of Data:** Groups served was determined from input from the agency employees.

**Method of Calculation:** Totaled the groups reported by the employees.

**Data Limitations:** Data is limited to those groups identified by the employees.

**Calculation Type:** Cumulative

**New Measure:** No

**Desired Performance:** Effective service to all customer groups.



**ASSESSMENT OF ADVISORY COMMITTEES**  
**March, 2016**  
**411-Texas Commission on Fire Protection**

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

**NOTE: Only the items in blue are required for inactive committees.**

**SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST**

**Committee Name:** Fire Inspector ad hoc committee

**Number of Members:** 6

**Committee Status (Ongoing or Inactive):** Ongoing Note: An Inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

**Date Created:** 4/21/2015 **Date to Be Abolished:** Unknown

**Budget Strategy (Strategies) (e.g. 1-2-4):** B.1.1 **Strategy Title (e.g. Occupational Licensing) Strategy Title:** Certify and Regulate Fire Departments and Personnel

[State / Federal Authority](#)  
[State Authority](#)  
[State Authority](#)  
  
[State Authority](#)  
[Federal Authority](#)  
[Federal Authority](#)  
[Federal Authority](#)

Select Type	Identify Specific Citation
Statute	Chapter 419, Texas Govt. Code, §419.008(f)

**Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.**

Committee Members' <u>Direct</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<i>Total, Committee Expenditures</i>	\$0	\$0	\$0

Committee Members' <u>Indirect</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<i>Total, Committee Expenditures</i>	\$0	\$0	\$0

Method of Financing	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance			
1 - General Revenue Fund	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Expenses / MOFs Difference:	\$0	\$0	\$0

Meetings Per Fiscal Year	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
2 to 4	0	0	0

**Committee Description:** The committee is comprised of subject matter experts who meet for the purpose of updating the curriculum (or creating new curricula), skills and test questions for the discipline. The committee makes suggestions to the Curriculum and Testing Committee for revisions to rules to address any issues or problems that may arise. The committee generally meets for two to three days at a time, four times a year, depending on workload and deadlines. Some tasks (i.e. test question review and development, revisions to skills, and research).are coordinated and completed remotely, either through e-mail or online.

**SECTION B: ADDITIONAL COMMITTEE INFORMATION**

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings? The committee typically meets at TCFP headquarters office. It generally meets about four times per year (quarterly) or more if necessary but there is no required number of meetings.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

The committee develops and maintain training curricula and certification test banks. Curricula documents are available on agency website. The test banks are secure documents not available for viewing.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

The recommendations the committee makes are for curricula adoptions or updates of which were adopted by the commission.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency ?

Yes

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

~350 hours

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

Coordination of all committee efforts including: scheduling, record keeping, updating documents, research and correspondence with outside entities on behalf of committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present?

No

Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

Meetings are announced on agency website. The public is always welcome to attend and provide input except when the committee's work involves test bank development or review.

7b. Do members of the public attend at least 50 percent of all committee meetings?

No

7c. Are there instances where no members of the public attended meetings?

Yes

8. Please list any external stakeholders you recommend we contact regarding this committee.

The committee is comprised of representatives from the key stakeholder groups.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

Yes

9b. Please describe the rationale for this opinion.

The committee is made up of subject matter experts committed to the work assigned.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?

No

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

No

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

Retain

11b. Please describe the rationale for this opinion.

Ad hoc committees are retained until assigned work is accomplished and they are abolished. A new committee is reconvened when work in that specific discipline is needed again.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

Yes

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

Abolishment of the committee would place an extreme hardship on agency staff.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.



# Texas Commission on Fire Protection

## SIGN-IN SHEET

Committee: Inspector

Date: March 28, 2016 (Monday)

NAME	COMPANY / DEPARTMENT
1. JOHNNY CARAWAY	MARBLE FALLS FIRE RESCUE
2. Robert Ford	NACOGDOCHES FIRE
3. Buddy Rice	DEER PARK FMD
4. Brad's Fringer	Georgetown FD
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# Texas Commission on Fire Protection

## SIGN-IN SHEET

Committee: Inspector  
Date: 12/9/15 (Wed)

	NAME	COMPANY / DEPARTMENT
1.	Buddy RICE	DEER PARK FMO
2.	Robert Ford	NACOGDOCHES FIRE
3.	Randie Frisinger	Grapevine FD
4.	JOHNNY CARAWAY	MARBLE FALLS FIRE DEPT.
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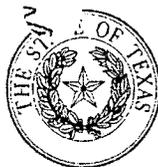
# Texas Commission on Fire Protection

## SIGN-IN SHEET

Committee: Inspector

Date: 12/10/15 (Thursday)

	NAME	COMPANY / DEPARTMENT
1.	Buddy Rice	DEER PARK FMD
2.	Robert Ford	Nacogdoches
3.	Randy Krisinger	Grapevine
4.	Johnny Caraway	Marble Falls FD
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# Texas Commission on Fire Protection

## SIGN-IN SHEET

Committee: Inspector Ad Hoc  
Date: Sep. 9, 2015 (Wed.)

	NAME	COMPANY / DEPARTMENT
1.	Buddy Rice	DEER PARK FMD
2.	MIKE MONTGOMERY	HARRIS COUNTY FMC
3.	Robert Ford	NACOGDOCHES FIRE
4.	Randie Frisvold	Geopline FD
5.	JOHNNY CARAWAY	MARBLE FALLS FIRE RESCUE
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# Texas Commission on Fire Protection

## SIGN-IN SHEET

Committee: Inspector Ad Hoc

Date: Sep. 10, 2015 (Thur.)

	NAME	COMPANY / DEPARTMENT
1.	Buddy Rice	DEER PARK FMD
2.	Randie Frisinger	Grapevine FD
3.	Robert Ford	Nacogdoches Fire
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# Texas Commission on Fire Protection

## SIGN-IN SHEET

Committee: Inspector Ad Hoc

Date: 6/3/15 (wed)

NAME	COMPANY / DEPARTMENT
1. JOSEPH BRYSON	SAN JUANITO COLLEGE
2. JOHNNY CARAWAY	MARBLE FALLS FIRE RESCUE
3. MIKE MONTGOMERY	HARRIS COUNTY FMO
4. Rondie Frisinger	Grapevine PD
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# Texas Commission on Fire Protection

## SIGN-IN SHEET

Committee: Inspector ad hoc

Date: 6/4/15 (Thu)

