

TEXAS COMMISSION ON FIRE PROTECTION
April 25, 2019, 10:00 a.m.
1701 N. Congress Ave., William B. Travis Building, Room 1-104, Austin, Texas

- 1. Call to order with Invocation, presentation of colors, and Pledge of Allegiance.**
- 2. Roll call – 10:00 a.m. (including consideration of whether to excuse absences).**
- 3. Adoption of the commission meeting minutes of January 16, 2019 and January 17, 2019.**
- 4. The Budget and Strategic Plan subcommittee may meet on April 25, 2019 during the commission meeting and provide a report for discussion and possible action relating to any recommendations developed by the subcommittee, including but not limited to, modifications to the agency operating budget and strategic plan.**
- 5. 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, the Center for Public Safety Excellence, and the State Fire Marshal’s Office.**
- 6. 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).**
- 7. Discussion and possible action regarding report from commission representative to the Homeland Security Council.**
- 8. Discussion and possible action regarding report from the Health and Wellness Ad Hoc committee.**
- 9. New matters from the commission, staff, or public which may be discussed in future commission meetings.**
- 10. Discussion and possible action on future meeting dates.**
- 11. Matters referred from the Fire Fighter Advisory Committee (FFAC), including, but not limited to:**
 - A. Discussion and possible final adoption of proposed amendments, new sections, and repeals as follows:**
 - 1. Discussion and possible action regarding proposed amendments to 37 TAC, Chapter 427, Training Facility Certification.**
 - 2. Discussion and possible action regarding proposed amendments to 37 TAC, Chapter 449, Head of a Fire Department.**
 - B. Report from the Curriculum and Testing Committee with discussion and possible action on recommendations regarding possible changes to the Certification Curriculum Manual as follows:**
 - a. Updated Reference List for the Hazardous Materials Awareness Curriculum.**
 - b. Updated Reference List for the Hazardous Materials Incident Commander Curriculum.**

- c. Updated Reference List for the Hazardous Materials Operations – Mission Specific Competencies Curriculum.
12. Report from Curriculum and Testing Committee regarding the review and evaluation of the International Code Council Inspector Certification Program.
 13. Discussion and possible action regarding proposed amendments to 37 TAC, Chapter 429, Fire Inspector, Subchapter B, Minimum Standards For Plan Examiner.
 14. Discussion and possible action regarding proposed amendments to 37 TAC, Chapter 439, Examinations for Certification.
 15. Discussion and possible action regarding proposed amendments to 37 TAC, Chapter 459, Fire and Life Safety Educator.
 16. Discussion and possible action regarding the addition of classes or courses to the A List and B List for higher levels of certification.
 17. Discussion of the 2018 data collected on fire fighter injuries, and possible action on developing recommendations to be submitted to the commission for approval and submission to the State Fire Marshal's Office.
 18. 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.
 19. Executive session pursuant to Texas Government Code, Section 551.074(1), for the discussion of personnel matters regarding 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.
 20. Open session for further discussion and possible action regarding preceding agenda item.
 21. Adjourn meeting.

Any invocation that may be offered before the official start of the commission meeting shall be voluntary offering of a chaplain, to and for the benefit of the commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the commission and do not necessarily represent the religious beliefs or views of the Council in part or as a whole. No member of the community is required to attend or participate in the invocation and such decision will have no impact on their right to participate actively in the business of the commission. Copies of the policy governing invocations and setting forth the procedure to have a volunteer deliver an invocation are available upon written request submitted to the commission Clerk.

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. **Call to order with Invocation, Presentation of colors and Pledge of Allegiance.**

2. Roll call - 10:00 a.m. (including consideration of whether to excuse absences).

3. Adoption of the commission meeting minutes of January 16, 2019 and January 17, 2019.

TEXAS COMMISSION ON FIRE PROTECTION

Presiding Officer, Robert Moore, at 2:00 p.m. called the January 16, 2019 Commission Workshop to order at 1701 N. Congress Avenue, Room 1-104, Austin, Texas.

Commissioners	Tommy Anderson	Carlos Cortez	Kelly Doster	Joseph Gonzalez	Mike Jones
	John McMakin	Robert Moore	Bob Morgan	Leonardo Perez	Mala Sharma
	J P Steelman	Steve Tull			

*absent entire meeting
**absent part of meeting

Staff Present	Tim Rutland	Deborah Cowan
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1. **Roll call.**
Robert Moore, Presiding Officer called roll and a quorum was present.
2. **Discussion regarding upcoming legislative session.**
Discussion only. No action taken.
3. **Discussion and review of TCFP voluntary certifications.**
Discussion only. No action taken.
4. **Public relations/outreach**
Discussion only. No action taken.
5. **Discussion and review of 37 TAC, Chapter 449, Head of a Fire Department.**
Discussion only. No action taken.
6. **Adjourn meeting.**
The meeting was adjourned at 4:21 p.m.

Robert Moore, Presiding Officer

TEXAS COMMISSION ON FIRE PROTECTION

Presiding Officer, Robert Moore, at 9:00 a.m. called the January 17, 2019 meeting of the Texas Commission on Fire Protection to order at 1701 N. Congress Avenue, Room 1-104, Austin, Texas.

Attending	Tommy Anderson John McMakin J. P. Steelman	Carlos Cortez Robert Moore Steve Tull	Kelly Doster Bob Morgan	Joseph Gonzalez Leonardo Perez	Mike Jones Mala Sharma
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*absent entire meeting
**absent part of meeting

