

TEXAS COMMISSION ON FIRE PROTECTION
January 5, 2017, 9:00 a.m.
1701 N. Congress Ave., William B. Travis Building, Room 1-104, Austin, Texas

1. Roll call – 9:00 a.m. (including consideration of whether to excuse absences).
2. Adoption of the commission meeting minutes of October 27, 2016.
3. The Budget and Strategic Plan subcommittees may meet separately or together on January 5, 2017 during the commission meeting and provide reports for discussion and possible action relating to any recommendations developed by the subcommittees, including but not limited to, modifications to the agency operating budget and strategic plan.
4. Reports from fire service interest groups and agencies on matters relating to organizational purposes, functions, and objectives, including, but not limited to, the Texas Fire Chiefs Association, the Texas State Association of Fire Fighters, the State Firemen’s and Fire Marshals’ Association of Texas, the Texas Fire Marshal’s Association, the Texas Association of Fire Educators, the Texas A&M Forest Service, the National Fire Protection Association, Texas State Association of Fire and Emergency Districts, and the State Fire Marshal’s Office.
5. Discussion and possible action concerning reports by the commission representative to the Texas Fire School Advisory Board and by representatives of the Texas Engineering Extension Service (TEEX) regarding fire protection training provided by TEEX through its Emergency Services Training Institute (ESTI).
6. Discussion and possible action regarding report from commission representative to the Homeland Security Council.
7. Discussion and possible action on development of a Fire Inspector Certification that does not include all current rule components.
8. New matters from the commission, staff, or public which may be discussed in future commission meetings.
9. Discussion and possible action on future meeting dates.
10. Matters referred from the Fire Fighter Advisory Committee (FFAC), including, but not limited to:

Discussion and possible final adoption of proposed amendments, new sections, and repeals as follows:
 1. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 403, Criminal Convictions and Eligibility for Certification.
 2. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 437, Fees.
 3. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 457, Minimum Standards for Incident Safety Officer Certification.
11. Discussion and possible action on matters from the Executive Director.
 - A. Decisions of the Executive Director in contested cases and consent orders.

B. Status of division functions.

- 12. Executive session pursuant to Section 551.074, Texas Government Code for the discussion of personnel matters: the appointment, employment, compensation, evaluation, reassignment, duties, discipline, or dismissal of the Executive Director, and the appointment, employment, reassignment, or duties of personnel acting on an Interim basis in this position.**
- 13. Open session for further discussion and possible action regarding preceding agenda item.**
- 14. Adjourn meeting.**

The Texas Commission on Fire Protection may go into executive session on any agenda item if authorized by the Open Meetings Act, Texas Government Code Chapter 551.

1. **Roll call -9:00 a.m. (including consideration of whether to excuse absences).**

2. Adoption of the commission meeting minutes of October 27, 2016.

TEXAS COMMISSION ON FIRE PROTECTION

Presiding Officer, Robert Moore, at 10:05 a.m. called the October 27, 2016 meeting of the Texas Commission on Fire Protection to order at 1701 N. Congress Avenue, Room 1-104, Austin, Texas.

Attending	Tommy Anderson	Elroy Carson	Carlos Cortez	Kelly Doster	Pat Ekiss
	John Gillette*	Joseph Gonzalez	Mike Jones**	John McMakin	Robert Moore
	Leonardo Perez	Steve Tull	Tivy Whitlock*		

*absent entire meeting

**absent part of meeting

Staff	Tim Rutland	Deborah Cowan	Paul Maldonado	Joyce Guinn	Mark Roughton
	Sylvia Miller	Lisa Gonzalez	David Gordon, Assistant Attorney General		

Guests	Desi Lee Olivarez	Clyde Ford	Robert Shelton	Robert LaFoy	Jim Linardos
	Randal Rhodes	Brian Canady	Jeff Booker	Larry Wright	Chris Barron
	James Richardson	Shawn Brightman	William Carpenter	Mike Swanson	John Riddle
	Mike Montgomery	Laurie Christensen	Manuel Mello III	Anthony Valdez	Chuck French
	Brandon Day	Ted Stephens	Anthony Russo	Mike Wisko	Steve Dorris
	Doug Fowler	Mark Medrano	Eugene Campbell	David Covington	Jason Collier
	Juan Gloria	Michael Glynn	Armando Ocana	James Mallinger	David Riggs
	Randy Safer	Adrian Garcia	Betty Wilkes	Leonard Chan	Daniel DeYear
	Glenn Deshields	Les Stephens	Jeremy Trahan	Anthony Callaway	
	Chris Connealy	Jason Jackson	Gerald Williamson	Thomas McMonigle	

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1. Roll call present. Commission Assistant Presiding Officer, Joseph Gonzalez called roll and a quorum was present.

 2. Adoption of Minutes. A motion to approve the minutes of the July 13, 2016 and July 14, 2016 meeting was made by Steve Tull and seconded by Leonardo Perez. The motion carried.

 3. Budget and Strategic Plan Subcommittee Meeting/Reports. No action necessary.

 4. Reports from Interest Groups Association. A brief report was given by the Texas Fire Chief's Association, Texas State Association of Fire Fighters, State Firemen's and Fire Marshals' Association, Texas A&M Forest Service, Texas Fire Marshal's Association, Texas State Association of Fire Educators and the National Fire Protection Association.

 5. Report from Fire School Advisory Board & TEEEX. New commission, Representative Juan Gloria gave a brief report on activities since last meeting.

 6. Report from Homeland Security. Tim Rutland, Executive Director gave a brief report from the September 28th meeting. He reported that DPS members gave overviews on border security, updates on the Homeland Security Initiatives, Rio Grande Valley evacuation exercise, and the Texas Infrastructure Liaison Officer Program. A representative from the U. S. Dept. of Justice gave an overview of the Crisis Management Investigations Group.

7. Report on Federal Highway Administration Strategic Highway Research Program David Covington, Fire Chief from Schertz Fire Department gave a brief update on the program to date.
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8. New Fire Inspector Certification After discussion, a motion was made by Joseph Gonzalez and seconded by Tommy Anderson to keep the existing ad hoc committee members and add additional individuals interested in becoming a member of the committee to develop recommendations for a new Fire Inspector certification that does not include all components of the current Fire Inspector certification along with proposed rules to be reviewed by the fire fighter advisory committee and recommended to the commission for possible adoption. The motion carried.
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9. New matters Nothing noted
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10. Future meeting dates The commission will review possible dates for 2017 meetings. The final dates will be posted on the agency website.
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11. Matters from Fire Fighter Advisory Committee
- A.
1. A motion to approve for final adoption the proposed amendments to 37 TAC, Chapter 423, §423.13 and §423.211 was made by Tommy Anderson and seconded by Steve Tull. The motion carried.
 2. A motion to approve for final adoption the proposed amendments to 37 TAC, Chapter 425, §425.11 as discussed was made by Steve Tull and seconded by Leonardo Perez. The motion carried.
 3. A motion to approve for final adoption the proposed amendments to 37 TAC, Chapter 429, §429.211 as discussed was made by Pat Ekiss and seconded by Tommy Anderson. The motion carried.
 4. A motion to approve for final adoption the proposed amendments to 37 TAC, Chapter 431, §431.13 and §431.211 as discussed was made by Leonardo Perez and seconded by Mike Jones. The motion carried.
 5. A motion to approve for final adoption the proposed amendments to 37 TAC, Chapter 433 §433.7 as discussed was made by John McMakin and seconded by Kelly Doster. The motion carried.
 6. A motion to approve for final adoption the proposed amendments to 37, TAC, Chapter 451, §451.7 and §451.207 as discussed was made by Elroy Carson and seconded by Kelly Doster. The motion carried.
 7. A motion to approve for final adoption the proposed amendments to 37 TAC, Chapter 453, §453.7 as discussed was made by Tommy Anderson and seconded by Mike Jones. The motion carried.
 8. A motion to approve for final adoption the proposed amendments to 37 TAC, Chapter 435, §435.25 as discussed was made by Tommy Anderson and seconded by Steve Tull. The motion carried.
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Commission Meeting
October 27, 2016
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- B.
1. A motion to approve for publication the proposed amendments to 37 TAC, Chapter 403, §403.5 as discussed was made by Pat Ekiss and seconded by Leonardo Perez. The motion carried.

