

## January 22, 2026 CURRICULUM & TESTING COMMITTEE MEETING MINUTES

At 9:05 a.m. on January 22, 2026, 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 Jonathan Tunnel Douglas Matthijetz Chris Watson  
Samuel Baucom\* Chuck French Dustin Brown Harold (Buddy) Rice Jacob Smith

**Liaison:** Daniel DeYear

**Staff:** Holden Wenger Charai Fernandez Dan Reed Victoria Olivas Tim Gardner\*

\*Excused absence

1. Roll call and excuse absence of Committee members. The meeting of the C&T Committee was called to order at 9:05 AM on January 22, 2026. The roll was called and a quorum was present. A motion was made by Louie Havens to excuse the absence of Sam Baucom. The motion was seconded by Chuck French. The motion carried.

2. Approval of Committee meeting minutes from the October 22, 2025 meeting. Jacob Smith made a motion to accept the minutes from the October 22, 2025 meeting as written. The motion was seconded by Louie Havens. The motion carried.

3. Discussion and possible action related to curriculum matters including, but not limited to, reference materials, outlines, instructor

- a. Dustin Brown gave an overview of what is currently being done in the Basic Fire Suppression Committee. The Ad Hoc committee is still working on updating the curriculum but questioned whether it should remain titled Basic Fire Suppression or if it should be renamed to Basic Structure Firefighter. It was decided to change the title to reflect what the certification says, which is Basic Structure Firefighter.
- b. Charai Fernandez spoke about what is going on with the current Basic Aircraft Rescue Fire Suppression Committee. They anticipate being able to submit a completed curriculum during the April C&T meeting.

information, equipment lists, modifications, NFPA Standards correlation, objectives, skill sheets, and creation and modification 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

- c. Doug Matthijetz gave an update on the Basic Marine Fire Suppression Committee who are still working on completing the updates needed to meet the 1010 NFPA standard.
- d. Chris Watson spoke about the Inspector Committee, whose completed curriculum will be addressed in a later agenda item.
- e. Charai Fernandez stated that the Plan Examiner Committee plans to meet in February to continue making updates.
- f. Fire Investigator was completed and went into effect in August 2025.
- g. Louie Havens said that the Hazardous Materials Ad Hoc committee is still working on test questions.
- h. Chris Watson has been working on revising the Driver/Operator curriculum and most updates have been completed.
- i. New members have been chosen for the Fire Instructor Ad Hoc committee. They will be ready to schedule their first meetings soon.
- j. New members have been chosen for the Fire Officer Ad Hoc committee. They will be ready to schedule their first meetings soon.
- k. New members have been chosen for the Incident Safety Officer Ad Hoc committee. They will be ready to schedule their first meetings soon.
- l. Chuck French said that he is waiting on a comparison chart from Texas Commission on Fire Protection (TCFP) staff before determining the need for a formal Wildland Ad Hoc committee. Louie Havens made a motion to appoint Chuck French, Sam Baucom, and Jacob Smith to start looking at needed updates. Chris Watson seconded the motion. The motion carried.
- m. Head of Department was recently updated and currently has nothing to report.
- n. Chris Watson spoke about the Fire and Life Safety Educator Committee, whose completed curriculum will be addressed in a later agenda item.
- o. Chris Watson spoke about Incident Commander, whose completed curriculum will be addressed in a later agenda item.
- p. Fire Marshal was completed and went into effect in November 2025.
- q. Rope Rescue just got out of the grandfather period at the beginning of November 2025. Rope Rescue can now be taught and the test taken through TCFP.

o. Incident Commander  
p. Fire Marshal  
q. Rope Rescue  
r. Emergency Manager  
s. Water Rescue  
t. Test Question Ad Hoc  
u. Any other related disciplines

- r. Louie Havens gave an update on the Emergency Manager Committee who is hoping to schedule their next meeting soon.
- s. Charai Fernandez gave an update on the Water Rescue Committee who is still busy working on creating the curriculum needed to meet NFPA standard requirements.
- t. Louie Havens made a motion to reformat the first C&T Test Question Ad Hoc committee to include Jonathan Tunnell and Chuck French, who would replace Sam Baucom and previous member Richard Giusti. The motion was seconded by Jacob Smith. The motion carried.

4. Discussion and possible action on testing data for the year 2025.

Testing data for the previous fiscal year 2025 was reviewed the day before in the workshop. Pass rates remain around 79% on average across the board. No action needed.

5. Discussion and possible action regarding the Structure Course Introduction.

It was discussed whether the Structure Course Introduction, which was previously located at the beginning of the Basic Fire Suppression curriculum manual, should be retained in a different location. A motion was made by Louie Havens to remove it from the manual and place it on the C&T Committee members page of the TCFP website instead. The motion was seconded by Chuck French. The motion carried.

6. Discussion and possible action regarding opening an ad hoc committee for Wildland Firefighter.

Item 6 was discussed previously in item 3. No further discussion was had.

7. Discussion and possible action

Discussion was had about the way Fire Marshal skills are currently combined and whether it would cause an issue. It was decided to be addressed later if needed. No action was taken.

regarding Fire Marshal skills.

8. Discussion and possible action on TAC §423.

It was decided that nothing currently needs to be changed. No action was taken.

9. Discussion and possible action on TAC §439.

Figure 37 in TAC 439.19b was revised to create more combination options for taking the Basic Structure Fire Suppression exam. It was also revised to combine Inspector into one exam and formatting was revised based on these changes. Discussion was had regarding how skills would be restructured given the reformatting of Basic Structure exam possibilities. It was decided to add a discussion of skills and restructuring to the April meeting agenda. A motion was made by Dustin Brown to accept the changes to the chart in TAC 439.19b. The motion was seconded by Buddy Rice. The motion carried.

10. Discussion and possible action on Inspector 1030 updates.

Louie Havens made a motion to accept the Inspector Curriculum updates as provided and reviewed. The motion was seconded by Buddy Rice. The motion carried.

11. Discussion and possible action on Fire & Life Safety Educator 1030 updates.

Louie Havens made a motion to accept the Fire and Life Safety Educator 1030 curriculum updates as provided and reviewed. The motion was seconded by Chris Watson. The motion carried.

12. Discussion and possible action on Incident Commander 1026 updates.

Louie Havens made a motion to accept the Incident Commander 1026 curriculum updates as provided and reviewed. The motion was seconded by Jacob Smith. The motion carried.

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

It was discussed that the agenda for the April meeting would need to include functional position descriptions in TAC 421.3, skills restructuring for new combination exams, a new policy on accommodations testing, and the duration of Grandfather Periods. The next C&T workshop and meeting was rescheduled for April 22-23, 2026.

14. (Executive session):  
Matters regarding test results, development, IFSAC issues, and review of test questions. No executive session was needed.

15. Adjourn meeting. Louie Havens motioned to adjourn the meeting. The motion was seconded by Dustin Brown. The motion carried.

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Pat McAuliff, Presiding Officer