

## JULY 9, 2025 CURRICULUM & TESTING COMMITTEE MEETING MINUTES

At 9:00a.m. on July 9, 2025, Presiding Officer, Pat McAuliff, called the meeting of the Curriculum & Testing (C&T) Committee to order at 4800 N. Lamar, Austin, Texas 78756.

**Attending:** Pat McAuliff Robert (Louie) Havens Richard Giusti Douglas Matthijetz Chris Watson\*  
Samuel Baucom Chuck French Dustin Brown Harold (Buddy) Rice Desha Turner\*  
Jacob Smith

**Liaison:** Daniel DeYear\*

\*Excused absence

**Staff:** Holden Wenger Charai Fernandez Dan Reed Tim Gardner

1. Roll call and excuse absence of Committee members. The meeting of the C&T Committee was called to order at 9:00a.m. on July 9, 2025. The roll was called and a quorum was present. A motion was made by Jacob Smith to excuse the absences of Chris Watson, Desha Turner, and Daniel DeYear. The motion was seconded by Samuel Baucom. The motion carried.
2. Approval of Committee meeting minutes from the April 3, 2025 meeting. Chuck French made a motion to accept the minutes from the April 3, 2025 meeting as submitted. The motion was seconded by Richard Giusti. The motion carried.
3. Discussion and possible action on Texas Administrative Code, Rule §423 - Minimum Standards for Structure Fire Protection Personnel Certification. Dustin Brown gave an overview of the ad hoc committee he was a part of and their discussion regarding the hours and requirements for medical training before sending their recommendations to the Firefighter Advisory Committee (FFAC). Holden Wenger advised that the FFAC has already moved to send their recommendations to the Commission. Dustin Brown made a motion to table item three. Samuel Baucom seconded the motion. The motion carried.

4. Discussion and possible action on Texas Administrative Code, Rule §429 - Minimum Standards for Fire Inspector Personnel. Discussion was had regarding the ad hoc committee request to make the Basic Fire Inspector certification a prerequisite to the Plan Examiner certification. A motion was made by Buddy Rice to amend the verbiage that was written for TAC Rule 429 and accept the rule change. The motion was seconded by Chuck French. The motion carried.
5. Discussion and possible action on curriculum development guide. Discussion was had regarding the internal document that was created by staff as a guide for newly established ad hoc committees. It was recommended that it could be shared with committees to be used right away but that it should continue to be developed.
6. Discussion and possible action on the test question development guide. Charai Fernandez spoke about the reason that the guide was created and its intended use as a reference for ad hoc committees when writing questions. Discussion was had regarding the need for uniformity and that this guide could benefit the quality of test questions as they're written. This is also to be a living document to be continually changed and developed to benefit the ad hoc committees.
7. Discussion and possible action related to 1550 Incident Commander updates. Discussion was had regarding the upcoming change to the Incident Commander curriculum and the omissions and errors that were noted in the document. Samuel Baucom made a motion to take down the document temporarily for revision and then resubmission. The motion was seconded by Chuck French. The motion carried.
8. Discussion and possible action related to 1550 Incident Safety Officer updates. Discussion was had regarding what updates are needed for Incident Safety Officer and what access we currently have to textbooks. It was suggested to post the application for this ad hoc starting after the application period for the standing committees has closed. A motion was made by Samuel Baucom to create an ad hoc for Incident Safety Officer (ISO) with the minimum requirements of holding a valid ISO certification and Instructor II certification. The motion was seconded by Richard Giusti. The motion carried.
9. Discussion and possible action related to 1020 Fire Instructor updates. A motion was made to add the charge for Instructor (INST) updates to the ad hoc created for ISO. A motion was made by Jacob Smith to add the updates for INST 1-3 to the charge for the ISO ad hoc. The motion was seconded by Samuel Baucom. The motion carried.
10. Discussion and possible action related to 1020 Fire Officer updates. Discussion was had regarding how to word the application to reach the individuals who hold the levels of Fire Officer certification desired. It was decided that the requirements will be holding Instructor II and Fire Officer II with preference to Fire Officer III and IV given during the evaluation process. A motion was made by Douglas Matthijetz to accept the minimum requirements designated by C&T to serve on the Fire Officer ad hoc committee. The motion was seconded by Samuel Baucom. The motion carried.

11. Discussion and possible action related to 1030 Fire Marshal updates.

Buddy Rice made a motion to send the updated Fire Marshal curriculum manual, that was reviewed during the workshop the day before, to the Commission. The motion was seconded by Chuck French. The motion carried.

12. Discussion and possible action related to how to show what changes have been made to updated curriculum manuals.

Discussion was had about having the ad hoc committees note what changes were made to the manuals as they are updated then posting said updates to their own page on the website.

13. 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

Discussion was had about establishing effective dates for curriculum implementation and it was decided that those effective dates should be done quarterly to give training facilities time to prepare before curriculum updates become effective. Pat McAuliff gave an overview of each discipline and what was discussed by committee members during the workshop the previous day. Samuel Baucom spoke about the new Structure ad hoc and required references. Samuel Baucom spoke about the Aircraft Rescue Fire Fighter committee and their new book as well. Douglas Matthijetz gave an update on the Marine ad hoc and where they are in their process. Buddy Rice spoke on the Inspector and Plan Examiner committee and their updates. Pat McAuliff and Holden Wenger spoke about the test banks that are being used, how they're being used, and the security of them. They also discussed the possibility of breaking up the existing exam format for Structure to offer Awareness and Operations in one test and Firefighter I and Firefighter II in one test, instead of requiring one combined four-part test or four separate tests. A request was made for IT and Testing to attend the next meeting to address the breakout as well as test question issues during the next C&T meeting. Richard Giusti gave an overview of where they are in the process of updating the Driver/Operator curriculum. Chuck French is to address whether or not an ad hoc is needed to update Wildland and it will be discussed during the next meeting under item 13. Samuel Baucom spoke about Water Rescue, where they are in updates, and that they are waiting on a response from the International Fire Service Accreditation Congress (IFSAC) to see if the curriculum can be combined into one test for Surface Water and Swiftwater. A second test question ad hoc was created, in addition to the first, which is comprised of Jacob Smith, Dustin Brown, and Douglas Matthijetz.

- o. Incident Commander
- p. Fire Marshal
- q. Rope Rescue
- r. Emergency Manager
- s. Water Rescue
- t. Test Question Ad Hoc

14. Subjects for future Curriculum and Testing Committee meeting agendas.

A request was made to break out the Basic Structure exam process to add the two additional ways to take the exam to the next agenda. A request was made to have a discussion with IT and Testing during the next meeting regarding test question images, training facilities, and issues.

15. Matters regarding test results, development, IFSAC issues, and review of test questions. (Executive session)

At 10:34a.m. on July 9, 2025, the C&T committee went into Executive Session. The Executive Session ended at 11:18a.m. on July 9, 2025. During the Executive Session, the Committee reviewed exam and test question statistics. No action was taken.

16. Adjourn meeting.

A motion was made by Samuel Baucom to adjourn the meeting. It was seconded by Louie Havens. The motion carried.

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Pat McAuliff, Presiding Officer