2. A motion to approve for publication the proposed amendments to 37 TAC, Chapter 433, new §§433.201, 433.203 and 433.205 as discussed was made by Steve Tull and seconded by Mike Jones. The motion carried.
 3. A motion to approve for publication the proposed amendments to 37 TAC, Chapter 437, new §437.19 as discussed was made by Elroy Carson and seconded by Steve Tull. The motion carried.
 4. A motion to approve for publication the proposed amendments to 37 TAC, Chapter 457, §457.3 and §457.5 as discussed was made by Tommy Anderson and seconded by Kelley Doster. The motion carried.
- C.
- a. A motion to approve the recommended changes to the Incident Safety Officer overview, course instructor information, outline and reference list with an effective date of January 1, 2017 as discussed was made by Steve Tull and seconded by Elroy Carson. The motion carried.
 - b. A motion to approve the Driver/Operator – Aerial overview, course instructor information, outline and reference list with an effective date of January 1, 2017 as discussed was made by Steve Tull and seconded by Tommy Anderson. The motion carried.

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| 12. A & B List Courses | A motion to approve additional classes or courses to the A List and B List for higher levels of certification was made by Tommy Anderson and seconded by Elroy Carson. The motion carried. |
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| 13. Matters from Executive Director | <ol style="list-style-type: none"> a. Tim Rutland, Executive Director reported no informal conferences had occurred since the last commission meeting. b. Mr. Rutland provided commissioners information on agency functions since last commission meeting. |
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| 14. Executive Session | Presiding Officer, Robert Moore did not call for the Executive Session. |
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| 15. Open Session | No action necessary. |
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| 16. | Adjournment A motion to adjourn was made by John McMakin and seconded by Kelly Doster. The motion carried. |
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Robert Moore, Presiding Officer

- 3. The Budget and Strategic Plan subcommittees may meet separately or together on January 5, 2017 during the commission meeting and provide reports for discussion and possible action relating to any recommendations developed by the subcommittees, including but not limited to, modifications to the agency operating budget and strategic plan.**

Key	Strategy	FY17 1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	FY17 YTD Sum	FY17 Target	% Target ytd/tar	Measures/Explanation
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Output *A quantifiable indicator of the number of goods or services an agency produces*

Yes	Standards Enforcement	253				253	1,120	23%	Number of inspections of regulated entities.
						Cumulative			Includes bi-annual inspections, audits, and investigations.
Yes	Standards Enforcement	2,145				2,145	9,500	23%	Number of examinations administered.
						Cumulative			
	Indirect Administration					\$0	\$13,000	0%	Dollar value of professional & other services from HUBs. From semi-annual Comptroller report
						Cumulative			

Explanatory (Annual) *An indicator of factors, agency resources, or requests received that affect a state entity's performance.*

Yes	Standards Enforcement	87.32%				87.32%	90%	97%	Pass Rate (Percent)
						Non-Cumulative			
Yes	Standards Enforcement	31,216				31,216	31,600	99%	Number of individuals certified by the Commission.
						Non-Cumulative			
Yes	Standards Enforcement	268				268	260	103%	Number of training providers certified by the Commission.
						Non-Cumulative			

Cumulative Measure: A measure for which one quarter's performance can be added to a previous quarter's performance to obtain year-to-date performance.
 Non-Cumulative Measure: A measure which is calculated from the entire reporting period (year), not on the basis of adding together the performance from separate quarters.

Efficiency *A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units*

Yes	Standards Enforcement	\$358				\$358	\$425	84%	Average cost per inspection of regulated facilities.
						Non-Cumulative			Costs = Inspector salaries + 25% of manager salary, other personnel costs, applicable travel expenses Total inspections per quarter = Inspections + audits + investigations

Key	Strategy	FY17 1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	FY17 YTD Sum	FY17 Target	% Target ytd/tar	Measures/Explanation
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Outcome (Annual) *A quantifiable indicator of the public and customer benefits from an agency's actions*

Indirect Administration						#DIV/0!	10%	#DIV/0!	Percent of total dollar value of commodity purchasing from HUBs. Taken from semi-annual Comptroller report
						Non-Cumulative			

Note: Explanations are provided for measures that are 5% or more off target.

Texas Commission on Fire Protection

Fiscal Year 2017 - Operating Budget

Thru: November 30, 2016

Summary

Goals:	FY17 Budget	FY17 Expended	Balance	%
Education, Information and Assistance	84,334.64	22,815.66	61,518.98	
Fire Department Standards	839,420.80	198,420.14	641,000.66	
Indirect Administration	746,838.88	186,946.62	559,892.26	
1001 - Salaries & Wages:	1,670,594.32	408,182.42	1,262,411.90	76%
Education, Information and Assistance	3,261.72	214.09	3,047.63	
Fire Department Standards	35,887.40	5,552.08	30,335.32	
Indirect Administration	23,297.06	3,853.74	19,443.32	
1002 - Other Personnel Costs	62,446.18	9,619.91	52,826.27	85%
Education, Information and Assistance	114.28	-	114.28	
Fire Department Standards	1,307.93	-	1,307.93	
Indirect Administration	4,185.63	2,187.50	1,998.13	
2001 - Professional Fees and Services:	5,607.84	2,187.50	3,420.34	61%
Education, Information and Assistance	1,466.47	78.63	1,387.84	
Fire Department Standards	10,084.09	2,155.51	7,928.58	
Indirect Administration	8,000.00	920.74	7,079.26	
2003 - Consumable Supplies:	19,550.56	3,154.88	16,395.68	84%
Education, Information and Assistance	382.83	-	382.83	
Fire Department Standards	8,780.96	735.70	8,045.26	
Indirect Administration	1,786.52	-	1,786.52	
2004 - Utilities:	10,950.31	735.70	10,214.61	93%
Education, Information and Assistance	221.23	221.23	0.00	
Fire Department Standards	76,900.00	16,743.50	60,156.50	
Indirect Administration	28,985.00	2,549.47	26,435.53	
2005 - Travel:	106,106.23	19,514.20	86,592.03	82%
Education, Information and Assistance	20.00	2.06	17.94	
Fire Department Standards	80.00	17.58	62.42	
Indirect Administration	300.00	132.40	167.60	
2006 - Rent - Building (storage):	400.00	152.04	247.96	62%
Education, Information and Assistance	359.35	94.85	264.50	
Fire Department Standards	3,054.53	806.23	2,248.30	
Indirect Administration	2,156.13	569.11	1,587.02	
2007 - Rent - Machine and Other:	5,570.01	1,470.19	4,099.82	74%
Education, Information and Assistance	28,986.55	3,719.50	25,267.05	
Fire Department Standards	64,288.31	14,084.00	50,204.31	
Indirect Administration	50,674.66	8,308.33	42,366.33	
2009 - Other Operating Expense:	143,949.52	26,111.83	117,837.69	82%
Fire Department Standards	17,500.00	5,261.55	12,238.45	
4000 - Grants:	17,500.00	5,261.55	12,238.45	70%
5000 - Capital Expenditures:	-	-	-	0%
TOTAL - ALL EXPENDITURES	2,042,674.97	476,390.22	1,566,284.75	77%

