

## CURRICULUM & TESTING COMMITTEE MEETING

Presiding Officer, Robert Havens, called the February 20, 2024, meeting of the Curriculum & Testing Committee (the "Committee") to order at 9:00 a.m. at 4800 N. Lamar, Austin, Texas 78756.

<b>Attending:</b>	Pat McAuliff*	Robert Havens	Daryl Maretka	Richard Bahena*	Chris Watson
	Samuel Baucom	Chuck French*	Martin Davila*	Buddy Rice	Douglas Matthijetz
	Daniel DeYear				

\*Excused absences

<b>Staff:</b>	Holden Wenger	Charai Fernandez	Dan Reed	Tim Gardner*
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\*Excused absence

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| 1. Roll call and excuse absences of Committee members                         | Call to order at 9:50 a.m. The roll was called, and a quorum was present. A motion was made by Robert Havens and seconded by Daryl Maretka to excuse Committee members' absences. The motion carried.  |
| 2. Approval of Committee meeting minutes                                      | There were no prior minutes to be approved.  |
| 3. Report, discussion and possible action on IFSAC reaccreditation site visit | Report was given by Holden Wenger. Discussed updating skills sheets with specific verbiage required to pass any given skill. Committee requested report of the International Fire Service Accreditation Congress (IFSAC) open issues (missing Job Performance Requirement (JPR) questions, areas needing to be addressed) to be sent to the Committee to be addressed at next meeting. Corrections are due by the end of March, and the next reaccreditation visit will be in 5 years. |

4. Discussion and possible action related to curriculum matters including but not limited to:  
reference materials, outlines, instructor information, equipment lists, modifications, NFPA Standards correlation, objectives, and skill sheets for:
- a. Basic Fire Suppression
  - b. Basic Aircraft Rescue Fire Suppression (ARFF)
  - c. Basic Marine Fire Suppression
  - d. Inspector
  - e. Plan Examiner
  - f. Fire Investigator
  - g. Hazardous Materials (HMA, HMO, HMT, HMIC)
  - h. Driver/Operator (DOP, DOA)
  - i. Fire Instructor
  - j. Fire Officer
  - k. Incident Safety Officer (ISO)
  - l. Wildland Firefighter
  - m. Head of Department
  - n. Fire and Life Safety Educator (FLSE)
  - o. Incident Commander (IC)
  - p. Fire Marshal
  - q. Technical Rescue

Discussion about combining Inspector and Plans Examiner and making the Inspector certification mandatory to do inspections. Make full Inspector and First Responder to meet the new 1030 standard. Discussed a First Responder Inspector voluntary certification, but require Inspector Certification for advanced certifications (IC, Fire Marshal). Charged ad hoc committee with First Responder Inspector rule/details. Brief discussion on making FLSE III/Education Program Manager, but Buddy Rice said they've pushed that back. Robert Havens advised HMA/HMO/HMT (skills, questions, curriculum, equipment lists) were all completed and ready to go - and have a 3-year window to update to the newly released standard. Discussion on adoption of Rope Rescue curriculum. The first reading was in October and the second reading is next week, so it should be about ready to go to Commissioners. The pilot test still needs to be rescheduled. Rope Rescue ad hoc will probably be assigned to the next technical rescue committee as well. Discussion on test questions needed to cover JPRs in Incident Commander. Discussion on continuing to work on Surface Water, Trench, and Confined Space. Holden Wenger recommends finishing Rope Rescue before starting any new curriculum. Sam Baucom gave update on the ARFF ad hoc meeting and where they stand. Jones & Bartlett (J&B) still has no ARFF textbook, so just going with International Fire Service Training Association (IFSTA) textbook, which is looking to release a 6th edition by the end of year (needing to be reviewed and confirm page/text references for test questions). Discussion on updating Marine and reformation of the Ad Hoc committee. Marine curriculum is from the early 1990's, and the author is not around anymore. Daryl Maretka said they'll review the new standard as it relates to DOP/DOA. No updates on Fire Instructor. No updates on Fire Officer. No updates on ISO. No updates on Wildland. Head of Department needs to be reviewed. IC updates need to be re-sent because they were previously sent to Candace Barnett. Fire Marshall still in grandfather period, which ends in October. A motion was made by Robert Havens to break for lunch, seconded by Sam Baucom.

A motion was made by Sam Baucom, and seconded by Daryl Maretka, to make a post for a new chair for the Marine Ad Hoc committee, with applications deadline on May 3, 2024. Need to model posting after ARFF requirements. The motion carried.

5. Discussion and possible action on matters from staff related to testing procedures.

Report was given by Holden Wenger on using publisher's test banks for questions and possibly splitting tests for disciplines by which publisher was used for training. Publisher test banks are secured by publishers and only available to the state's certifying entity (only TCFP and not SFFMA, etc.). Reviewing existing test banks, rather than creating them from scratch, would alleviate a lot of workload for the ad hoc committees. If replacing the entire test bank, pilot period would be bypassed.

Request for data related to how well test questions are doing and difficulty rating for questions. Request for analysis of even distribution of questions per JPR for exams (some examinees have reported multiple questions on some JPRs, but no questions on others).

A motion was made by Sam Baucom and seconded by Chris Watson to table the discussion until the morning to get Pat McAuliff 's input.

A motion was made by Douglas Matthijetz and seconded by Sam Baucom, to incorporate publisher test banks from J&B and IFSTA to supplement current test banks. The motion carried.

6. Subjects for future Committee meeting agendas. Discussion on need to meet before end of March 2024 regarding updates needed for IFSAC and whether or not to continue with Wildland when it can be achieved through TIFMAS.
- Request for a breakdown of certifications given over the past 12 months, the total certificate holders for each discipline, and have report available for future meetings.
  - Request for data regarding certified training facilities by discipline.
- Request for report on test failure rates.
- Reports from Ad Hoc committee chairs.
- Motion to reopen Item 4 again by Sam Baucom and seconded by Douglas Matthijetz to post request for Marine Ad Hoc Chair position.
7. Future meeting dates. Next Committee meeting set for May 14-15, 2024, with back date set for June 17-18, 2024.
- Robert Havens called meeting into recess until 9:00 a.m. – February 21, 2024. Motion was made by Douglas Matthijetz and seconded by Sam Baucom.
- Meeting called back into session at 9:00 a.m. on Thursday, Feb 21. (audio recording 2:53). Moved back to Item 5 regarding test banks.
8. Matters regarding test results, development and review of test questions. (Executive Session) Entered into Executive Session.
- Reconvened open meeting.
9. Adjourn meeting. The motion was made by Daniel DeYear and seconded by Daryl Maretka to adjourn the meeting. The motion carried.

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Robert Havens, Presiding Officer