	NAME	COMPANY / DEPARTMENT
1.	JOSEPH BRYSON	SAN JUANITO COLLEGE
2.	Rondie Frisinger	Gropevine FD
3.	MIKE MONTGOMERY	HARRIS COUNTY FMO
4.	JOHNNY CARAWAY	MARBLE FALLS FIRE RESCUE
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**ASSESSMENT OF ADVISORY COMMITTEES**  
**March, 2016**  
**411-Texas Commission on Fire Protection**

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

**NOTE: Only the items in blue are required for inactive committees.**

**SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST**

**Committee Name:** Aircraft Rescue Fire Fighter (ARFF) ad hoc committee

**Number of Members:** 7

**Committee Status (Ongoing or Inactive):** Ongoing Note: An Inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

**Date Created:** 4/21/2015 **Date to Be Abolished:** Unknown

**Budget Strategy (Strategies) (e.g. 1-2-4):** B.1.1 **Strategy Title (e.g. Occupational Licensing) Strategy Title:** Certify and Regulate Fire Departments and Personnel

[State / Federal Authority](#)  
[State Authority](#)  
[State Authority](#)  
  
[State Authority](#)  
[Federal Authority](#)  
[Federal Authority](#)  
[Federal Authority](#)

Select Type	Identify Specific Citation
Statute	Chapter 419, Texas Govt. Code, §419.008(f)

**Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.**

Committee Members' <u>Direct</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<i>Total, Committee Expenditures</i>	\$0	\$0	\$0

Committee Members' <u>Indirect</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<i>Total, Committee Expenditures</i>	\$0	\$0	\$0

Method of Financing	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance			
1 - General Revenue Fund	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Expenses / MOFs Difference:	\$0	\$0	\$0

Meetings Per Fiscal Year	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
2 to 4	0	0	0

**Committee Description:** The committee is comprised of subject matter experts who meet for the purpose of updating the curriculum (or creating new curricula), skills and test questions for the discipline. The committee makes suggestions to the Curriculum and Testing Committee for revisions to rules to address any issues or problems that may arise. The committee generally meets for two to three days at a time, four times a year, depending on workload and deadlines. Some tasks (i.e. test question review and development, revisions to skills, and research).are coordinated and completed remotely, either through e-mail or online.

**SECTION B: ADDITIONAL COMMITTEE INFORMATION**

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings? The committee typically meets at TCFP headquarters office. It generally meets about four times per year (quarterly) or more if necessary but there is no required number of meetings.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

The committee develops and maintain training curricula and certification test banks. Curricula documents are available on agency website. The test banks are secure documents not available for viewing.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

The recommendations the committee makes are for curricula adoptions or updates of which were adopted by the commission.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency ?

Yes

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

~350 hours

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

Coordination of all committee efforts including: scheduling, record keeping, updating documents, research and correspondence with outside entities on behalf of committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present?

No

Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

Meetings are announced on agency website. The public is always welcome to attend and provide input except when the committee's work involves test bank development or review.

7b. Do members of the public attend at least 50 percent of all committee meetings?

No

7c. Are there instances where no members of the public attended meetings?

Yes

8. Please list any external stakeholders you recommend we contact regarding this committee.

The committee is comprised of representatives from the key stakeholder groups.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

Yes

9b. Please describe the rationale for this opinion.

The committee is made up of subject matter experts committed to the work assigned.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?

No

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

No

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

Retain

11b. Please describe the rationale for this opinion.

Ad hoc committees are retained until assigned work is accomplished and they are abolished. A new committee is reconvened when work in that specific discipline is needed again.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

Yes

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

Abolishment of the committee would place an extreme hardship on agency staff.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.



# Texas Commission on Fire Protection

## SIGN-IN SHEET

Committee: ARFF

Date: 1/26/2016 - Tues.

	NAME	COMPANY / DEPARTMENT
1.	Tommy Prewitt	JBRA
2.	TRASON INGRAM	LOCKHEED MARTIN F.D.
3.	Bobby Thompson	HFD
4.	JERON VONITZ	SUGAR LAND FIRE-EMTS
5.	SAM BAUCOM	AMARILLO FD.
6.	Bill Hoiland	Pantex FD
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# Texas Commission on Fire Protection

## SIGN-IN SHEET

Committee: ARFF

Date: 1/27/2016 - Wed.

	NAME	COMPANY / DEPARTMENT
1.	Tommy Prews	JBRA
2.	PERSON IN CHARGE	LOCKHEED MARTIN F.D
3.	SAM BAUCOM	AMARILLO FD
4.	Bobby Thompson	HED ARFF
5.	JEFF VONZ	SLFD
6.	Bill Hoiland	Pantex
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# Texas Commission on Fire Protection

## SIGN-IN SHEET

Committee: ARFF

Date: Aug. 20, 2015 (Thursday)

	NAME	COMPANY / DEPARTMENT
1.	JEROO VONTZ	SUGAR LAND
2.	Bobby THOMPSON	Houston Fire Dept. ARFF
3.	Patricia Priest	JACK BRACK Regional Airport
4.	Brian Lee Palmer	San Antonio Fire
5.	Sam Baucom	Amarillo Fire
6.	JASON LUCAS	LOCKHEED MARTIN F.D
7.	Paul A. Gland	Painter FD / Amarillo College
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# Texas Commission on Fire Protection

## SIGN-IN SHEET

Committee: ARFF

Date: Aug. 21, 2015 (Friday)

	NAME	COMPANY / DEPARTMENT
1.	John Vitz	SUGAR LAND F.D.
2.	Tommy Frewest	JACK Brooks Regional Dept
3.	Lee Palmer	San Antonio Fire Dept
4.	Sam Baucom	Amarillo Fire Dept.
5.	JASON INGRAM	LOCKHEED FIRE
6.	Hill Holglund	PKFD
7.	Bobby Thompson	HFD
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**ASSESSMENT OF ADVISORY COMMITTEES**  
**March, 2016**  
**411-Texas Commission on Fire Protection**

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

**NOTE: Only the items in blue are required for inactive committees.**

**SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST**

**Committee Name:** Hazardous Materials (HazMat) ad hoc committee

**Number of Members:** 10

**Committee Status (Ongoing or Inactive):** Ongoing Note: An Inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

**Date Created:** 5/1/2014 **Date to Be Abolished:** Unknown

**Budget Strategy (Strategies) (e.g. 1-2-4):** B.1.1 **Strategy Title (e.g. Occupational Licensing) Strategy Title:** Certify and Regulate Fire Departments and Personnel

[State / Federal Authority](#)  
[State Authority](#)  
[State Authority](#)  
  
[State Authority](#)  
[Federal Authority](#)  
[Federal Authority](#)  
[Federal Authority](#)

Select Type	Identify Specific Citation
Statute	Chapter 419, Texas Govt. Code, §419.008(f)

**Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.**

Committee Members' <u>Direct</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<i>Total, Committee Expenditures</i>	\$0	\$0	\$0

Committee Members' <u>Indirect</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<i>Total, Committee Expenditures</i>	\$0	\$0	\$0

Method of Financing	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance			
1 - General Revenue Fund	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Expenses / MOFs Difference:	\$0	\$0	\$0

Meetings Per Fiscal Year	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
2 to 4	0	0	0

**Committee Description:** The committee is comprised of subject matter experts who meet for the purpose of updating the curriculum (or creating new curricula), skills and test questions for the discipline. The committee makes suggestions to the Curriculum and Testing Committee for revisions to rules to address any issues or problems that may arise. The committee generally meets for two to three days at a time, four times a year, depending on workload and deadlines. Some tasks (i.e. test question review and development, revisions to skills, and research).are coordinated and completed remotely, either through e-mail or online.