Texas Commission on Fire Protection

Fiscal Year 2016 - Operating Budget

Thru: November 30, 2016

Goal A: Education, Info and Assistance

	Library	IT	Grants	Total	%
Budget:	84,334.64	0.00	0.00	84,334.64	0
Expended:	22,815.66	0.00		22,815.66	
1001 - Balance Salaries & Wages:	61,518.98	0.00	0.00	61,518.98	73%
Other Personnel Costs:					
7022- Longevity Pay	100.00	0.00	0.00	100.00	
7040- ERS-Retirement Contribution	114.09	0.00	0.00	114.09	
Budget:	3,261.72	0.00	0.00	3,261.72	0
Expended:	214.09	0.00	0.00	214.09	
1002 - Balance Other Personnel Costs	3,047.63	0.00	0.00	3,047.63	93%
Professional Fees and Services:					
7253- Other Professional Fees (EAP)	0.00	0.00	0.00	0.00	
Budget:	114.28	0.00	0.00	114.28	0
Expended:	0.00	0.00	0.00	0.00	
2001 - Balance Professional Fees and Services:	114.28	0.00	0.00	114.28	100%
Budget:	1,466.47	0.00	0.00	1,466.47	0
Expended:	78.63	0.00	0.00	78.63	
2003 - (7300) Balance Consumable Supplies:	1,387.84	0.00	0.00	1,387.84	95%
Utilities:					
7517- Telecommunications Equipment	0.00	0.00	0.00	0.00	
Budget:	382.83	0.00	0.00	382.83	0
Expended:	0.00	0.00	0.00	0.00	
2004 - Balance Utilities:	382.83	0.00	0.00	382.83	100%
Travel:					
7101- Travel I/S - Public Transportation Fares	38.99	0.00	0.00	38.99	
7102- Mileage	13.72	0.00	0.00	13.72	
7105- Travel I/S - Incidental Expenses	10.14	0.00	0.00	10.14	
7107- Travel I/S - Non-Overnight Travel (Meals)	55.93	0.00	0.00	55.93	
Budget:	221.23	0.00	0.00	221.23	0
Expended:	221.23	0.00	0.00	221.23	
2005 - Balance Travel:	0.00	0.00	0.00	0.00	0%
Rent:					
7470- Rent Space - storage	2.06	0.00	0.00	2.06	
Budget:	20.00	0.00	0.00	20.00	0
Expended:	2.06	0.00	0.00	2.06	
2006 - (7470) Balance Rent - Building (storage):	17.94	0.00	0.00	17.94	90%
Rent - Machine and Other:					
7406- Rental - Furnishings & Equipment (copier)	94.85	0.00	0.00	94.85	
Budget:	359.35	0.00	0.00	359.35	0
Expended:	94.85	0.00	0.00	94.85	
2007 - Balance Rent - Machine and Other:	264.50	0.00	0.00	264.50	74%

Texas Commission on Fire Protection

Fiscal Year 2016 - Operating Budget

Thru: November 30, 2016

Goal A: Education, Info and Assistance

	Library	IT	Grants	Total	%
Other Operating Expense:					
7042- ERS Insurance Payment	228.15	0.00	0.00	228.15	
7201- Membership Dues	4.84	0.00	0.00	4.84	
7262- -Maint & Repair - Computer Software	11.07	0.00		11.07	
7276- Communication Services (T-1 Line)	286.45	0.00	0.00	286.45	
7291- Postage & Postal Services	260.23	0.00	0.00	260.23	
7299- Purchased Contracted Services	4.52	0.00	0.00	4.52	
7380- Computer Software - Expensed	117.79	0.00	0.00	117.79	
7382- Books - Expensed	2,554.56	0.00	0.00	2,554.56	
7947- Workers Compensation Transfer (SORM)	100.74	0.00	0.00	100.74	
7961- STS Transfers-Telecommunications (TexAn)	58.19	0.00	0.00	58.19	
7962- Capitol Complex (CCTS)	92.96	0.00	0.00	92.96	
Budget:	28,986.55	0.00	0.00	28,986.55	0
Expended:	3,719.50	0.00	0.00	3,719.50	
2009 - Balance Other Operating Expense:	25,267.05	0.00	0.00	25,267.05	87%
Budget:	0.00	0.00	0.00	0.00	0
Expended:	0.00	0.00	0.00	0.00	
4000 - Balance Grants:	0.00	0.00	0.00	0.00	0%
Budget:	0.00	0.00	0.00	0.00	0
Expended:	0.00	0.00	0.00	0.00	
5000 - Balance Capital Expenditures:	0.00	0.00	0.00	0.00	0%
Budget:	119,147.07	0.00	0.00	119,147.07	0
Expended:	27,146.02	0.00	0.00	27,146.02	
TOTAL BALANCE	92,001.05	0.00	0.00	92,001.05	77%