Staff	Tim Rutland Servando Sanchez	Deborah Cowan Grace Wilson	Sylvia Miller Andrew Lutostanski, Assistant Attorney General	Paul Maldonado	Joyce Guinn
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Guests	Richard Van Winkle Kenneth Hedges Laurie Christensen Daniel DeYear Cory Matthews Ricky Van Ariana Hargrove Andres Rosales	Nick Hickson Mark Ball Kenneth Johnson James Richardson Ricky Mantey Leonard Chan Brian Jacobs Betty Wilkes	Gilbert Watt Jason Collier Wayne Twiner Scott Raven Joe Ondrasek Paul Gunnels Bill Gardner	Michael Richardson Danny Kistner Mike Wisko Doug Boeker Brad Easley Les Stephens Scott Thompson	Michael Ross Juan Gloria Glenn DeShields Randy McGregor Patrick Thomas Kelly Kistner Marian Vela
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| 1. Invocation
Presentation of
Colors and
Pledge of
Allegiance | The invocation and Pledge of Allegiance was given by Assistant Presiding Officer Joseph Gonzalez. There was no presentation of colors. |
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| 2. Roll call | Commission Secretary, Lenny Perez called roll and a quorum was present. |
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| 3. Adoption of
Minutes | A motion to approve the minutes of October 25, 2018 commission meeting was made by Kelly Doster and seconded by Steve Tull. The motion carried. |
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| 4. Report from
the Budget
and Strategic
Plan Subcommittee | Nothing to report. |
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| 5. Reports from
Interest Groups | A brief report was given by the Texas Fire Chief's Association, Texas State Association of Fire Fighters, State Firemen & Fire Marshal's Office, Texas Fire Marshal's Association, and the Center for Public Safety Excellence. |
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| 6. Report from
Tx. Fire School
Advisory
Board & TEEEX | Commission Representative Juan Gloria gave a brief update. |
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7. Report from Homeland Security Representative Executive Director, Tim Rutland gave a brief update on topics of November 14, 2018 meeting.
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8. Report from Health & Wellness Ad Hoc Committee Commissioner Mala Sharma gave a brief opening statement and Chief Danny Kistner gave a brief update on the meetings of the committee to date.
A motion was made by Joseph Gonzalez and seconded by Mala Sharma to begin work on posting information for additional committee members on the agency's website. The motion carried.
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9. Report on Cancer reporting Executive Director, Tim Rutland gave a brief report on information received to date from the Worker's Compensation data received from the Texas Department of Insurance. No action necessary.
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10. New matters Nothing requested.
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11. Future meeting dates The meeting dates were previously scheduled at the October 2018 commission meeting.
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12. Matters from Fire Fighter Advisory Committee 1. A motion to approve for final adoption the proposed amendments to 37 TAC, Chapter 429, Fire Inspector with changes to §429.1 as discussed and changes to Subchapter B Plan Examiner, §429.201 to remove all language related to mandatory requirement and send Subchapter B, back to the advisory committee as designated by the presiding officer was made by Joseph Gonzalez and seconded by Bob Morgan. The motion carried (10 for, 2 against).

2. A motion to approve for final adoption the proposed amendments to 37 TAC, Chapter 439, §439.1 and §439.19 as discussed was made by Steve Tull and seconded by Tommy Anderson. The motion carried.

3. No action taken on 37 TAC, Chapter 441 proposed amendments.

4. A motion to approve for final adoption the proposed new 37 TAC, Chapter 459, §§459.1, 459.3, 459.5, 459.201, 459.203, and 459.205 was made by Steve Tull and seconded by J. P. Steelman. The motion carried.
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13. 37 TAC, Chapter 427, Training Facility Certification A motion to approve for publication proposed amendments to 37 TAC, Chapter 427, §427.307 as discussed was made by Bob Morgan and seconded by Joseph Gonzalez. The motion carried (9 for, 3 against).
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14. 37 TAC, Chapter 449, Head of a Fire Department A motion to approve for publication amendments to 37 TAC, Chapter 449, §449.1, and §449.201 as discussed was made by Tommy Anderson and seconded by Bob Morgan. The motion carried.
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15. International Code Council Inspector Certification A motion to table until next meeting was made by Tommy Anderson and seconded by J. P. Steelman. The motion carried.

16. Matters from Executive Director a. Tim Rutland, Executive Director reported the agency had one investigation which is complete and the agency is working with the department in its plan of action.
b. Mr. Rutland provided commissioners information regarding agency division functions.

17. Executive Session 551.074(1) Presiding Officer, Robert Moore did not call for Executive Session.

18. Open Session No action necessary.

19. Adjournment A motion to adjourn was made by Leonardo Perez and seconded by Steve Tull. The motion carried.

Robert Moore, Presiding Officer

- 4. The Budget and Strategic Plan subcommittee may meet on April 25, 2019 during the commission meeting and provide a report for discussion and possible action relating to any recommendations developed by the subcommittee, including but not limited to, modifications to the agency operating budget and strategic plan.**

Texas Commission on Fire Protection
Fiscal Year 2019 - Operating Budget
2/1/2019

Summary

Goals:	FY19	FY19	Balance	Remaining
	Budget	Expended		
Education, Information and Assistance	112,008.00	46,670.00	65,338.00	
Fire Department Standards	942,952.56	403,294.12	539,658.44	
Indirect Administration	628,938.00	250,807.50	378,130.50	
1001 - Salaries & Wages:	1,683,898.56	700,771.62	983,126.94	58%
Education, Information and Assistance	1,880.00	780.00	900.00	
Fire Department Standards	37,932.00	16,310.55	21,621.45	
Indirect Administration	24,460.00	2,880.00	21,580.00	
1002 - Other Personnel Costs	64,072.00	19,970.55	44,101.45	69%
Education, Information and Assistance	100.00	21.33	78.67	
Fire Department Standards	1,000.00	188.76	811.24	
Indirect Administration	2,800.00	94.41	2,705.59	
2001 - Professional Fees and Services:	3,900.00	304.50	3,595.50	92%
Education, Information and Assistance	495.00	127.28	367.72	
Fire Department Standards	4,000.00	1,528.74	2,471.26	
Indirect Administration	3,000.00	441.82	2,558.18	
2003 - Consumable Supplies:	7,495.00	2,097.84	5,397.16	72%
Education, Information and Assistance	10.00	0.00	10.00	
Fire Department Standards	3,260.00	1,040.97	2,219.03	
Indirect Administration	40.00	0.00	40.00	
2004 - Utilities:	3,310.00	1,040.97	2,269.03	69%
Education, Information and Assistance	4,425.00	0.00	4,425.00	
Fire Department Standards	56,518.33	27,482.27	29,036.06	
Indirect Administration	18,630.10	3,443.56	15,186.54	
2005 - Travel:	79,573.43	30,925.83	48,647.60	61%
Education, Information and Assistance	10.00	3.84	6.16	
Fire Department Standards	90.00	40.70	49.30	
Indirect Administration	325.00	199.54	125.46	
2006 - Rent - Building (storage):	425.00	244.08	180.92	43%
Education, Information and Assistance	290.32	82.03	208.29	
Fire Department Standards	2,903.23	964.45	1,938.78	
Indirect Administration	1,306.45	453.51	852.94	
2007 - Rent - Machine and Other:	4,500.00	1,499.99	3,000.01	67%
Education, Information and Assistance	5,972.09	1,386.43	4,585.66	
Fire Department Standards	53,812.86	17,962.12	35,850.74	
Indirect Administration	31,443.35	9,664.44	21,778.91	
2009 - Other Operating Expense:	91,228.30	29,012.99	62,215.31	68%
Education, Information and Assistance	0.00	0.00	0.00	
Fire Department Standards	17,500.00	9,399.36	8,100.64	
Indirect Administration	0.00	0.00	0.00	
4000 - Grants:	17,500.00	9,399.36	8,100.64	46%
TOTAL - ALL EXPENDITURES		795,267.73		
APPROVED APPROPRIATION	1,955,902.00		1,160,634.59	59%