**SECTION B: ADDITIONAL COMMITTEE INFORMATION**

**Committee Bylaws:** Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

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2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.  
The committee develops and maintain training curricula and certification test banks. Curricula documents are available on agency website. The test banks are secure documents not available for viewing.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

The recommendations the committee makes are for curricula adoptions or updates of which were adopted by the commission.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency ?

Yes

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

~350 hours

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

Coordination of all committee efforts including: scheduling, record keeping, updating documents, research and correspondence with outside entities on behalf of committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present?

No

Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

Meetings are announced on agency website. The public is always welcome to attend and provide input except when the committee's work involves test bank development or review.

7b. Do members of the public attend at least 50 percent of all committee meetings?

No

7c. Are there instances where no members of the public attended meetings?

Yes

8. Please list any external stakeholders you recommend we contact regarding this committee.

The committee is comprised of representatives from the key stakeholder groups.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

Yes

9b. Please describe the rationale for this opinion.

The committee is made up of subject matter experts committed to the work assigned.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?

No

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

No

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

Retain

11b. Please describe the rationale for this opinion.

Ad hoc committees are retained until assigned work is accomplished and they are abolished. A new committee is reconvened when work in that specific discipline is needed again.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

Yes

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

Abolishment of the committee would place an extreme hardship on agency staff.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.



# Texas Commission on Fire Protection

## SIGN-IN SHEET

Committee: TRANSIT

Date: Feb. 1, 2016 (MOR)

	NAME	COMPANY / DEPARTMENT
1.	Robert L. Havens	Port Arthur FD / LIT
2.	Vino Abrigo	McAllen F.D.
3.	Martin D. Davila	San Antonio College
4.	KIP L. HILGERS	SUGAR LAND F.D.
5.	John W. Williams	Willee FD
6.	SCOTT KORWOOD	HUTTO FIRE RESCUE
7.	Thomas L. Lawrence	HARRIS CO. FIRE MARSHAL'S OFFICE
8.	Paul A. Stodgel	Dallas FIRE DEPT.
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# Texas Commission on Fire Protection

## SIGN-IN SHEET

Committee: Agromat

Date: Feb 2, 2016 (Tue)

NAME	COMPANY / DEPARTMENT
1. RICHARD L. LAWITORN	HARRIS CO. FIRE MARSHAL'S OFFICE
2. Robert L. HAVENS	Port Arthur Fire Dept / LIT
3. Paul A. Stodgel	DALLAS FIRE DEPT.
4. Vince Abrego	McAllen Fire
5. Martin D. Davis	San Antonio College
6. John W. Jernich	Killeen FD
7. Scott Kotzwood	HJETO Fire Rescue
8. Kirk L. Hilgers	SLFD
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# Texas Commission on Fire Protection

## SIGN-IN SHEET

Committee: Hazmat ad hoc

Date: 6/8/15 - Monday

	NAME	COMPANY / DEPARTMENT
1.	Robert L. Havens	Port Arthur FD
2.	SCOTT D. FORWOOD	HUITO FIRE ROSCOE
3.	Martin D. Davila	San Antonio College
4.	KIP L. HILGERS	SUGAR LAND F.D.
5.	RICHARD L. LAWHORN	HARRIS County F.M.O.
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# Texas Commission on Fire Protection

## SIGN-IN SHEET

Committee: Hazmat ad hoc

Date: 6/9/15 - Tuesday

NAME	COMPANY / DEPARTMENT
1. RICHARD L. LAWHORN	HARRIS COUNTY FMO
2. KIP L. HILGERS	SLFD
3. MARTIN D. DAVILA	SAN ANTONIO COLLEGE
4. SCOTT D. KERWOOD	HUTTO FIRE RESCUE
5. ROBERT L. HAVENS	PORT ARTHUR FD
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# Texas Commission on Fire Protection

## SIGN-IN SHEET

Committee: Hazmat

Date: Mon. 1/26/2015

	NAME	COMPANY / DEPARTMENT
1.	John Woljerach	1211een Fire Dept.
2.	Louie Havens	Tort Arthur FD / LIT
3.	KIP L. HILGERS	SUGAR LAND FIRE/EMS
4.	Paul A Stodgel	D. H. AS FIRE DEPT.
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# Texas Commission on Fire Protection

## SIGN-IN SHEET

Committee: Hazmat

Date: Tue. 1/27/2015

	NAME	COMPANY / DEPARTMENT
1.	John Woljencak	Hilltop Fire Dept.
2.	PAUL H. STODGEL	DALLAS Fire Dept.
3.	KIP L. HILGERS	SUGAR LAND FIRE/EMS
4.	Robert L. HAVENS	PORT ARTHUR FD/EMT
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**ASSESSMENT OF ADVISORY COMMITTEES**  
**March, 2016**  
**411-Texas Commission on Fire Protection**

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

**NOTE: Only the items in blue are required for inactive committees.**

**SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST**

<b>Committee Name:</b>	Curriculum & Testing Committee		
<b>Number of Members:</b>	11		
<b>Committee Status (Ongoing or Inactive):</b>	Ongoing	Note: An Inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.	
<b>Date Created:</b>	12/13/1991	<b>Date to Be Abolished:</b>	Unknown
<b>Budget Strategy (Strategies) (e.g. 1-2-4)</b>	B.1.1	<b>Strategy Title (e.g. Occupational Licensing)</b>	Certify and Regulate Fire Departments and Personnel
<b>Budget Strategy (Strategies)</b>		<b>Strategy Title</b>	

[State / Federal Authority](#)  
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[State Authority](#)  
[Federal Authority](#)  
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[Federal Authority](#)

Select Type	Identify Specific Citation
Statute	Chapter 419, Texas Govt. Code, §419.008(f)

**Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.**

<b>Committee Members' Direct Expenses</b>		<b>Expended Exp 2015</b>	<b>Estimated Est 2016</b>	<b>Budgeted Bud 2017</b>
Travel		\$0	\$0	\$0
Personnel		\$0	\$0	\$0
Number of FTEs		0.0	0.0	0.0
Other Operating Costs		\$0	\$0	\$0
<i>Total, Committee Expenditures</i>		\$0	\$0	\$0
<b>Committee Members' Indirect Expenses</b>		<b>Expended Exp 2015</b>	<b>Estimated Est 2016</b>	<b>Budgeted Bud 2017</b>
Travel		\$0	\$0	\$0
Personnel		\$0	\$0	\$0
Number of FTEs		0.0	0.0	0.0
Other Operating Costs		\$0	\$0	\$0
<i>Total, Committee Expenditures</i>		\$0	\$0	\$0
<b>Method of Financing</b>		<b>Expended Exp 2015</b>	<b>Estimated Est 2016</b>	<b>Budgeted Bud 2017</b>
Method of Finance				
1 - General Revenue Fund		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
Expenses / MOFs Difference:		\$0	\$0	\$0
<b>Meetings Per Fiscal Year</b>	4	0	0	0

**Committee Description:** The committee is comprised of subject matter experts who meet for the purpose of updating the curriculum (or creating new curricula), skills and test questions for the discipline. The committee makes suggestions to the Curriculum and Testing Committee for revisions to rules to address any issues or problems that may arise. The committee generally meets for two to three days at a time, four times a year, depending on workload and deadlines. Some tasks (i.e. test question review and development, revisions to skills, and research) are coordinated and completed remotely, either through e-mail or online.

**SECTION B: ADDITIONAL COMMITTEE INFORMATION**

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings? The committee typically meets at TCFP headquarters office. It generally meets about four times per year (quarterly) or more if necessary but there is no required number of meetings.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

The committee develops and maintain training curricula and certification test banks. Curricula documents are available on agency website. The test banks are secure documents not available for viewing.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

The recommendations the committee makes are for curricula adoptions or updates of which were adopted by the commission.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency ?

Yes

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

~350 hours

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

Coordination of all committee efforts including: scheduling, record keeping, updating documents, research and correspondence with outside entities on behalf of committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present?

No

Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

Meetings are announced on agency website. The public is always welcome to attend and provide input except when the committee's work involves test bank development or review.

7b. Do members of the public attend at least 50 percent of all committee meetings?

No

7c. Are there instances where no members of the public attended meetings?

Yes

8. Please list any external stakeholders you recommend we contact regarding this committee.

The committee is comprised of representatives from the key stakeholder groups.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

Yes

9b. Please describe the rationale for this opinion.

The committee is made up of subject matter experts committed to the work assigned.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?

No

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

No

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

Retain

11b. Please describe the rationale for this opinion.

This is a standing committee with ongoing work.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

Yes

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

Abolishment of the committee would place an extreme hardship on agency staff.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.



# Texas Commission on Fire Protection

## SIGN-IN SHEET

Committee: Curric. & Testing

Date: Feb. 3, 2016 (wed)

	NAME	COMPANY / DEPARTMENT
1.	PAT MCAULIFF	COLLIN COLLEGE
2.	RANDY PEARSON	Killen Fire Dept
3.	Bill Ho-Gland	Pantex FA
4.	Martin D. Davila	San Antonio College
5.	Chuck French	Macomber Fire & Rescue of Pflugerville College
6.	CHRIS WATSON	AUSTIN FIRE
7.	Robert L. Havens	Port Arthur FD / LIT
8.	Jason Lovel	Jason Lovel TEEX / ESTI
9.	David Bailey	(guest) Jim Smith self
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# Texas Commission on Fire Protection

## SIGN-IN SHEET

Committee: Curric. & Testing

Date: Feb. 4, 2016 (Thu.)

	NAME	COMPANY / DEPARTMENT
1.	Randy Pearson	Killeen FD
2.	Bill H-Gland	Pantex FD DOE
3.	Martin D. Davila	San Antonio College
4.	Chuck French	Macomb Fire / Angelo College
5.	CHRIS WATSON	AUSTIN FIRE
6.	Robert L. Hymas	Port Arthur FD/ST
7.	Daryl Maretku	Rosenberg FD
8.	Pat McAuliffe	Collin College
9.	Jason Loyd	TEEX
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# Texas Commission on Fire Protection

## SIGN-IN SHEET

Committee: Curric. & Testing

Date: Feb. 5, 2016 (Fri.)

	NAME	COMPANY / DEPARTMENT
1.	Robert L. Havens	Port Arthur FD/LIT
2.	CHRIS WATSON	AUSTIN FIRE
3.	Chuck French	Macalester Fire / Angelina College
4.	Martin D. Tavela	WFL
5.	Jason Loyd	TEEX/EST.I
6.	Daryl Muretko	Rosenberg FD
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# Texas Commission on Fire Protection

## SIGN-IN SHEET

Committee: The Curriculum & Testing Committee  
Date: Thursday, 11/12/15

	NAME	COMPANY / DEPARTMENT
1.	CHRIS WATSON	AUSTIN FIRE DEPT
2.	Miguel D. Davila	San Antonio College
3.	Richard Bakema	E.P.C.C
4.	Pat McAuliffe	Collin College
5.	Bill Holland	D.O.E Pantex
6.	Daryl Maretka	Rosenberg <i>RD</i>
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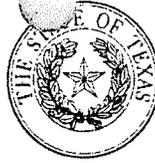


# Texas Commission on Fire Protection

## SIGN-IN SHEET

Committee: Curriculum & Testing  
Date: Friday, 11/13/15

	NAME	COMPANY / DEPARTMENT
1.	Richard Bakema	E.P.C.C
2.	Pat Matheis	Collin College
3.	Art D. Davila	San Antonio College
4.	Bill G. Bland	Pantex FD
5.	CHRIS WATSON	AUSTIN FIRE DEPT
6.	Daryl Marafka	Rosenberg FD
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# Texas Commission on Fire Protection

## SIGN-IN SHEET

Committee: Curric. & Testing  
Date: 6/10/15 (Wed.)

	NAME	COMPANY / DEPARTMENT
1.	Robert J. Haynes	Port Arthur FD
2.	Chris Smith	McGregor FD & Angleton College
3.	Martin D. Davila	San Antonio College
4.	Bill H. Geland	Pawley F.D.
5.	Richard Bakeme	EPCC
6.	Daryl Maretka (2pm)	Missouri City
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# Texas Commission on Fire Protection

## SIGN-IN SHEET

Committee: Curric. & Testing  
Date: 6/11/15 (Thu.)

