CURRICULUM & TESTING COMMITTEE MEETING

Presiding Officer, Pat McAuliff, called the November 14, 2024 meeting of the Curriculum & Testing Committee to order at 9:24 a.m. at 4800 N. Lamar, Austin, Texas 78756.

Attending:	Pat McAuliff	Robert (Louie) Havens	Daryl Maretka*	Douglas Matthijetz*
	Samuel Baucom	Chuck French*	Martin Davila	Harold (Buddy) Rice
	Chris Watson	Daniel DeYear		

*Excused absence

Staff:	Holden Wenger	Charai Fernandez*	Dan Reed	Tim Gardner

1. Roll call and excuse absence of committee members.	Call to order at 9:24am on November 14, 2024. The roll was called and a quorum was present. Daryl Maretka, Douglas Matthijetz, Chuck French, Martin Davila and Daniel DeYear were marked absent. Louie Havens made a motion to excuse Daryl Maretka, Douglas Matthijetz, and Chuck French. Buddy Rice seconded the motion. The motion carried.
2. Approval of Committee meeting minutes from August 1, 2024 meeting.	There was no quorum during the last meeting so minutes to that effect were signed and approved.
3. Discussion and possible action on application for Marine Ad Hoc committee.	Louie Havens motioned to reopen the application process for Marine. Discussion was had regarding reaching out to current Marine certification holders. Applications acceptance to end 10 days before next meeting.
4. Discussion and possible action related to the Texas Department of Emergency Managers (TDEM) Ad Hoc committee.	Discussion was had regarding what parameters the TDEM Ad Hoc would adhere to and how to break down regions covered. Aim for 13-17 members. Item was tabled at 9:53 to be brought back up during Executive Session. After Executive Session, Buddy Rice made a motion to reopen agenda item. Sam Baucom seconded. The motion carried. Buddy Rice made a motion to accept 17 chosen ad hoc applicants including a liaison from C&T. Chris Watson seconded the motion. The motion carried.

5. Discussion and possible action related to the Technical Rescue Ad Hoc committees.	Discussion was had regarding focusing next on the Water Rescue committee and designating a replacement as chair. Water Rescue cannot be implemented until the grandfather period for Rope Rescue is completed but work can be done. Discussion was had regarding whether prior ad hoc committee members need to reapply for the next committee or whether we can move forward with the group already in place. Staff to reach out to the current Water Rescue committee to see who is still interested in serving.
6. Discussion and possible action on the activation of various Ad Hoc committees.	Discussion was had previously on not wanting to overlap committees within a similar discipline and not open too many as to overwhelm C&T committee and TCFP staff. Discussion was had on what to expect from ad hoc committee members and what to look for moving forward. Further discussion to be had during next meeting on next steps.
7. 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	Discussion was had regarding each discipline and what each needs or what changes they have coming soon as far as updates to curriculum, updates to rules, updating to new textbooks, and how each should be addressed.

n. Fire and Life Safety Educator
o. Incident Commander
p. Fire Marshal
q. Technical Rescue

| 8. Discussion and possible action on matters from staff related to testing policy and procedures. | It was determined that all pertinent issues were covered in previous discussion for this item. |

| 9. Subjects for future Curriculum and Testing Committee meeting agendas. | Curriculum development guide, committee expectations, and ad hoc openings to be discussed at next meeting. Request was made of staff to provide list of certifications, pass rates for the past 6 months, number of new certifications for each meeting, and grade tracker. |

| 10. Matters regarding test results, development, IFSAC issues, personnel matters, and review of test questions. (Executive session) | At 1:12pm on November 14, 2024, the Executive Session commenced. The Executive session ended at 4:36pm on November 14, 2024. No action was taken. |

| 11. Future meeting dates. | The next C&T meeting was scheduled for January 28-30, 2025, with a workshop to start on the first day. |

| 12. Adjourn meeting. | Louie Havens made a motion to adjourn the meeting. Sam Baucom seconded the motion. The motion carried. |

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Pat McAuliff, Presiding Officer