Texas Commission on Fire Protection

Fiscal Year 2017 - Operating Budget

Thru: November 30, 2016

Goal B: Fire Department Standards

	Mgmt	Complnc	Cert	Testing	Curr Dev	Total	%
Budget:	0.00	370,209.12	207,498.64	208,404.84	53,308.20	839,420.80	0.00
Expended:	0.00	92,552.28	39,433.95	53,106.86	13,327.05	198,420.14	
1001 - Balance Salaries & Wages:	0.00	277,656.84	168,064.69	155,297.98	39,981.15	641,000.66	76%
Other Personnel Costs:							
7022- Longevity Pay	0.00	1,740.00	1,500.00	1,080.00	240.00	4,560.00	
7040- ERS Retirement Contribution	0.00	462.72	197.19	265.54	66.63	992.08	
Budget:	0.00	10,570.88	13,547.96	8,562.04	3,206.52	35,887.40	0.00
Expended:	0.00	2,202.72	1,697.19	1,345.54	306.63	5,552.08	
1002 - Balance Other Personnel Costs	0.00	8,368.16	11,850.77	7,216.50	2,899.89	30,335.32	85%
Professional Fees and Services:							
Budget:	1,307.93	0.00	0.00	0.00	0.00	1,307.93	0.00
Expended:	0.00	0.00	0.00	0.00	0.00	0.00	
2001 - Balance Professional Fees and Service	1,307.93	0.00	0.00	0.00	0.00	1,307.93	100%
Budget:	2,985.43	727.60	478.20	5,765.36	127.50	10,084.09	0.00
Expended:	403.01	388.50	17.50	1,269.30	77.20	2,155.51	
2003 - (7300) Balance Consumable Supplies:	2,582.42	339.10	460.70	4,496.06	50.30	7,928.58	79%
Utilities:							
7516- Telecom-Other (reg voice/internet)	0.00	735.70	0.00	0.00	0.00	735.70	
Budget:	537.72	8,218.24	0.00	0.00	25.00	8,780.96	0.00
Expended:	0.00	735.70	0.00	0.00	0.00	735.70	
2004 - Balance Utilities:	537.72	7,482.54	0.00	0.00	25.00	8,045.26	92%
Travel:							
7101- Travel I/S - Public Transportation Fares	0.00	4,066.44	0.00	155.96	186.19	4,408.59	
7102- Mileage	0.00	4,079.68	0.00	0.00	0.00	4,079.68	
7105- Travel I/S - Incidental Expenses	0.00	1,327.31	0.00	36.67	0.00	1,363.98	
7106- Travel I/S - Meals & Lodging	0.00	5,956.15	0.00	0.00	0.00	5,956.15	
7107- Travel I/S - Non-Overnight Travel (Meals)	0.00	49.92	0.00	17.42	0.00	67.34	
7112- Travel OOS - Mileage	0.00	0.00	0.00	0.00	18.36	18.36	
7115- Travel OOS - Incidental Expenses	0.00	0.00	0.00	0.00	70.20	70.20	
7116- Travel OOS - Meals, Lodging Allowable	0.00	0.00	0.00	0.00	520.10	520.10	
7135- Travel I/S - State Occupancy Tax	0.00	259.10	0.00	0.00	0.00	259.10	
Budget:	0.00	66,458.36	2,555.97	4,383.18	3,502.49	76,900.00	0.00
Expended:	0.00	15,738.60	0.00	210.05	794.85	16,743.50	
2005 - Balance Travel:	0.00	50,719.76	2,555.97	4,173.13	2,707.64	60,156.50	78%
Rent:							
7470- Rent Space - storage	17.58	0.00	0.00	0.00	0.00	17.58	
Budget:	80.00	0.00	0.00	0.00	0.00	80.00	0.00
Expended:	17.58	0.00	0.00	0.00	0.00	17.58	
2006 - Balance Rent - Building :	62.42	0.00	0.00	0.00	0.00	62.42	78%

Texas Commission on Fire Protection

Fiscal Year 2017 - Operating Budget

Thru: November 30, 2016

Goal B: Fire Department Standards

	Mgmt	Complnc	Cert	Testing	Curr Dev	Total	%
Rent - Machine and Other:							
7406- Rental - Furnishings & Equipment (copier)	806.23	0.00	0.00	0.00	0.00	806.23	
Budget:	3,054.53	0.00	0.00	0.00	0.00	3,054.53	0.00
Expended:	806.23	0.00	0.00	0.00	0.00	806.23	
2007 - Balance Rent - Machine and Other:	2,248.30	0.00	0.00	0.00	0.00	2,248.30	74%
Other Operating Expense:							
7042- ERS Insurance Payment	0.00	925.53	394.35	445.08	133.26	1,898.22	
7201- Membership Dues	41.13	25.00	0.00	0.00	0.00	66.13	
7203- Registration Fees-Employee Training	0.00	285.00	0.00	0.00	0.00	285.00	
7204- Insurance Premiums and Deductibles	0.00	220.00	0.00	0.00	0.00	220.00	
7262- Maint & Repair - Computer Equipment	94.10	0.00	0.00	0.00	0.00	94.10	
7267- Maint & Repair - Computer Equipment	0.00	0.00	0.00	592.37	0.00	592.37	
7276- Communication Services (T-1 Line)	2,434.84	376.64	0.00	0.00	0.00	2,811.48	
7286- Freight & Delivery Services	0.00	0.00	0.00	1,709.69	0.00	1,709.69	
7291- Postage & Postal Services	2,212.06	0.00	0.00	0.00	0.00	2,212.06	
7295- Fees & Other Charges (DPS)	0.00	0.00	42.00	25.53	0.00	67.53	
7299- Purchased Contracted Services	38.38	0.00	0.00	0.00	0.00	38.38	
7334- Furnishings & Equipment -Expensed	0.00	35.72	0.00	902.00	8.99	946.71	
7380- Computer Software - Expensed	1,001.25	0.00	0.00	0.00	0.00	1,001.25	
7947- Workers Compensation Trnasfer (SORM)	856.34	0.00	0.00	0.00	0.00	856.34	
7961- STS Transfers-Telecommunications (TexAn)	494.58	0.00	0.00	0.00	0.00	494.58	
7962- STS transfer to GR (CCTS)	790.16	0.00	0.00	0.00	0.00	790.16	
Budget:	39,672.17	8,141.62	3,311.13	10,637.32	2,526.07	64,288.31	0.00
Expended:	7,962.84	1,867.89	436.35	3,674.67	142.25	14,084.00	
2009 - Balance Other Operating Expense:	31,709.33	6,273.73	2,874.78	6,962.65	2,383.82	50,204.31	78%
7623 Grants	0.00	0.00	5,261.55	0.00	0.00	5,261.55	
Budget:	0.00	0.00	17,500.00	0.00	0.00	17,500.00	0.00
Expended:	0.00	0.00	5,261.55	0.00	0.00	5,261.55	
4000 - Balance Grants:	0.00	0.00	12,238.45	0.00	0.00	12,238.45	70%
Budget:	47,637.78	464,325.82	244,891.91	237,752.74	62,695.78	1,057,304.03	0.00
Expended:	9,189.66	113,485.69	46,846.54	59,606.42	14,647.98	243,776.29	
TOTAL BALANCE	38,448.12	350,840.13	198,045.36	178,146.32	48,047.80	813,527.73	77%