	NAME	COMPANY / DEPARTMENT
1.	Richard Baker	EPC
2.	Bill Holand	PKFD
3.	Jason Collier	HVFD
4.	Chuck French	New FD + Angelina College
5.	CHRIS WATSON	AUSTIN FIRE
6.	Robert L. Thomas	Port Arthur FD
7.	Daryl Marotta	Missouri City
8.	Marta Davila	San Antonio College
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# Texas Commission on Fire Protection

## SIGN-IN SHEET

Committee: Curric. & Testing

Date: Wed. 1/28/2015 + Thu. 1/29/2015

	NAME	COMPANY / DEPARTMENT
1.	Daryl Muretko	Missouri City
2.	CHRIS WATSON	AUSTIN FIRE DEPT.
3.	Chuck French	
4.	Robert L. Havens	Macomb Fire & Rescue / Angelo State College
5.	HANNY PERINSON	Port Arthur FD / IIT
6.	Bill Ho Gland	Killeen FD
7.	Pat McAuliff	Pantex Fire dept / Amarillo College
8.	Jason Collier	Collin County College
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**ASSESSMENT OF ADVISORY COMMITTEES**  
**March, 2016**  
**411-Texas Commission on Fire Protection**

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

**NOTE: Only the items in blue are required for inactive committees.**

**SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST**

<b>Committee Name:</b>	Fire Fighter Advisory Committee		
<b>Number of Members:</b>	9		
<b>Committee Status (Ongoing or Inactive):</b>	Ongoing	Note: An Inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.	
<b>Date Created:</b>	11/26/1991	<b>Date to Be Abolished:</b>	Unknown
<b>Budget Strategy (Strategies) (e.g. 1-2-4)</b>	B.1.1	<b>Strategy Title (e.g. Occupational Licensing)</b>	Certify and Regulate Fire Departments and Personnel
<b>Budget Strategy (Strategies)</b>		<b>Strategy Title</b>	

[State / Federal Authority](#)  
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Select Type	Identify Specific Citation
Statute	Chapter 419, Texas Govt. Code, §419.023

**Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.**

<b>Committee Members' Direct Expenses</b>		<b>Expended</b>	<b>Estimated</b>	<b>Budgeted</b>
		<b>Exp 2015</b>	<b>Est 2016</b>	<b>Bud 2017</b>
Travel		\$0	\$0	\$0
Personnel		\$0	\$0	\$0
Number of FTEs		0.0	0.0	0.0
Other Operating Costs		\$0	\$0	\$0
<i>Total, Committee Expenditures</i>		\$0	\$0	\$0
<b>Committee Members' Indirect Expenses</b>		<b>Expended</b>	<b>Estimated</b>	<b>Budgeted</b>
		<b>Exp 2015</b>	<b>Est 2016</b>	<b>Bud 2017</b>
Travel		\$0	\$0	\$0
Personnel		\$0	\$0	\$0
Number of FTEs		0.0	0.0	0.0
Other Operating Costs		\$0	\$0	\$0
<i>Total, Committee Expenditures</i>		\$0	\$0	\$0
<b>Method of Financing</b>		<b>Expended</b>	<b>Estimated</b>	<b>Budgeted</b>
		<b>Exp 2015</b>	<b>Est 2016</b>	<b>Bud 2017</b>
Method of Finance				
1 - General Revenue Fund		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
Expenses / MOFs Difference:		\$0	\$0	\$0
<b>Meetings Per Fiscal Year</b>	4	0	0	0

**Committee Description:** This committee is a statutorily required committee which assists the commission in matters relating to fire protection personnel, volunteer fire fighters, fire departments, and volunteer fire departments. It consists of nine members with six members who must be fire protection personnel or retired fire protection personnel who collectively represent various areas in the field of fire protection. Three members must be certified instructors of fire protection personnel and at least one member must be a volunteer fire fighter or volunteer fire chief. The committee periodically reviews commission rules relating to fire protection personnel, fire departments and other fire fighters and fire fighting organizations subject to regulation by the commission and recommends changes in the rules to the commission.

**SECTION B: ADDITIONAL COMMITTEE INFORMATION**

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings? The committee meets at TCFP headquarters office. It is statutorily required to meet at least twice a year but meets quarterly (usually the month before the commission).

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

The committee is responsible for periodic review of commission rules relating to fire protection personnel, fire departments and other fire fighters and fire fighting organizations subject to regulation by the commission and recomenhdhs changes in the rules to the commission.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

The committee has made recommended changes to various rules of the commission as well as recommendations for curricula updates which were adopted by the commission.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency ?

Yes

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

~65 hours

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

Coordination of all committee efforts including: scheduling, filing of agenda with Tx. Register, record keeping (official minutes), assemble of meeting notebook information, updating rule revision proposals for commission review.

6. Have there been instances where the committee was unable to meet because a quorum was not present?

No

Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

Meeting notices are posted on agency website. Meeting agenda is posted with Texas Register. The public is always welcome to attend all meetings to provide input.

7b. Do members of the public attend at least 50 percent of all committee meetings?

Yes

7c. Are there instances where no members of the public attended meetings?

No

8. Please list any external stakeholders you recommend we contact regarding this committee.

The committee is comprised of representatives from the key stakeholder groups.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

Yes

9b. Please describe the rationale for this opinion.

The committee is made up of subject matter experts committed to the work assigned.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?

Yes

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

No

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

Retain

11b. Please describe the rationale for this opinion.

Without this committee the commission would have a difficult time carrying out its duties and responsibilities. The committee provides extremely valuable input to the rule adoption/revision process.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

Yes

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

Abolishment of the committee would place an extreme hardship on agency staff and the commissioners.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

## **FIRE FIGHTER ADVISORY COMMITTEE**

### **AGENDA**

**March 24, 2016 9:00 A.M.**

**1701 N. Congress Ave., William B. Travis Building, Room 1-104, Austin, Texas**

**The Fire Fighter Advisory Committee will convene in open session to deliberate and possibly take formal action on any of the following agenda items:**