Fiscal Year 2019 - Operating Budget 13008
2/1/2019

Appr. 3008

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Goal A: Education, Info and Assistance

	Library	Total	%
			Remaining
Salaries and Wages:			
7002- Salaries	46,670.00	46,670.00	
	Budget:	112,008.00	112,008.00
	Expended:	46,670.00	46,670.00
1001 - Balance Salaries & Wages:	65,338.00	65,338.00	58%
Other Personnel Costs:			
7022- Longevity Pay	780.00	780.00	
	Budget:	1,680.00	1,680.00
	Expended:	780.00	780.00
1002 - Balance Other Personnel Costs	900.00	900.00	54%
Professional Fees and Services:			
7253- Other Professional Fees (EAP)	21.33	21.33	
	Budget:	100.00	100.00
	Expended:	21.33	21.33
2001 - Balance Professional Fees and Services:	78.67	78.67	79%
Consumables:			
7300- Consumables	127.28	127.28	
	Budget:	495.00	495.00
	Expended:	127.28	127.28
2003 - Balance Consumable Supplies:	367.72	367.72	74%
Utilities:			
	Budget:	10.00	10.00
	Expended:	0.00	0.00
2004 - Balance Utilities:	10.00	10.00	100%
Travel:			
	Budget:	4,425.00	4,425.00
	Expended:	0.00	0.00
2005 - Balance Travel:	4,425.00	4,425.00	100%
Rent:			
7470- Rent Space - storage	3.84	3.84	
	Budget:	10.00	10.00
	Expended:	3.84	3.84
2006 - Balance Rent - Building (storage):	6.16	6.16	62%
Rent - Machine and Other:			
7406- Rental - Furnishings & Equipment (copier)	82.03	82.03	
	Budget:	290.32	290.32
	Expended:	82.03	82.03
2007 - Balance Rent - Machine and Other:	208.29	208.29	72%

Fiscal Year 2019 - Operating Budget 13008
2/1/2019

Appr. 3008

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4001

Goal A: Education, Info and Assistance

	<u>Library</u>	<u>Total</u>	<u>% Remaining</u>
Other Operating Expense:			
7040- ERS-Retirement Contribution	233.35	233.35	
7042- ERS Insurance Payment	466.70	466.70	
7203- Tuition - Employee Training	125.00	125.00	
7211- Awards	7.24	7.24	
7291- Postage & Postal Services	106.78	106.78	
7299- Purchased Contracted Services	30.42	30.42	
7334- Furnishings & Equipment -Expensed	22.54	22.54	
7380- Computer Software - Expensed	20.93	20.93	
7947- Workers Compensation Transfer (SORM)	81.47	81.47	
7961- STS Transfers-Telecommunications (TexAn)	151.20	151.20	
7962- Capitol Complex (CCTS)	140.80	140.80	
Budget:	5,972.09	5,972.09	
Expended:	1,386.43	1,386.43	
2009 - Balance Other Operating Expense:	4,585.66	4,585.66	77%
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Budget:	124,990.41	124,990.41	
Expended:	49,070.91	49,070.91	
TOTAL BALANCE - 3008	75,919.50	75,919.50	61%
% Remaining	61%	61%	

Fiscal Year 2019 - Operating Budget - 13014
2/1/2019

Appr. 3014

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Goal B: Fire Department Standards