Texas Commission on Fire Protection

Fiscal Year 2017 - Operating Budget

Thru: November 30, 2016

Goal C: Indirect Administration

	Exec Office	Fin Svcs	Commis	Total	%	
	Budget:	545,639.88	201,199.00	0.00	746,838.88	0.00
	Expended:	136,992.12	49,954.50	0.00	186,946.62	
1001 - Balance Salaries & Wages:	408,647.76	151,244.50	0.00	559,892.26	75%	
Other Personnel Costs:						
7022- Longevity Pay	1,740.00	360.00	0.00	2,100.00		
7033- Employee Retirement - Other expenses	0.00	902.61	0.00	902.61		
7040- ERS Retirement Contribution	601.32	249.81	0.00	851.13		
	Budget:	16,000.00	7,297.06	0.00	23,297.06	0.00
	Expended:	2,341.32	1,512.42	0.00	3,853.74	
1002 - Balance Other Personnel Costs	13,658.68	5,784.64	0.00	19,443.32	83%	
Professional Fees and Services:						
7245- Financial & Accounting Services	0.00	2,187.50	0.00	2,187.50		
	Budget:	0.00	4,185.63	0.00	4,185.63	0.00
	Expended:	0.00	2,187.50	0.00	2,187.50	
2001 - Balance Professional Fees and Services:	0.00	1,998.13	0.00	1,998.13	48%	
	Budget:	2,246.03	5,753.97	0.00	8,000.00	0.00
	Expended:	8.56	912.18	0.00	920.74	
2003 - (7300) Balance Consumable Supplies:	2,237.47	4,841.79	0.00	7,079.26	88%	
Utilities:						
7516- Telecommunications-Other Charges (reg voice/internet)	0.00	0.00	0.00	0.00		
7517- Telecommunications Equipment	0.00	0.00	0.00	0.00		
	Budget:	1544.40	242.12	0.00	1786.52	0.00
	Expended:	0.00	0.00	0.00	0.00	
2004 - Balance Utilities:	1544.40	242.12	0.00	1786.52	100%	
Travel:						
7101- Travel I/S - Public Transportation Fares	263.96	0.00	908.57	1,172.53		
7102- Mileage	0.00	85.64	157.44	243.08		
7104- Travel I/S - Actual Expense Overnight	46.30	0.00	0.00	46.30		
7105- Travel I/S - Incidental Expenses	76.86	0.00	118.80	195.66		
7106- Travel I/S - Meals & Lodging	186.00	0.00	0.00	186.00		
7107- Travel I/S - Non-Overnight Travel (Meals)	0.00	0.00	0.00	0.00		
7110- Travel I/S - Board Member Meals & Lodging	0.00	0.00	664.50	664.50		
7135- Travel I/S - State Occupancy Tax	0.00	0.00	41.40	41.40		
	Budget:	7,485.00	5,500.00	16,000.00	28,985.00	0.00
	Expended:	573.12	85.64	1,890.71	2,549.47	
2005 - Balance Travel:	6,911.88	5,414.36	14,109.29	26,435.53	91%	
Rent:						
7470- Rent Space - storage	120.00	12.40	0.00	132.40		
	Budget:	240.00	60.00	0.00	300.00	0
	Expended:	120.00	12.40	0.00	132.40	
2006 - (7470) Balance Rent - Building (storage):	120.00	47.60	0.00	167.60	56%	

Texas Commission on Fire Protection

Fiscal Year 2017 - Operating Budget

Thru: November 30, 2016

Goal C: Indirect Administration

	<u>Exec Office</u>	<u>Fin Svcs</u>	<u>Commis</u>	<u>Total</u>	<u>%</u>
Rent - Machine and Other:					
7406- Rental - Furnishings & Equipment (copier)	0.00	569.11	0.00	569.11	
7411- Rental - Computer Equipment	0.00	0.00	0.00	0.00	
Budget:	0.00	2,156.13	0.00	2,156.13	0.00
Expended:	0.00	569.11	0.00	569.11	
2007 - Balance Rent - Machine and Other:	0.00	1,587.02	0.00	1,587.02	74%
Other Operating Expense:					
7042- ERS Insurance Payment	1,369.95	499.53	0.00	1,869.48	
7201- Membership Dues	290.00	29.03	0.00	319.03	
7203- Registration Fees-Employee Training	355.00	0.00	0.00	355.00	
7262- Maint & Repair - Computer Software	0.00	66.43	0.00	66.43	
7276- Communication Services (T-1 Line)	0.00	1,718.71	0.00	1,718.71	
7291- Postage & Postal Services	0.00	1,561.45	0.00	1,561.45	
7299- Purchased Contracted Services	0.00	27.10	0.00	27.10	
7334- Furnishings & Equipment -Expensed	23.00	8.35	0.00	31.35	
7335- Parts -Computer Equipment - Expensed	21.67	0.00	0.00	21.67	
7377- Computer Equipment - Expensed	119.98	0.00	0.00	119.98	
7380- Computer Software - Expensed	0.00	706.76	0.00	706.76	
7947- Workers Compensation Transfer (SORM)	0.00	604.48	0.00	604.48	
7961- STS Transfers-Telecommunications (TexAn)	0.00	349.13	0.00	349.13	
7962- STS transfer to GR (CCTS)	0.00	557.76	0.00	557.76	
Budget:	16,174.66	34,300.00	200.00	50,674.66	0.00
Expended:	2,179.60	6,128.73	0.00	8,308.33	
2009 - Balance Other Operating Expense:	13,995.06	28,171.27	200.00	42,366.33	84%
Budget:	589,329.97	260,693.91	16,200.00	866,223.88	0.00
Expended:	142,214.72	61,362.48	1,890.71	205,467.91	
TOTAL - BALANCE	447,115.25	199,331.43	14,309.29	660,755.97	76%

- 4. Reports from fire service interest groups and agencies on matters relating to organizational purposes, functions, and objectives, including, but not limited to, Texas Fire Chiefs Association, the Texas State Association of Fire Fighters, the State Firemen's and Fire Marshals' Association of Texas, the Texas Fire Marshal's Association, the Texas Association of Fire Educators, the Texas A&M Forest Service, the National Fire Protection Association, Texas State Association of Fire and Emergency Districts, and the State Fire Marshal's Office.**

5. **Discussion and possible action concerning reports by the commission representative to the Texas Fire School Advisory Board and by representatives of the Texas Engineering Extension Service (TEEX) regarding fire protection training provided by TEEX through its Emergency Services Training Institute (ESTI).**

6. Discussion and possible action regarding report from commission representative to the Homeland Security Council.

7. Discussion and possible action on development of a Fire Inspector Certification that does not include all current rule components.



Office of the Fire Chief

November 9, 2016

Commissioner Perez,

Fire prevention and education is the most important aspect of the fire service. Fire inspections are conducted for a variety of reasons. The top reasons in my opinion are to keep firefighters safe, ensure buildings are constructed to code, keep businesses open and people employed. Commercial occupancies are also critical to a city's tax base. As a Texas fire chief, I am extremely disappointed we would consider a "more basic" fire inspector certification. If fire departments are going to use operation personnel to conduct formal fire inspections, then they should be certified as a basic inspector. For such an important job, the current minimum requirements for a basic inspector should be the standard.

The below statement was taken directly from the TCFP website which clarifies the current requirements and understanding.

"It has recently come to the agency's attention that there may be some confusion regarding certification requirements for fire inspectors and how TCFP is managing those requirements. It should go without saying how important it is for the agency to apply current statutes and codes correctly. However, it is equally important that departments throughout the state understand TCFP's approach so they can continue to manage their resources appropriately.