- 1. Roll call – 9:00 a.m.**
- 2. Election of officers.**
- 3. Adoption of December 4, 2015 Fire Fighter Advisory Committee meeting minutes.**
- 4. 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 the Incident Safety Officer Curriculum reference list.**
- 5. Discussion and possible action on proposed rule changes to title 37 TAC, Chapter 437, Fees, including but not limited to, §437.13, Processing Fees for Test Application and §437.17, Records Review Fees.**
- 6. Discussion and possible action on proposed rule changes to title 37 TAC, Chapter 439, Examinations for Certification, including but not limited to, Subchapter A, Examinations For On-Site Delivery Training, §439.1, Requirements—General, §439.3, Definitions, §439.7, Eligibility, §439.9, Grading, and §439.11, Commission-Designated Performance Skill Evaluations.**
- 7. Discussion and possible action on proposed rule changes to title 37 TAC, Chapter 451, Fire Officer, including but not limited to, Subchapter C, Minimum Standards for Fire Officer III, new §451.307, International Fire Service Accreditation Congress (IFSAC) Seal; and Subchapter D, Minimum Standards for Fire Officer IV, new §451.407, International Fire Service Accreditation Congress (IFSAC) Seal.**
- 8. Discussion of the 2015 data collected on fire fighter injuries, and possible action on developing recommendations to be submitted to the commission for approval and inclusion in the annual report to be sent to the State Fire Marshal's Office.**
- 9. Discussion and possible action on setting future meeting dates, locations and agenda items.**
- 10. Adjourn meeting.**

**TEXAS COMMISSION ON FIRE PROTECTION**

Presiding Officer Jim Reidy called the March 24, 2016 meeting of the Fire Fighter Advisory Committee to order at 9:00 a.m. at the William B. Travis Building, 1701 N. Congress Ave., Room 1-104, in Austin, Texas.

Attending Jim Reidy Michael Wisko Amado Cano, Jr. Ken Swindle  
Jason Collier Daniel DeYear J. P. Steelman

\*absent entire meeting  
\*\*absent part of meeting

Staff Tim Rutland Deborah Cowan Joyce Guinn Mark Roughton Sylvia Miller Paul Maldonado  
Veena Mohan, Assistant Attorney General

- 
1. Roll call Secretary J. P. Steelman called roll and a quorum was present.

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  2. Election of Officers The committee selected Jim Reidy, Chair, Mike Wisko, Vice-Chair and J. P. Steelman, Secretary

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  3. Adoption of Minutes A motion was made by Michael Wisko and seconded by J. P. Steelman to approve the minutes of the December 4, 2015, fire fighter advisory committee meeting as discussed. The motion carried.

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  4. Report from Curriculum & Testing Committee Pat McAuliff, Chair of the committee went over the recommended changes.  
A motion was made by J. P. Steelman and seconded by Amado Cano to approve for recommendation to the commission the changes to the reference list for the Incident Safety Officer Curriculum as discussed. The motion carried.

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  5. 37 TAC, Chapter 437 A motion was made by Mike Wisko and seconded by Daniel DeYear to approve for recommendation to the commission amendments to 37 TAC, Chapter 437, §437.13, and §437.17 as discussed. The motion carried.

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  6. 37 TAC, Chapter 439 A motion was made by Daniel DeYear and seconded by Jason Collier to approve for recommendation to the commission amendments to 37 TAC, Chapter 439, SubChapter A, §439.1, §439.3, §439.7, §439.9, §439.11, and §439.19 with changes as discussed. The motion carried.

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  7. 37 TAC, Chapter 451 A motion was made by Mike Wisko and seconded by J. P. Steelman to approve for recommendation to the commission amendments to 37 TAC, Chapter 451, new §451.307 and §451.407. The motion carried.

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  8. Injury Report After discussion and review of the report provided to the committee, a motion was made by Daniel DeYear and seconded by Ken Swindle to send the report to the commission for review at its April commission meeting. The motion carried.
-

9. Future meeting dates, locations agenda items    The next meeting was scheduled for June 2, 2016 beginning at 9:00 a.m.  
Future agenda items: Chapter 435 and Injury Report Update
- 

10. Adjournment    A motion to adjourn was made by Daniel DeYear and seconded by J. P. Steelman. The motion carried.

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Jim Reidy  
Presiding Officer

PLEASE BE LEGIBLE

Meeting fire fighter advisory  
 Date March 24 2016

NAME	ORGANIZATION	CITY, STATE
Rick Pyle	Highland Park DPS	DLS, TX 75205
Joe Harrington	Del Rio Fire Dept	Del Rio TX 78840
David Bailey	Travis Co ESD#4	Austin, TX 78753
William Cox	Aransas Pass Fire Dept.	Aransas Pass, TX
Robin Paulsgrove	DENTON FIRE DEPT	Denton, TX 76201
TAT McAniff	Collin College	McKinney, TX 75270
Michael Grove	LITTLE YORK FD	HOUSTON TX 77037
Matt Whisenant	Taylor FD	Taylor TX 76574
Paul Nelson	Port Neches FD	Port Neches, TX 77651
Glenn Deshields	Fire Fighters	Austin
Mikie Jones	TSAPP / Burleson Fire	Burleson, TX
PAT EKISS	TCPD / TAYLOR FIRE DEPT	TAYLOR, TX

**FIRE FIGHTER ADVISORY COMMITTEE**

**AGENDA**

**December 4, 2015 10:00 A.M.**

**1701 N. Congress Ave., William B. Travis Building, Room 1-104, Austin, Texas**

**The Fire Fighter Advisory Committee will convene in open session to deliberate and possibly take formal action on any of the following agenda items:**

- 1. Roll call – 10:00 a.m.**
- 2. Adoption of September 23, 2015 Fire Fighter Advisory Committee meeting minutes.**
- 3. 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 the following:**
  - a. Inspector I Curriculum**
  - b. Inspector II Curriculum**
  - c. Plans Examiner I Curriculum**
  - d. Basic Fire Inspector Curriculum outline**
  - e. Basic Fire Inspector reference list**
- 4. Discussion and possible action on development of new curricula and possible new certifications.**
- 5. Discussion and possible action on proposed rule changes to title 37 TAC, Chapter 431, Fire Investigation, including but not limited to Subchapter A, Minimum Standards For Arson Investigator Certification, §431.9, Minimum Standards for Master Arson Investigator Certification, and Subchapter B, Minimum Standards for Fire Investigator Certification, §431.209, Minimum Standards for Master Fire Investigator Certification.**
- 6. Discussion and possible action on fees charged by the agency.**
- 7. Discussion and possible action on setting future meeting dates, locations and agenda items.**
- 8. Adjourn meeting.**

## TEXAS COMMISSION ON FIRE PROTECTION

Presiding Officer Jim Reidy called the December 4, 2015 meeting of the Fire Fighter Advisory Committee to order at 9:00 a.m. at the William B. Travis Building, 1701 N. Congress Ave., Room 1-104, in Austin, Texas.

Attending Jim Reidy Michael Wisko Amado Cano, Jr. Ken Swindle  
Jason Collier Daniel DeYear J. P. Steelman

\*absent entire meeting

\*\*absent part of meeting

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

- 
1. Roll call Secretary J. P. Steelman called roll and a quorum was present.

