

October 22, 2025 CURRICULUM & TESTING COMMITTEE MEETING MINUTES

At 9:04 a.m. on October 22, 2025, Presiding Officer, Robert Havens, 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	Jacob Smith

Liaison: Daniel DeYear*

*Excused absence

Staff:	Holden Wenger	Charai Fernandez	Dan Reed	Tim Gardner*
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1. Roll call and excuse absence of Committee members.

The meeting of the C&T Committee was called to order at 9:04 a.m. on October 22, 2025. The roll was called and a quorum was present.
2. Approval of Committee meeting minutes from the July 9, 2025 meeting.

Buddy Rice made a motion to accept the minutes from the July 9, 2025 meeting as submitted. The motion was seconded by Jacob Smith. The motion carried.
3. Discussion and possible action on the use of Artificial Intelligence (AI) by training providers and students for TCFP course development, presentation, testing, student assignments, and studies.

Discussion was had regarding testing security as well as those who are caught cheating during testing and what the repercussions for that are. Mike Wisko, TCFP Agency Chief, spoke about certifications being revoked for different periods of time based on the circumstances of the infraction. Discussion was had about putting a caution regarding the use of AI on our curriculum manuals to make sure that a reputable AI source is being used as well as its submitted contents proofed for accuracy before implementation.

4. Discussion and possible action related to test question images, training facilities, and the issues that arise between them.

Louie Havens gave an overview regarding what was discussed during workshop the day before between the C&T committee, the TCFP testing department, and the TCFP information technology department, which is that the way an image shows up on exams is dependent on the testing facility's screen resolution more than anything.

5. 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, skill sheets, and creation of ad-hoc committees 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

Dustin Brown gave an update on the Basic Fire Suppression Ad Hoc committee's progress. Louie Havens gave an overview on the Basic Aircraft Rescue Fire Suppression (ARFF) Ad Hoc committee for Sam Baucom. Doug Matthijetz gave an overview on the Marine Ad Hoc committee. Buddy Rice gave an update on the ongoing work needed for Inspector and Plan Examiner. He also mentioned that Fire Investigator is currently up to date. Louie Havens spoke about the Hazardous Materials Ad Hoc committee and where they are in the process of making curriculum updates. Richard Giusti gave an update for the Driver Operator curriculum and where he and the other C&T guys are in the process of updating the curriculum. It was discussed that Chris Watson will be taking charge of the Fire Officer Ad Hoc once selected and that selection for the Fire Officer and combined Fire Instructor and Incident Safety Officer ad hocs would take place later in the agenda. A need to open a new ad hoc for Wildland Firefighter was addressed and Louie Havens spoke to that effect. This will be addressed at the next meeting once member criteria have been decided based on requirements from the last ad hoc posted. Mike Wisko spoke about Head of Department being currently up to date. Fire and Life Safety Educator to be addressed during item 13. Chris Watson gave an update regarding Incident Commander. There are no updates for Fire Marshal at this time. Rope Rescue will be ending the grandfather period at the end of October and training facilities will be able to start applying for accreditation on November 1, 2025. Louie Havens spoke regarding the meeting that Emergency Manager had on Monday, October 20, 2025, and where they are in the process of creating a curriculum. Louie Havens gave an overview on Water Rescue from what Sam Baucom spoke on during the workshop the previous day. Louie Havens gave an overview of where the test question subcommittee is working on test question review.

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

6. Discussion and possible action regarding the Basic Fire Suppression curriculum on the relationship between the Basic Fire Suppression and Hazardous Materials curriculum manuals, the Curriculum Outline Introduction, instructional skills versus testable skills, and documentation of instructional skills.

Louie Havens gave an overview on the suggestion to re-route different ways to take the basic structure firefighter exams to achieve certification. It has been suggested to make two tests grouped so that Firefighter I and Firefighter II could be taken together and HazMat Awareness and HazMat Operations could be taken together. This would take the place of having only the full structure exam, with all four parts, or taking the four sections separately being the only options for testing. This item to be reviewed more fully in future meetings. The curriculum outline introduction for the Basic Fire Suppression curriculum manual to be put on the next agenda as well to see if it's needed to be reviewed or removed. Discussion was had regarding the need for and how to document instructional skills.