- *Chapter 419.909 of the Texas Government Code says in part: "Only an individual certified by the commission as a fire inspector may conduct a fire safety inspection required by a state or local law, rule, regulation, or ordinance." It is TCFP's position that this statute in no way addresses, nor should it be seen as interfering with, the ability of departments to conduct pre-fire planning activities, sometimes called pre-fire surveys, company surveys, etc. One concern regards what should occur if, in the course of conducting a pre-fire planning activity, personnel come upon an obvious safety hazard or code violation. TCFP's position is that the prudent and appropriate response is to make the situation known to the property owner and inform them of the need to correct the hazard/violation. A person does not need to hold inspector certification to take this kind of action. Personnel should then contact their fire prevention office regarding the issue for follow-up and possible enforcement purposes.*
- *Two definitions in TCFP rules serve to clarify the distinction between code enforcement inspections and pre-fire planning activities. They are found in Chapter 421.5 of the commission rules.*
- *Referring again to the first bullet above: It has been suggested that, in the absence of a state or local law, rule, regulation, or ordinance, personnel are not required to hold fire inspector certification to conduct code enforcement inspections. However, please keep in mind that the commission rules also say: Fire protection personnel of a governmental entity who are appointed to fire code enforcement duties must be certified, as a minimum, as a basic fire inspector as specified in §429.203 of this title (relating to Minimum Standards for Basic Fire Inspector Certification) within one year of initial appointment to such position. (See Chapter 429.201(a).)*

and:

A fire department regulated by the Commission shall report the appointment of fire protection personnel to a regulated discipline via the Commission's online management program, or the appropriate form if available. Fire



Office of the Fire Chief

protection personnel who are assigned to a regulated discipline as part of their regularly assigned duties shall be appointed to that discipline with the Commission. (See Chapter 421.9(c).)

It is important that the personnel you have assigned to code enforcement duties carry the necessary credentials, and possess the expertise for the job you've asked them to do."

I support the current requirements and do not want to see a "more basic" certification included. The Texas fire service continues to progress in the right direction and set the standard. Let's keep it that way!

Thank you for serving.

Respectfully,

J. Brent Parker
Fire Chief
Wylie Fire Rescue

- 8. New matters from the commission, staff, or public for discussion at future commission meetings.**

9. Discussion and possible action on future meeting dates.

10. Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:

Discussion and possible final adoption of proposed amendments, new sections, and repeals as follows:

- 1. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 403, Criminal Convictions and Eligibility for Certification.**



Texas Commission on Fire Protection

Agenda Item Summary

MEETING: Commission

DATE: 01/05/17

Agenda Item #: 10- #1
Agenda Title: Rule language for early reviews of eligibility
Action to be taken: Discussion and possible final adoption

Origin of Item: Staff

1. INTRODUCTION/PURPOSE

The rule language revision better defines the procedure for submittal of early reviews by an individual. The new language clarifies the responsibilities of both the individual submitting the review request, and of the agency.

2. DESCRIPTION/ JUSTIFICATION

The revision is per recommendation by agency counsel

3. BUDGET IMPACT

No budget impact is anticipated

4. TIMELINE CONSIDERATIONS

Proposed language is for possible final adoption.

5. RECOMMENDATION

Recommend final adoption as submitted

6. REFERENCES

37 TAC, Chapter 403

Chapter 403

Criminal Convictions and Eligibility for Certification

§403.5 Access to Criminal History Record Information.

- (a) Criminal history record. The commission is entitled to obtain criminal history record information maintained by the Department of Public Safety, or another law enforcement agency to investigate the eligibility of a person applying to the commission for or holding a certificate.
- (b) Confidentiality of information. All information received under this section is confidential and may not be released to any person outside the agency except in the following instances:
- (1) a court order;
 - (2) with written consent of the person being investigated;
 - (3) in a criminal proceeding; or
 - (4) in a hearing conducted under the authority of the commission.
- (c) Early review. A fire department that employs a person regulated by the commission, a person seeking to apply for a beginning position with a regulated entity, a volunteer fire department, or an individual participating in the commission certification program may seek the early review under this chapter of the person's present fitness to be certified. Prior to completing the requirements for certification, the individual may request such a review in writing by **following the required procedure.** [submitting the required forms and fee(s).] A decision **by the commission** based on an early review does not bind the commission if there is a change in circumstances. **The following pertains to early reviews:**

- (1) The commission will complete its review and notify the requestor in writing concerning potential eligibility or ineligibility within 90 days following receipt of all required and necessary information for the review.**
- (2) A notification by the commission regarding the results of an early review is not a guarantee of certification, admission to any training program, or employment with a local government.**
- (3) A fee assessed by the commission for conducting an early review will be in an amount sufficient to cover the cost to conduct the review process, as provided in §437.19 of this title (relating to Early Review Fees).**
- (4) An early review request will be considered incomplete until the requestor submits all required and necessary information. Early review requests that remain incomplete for 90 days following receipt of the initial request will expire. If the request expires and an early review is still desired, a new request and fee must be submitted.**

10. Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:

Discussion and possible final adoption of proposed amendments, new sections, and repeals as follows:

2. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 437, Fees.



Texas Commission on Fire Protection

Agenda Item Summary

MEETING: Commission

DATE: 01/05/17

Agenda Item #: 10- #2

Agenda Title: Fee for Early Review of Eligibility

Action to be taken: Discussion and possible final adoption

Origin of Item: Staff

1. INTRODUCTION/PURPOSE

The new language establishes a fee for conducting an early review of an individual's criminal history to determine eligibility for certification. It is typically done prior to the person enrolling in a training program or applying for certification.

2. DESCRIPTION/ JUSTIFICATION

Depending upon an individual's record, the agency can devote a notable amount of staff time to an early review, and has until now not charged for the service. The establishment of a fee allows the agency to be compensated for this time.

3. BUDGET IMPACT

A minor positive impact may be anticipated from an increase in fee collections.

4. TIMELINE CONSIDERATIONS

Proposed language is for possible final adoption.

5. RECOMMENDATION

Recommend final adoption as submitted

6. REFERENCES

37 TAC, Chapter 437

Chapter 437 Fees

§437.19 Early Review Fees.

A non-refundable fee of \$75 will be charged for each early review conducted by the commission for the purpose of determining the eligibility of a person to be certified by the commission based upon a review of their criminal history.

10. Matters referred from the Fire Fighter Advisory Committee (FFAC), including but not limited to:

Discussion and possible final adoption of proposed amendments, new sections, and repeals as follows:

- 3. Discussion and possible action regarding proposed amendments to title 37 TAC, Chapter 457, Minimum Standards for Incident Safety Officer Certification.**



Texas Commission on Fire Protection

Agenda Item Summary

MEETING: Commission

DATE: 01/05/17

Agenda Item #: 10 - #3

Agenda Title: Incident Safety Officer

Action to be taken: Discussion and possible final adoption

Origin of Item: Staff

1. INTRODUCTION/PURPOSE

The revision is necessary to accommodate the agency's current practice regarding development of curricula. The agency no longer develops a full curriculum for a voluntary/professional development certification.

2. DESCRIPTION/ JUSTIFICATION

The revision clarifies the requirements for the completion of in-state and other training necessary to qualify a person to take the state exam for Incident Safety Officer.

3. BUDGET IMPACT

No budget impact anticipated

4. TIMELINE CONSIDERATIONS

Proposed language is for possible final adoption.

5. RECOMMENDATION

Recommend final adoption as submitted.

6. REFERENCES

37 TAC, Chapter 457

CHAPTER 457

MINIMUM STANDARDS FOR INCIDENT SAFETY OFFICER CERTIFICATION

§457.1 Incident Safety Officer Certification.

- (a) An Incident Safety Officer is defined as a member of the command staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety at an incident.
- (b) All individuals holding an Incident Safety Officer certification shall be required to comply with the continuing education requirements in Chapter 441 of this title (relating to Continuing Education).
- (c) All Safety Officer certifications issued by the commission and referenced in this chapter are voluntary.

§457.3 Minimum Standards for Incident Safety Officer Certification.