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  2. Adoption of Minutes A motion was made by Michael Wisko and seconded by Daniel DeYear to approve the minutes of the September 23, 2015, fire fighter advisory committee meeting as discussed. The motion carried.

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  3. Report from Curriculum & Testing Committee Pat McAuliff, Chair of the committee went over the recommended changes.  
A motion was made by Amado Cano and seconded by Jason Collier to recommend to the commission the recommended changes to the curricula as discussed. The motion carried.

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  4. Development of future curricula Pat McAuliff, Chair of the Curriculum and Testing Committee provided information to the committee members regarding the recommendations of his committee for the future development of curricula.  
  
After discussion, a motion was made by Daniel DeYear and seconded by J. P. Steelman to recommend to the commission that any new voluntary certifications developed would be reviewed using the guidelines recommended by the curriculum and testing committee of, textbook availability, quality of text content (NFPA correlation and accepted practice), publishers ability to provide secure test bank exclusive for TCFP use and editing rights, and a statement of need from a recognized professional organization; and the first two to be developed would be Driver Operator-Aerial Fire Apparatus (NFPA 1002) and Fire and Life Safety Educator I, II in that order. The motion carried.

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  5. 37 TAC, Chapter 431 A motion was made by Jason Collier and seconded by Daniel DeYear to approve for recommendation to the commission amendments to 37 TAC, Chapter 431, §431.9 and §431.209 as discussed. The motion carried.

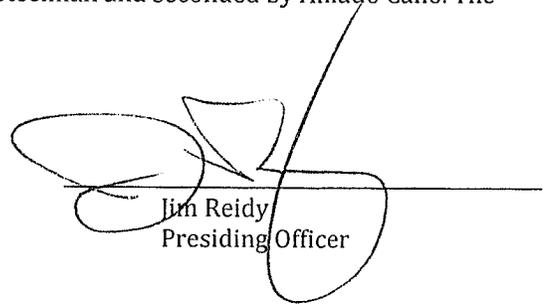
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  6. Fees After discussion, a motion was made by Mike Wisko and seconded by Amado Cano to send a recommendation to the commission to not decrease any fees at this time. The motion failed. (3 for, 4 against)  
  
After further discussion, a motion was made by Jason Collier and seconded by Daniel DeYear to recommend to the commission a fee decrease of ten dollars for certification renewals (\$85 to \$75) with the examination and new certification fees remaining at the current rate of \$85 each. The motion carried.

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  7. Future meeting dates, locations agenda items The next meeting was scheduled for March 3, 2016 beginning at 9:00 a.m.
-

8. Adjournment A motion to adjourn was made by J. P. Steelman and seconded by Amado Cano. The motion carried.



Jim Reidy  
Presiding Officer

PLEASE BE LEGIBLE

Meeting Executive Advisory  
 Date 4/10/15

NAME	ORGANIZATION	CITY, STATE
CARY Roccaforte	TREE/ESTI	College Station
Mike Faughit	TECV/ESTI	College Station, TX
DALE MCCASKILL	MIDLOTHIAN FIRE DEPARTMENT	MIDLOTHIAN, TX
William Durham	LEVELLOND FIRE DEPT	LEVELLOND, TX
Robert Monroe	TLFP	College Station, TX
Rick Johnson	Addison Fire	Addison, TX
Michael Grove	LITTLE YORK FIRE	Houston, TX
Bobby Wilkes	TCA	Houston, TX
PAT McALIFFE	Cotton College	McKinney, TX
Tina Neely	RENOVO, TX	San Antonio, TX
BRANDON KENNEDY	Ovilla Fire Department	Ovilla, TX

## **FIRE FIGHTER ADVISORY COMMITTEE**

### **AGENDA**

**September 23, 2015 9:00 A.M.**

**1701 N. Congress Ave., William B. Travis Building, Room 1-104, Austin, Texas**

**The Fire Fighter Advisory Committee will convene in open session to deliberate and possibly take formal action on any of the following agenda items:**

- 1. Roll call – 9:00 a.m.**
- 2. Adoption of June 3, 2015 Fire Fighter Advisory Committee meeting minutes.**
- 3. 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 the following:**
  - a. Basic Fire Suppression Curriculum, Firefighter I**
  - b. Basic Fire Suppression Curriculum, Firefighter II**
  - c. Basic Fire Suppression Curriculum outlines**
  - d. Basic Fire Suppression Curriculum reference lists**
  - e. Driver-Operator/Pumper reference list**
- 4. Discussion and possible action on proposed rule changes to title 37 TAC, Chapter 421, Standards for Certification, including but not limited to §421.5, Definitions and §421.17, Requirement to Maintain Certification.**
- 5. Discussion and possible action on proposed rule changes to title 37 TAC, Chapter 437, Fees, including but not limited to §437.3, Certification Application Processing Fees, §437.5, Renewal Fees and §437.13, Processing Fees for Test Application.**
- 6. Discussion and possible action on proposed rule changes to title 37 TAC, Chapter 441, Continuing Education, including but not limited to §441.5, Requirements.**
- 7. Discussion and possible action on the development of a voluntary Fire and Life Safety Educator certification.**
- 8. Discussion and possible action regarding requirements for advisory committee members.**
- 9. Discussion and possible action on setting future meeting dates, locations and agenda items.**
- 10. Adjourn meeting.**

## TEXAS COMMISSION ON FIRE PROTECTION

Presiding Officer Jim Reidy called the September 23, 2015 meeting of the Fire Fighter Advisory Committee to order at 9:00 a.m. at the William B. Travis Building, 1701 N. Congress Ave., Room 1-104, in Austin, Texas.

Attending Jim Reidy Michael Wisko Amado Cano, Jr. Ken Swindle  
Jason Collier Daniel DeYear J. P. Steelman

absent entire meeting  
absent part of meeting

Staff Tim Rutland Deborah Cowan Joyce Guinn Mark Roughton Sylvia Miller Paul Maldonado  
Katherine Farrell, Assistant Attorney General

- 
1. Roll call Secretary J. P. Steelman called roll and a quorum was present.

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  2. Adoption of Minutes A motion was made by Michael Wisko and seconded by J. P. Steelman to approve the minutes of the June 3, 2015, fire fighter advisory committee meeting as discussed. The motion carried.

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  3. Report from Curriculum & Testing Committee Pat McAuliff, Chair of the committee went over the recommended changes.  
A motion was made by Daniel DeYear and seconded by Amado Cano, Jr. to recommend to the recommended changes to the commission as discussed. The motion carried.