	Mgmt	Complnc	Cert	Testing	Curr Dev	Total	% Remaining
Salaries and Wages:							
7002- Salaries	0.00	170,302.12	70,673.25	142,318.75	20,000.00	403,294.12	
	Budget:	0.00	380,641.32	214,615.80	299,695.44	48,000.00	942,952.56
	Expended:	0.00	170,302.12	70,673.25	142,318.75	20,000.00	403,294.12
1001 - Balance Salaries & Wages:	0.00	210,339.20	143,942.55	157,376.69	28,000.00	539,658.44	57%
Other Personnel Costs:							
7022- Longevity Pay	0.00	3,200.00	1,300.00	2,180.00	0.00	6,680.00	
7023- Lump Sum Termination	0.00	6,875.55	0.00	0.00	0.00	6,875.55	
7033- Employee Retirement - Other expenses	0.00	0.00	2,755.00	0.00	0.00	2,755.00	
	Budget:	0.00	8,640.00	24,492.00	4,800.00	0.00	37,932.00
	Expended:	0.00	10,075.55	4,055.00	2,180.00	0.00	16,310.55
1002 - Balance Other Personnel Costs	0.00	(1,435.55)	20,437.00	2,620.00	0.00	21,621.45	57%
Professional Fees and Services:							
7253- Other Professional Fees (EAP)	0.00	73.08	30.45	73.08	12.15	188.76	
	Budget:	0.00	388.89	222.22	333.33	55.56	1,000.00
	Expended:	0.00	73.08	30.45	73.08	12.15	188.76
2001 - Balance Professional Fees and Services:	0.00	315.81	191.77	260.25	43.41	811.24	81%
Consumables:							
7300- Consumables	432.71	699.93	31.62	351.90	12.58	1,528.74	
	Budget:	432.71	1,387.28	792.73	1,189.10	198.18	4,000.00
	Expended:	432.71	699.93	31.62	351.90	12.58	1,528.74
2003 - Balance Consumable Supplies:	0.00	687.35	761.11	837.20	185.60	2,471.26	62%
Utilities:							
7516- Telecom-Other (reg voice/internet)	0.00	1,040.97	0.00	0.00	0.00	1,040.97	
	Budget:	0.00	3,260.00	0.00	0.00	0.00	3,260.00
	Expended:	0.00	1,040.97	0.00	0.00	0.00	1,040.97
2004 - Balance Utilities:	0.00	2,219.03	0.00	0.00	0.00	2,219.03	68%
Travel:							
7101- Travel I/S - Public Transportation Fares	0.00	2,453.61	353.40	1,665.55	0.00	4,472.56	
7102- Mileage	0.00	8,097.51	0.00	0.00	0.00	8,097.51	
7105- Travel I/S - Incidental Expenses	0.00	1,819.45	11.79	395.84	0.00	2,227.08	
7106- Travel I/S - Meals & Lodging	0.00	10,914.76	0.00	541.57	0.00	11,456.33	
7107- Travel I/S - Non-Overnight Travel (Meals)	0.00	93.40	0.00	122.38	0.00	215.78	
7111- Travel OOS - Public Transportation Fares	0.00	0.00	0.00	45.24	0.00	45.24	
7115- Travel OOS - Incidental Expenses	0.00	0.00	0.00	59.84	0.00	59.84	
7116- Travel OOS - Meals, Lodging Allowable	0.00	0.00	0.00	476.11	0.00	476.11	
7135- Travel I/S - State Occupancy Tax	0.00	419.10	0.00	12.72	0.00	431.82	
	Budget:	0.00	48,040.58	2,825.92	5,651.83	0.00	56,518.33
	Expended:	0.00	23,797.83	365.19	3,319.25	0.00	27,482.27
2005 - Balance Travel:	0.00	24,242.75	2,460.73	2,332.58	0.00	29,036.06	51%
Rent:							
7470- Rent Space - storage	20.82	7.72	3.20	7.68	1.28	40.70	
	Budget:	20.82	26.90	15.37	23.06	3.84	90.00
	Expended:	20.82	7.72	3.20	7.68	1.28	40.70
2006 - Balance Rent - Building :	0.00	19.18	12.17	15.38	2.56	49.30	55%
Rent - Machine and Other:							
7406- Rental - Furnishings & Equipment (copier)	746.50	84.37	35.16	84.37	14.05	964.45	
	Budget:	746.50	838.73	479.27	718.91	119.82	2,903.23
	Expended:	746.50	84.37	35.16	84.37	14.05	964.45
2007 - Balance Rent - Machine and Other:	0.00	754.36	444.11	634.54	105.77	1,938.78	67%

Fiscal Year 2019- Operating Budget - 13800
2/1/2019

Appr. 3800

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Goal C: Indirect Administration

%

	Exec Office	Fin Svcs	Commis	Total	Remaining
Salaries and Wages:					
7001- Salaries & Wages - Exempt	44,847.50	0.00	0.00	44,847.50	
7002- Salaries & Wages - Non-Exempt	147,960.00	58,000.00	0.00	205,960.00	
	Budget:	462,738.00	166,200.00	0.00	628,938.00
	Expended:	192,807.50	58,000.00	0.00	250,807.50
1001 - Balance Salaries & Wages:	269,930.50	108,200.00	0.00	378,130.50	60%
Other Personnel Costs:					
7022- Longevity Pay	2,300.00	580.00	0.00	2,880.00	
	Budget:	23,020.00	1,440.00	0.00	24,460.00
	Expended:	2,300.00	580.00	0.00	2,880.00
1002 - Balance Other Personnel Costs	20,720.00	860.00	0.00	21,580.00	88%
Professional Fees and Services:					
7253- Other Professional Fees (EAP)	63.96	30.45	0.00	94.41	
	Budget:	1,866.67	933.33	0.00	2,800.00
	Expended:	63.96	30.45	0.00	94.41
2001 - Balance Professional Fees and Services:	1,802.71	902.88	0.00	2,705.59	97%
Consumables:					
7300- Consumables	210.48	231.34	0.00	441.82	
	Budget:	2,000.00	1,000.00	0.00	3,000.00
	Expended:	210.48	231.34	0.00	441.82
2003 - Balance Consumable Supplies:	1,789.52	768.66	0.00	2,558.18	85%
Utilities:					
	Budget:	26.67	13.33	0.00	40.00
	Expended:	0.00	0.00	0.00	0.00
2004 - Balance Utilities:	26.67	13.33	0.00	40.00	100%
Travel:					
7101- Travel I/S - Public Transportation Fares	312.00	0.00	647.33	959.33	
7102- Mileage	159.70	0.00	588.72	748.42	
7104- Travel I/S - Actual Expense Overnight	89.88	0.00	0.00	89.88	
7105- Travel I/S - Incidental Expenses	270.88	0.00	162.59	433.27	
7106- Travel I/S - Meals & Lodging	357.00	0.00	0.00	357.00	
7110- Travel I/S - Board Member Meals & Lodging	0.00	0.00	816.84	816.84	
7135- Travel I/S - State Occupancy Tax	21.42	0.00	17.40	38.82	
	Budget:	1,863.01	0.00	16,767.09	18,630.10
	Expended:	1,210.88	0.00	2,232.88	3,443.56
2005 - Balance Travel:	652.33	0.00	14,534.21	15,186.54	82%
Rent:					
7470- Rent Space - storage	186.72	12.82	0.00	199.54	
	Budget:	216.67	108.33	0.00	325.00
	Expended:	186.72	12.82	0.00	199.54
2006 - Balance Rent - Building (storage):	29.95	95.51	0.00	125.46	39%
Rent - Machine and Other:					
7406- Rental - Furnishings & Equipment (copier)	73.81	379.70	0.00	453.51	
	Budget:	870.97	435.48	0.00	1,306.45
	Expended:	73.81	379.70	0.00	453.51
2007 - Balance Rent - Machine and Other:	797.16	55.78	0.00	852.94	65%