In order to be certified as an Incident Safety Officer an individual must:

- (1) hold commission certification as Fire Officer I and;
- (2) possess valid documentation of accreditation from the International Fire Service Accreditation Congress as an Incident Safety Officer; or
- (3) complete a commission approved Incident Safety Officer program and successfully pass the commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved Incident Safety Officer program must consist of one of the following:
 - (A) completion of **an in-state**~~[a commission approved]~~ Incident Safety Officer **program meeting the requirements of the applicable NFPA standard and conducted by a commission certified training provider, that was submitted and approved through the commission's training prior approval system; or**~~[curriculum as specified in the applicable chapter of the commission's Certification Curriculum Manual or]~~
 - (B) completion of an out-of-state, educational institution of higher education, and/or military training program that has been submitted to the commission for evaluation and found to **meet the requirements of the applicable NFPA standard.**~~[be equivalent to, or exceeds the commission approved Incident Safety Officer curriculum.]~~

§457.5 Examination Requirements.

- (a) Examination requirements of Chapter 439 of this title (relating to Examinations for Certification) must be met in order to receive an Incident Safety Officer certification, unless otherwise specified in this chapter.
- (b) Individuals will be permitted to take the commission examination for Incident Safety Officer certification by documenting Fire Officer I certification through the

commission or the equivalent IFSAC seal, and completing a commission approved Incident Safety Officer **training program.**[curriculum.]

11. Discussion and possible action on matters from the Executive Director.

A. Decisions of the Executive Director in contested cases and consent orders.

11. Discussion and possible action on matters from the Executive Director.

B. Status of division functions.

Commission Report, 1st Quarter FY2017 Overview and Executive Office

Overview

The agency continued to experience high testing volume during the 1st quarter, with certification activity close behind. We continue to see substantial interest from both individuals and organizations for professional development certifications offered by the agency. Activity continues in the adoption of new certifications: Driver/Operator – Aerial and Public Fire Safety Educator I and II. The work for the Driver/Operator certification has been completed, and the process to adopt rule language for the certification is underway. The agency has formed the ad hoc committee for development of the PFSE certification, with the committee slated to meet in February.

Substantial work continues on the complete redesign of the agency's data management system. Testing of the various modules is conducted as needed, with staff slated to perform most of the testing. Outside individuals will be included in the testing activities as needed. Once implemented, the newly designed system will impact nearly every activity in the organization.

The agency continues with preparations for the upcoming legislative session. Key staff members attended the Legislative Conference, hosted by the LBJ School of Public Affairs, on October 13th. The conference provides agencies with a wealth of information regarding the outlook for the upcoming session; presentations from legislators and other guest speakers; and strategies for navigating the legislative process. The executive office also had the opportunity to meet with stakeholder groups regarding the agency's priorities for the session. No exceptional items are being requested in this LAR, but the agency will continue to pursue a request for the deletion of the additional amount attached to its "self-funding" budget rider. The additional amount currently stands at \$1.5 million to be generated over and above the agency's appropriation.

Other Executive Office Activities

- September 28: Attended Homeland Security Council meeting at DPS offices.
- October 6: Conducted class at Texas Fire Chief's Academy in Garland, to present an overview of TCFP to 1st year class.
- October 12: Attended TFCA Central Region meeting. Presented Commission update and outlook for legislative session.
- October 21: Conducted presentation at annual Texas Fire Marshals' Conference, Austin.
- Nov 15-17: Attended 2nd annual LODD Conference in Hurst.

Commission Quarterly Report

Training Approval and Testing Section

- **Test Administration, Training Approvals, Record Reviews, and Training and Skill Testing Audits Statistics – 1st Quarter, FY 2017**
 - Test Administration – 2145 exams were administrated during this quarter with an average grade of 79.83% and a pass rate of 87.32%.
 - Training Approvals – Total of 452 training approvals were submitted with start dates during this quarter in the commission’s Training Facility Management System.
 - Record Reviews – One hundred thirty (130) record reviews for equivalency were conducted (33 Out of State/College Route; 47 SFFMA; 35 Wildland (33 Basic/2 Intermediate); and 607 test packets were distributed in the 1st quarter. Two hundred ten (210) Qual #s were issued in the Training Facility Management System.
 - Training and Skill Testing Audits –
 - Sixteen (16) onsite training, record, and skill audits were conducted during this quarter. Only minor deficiencies were found and corrections made.
 - Forty-four (44) online training audits were conducted with several minor deficiencies identified (Expired password for TCFP access). Training providers appear to be following commission rules and requirements.
- **Activities for the Next Quarter**
 - Continue to work with IT staff on the online test scheduling procedures, payment processes, and web-based testing project. The online application and payment process is moving forward and beta testing will begin soon.
 - Preparing for implementation of new commission rules requiring passage of all sections of Structure and Inspector tests for certification eligibility; increase in number of questions and length of test for Structure and Inspector.
 - Continue working in conjunction with the Compliance Officers to focus on conducting more on-site training, record, and skill audits within their respective regions.

Certification, Renewal and Curriculum 1st Quarter Report, FY 2017

Certification/Renewal

- 2,623 certificates issued
- 1239 IFSAC seals issued
- 269 Training facilities holding 1,586 active certifications
- 30578 certificate holders renewed
- 31,316 active certificate holders
- 15 training facility certificates issued to 6 different entities

Other Activities:

- Processed all certification renewals statewide
- Notified all certified training facilities of renewal requirements that became available on 12/1/2016.
- Continued with the individual CE audit process-
- Interviewed for vacant position in Certification but unable to hire top candidate. Position has been reposted

Curriculum Development

Meetings

Sept 19 – 20: Marine ad hoc committee
 Sept 21 – 22: Curriculum & Testing Committee
 Sept 22: FF Advisory Committee
 Sept 23 – 24: IFSAC Fall meeting
 October 27: Commission meeting

Meetings Detail

- **Marine ad hoc committee**
 - Worked on updating the curriculum to the newest edition of NFPA 1005
- **Curriculum and Testing committee**
 - Agreed w/staff on a proposal to change the 24-hours advanced notice for skills testing to 3 business days
 - A new Fire and Life Safety Educator ad hoc committee was formed to help create new certifications for FLSE I and II, including a new chapter in the curriculum manual and new test question banks. Their first meeting will be in February, 2017.
 - Reviewed and approved updated Basic Wildland curriculum manual documents
 - Reviewed the most recent injury report
 - Reviewed some problematic test questions and made corrections
- The **FF Advisory committee** reviewed and approved the updated ISO curriculum documents. They also reviewed and approved the new D/O-A curriculum documents.
- The **Commission** reviewed and approved the updated ISO and new D/O-A curriculum documents. Both are to become effective January 1, 2017.

IFSAC

- Fees for “administrative reviews” increased from \$200 per level to \$300 per level. (An administrative review is when an organization is in-between site visits, which occur every five years, but the organization wants to have a new certification level accredited by IFSAC.)
- There was a lot of discussion around the issue of hazmat certifications, and the eventual adoption of the new NFPA standard 1072, and how it would work for all the entities that are already accredited for 472. It is likely that each certifying entity would have to submit administrative reviews for the new standards since they are really only accredited for 472. It would be treated like adding a new level, even though it’s really adding a new standard to an existing level.