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  4. 37 TAC, Chapter 421 A motion was made by Mike Wisko and seconded by J. P. Steelman to approve for recommendation to the commission amendments to 37 TAC, Chapter 421, §421.5 and §421.17 as discussed. The motion carried.

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  5. 37 TAC, Chapter 437 A motion was made by J. P. Steelman and seconded by Daniel DeYear to approve for recommendation to the commission amendments to 37 TAC, Chapter 437, §437.3, §437.5 and §437.13 as discussed. The motion carried.  
  
After further discussion a motion was made by Jason Collier and seconded by J. P. Steelman to allow the executive director to make additional substantive changes to the amendments as discussed. The motion carried.

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  6. 37 TAC, Chapter 441 A motion was made by Daniel DeYear and seconded by Amado Cano, Jr. to approve for recommendation to the commission amendments to 37 TAC, Chapter 441, §441.5 as discussed. The motion carried.

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  7. Voluntary Fire and Life Safety Educator Certification After discussion, a motion was made by Ken Swindle and seconded by Jason Collier to table this issue until the next scheduled advisory committee meeting. The motion carried.

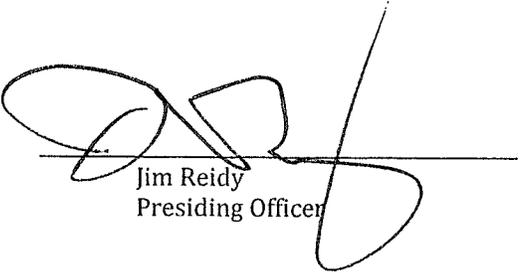
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  8. Requirements for advisory committee membership After discussion, no action taken.

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  9. Future meeting dates, locations agenda items The next meeting was scheduled for December 4, 2015 beginning at 9:00 a.m.
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10. Adjournment      A motion to adjourn was made by J. P. Steelman and seconded by Daniel DeYear. The motion carried.



Jim Reidy  
Presiding Officer

PLEASE BE LEGIBLE

Meeting Big Sister Advisory  
 Date Sept 23, 2015

NAME	ORGANIZATION	CITY, STATE
Pleasant H. Brooks	Crowley Fire Department	Crowley, TX
Pat McHarris	Collin College Fire Academy	Mckinney, TX
Chad Hill	Early Fire Dept	Early TX
Steven Gillette	Comanche Fire Dept	Comanche TX
JAMES RICHARDSON	BEDFORD FIRE	BEDFORD TX
Ken Nizier	Arlene F.D	Arlene, TX
Charles Dillard	Wise County EMS Rescue	Dretnow TX
Katharine Durrell	CAC	
Sara Hammond	Fire's Office	
Randy Chapman	Forest Hill Fire Dept.	Forest Hill, TX
Joshua Brown	Wadcrest Fire Dept	Wadcrest, TX
Kyle Falkner	Fort Worth FD	Fort Worth, TX

**FIRE FIGHTER ADVISORY COMMITTEE  
AGENDA**

**June 3, 2015 9:00 A.M.**

**1701 N. Congress Ave., William B. Travis Building, Room 1-104, Austin, Texas**

**The Fire Fighter Advisory Committee will convene in open session to deliberate and possibly take formal action on any of the following agenda items:**

- 1. Roll call - 9:00 a.m.**
- 2. Adoption of March 26, 2015 Fire Fighter Advisory Committee meeting minutes.**
- 3. Report from the Curriculum and Testing Committee.**
- 4. Discussion of the 2014 data collected on fire fighter injuries, and possible action on developing recommendations to be submitted to the commission for approval and inclusion in the annual report to be sent to the State Fire Marshal's Office.**
- 5. Discussion and possible action on proposed rule changes to title 37 TAC, Chapter 421, Standards for Certification.**
- 6. Discussion and possible action on proposed rule changes to title 37 TAC, Chapter 455, Minimum Standards for Wildland Fire Protection Certification.**
- 7. Discussion and possible action on setting future meeting dates, locations and agenda items.**
- 8. Adjourn meeting.**

## TEXAS COMMISSION ON FIRE PROTECTION

Presiding Officer Jim Reidy called the June 3, 2015 meeting of the Fire Fighter Advisory Committee to order at 9:00 a.m. at the William B. Travis Building, 1701 N. Congress Ave., Room 1-104, in Austin, Texas.

Attending	Jim Reidy	Michael Wisko	Tommy Anderson	Amado Cano, Jr.	Ken Swindle
	Jason Collier*	Daniel DeYear	J. P. Steelman	Michael Jones	
					absent entire meeting
					absent part of meeting

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

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1. Roll call                      Secretary J. P. Steelman called roll and a quorum was present.

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2. Adoption of Minutes                      A motion was made by Michael Wisko and seconded by J. P. Steelman to approve the minutes of the March 26, 2015, fire fighter advisory committee meeting as discussed. The motion carried.

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3. Report from Curriculum & Testing Committee                      Grace Wilson gave a brief update on the committee activities since last meeting. She informed the committee that there were two new Ad HOC committees one for Inspector and the other one for the AARF curricula. No action necessary.

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4. 2014 Injury Report                      After discussion, a motion was made by Tommy Anderson and seconded by Amado Cano Jr. to recommend to the commission that cancer reporting should be included in the injury report. The cancer must be diagnosed, work related and reported to workers compensation with the specific type of cancer included. Commission to determine whether it will be mandatory or voluntary to report based on legal determination. The motion carried.

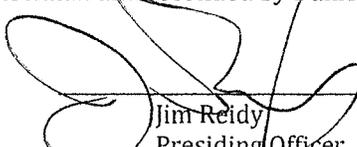
After further discussion, a motion was made by Daniel DeYear and seconded by Tommy Anderson to include data based on the National Fire Protection Association (NFPA), U. S. Fire Administration statistics and the State Fire Marshal's Office (SFM) TEXFIRS information regarding total number of injuries versus number of runs made by the fire department. The motion carried.

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5. 37 TAC, Chapter 421                      A motion was made by Tommy Anderson and seconded by Daniel DeYear to approve for recommendation to the commission amendments to 37 TAC, Chapter 421, §421.5 as discussed. The motion carried.

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6. 37 TAC, Chapter 445                      A motion was made by Michael Wisko and seconded by Amado Cano, Jr. to approve for recommendation to the commission amendments to 37 TAC, Chapter 445, §445.3 and §455.5 as discussed. The motion carried.

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7. Future meeting dates, locations agenda items                      The next meeting was scheduled for September 23, 2015 beginning at 9:00 a.m.

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8. Adjournment                      A motion to adjourn was made by J. P. Steelman and seconded by Daniel DeYear. The motion carried.

  
Jim Reidy  
Presiding Officer