Fiscal Year 2019- Operating Budget - 13800
2/1/2019

Appr. 3800

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Goal C: Indirect Administration

%

	Exec Office	Fin Svcs	Commis	Total	Remaining
Other Operating Expense:					
7040- ERS Retirement Contribution	824.85	290.00	0.00	1,114.85	
7042- ERS Insurance Payment	1,928.10	580.00	0.00	2,508.10	
7201- Membership Dues	75.00	75.00	0.00	150.00	
7203- Registration Fees-Employee Training	325.00	325.00	50.00	700.00	
7211- Awards	21.71	10.34	0.00	32.05	
7291- Postage & Postal Services	95.34	495.40	0.00	590.74	
7299- Purchased Contracted Services	7.56	171.00	0.00	178.56	
7334- Furnishings & Equipment -Expensed	133.80	84.48	0.00	218.08	
7335- Parts -Computer Equipment - Expensed	2,073.92	0.00	0.00	2,073.92	
7380- Computer Software - Expensed	2.94	121.10	0.00	124.04	
7947- Workers Compensation Transfer (SORM)	0.00	488.81	0.00	488.81	
7981- STS Transfers-Telecommunications (TexAn)	282.33	507.45	0.00	789.78	
7982- STS transfer to GR (CCTS)	246.44	469.29	0.00	715.73	
Budget:	20,962.23	10,481.12	0.00	31,443.35	
Expended:	5,996.59	3,617.85	50.00	9,664.44	
2009 - Balance Other Operating Expense:	14,965.64	6,863.27	(50.00)	21,778.91	69%
Budget:	513,564.21	180,611.60	16,767.09	710,942.90	
Expended:	202,849.74	62,852.16	2,282.88	267,984.78	
TOTAL - BALANCE Remaining 3800	310,714.47	117,759.44	14,484.21	442,958.12	62%

Revenue Comparison by Month 2018/2019
Friday, February 1, 2019
YTD Comparisons

FY18 Revenue					FY19 Revenue				
	Appr 99906 - General Revenue		Appr 13014 Fund 0001- IFSAC		Appr 99906 - General Revenue		Appr 13014 Fund 0001 - IFSAC		
Sep-17	\$ 227,470.00	7.3%	\$ 5,684.20	21.1%	Sep-18	\$ 328,639.34	9.9%	\$ 7,920.00	17.0%
Oct-17	\$ 1,999,213.00	64.2%	\$ 4,370.00	16.2%	Oct-18	\$ 1,931,970.00	58.0%	\$ 8,640.00	18.5%
Nov-17	\$ 538,455.00	17.3%	\$ 5,595.00	20.7%	Nov-18	\$ 696,102.50	20.9%	\$ 9,435.00	20.2%
Dec-17	\$ 154,038.06	4.9%	\$ 3,825.00	14.2%	Dec-18	\$ 185,283.87	5.6%	\$ 9,660.00	20.7%
Jan-18	\$ 194,105.00	6.2%	\$ 7,515.00	27.8%	Jan-19	\$ 190,420.33	5.7%	\$ 11,055.00	23.7%
Feb-18		0.0%		0.0%	Feb-19	\$ -	0.0%	\$ -	0.0%
Mar-18		0.0%		0.0%	Mar-19	\$ -	0.0%	\$ -	0.0%
Apr-18		0.0%		0.0%	Apr-19	\$ -	0.0%	\$ -	0.0%
May-18		0.0%		0.0%	May-19	\$ -	0.0%	\$ -	0.0%
Jun-18		0.0%		0.0%	Jun-19	\$ -	0.0%	\$ -	0.0%
Jul-18		0.0%		0.0%	Jul-19	\$ -	0.0%	\$ -	0.0%
Aug-18		0.0%		0.0%	Aug-19	\$ -	0.0%	\$ -	0.0%
Totals	\$ 3,113,281.06	100.0%	\$ 26,989.20	100.0%	\$ 3,332,416.04	100.0%	\$ 46,710.00	100.0%	

FY18 Revenue Collected **\$ 3,140,270** **83.37%**

FY19 Revenue Collected **\$ 3,379,126** **89.97%**

Revenue for Biennium:
 Annual GR & Appropriated Receipts
 IFSAC Seals
 GAA Other Direct & Indirect
 Budget Rider
 Subtotal
 5% Contingency
 Total Req'd

	FY18	FY19
Annual GR & Appropriated Receipts	\$ 1,888,152	\$ 1,883,402
IFSAC Seals	\$ 55,000	\$ 55,000
GAA Other Direct & Indirect	\$ 894,287	\$ 888,408
Budget Rider	\$ 750,000	\$ 750,000
Subtotal	\$ 3,587,439	\$ 3,576,810
5% Contingency	\$ 179,372	\$ 178,841
Total Req'd	\$ 3,766,811	\$ 3,755,651

Amount Over or (Under) Required Revenue **\$ (626,541)** **\$ (376,524)**

	FY18
Collected	83.37%
As of Date	2/1/2018

	FY19	
Collected	89.97%	Percentage of Revenue Collected
As of Date	2/1/2019	

Performance Measures

**Texas Commission on Fire Protection Key Performance Measures.
Initial Report as of 4/1/2019 1:05 PM for Fiscal Year 2019.
Run by Sylvia Miller.**