7. Discussion and possible action on TAC §421.3.

A motion was made by Richard Giusti, to correct the typo in subsection B that refers to Structure instead of ARFF. The motion was seconded by Buddy Rice. The motion carried.

8. Discussion and possible action on TAC §423.

Doug Matthijetz motioned to table item 8. The motion was seconded by Chris Watson. The motion carried.

9. Discussion and possible action on TAC §429.

The chart in 439.19(b) to be edited later to reflect the structure update mentioned in item 6 as well as regarding the Inspector combined curriculum. Richard Giusti made a motion to table this item until the next meeting. The motion was second by Doug Matthijetz. The motion carried.

10. Discussion and possible action regarding the Water Rescue curriculum on writing language for the Texas Administrative Code, prerequisite certifications for Water Rescue, and instructional versus testable skills. It was discussed that this item will need more information prepared before being addressed at a future date. Chris Watson made a motion to table item 10 until a future date. The motion was seconded by Richard Giusti. The motion carried.
11. Discussion and possible action related to the location of Rope Rescue courses on the A/B list. Louie Havens entertained a motion that all Rope Rescue courses be added to the A list based on continuing education (CE) hours. Chris Watson made a motion to add all Rope Rescue courses to the A-list. Doug Matthijetz seconded the motion. The motion carried.
12. Discussion and possible action on Inspector 1030 updates. It was determined that some items need to be readdressed by the ad hoc committee. A motion was made by Doug Matthijetz, and seconded by Buddy Rice, to send the curriculum documents back to the ad hoc committee to make additional changes. The motion carried.
13. Discussion and possible action on Fire & Life Safety Educator 1030 updates. It was determined that some items need to be readdressed by the ad hoc committee. The curriculum submitted is to be sent back to committee for rereview. A motion was made by Buddy Rice to send the curriculum documents back to the ad hoc committee. It was seconded by Jacob Smith. The motion carried.
14. Discussion and possible action on applications for the Instructor/Incident Safety Officer Ad Hoc. Louie Havens proposed that those who did not meet the requirements to participate in the Instructor (INST)/Incident Safety Officer (ISO) committee be removed from consideration and that those who applied for both committees should serve on only one. This left 10 applicants for INST/ISO. Louie Havens read the names of the 10 remaining applicants. Chris Watson made a motion to accept the 10 remaining applicants. Dustin Brown seconded the motion. The motion carried.
15. Discussion and possible action on applications for the Fire Officer Ad Hoc. Out of the ten applications for the Fire Officer Ad Hoc committee, one applicant did not hold all required certifications. This left nine remaining applicants and Louie Havens read their names. Chris Watson made a motion to accept all nine remaining applications. Doug Matthijetz seconded the motion. The motion carried.

16. Discussion and possible action regarding Publisher Certification Test Banks. Due to the need to look at specific test questions, item 16 was moved to be reviewed during the Executive Session.
17. Subjects for future Curriculum and Testing Committee meeting agendas. Jacob Smith made a motion to open item 17 after Executive Session. Buddy Rice seconded the motion. The motion carried. Future issues to be addressed are previously tabled items, the chart in TAC §439, the need to open a new ad hoc for Wildland, and the Inspector curriculum manuals, and a snapshot of testing data for the year 2025. The workshop and meeting dates for 2026 were scheduled for January 21-22, 2026, April 20-21, 2026, July 29-30, 2026, and October 14-15, 2026.
18. (Executive session): Matters regarding test results, development, IFSAC issues, and review of test questions. At 10:21a.m. on October 22, 2025, the C&T committee went into Executive Session. The Executive Session ended at 10:50a.m. on October 22, 2025. During the Executive Session, the Committee reviewed existing test banks and publisher test banks pursuant to agenda item 16. No action was taken.
19. Adjourn meeting. A motion was made by Jacob Smith to adjourn the meeting. The motion was seconded by Doug Matthijetz. The motion carried.

Pat McAuliff, Presiding Officer