Test Development and Test Bank Maintenance

- David continues to work with the IT staff in developing the new on-line testing platform.
- The Inspector I, II and Plans Examiner I test banks were updated to a new edition of the IFSTA *Fire Inspection and Code Enforcement* text book (the 8th edition). This new bank will be used starting with the January 2017 exams. As soon as the bank was finished being updated for the new

8th Edition book, a new Plans Examiner book was released by IFSTA, so the Plans Examiner test question bank will need to be updated again in the near future.

- Created 144 monthly certification exams.
- Continued regular review of test questions as required.
- Continued to work on creating (with the help of committees) the following new test banks for on-line testing:
 - Instructor III
 - All Hazmat disciplines (Aw, Ops, Mission-Specific, Tech, IC)
 - ISO
 - D/O-A
- The **FF Advisory committee** reviewed and approved the updated ARFF curriculum documents
- The **Commission** reviewed and approved the updated ARFF curriculum documents, which are scheduled to become effective January 1, 2017.

IFSAC

- Grace went on a week-long site visit to Colorado to participate in auditing their testing and certification program.
- **FYI – the agency’s next site visit (audit) is due to occur in June of 2018.**

Test Development and Test Bank Maintenance

- A new, TCFP-developed Inspector test bank was put into use beginning with July 2016 exams.
- A new, TCFP-developed Instructor I test bank was put into use beginning with April 2016 exams (I forgot to mention this in my last report)
- David continued to work with the IT staff in developing the new on-line testing platform. He also assisted the testing department by going out in the field to help deliver written and skills exams.
- Created 141 monthly certification exams.
- Continued regular review of test questions as required.
- Continued to work on creating (with the help of committees) the following new test banks for on-line testing:
 - Instructor II & III
 - All Hazmat disciplines (Aw, Ops, Mission-Specific, Tech, IC)
 - ARFF (completed – August 2016)
 - ISO
 - D/O-A

Compliance Report First Quarter FY17

- Compliance Inspector Lamar Ford planned, organized and led a team of Compliance Officers to the successful completion of a large department inspection of the Fort Worth Fire Department. The inspection was successful. Only minor violations were identified and all violations have been corrected. The Compliance program wishes to thank the Fort Worth FD staff for their help with the inspection and congratulate them on a successful biennial inspection.
- Compliance Inspector Tim Gardner planned, organized and led a team of Compliance Officers to the successful completion of a large department inspection of the Austin Fire Department. The inspection was successful. Only minor violations were identified and all violations have been corrected. The Compliance program wishes to thank the Austin FD staff for their help with the inspection and congratulate them on a successful biennial inspection.
- The Compliance team held a GoToMeeting for training and updates of program issues. The topics included process and procedures for inspection of regulated departments pertaining to air replenishing systems in the 2015 International Fire Code, Appendix L. The firefighter air replenishment systems (FARS) is an arrangement of piping, valves, fittings and equipment to facilitate the replenishment of breathing air in SCBA for fire fighters engaged in emergency operations. The locally adopted ordinance shall specify and establish the thresholds triggering a requirement for installation of the FARS. The system shall be compliant with NFPA 1989. The regulated department shall be compliant with Texas Administrative Code 435.3 (3) develop an air quality program that complies with the most recent edition of the NFPA 1989 Standard on Breathing Air Quality for Emergency Services Respiratory Protection; (4) maintain and supply upon request by the commission, records and reports documenting compliance with commission requirements concerning self-contained breathing apparatus and breathing air. Records of all tests shall be made and the records shall be retained for a period of no less than three years.
- The Compliance Manager attended the annual meeting of the Texas Intrastate Fire Mutual Aid System (TIFMAS) at the State Emergency Operations Center. The meeting updated the council members and stakeholders from Fire Chiefs Association, Texas State Association of Fire Fighters, State Fireman and Fire Marshals' Association, Texas Division of Emergency Management, Texas Forest Service and Texas Commission on Fire Protection on key activities surrounding the mobilization and statewide use of local resources including, proposed changes to the business plan and grants. Fire Chief Keith Kiplinger was introduced as the new TIFMAS Coordinator/ Manager.
- The Compliance Manager attended the second annual Fire Chief's Association Line of Duty Death Conference in Hurst, Texas. Conference attendees received presentations from: Chief Billy Goldfeder, Chief Alan Brunacini, Gordan Graham, Don Abbott, Chief Tim Sendelbach, Dr. Sara Jahnke, and State Fire Marshal, Chris Connealy.
- Executive Director Tim Rutland, Paul Maldonado, Tim Gardner of TCFP met with representatives of the San Antonio Fire Department to receive a proposal to change duty appointment for a specific situation related to Aircraft Rescue Fire Fighting and Structural Fire Suppression duties. The TCFP requested to review the SAFD job description(s) and policy and procedure documentation for the specific situation in question. Final decisions on the proposals have not been reached pending the receipt of the requested documents.
- The Compliance Team members completed an on-line course of Cybersecurity Awareness training to help protect against cyber attackers and to protect the agencies investment in security technologies in place such as firewalls, encryptions, and other intrusion prevention systems.

FY 2017 Injury Reporting Program

	1Q	2Q	3Q	4Q	Totals
Reported Injuries	861				
Burns	23				
SOP-related*	4				
Environmental	41				

*Injuries involving SOP violations

FY 2017 Library Program

	1Q	2Q	3Q	4Q	Totals
<i>Items loaned</i>					
AV items	21				21
Print items	9				9
<i>Research and reference requests</i>					
Internal	5				5
External	26				26
New library borrowers (new users)	6				6
Responses to borrower follow-up surveys	1				1
<i>Items cataloged</i>					
AV items	5				5
Print items	3				3
Desk copy items ordered and processed	1				1
<i>Publications/postings</i>					
Library newsletter	0				0

FY 2017 Other Public Information and Outreach Activities

	1Q	2Q	3Q	4Q	Totals
Fire department job postings	162				
Number of departments requesting postings	128				
Website home page articles	1				
Facebook posts	24				
Twitter "tweets"	28				
Open records requests	211				

Information Technology Quarterly Report 1st Quarter FY17

- TCFP Websites and Web Applications Uptime 99.999
- Development of FIONA projects (new FIDO, FARM, and Online Exam) is ongoing
- Data Migration from old database to new FIONA database is still ongoing
 - ETL data
 - Data transcription
- New SCANTRON grading system is in development
- Distributed caching implemented in FIONA
- Resolved 42 Service Request (Tickets)
 - Internal users: 14 (may have indirectly addressed external issues.)
 - External users: 28
- Trained 100% of staff on cybersecurity training
- Lost one programmer
- Redesigned and implementing MVC technology with FIDO
- Continued IT Training in the following areas
 - Developers training/ MVC
 - IRM training
 - Security Training/ Social engineering attacks

- 12. Executive session pursuant to Section 551.074, Texas Government Code for the discussion of personnel matters: the appointment, employment, compensation, evaluation, reassignment, duties, discipline, or dismissal of the Executive Director, and the appointment, employment, reassignment, or duties of personnel acting on an interim basis in this position.**

13. Open session for further discussion and possible action regarding preceding agenda item.

14. Adjourn meeting.