Metric						Method of Calculation
<i>* - Reported to ABEST quarterly, Q1 - Quarter 1, Q2 - Quarter 2, Q3 - Quarter 3, Q4 - Quarter 4, FY YTD - Year to date based on fiscal year</i>						
Number of inspections of regulated entities (Cumulative): 543						
	Q1	Q2	Q3	Q4	FY YTD	
Inspection	207	255	N/A	N/A	462	Total number of inspections of regulated entities conducted within the reporting period is obtained from the commission's data system. The total number includes biannual inspections, inspections of training programs in progress (also called audits), an inspection of an entity as part of an investigation, and meetings associated with inspections.
Investigation	0	0	N/A	N/A	0	
Training Audits	15	13	N/A	N/A	28	
Inspection Related	41	12	N/A	N/A	53	
*Total Inspections	263	280	N/A	N/A	543	
Number of examinations administered (Cumulative): 6338						
	Q1	Q2	Q3	Q4	FY YTD	
*Exams Administered	3020	3318	N/A	N/A	6338	Each written examination is counted. The measure records the total number of examinations administered for fire service certification purposes. A retest, usually conducted due to failure of an initial exam, is counted as an examination as well.
Exam pass rate (Non-Cumulative): 83.07%						
	Q1	Q2	Q3	Q4	FY YTD	
# Examined	5193	5873	869	0	11935	The total number of individuals who passed their examination as reflected in the agency data management system (numerator) is divided by the total number of individuals examined (denominator) and then multiplied by 100 to achieve a percentage. Persons taking an examination multiple times are counted each time they take the exam.
# Passed	4323	4900	691	0	9914	
Pass Rate	83.25%	83.43%	79.52%	0%	83.07%	
Number of individuals certified (Non-cumulative):						
	Q1	Q2	Q3	Q4		
# Individuals	32416	33149	N/A	N/A		The total number of individuals holding one or more certifications with the agency is obtained from the data system at the end of the reporting period. An individual who holds more than one certification is counted only once. The measure records the number of certified persons, regardless of whether the individuals are associated with a fire protection entity.
Number of Training Providers Certified (Non-cumulative):						
	Q1	Q2	Q3	Q4		
# Providers	296	303	N/A	N/A		The total number of training providers with one or more active certifications is counted. A training provider that holds more than one certification is counted only once.
Average cost per inspection of regulated Facilities: \$340.58						
	Q1	Q2	Q3	Q4	FY YTD	
Cost entered	\$96,752.32	\$88,184.84	N/A	N/A	\$184,937.20	Total cost related to inspection activities for the reporting period (numerator) is divided by the total number of inspections conducted during the same period (denominator) to determine the average cost. Costs used to perform the calculation include salaries of inspection personnel (including 25% of compliance manager's salary); travel costs directly related to inspections and inspection-related meetings with regulated entities; supplies; document review and handling; and notifications. Indirect costs are excluded.
*Total Inspections	263	280	N/A	N/A	543	
*Avg cost per	\$367.88	\$314.95	N/A	N/A	\$340.58	

Report was run on 4/1/2019 1:05 PM

- 5. 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, the Center for Public Safety Excellence, and the State Fire Marshal's Office.**

- 6. 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).**

- 7. Discussion and possible action regarding report from commission representative to the Homeland Security Council.**

8. Discussion and possible action regarding report from the Health and Wellness Ad Hoc committee.

9. **New matters from the commission, staff, or public which may be discussed in future commission meetings.**

10. Discussion and possible action on future meeting dates.

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

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

- 1. Discussion and possible action regarding proposed amendments to 37 TAC, Chapter 427, Training Facility Certification.**



Texas Commission on Fire Protection Agenda Item Summary

MEETING: Commission
DATE: 04/25/2019

Agenda Item #: 11 A(1)

Agenda Title: Chapter 427, Training Facility Certification

Action to be taken: Discussion and possible final adoption

Origin of Item: *Commission Board*

1. INTRODUCTION/PURPOSE

Proposed rule revisions for instructors of certain courses.

2. DESCRIPTION/ JUSTIFICATION

The proposed rule revisions allow instructors holding specific TEEEX ProBoard credentials to teach TEEEX ProBoard courses that have been approved by the commission.

3. BUDGET IMPACT

No significant impact is anticipated

4. TIMELINE CONSIDERATIONS

Propose for final adoption

5. RECOMMENDATION

Requested by commission board for consideration

6. REFERENCES

Title 37, Chapter 427, Training Facility Certification

CHAPTER 427**TRAINING FACILITY CERTIFICATION****SUBCHAPTER C****TRAINING PROGRAMS FOR ON-SITE AND DISTANCE TRAINING PROVIDERS****§427.301. General Provisions for Training Programs--On-Site and Distance Training Providers.**

- (a) Training programs that are intended to satisfy the requirements for fire protection personnel certification must meet the objectives and competencies in that discipline.
- (b) A system for evaluating the comprehension of the trainee, including periodic and comprehensive written tests, is required. If performance skills are part of the applicable curriculum, performance testing shall be done in accordance with §439.11 of this title (relating to Commission-Designated Performance Skill Evaluations).

§427.303. Training Approval Process for On-Site and Distance Training Providers.

- (a) When seeking training approvals, a training provider, shall certify that it has provided the resources described in §427.1 of this title (relating to Minimum Standards for Certified Training Facilities for Fire Protection Personnel).
- (b) All training for certification must be approved by the commission. A training provider must submit training prior approval information at least 10 days prior to the proposed start date of the training.
- (c) Approved courses are subject to audit by commission staff at any time. Any deviation from the information submitted in an original course approval must be reported to the commission at least one day prior to the change taking place, unless the training provider is unable to do so because of unforeseen circumstances. All deviations must be approved by the commission.

§427.305. Procedures for Testing Conducted by On-Site and Distance Training Providers.

- (a) The requirements and provisions in this section apply to procedures for periodic and final testing conducted by training providers. For procedures regarding examinations for certification that occur after a training program is completed, see Chapter 439 of this title (relating to Examinations for Certification).
- (b) Periodic and comprehensive final tests shall be given by the training provider in addition to the commission examination required in Chapter 439 of this title.
- (c) Periodic tests shall be administered at the ratio of one test per 50 hours of recommended training, or portion thereof. An average score of 70% must be achieved on all required periodic tests.
- (d) In addition to periodic tests, a comprehensive final test must be administered. The final test must be conducted in a proctored setting. For purposes of this section, a proctor can be an approved TCFP Field Examiner, or a member or testing center of an educational institution. A passing score of 70% must be achieved.
- (e) If a course is taught in phases, a comprehensive exam for each phase shall be administered upon completion of each phase and a passing score of 70% must be achieved.

§427.307. On-Site and Distance Training Provider Staff Requirements.

