

## CURRICULUM & TESTING COMMITTEE MEETING

Presiding Officer, Robert Louie Havens, called the June 17, 2024 meeting of the Curriculum & Testing 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*
	Samuel Baucom*	Chuck French	Martin Davila	Buddy Rice
	Daniel DeYear*	Chris Watson*	Douglas Matthijetz	

\*Excused  
absence

<b>Staff:</b>	Holden Wenger	Charai Fernandez	Dan Reed	Tim Gardner
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1. Roll call and excuse of committee members.  
Robert Louie Havens called the meeting to order at 9:27am on June 17, 2024. The roll was called, and a quorum was present.
2. Approval of Curriculum and Testing Committee meeting minutes.  
A motion was made by Doug Matthijetz, and seconded by Chuck French, to approve the minutes from the February 20, 2024 meeting. The motion carried.
3. Discussion and possible action regarding the election of a committee chairperson.  
A motion was made by Buddy Rice, and seconded by Doug Matthijetz, for Pat McAuliff to remain as chair of the Curriculum and Testing Committee (C&T). The motion carried.
4. Discussion and review of applications for Marine Ad Hoc committee.  
Three applications for the Marine ad hoc committee were submitted and reviewed. Discussion was had regarding keeping the committee open to more applications. A motion was made by Buddy Rice to accept the three received applications and continue to recruit additional members. It was seconded by Daryl Maretka. The motion carried.

5. Discussion and possible action on the activation of various Ad Hoc committees.
- Discussion was had on where International Fire Services Accreditation Congress (IFSAC) is with updated correlation sheets. Request was made of staff for a list of curriculum by subject matter, when it was last updated, and what the current standard or next effective standard is dated for that curriculum. A motion was made by Chuck French to table item 5 until later in the meeting. It was seconded by Daryl Maretka. The motion carried. Committees were requested for Hazardous Materials, Incident Safety Officer, Wildland, and Head of Department (HOD) with Instructor and Officer being optional. A motion was made by Buddy Rice to start advertising to establish other ad hoc committees and continue accepting applications for Marine. It was seconded by Doug Matthijetz. The motion carried. The need to talk to Chief Wisko and Pat McAuliff was determined before creating an HOD ad hoc. A motion was made by Buddy Rice to pause HOD ad hoc creation and seconded by Doug Matthijetz. The motion carried.
6. Discussion, and possible action, related to the TDEM Emergency Manager Certification package.
- Discussion was had regarding the certification and how familiar committee members were with it. Buddy Rice made a motion to table item 6 to bring back up after a representative from Texas Division of Emergency Management (TDEM) comes to discuss. It was seconded by Daryl Maretka. The motion carried. On day two, representatives from TDEM, David Covington and Kenneth Bell, came to answer questions regarding the certification. Discussion was had about who would do training, create test banks, audits, and how levels and CEs would work. Tim Gardner asked how this certification and training would affect compliance. A motion was made by Buddy Rice, and seconded by Doug Matthijetz, to create an ad hoc committee for TDEM to further review everything. The motion carried.
7. Discussion, and possible action, related to certifications given over the past twelve months and the total number of certificate holders for each discipline.
- Discussion was had regarding the size of various programs, how well they're doing, and the implementation of publisher test banks. Tim Gardner gave an update on Compliance. No action was taken.
8. Discussion, and possible action, related to certified training facilities by discipline.
- Discussion was had on how many training facilities there are total, how many are online only, how many are private, and how many are hybrid. No action was taken.

9. 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
- c. Basic Marine Fire Suppression
- d. Inspector
- e. Plan Examiner
- f. Fire Investigator
- g. Hazardous Materials
- h. Driver/Operator
- i. Fire Instructor
- j. Fire Officer
- k. Incident Safety Officer
- l. Wildland Firefighter
- m. Head of Department
- n. Fire and Life Safety Educator
- o. Incident Commander
- p. Fire Marshal
- q. Technical Rescue

Tim Gardner started a discussion regarding skills, LOA, and field examiners. Discussion was had on who can and does proctor final examinations for certification and where/how accommodations are made. Ashley Barnett came from Testing to give an update on how many accommodations have been given over the past few months and what kind of accommodations may be approved. Discussion was had on breaking apart certifications, consolidating based on National Fire Protection Association (NFPA) updates, and how quickly updates need to be made to meet the new requirements and texts. Holden Wenger gave an update about where we are on waiting for new documentation from IFSAC. Discussion was had on what NFPA changes are currently in process or about to come about as well as their deadlines. Discussion was had about the size of committees and evaluation of the HOD process. On day two, Sam Baucom gave an update on where the Aircraft Rescue Fire Fighter (ARFF) Ad Hoc committee is currently with updates to the curriculum. No action was taken.

- 10. Discussion and possible action on matters from staff related to testing policy and procedures. No matters brought up from staff that hadn't already been addressed.
  
- 11. Subjects for future Curriculum and Testing Committee meeting agendas. Request was made for a mirror of this agenda for the next meeting.
  
- 12. Future meeting dates. The next C&T meeting was scheduled for August 1-2, 2024 to review Rope Rescue test questions as well as a Workshop on September 25, 2024 and Committee meeting on September 26, 2024.
  
- 13. Matters regarding test results, development, IFSAC issues, personnel matters, and review of test questions. (Executive session) At 11:47 on June 18, 2024, the Executive Session commenced. The Executive session ended at 12:20 on June 18, 2024. No action was taken.
  
- 14. Adjourn meeting. A motion was made by Buddy Rice, and seconded by Sam Baucom, to adjourn the meeting. The motion carried.

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Robert Havens, Presiding Officer