- (a) The chief training officer of a training facility, as a minimum, must possess Fire Service Instructor III certification.
- (b) All training instructors (except guest instructors) must possess fire instructor certification. The instructor(s) must be certified in the applicable discipline or be approved by the commission to instruct in the applicable subject.
- (c) The lead instructor, as a minimum, shall possess a Fire Service Instructor II certification and must be certified by the commission in the applicable discipline, except as stated in subsections (h)(2), ~~and~~ (i)(2), **or (j)** of this section.
- (d) Guest instructors are not required to be certified as instructors.
- (e) In order to teach fire officer certification courses, an individual who does not meet the requirements of subsection (a) or (c) of this section, shall possess a minimum of a bachelor's degree in management or its equivalent.
- (f) In order to teach an instructor certification training course for Fire Service Instructor I, an individual must hold one of the following three qualifications:
 - (1) A Fire Service Instructor II certification or higher; or
 - (2) A Bachelor's degree with the following:
 - (A) as a minimum, a minor in education; and
 - (B) three years of teaching experience in a fire department, department of a state agency, educational institution, or political subdivision of the state, during which time the individual taught a minimum of 200 class hours; or
 - (3) An associate degree with the following:
 - (A) twelve semester hours of education instructional courses; and
 - (B) five years of teaching experience in a fire department, department of a state agency, educational institution, or political subdivision of the state, during which time the individual taught a minimum of 400 class hours.
- (g) In order to teach an instructor certification training course for Fire Service Instructor II or III, an individual must hold one of the following three qualifications:
 - (1) A Fire Service Instructor III certification; or
 - (2) A Bachelor's degree with the following:
 - (A) as a minimum, a minor in education; and
 - (B) three years of teaching experience in a fire department, department of a state agency, educational institution, or political subdivision of the state, during which time the individual taught a minimum of 200 class hours; or
 - (3) An associate degree with the following:

- (A) twelve semester hours of education instructional courses; and
 - (B) five years of teaching experience in a fire department, department of a state agency, educational institution, or political subdivision of the state, during which time the individual taught a minimum of 400 class hours.
- (h) In order to teach a certification course for Basic Wildland Fire Protection:
- (1) The unit instructor must hold Intermediate Wildland Fire Protection certification or be approved by the commission to instruct a Basic Wildland course and hold:
 - (A) commission Fire Service Instructor I certification or higher; or
 - (B) instructor credentials as required by the current National Wildfire Coordinating Group (NWCG) Field Manager's Course Guide (901-1) or current Texas Intrastate Fire Mutual Aid System (TIFMAS) guidelines for this level of course.
 - (2) The lead instructor must hold NWCG or TIFMAS Single Resource Boss qualification and hold:
 - (A) commission Fire Service Instructor I certification or higher; or
 - (B) instructor credentials as required by the current NWCG Field Manager's Course Guide (901-1) or current TIFMAS guidelines for this level of course.
- (i) In order to teach a certification course for Intermediate Wildland Fire Protection:
- (1) The unit instructor must hold an Intermediate Wildland Fire Protection certification or be approved by the commission to instruct an Intermediate Wildland course and hold:
 - (A) commission Fire Service Instructor I certification or higher; or
 - (B) instructor credentials as required by the current NWCG Field Manager's Course Guide (901-1) or current TIFMAS guidelines for this level of course.
 - (2) The lead instructor must hold NWCG or TIFMAS Single Resource Boss qualification and:
 - (A) commission Fire Service Instructor I certification or higher; or
 - (B) instructor credentials as required by the current NWCG Field Manager's Course Guide (901-1) or current TIFMAS guidelines for this level of course.
- (j) In order to teach a TEEEX Pro Board course for which a training prior approval has been submitted and approved by the commission:**
- (1) The training instructor must meet the applicable requirements of this section or possess Fire Instructor and discipline-specific Pro Board credentials issued by TEEEX.**
 - (2) The lead instructor must meet the applicable requirements of this section or, as a minimum possess Fire Instructor II and discipline-specific Pro Board credentials issued by TEEEX.**

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

- A. Discussion and possible final adoption of proposed amendments, new sections, and repeals as follows:**
 - 2. Discussion and possible action regarding proposed amendments to 37 TAC, Chapter 449, Head of a Fire Department.**



Texas Commission on Fire Protection Agenda Item Summary

MEETING: Commission
DATE: 04/25/2019

Agenda Item #: 11-A(2)

Agenda Title: Chapter 449, Head of a Fire Department

Action to be taken: Discussion and possible final adoption

Origin of Item: Staff

1. INTRODUCTION/PURPOSE

Proposed rule revisions for Head of a Fire Department.

2. DESCRIPTION/ JUSTIFICATION

The proposed rule revisions seek to clarify the requirements for head of a department, and to provide additional avenues for persons to qualify for the position.

3. BUDGET IMPACT

No significant impact is anticipated

4. TIMELINE CONSIDERATIONS

Propose for final adoption

5. RECOMMENDATION

Recommend final adoption

6. REFERENCES

37 TAC, Chapter 449, Head of a Fire Department

CHAPTER 449

HEAD OF A FIRE DEPARTMENT

SUBCHAPTER A

MINIMUM STANDARDS FOR HEAD OF A SUPPRESSION FIRE DEPARTMENT

§449.1. Minimum Standards for the Head of a Suppression Fire Department.

- (a) An individual who becomes employed and is appointed as the head of a suppression fire department must be certified by the commission as Head of a Suppression Fire Department within one year of appointment. The requirements in this subchapter also apply to an individual who is appointed on an interim basis to head of a suppression fire department.
- (b) Prior to being appointed as the head of a suppression fire department, an individual must:

(1) hold a Texas Commission on Fire Protection certification as fire protection personnel in any discipline that has a commission approved curriculum that requires structural fire protection personnel certification. The individual must have five years of experience in a full-time fire suppression position or ten years in a part-time fire suppression position at the time of appointment, or attain the required years of experience within one year of the appointment; or

(2) provide documentation of accreditation from the International Fire Service Accreditation Congress that is deemed equivalent to the commission's approved basic fire suppression curriculum, and provide documentation in the form of a sworn non-self-serving affidavit of five years of experience in a full-time fire suppression position in a jurisdiction other than Texas; or

(3) provide documentation in the form of a sworn non-self-serving affidavit of ten years of experience as an employee of a local governmental entity in a full-time structural fire protection personnel position in a jurisdiction other than Texas; or

(4) provide documentation in the form of a sworn non-self-serving affidavit of ten years of experience as an active volunteer fire fighter in one or more volunteer fire departments. The ten years of volunteer service must include documentation of attendance at 40% of the drills for each year and attendance of at least 25% of a department's emergencies in a calendar year while a member of a volunteer fire department or departments with ten or more active members that conducts a minimum of 48 hours of drills in a calendar year; ~~or~~

(5) document a combined total of five years of experience using:

(A) full-time experience while holding a commission certification as referenced in paragraph (1) of this subsection; and

(B) provide documentation in the form of a sworn non-self-serving affidavit of experience as an employee of a local governmental entity in a full-time structural fire protection position in a jurisdiction other than Texas as

referenced in paragraph (3) of this subsection, with two years of affidavit time counted as one year of experience for purposes of this qualification; or

(C) provide documentation in the form of a sworn non-self-serving affidavit of experience as an active volunteer fire fighter and meeting the attendance requirements referenced in paragraph (4) of this subsection, with two years of affidavit time counted as one year of experience; or

(6) document a combined total of five years of experience using:

(A) full-time experience while holding a commission certification as referenced in paragraph (1) of this subsection; and

(B) documentation of accreditation from the International Fire Service Accreditation Congress that is deemed equivalent to the commission's approved basic fire suppression curriculum while appointed to a full-time fire suppression position in a jurisdiction other than Texas. Documentation of experience will be in the form of a sworn non-self-serving affidavit; or

(7) document a combined total of five years of experience using:

(A) documentation of accreditation from the International Fire Service Accreditation Congress that is deemed equivalent to the commission's approved basic fire suppression curriculum while appointed to a full-time fire suppression position in a jurisdiction other than Texas, with documentation of experience being in the form of a non-self-serving affidavit; and

(B) provide documentation in the form of a sworn non-self-serving affidavit of experience as an employee of a local governmental entity in a full-time structural fire protection position in a jurisdiction other than Texas as referenced in paragraph (3) of this subsection, with two years of affidavit time counted as one year of experience for purposes of this qualification; or

(C) provide documentation in the form of a sworn non-self-serving affidavit of experience as an active volunteer fire fighter and meeting the attendance requirements referenced in paragraph (4) of this subsection, with two years of affidavit time counted as one year of experience for purposes of this qualification; or

(8) document a combined total of ten years of experience using:

(A) documentation in the form of a sworn non-self-serving affidavit of experience as an employee of a local governmental entity in a full-time structural fire protection position in a jurisdiction other than Texas as referenced in paragraph (3) of this subsection; and

(B) documentation in the form of a sworn non-self-serving affidavit of experience as an active volunteer fire fighter and meeting the attendance requirements referenced in paragraph (4) of this subsection.

- (c) Holding the Head of a Fire Suppression Fire Department certification does not qualify an individual for any other certification. An individual who seeks certification in another discipline must meet the requirements for that discipline.
- (d) Nothing contained in this chapter shall be construed to supersede Chapter 143, Local Government Code, **regarding** ~~in regard to~~ appointment **as the** ~~[of a]~~ head of a suppression fire department.
- (e) Individuals certified as the Head of a Suppression Fire Department must meet the continuing education requirement as provided for in Chapter 441 of this title (relating to Continuing Education).
- (f) An individual certified as Head of a Suppression Fire Department under this subchapter may engage in fire fighting activities only as the head of a suppression fire department. These activities include incident command, direction of fire fighting activities or other emergency activities typically associated with fire fighting duties, i.e. rescue, confined space and hazardous materials response.

SUBCHAPTER B

MINIMUM STANDARDS FOR HEAD OF A PREVENTION ONLY FIRE DEPARTMENT

§449.201. Minimum Standards for the Head of a Prevention Only Fire Department.

- (a) An individual who becomes employed and is appointed as the head of a prevention only fire department must be certified by the commission as Head of a Prevention Only Fire Department, within one year of appointment. The requirements in this subchapter also apply to an individual who is appointed on an interim basis to head of a prevention only fire department.
- (b) Prior to being appointed as the head of a prevention only fire department, an individual must:
- (1) hold a Texas Commission on Fire Protection certification as a fire inspector, fire investigator, or arson investigator. The individual must have five years of experience in a full-time fire prevention position or ten years in a part-time fire prevention position at the time of appointment, or attain the required years of experience within one year of the appointment; or
 - (2) possess valid documentation of accreditation from the International Fire Service Accreditation Congress that is deemed equivalent to the commission's approved basic arson investigator, fire investigator, or fire inspector curriculum and provide documentation in the form of a sworn non-self-serving affidavit of five years of experience in a full-time fire prevention position in a jurisdiction other than Texas; or
 - (3) provide documentation in the form of a sworn non-self-serving affidavit of ten years of experience as an employee of a local governmental entity in a full-time fire inspector, fire investigator, or arson investigator position in a jurisdiction other than Texas; or
 - (4) provide documentation in the form of a sworn non-self-serving affidavit of ten years of experience as a certified fire investigator, fire inspector, or arson investigator as a part-time fire prevention employee; or
 - (5) provide documentation in the form of a sworn non-self-serving affidavit of ten years of fire prevention experience as an active volunteer fire inspector, fire investigator, or arson investigator; or [.]

(6) document a combined total of five years of experience using:

(A) full-time experience while holding commission certification as a fire inspector, fire investigator, or arson investigator; and

(B) provide documentation in the form of a sworn non-self-serving affidavit of experience as an employee of a local governmental entity in a full-time fire inspector, fire investigator, or arson investigator position in a jurisdiction other than Texas as referenced in paragraph (3) of this subsection, with two

years of affidavit time counted as one year of experience for purposes of this qualification; or

(C) provide documentation in the form of a sworn non-self-serving affidavit of experience as an active volunteer fire inspector, fire investigator, or arson investigator in one or more volunteer fire departments, with two years of affidavit time counted as one year of experience for purposes of this qualification; or

(7) document a combined total of five years of experience using:

(A) full-time experience while holding commission certification as a fire inspector, fire investigator, or arson investigator; and

(B) documentation of accreditation from the International Fire Service Accreditation Congress that is deemed equivalent to the commission's approved basic fire investigator or fire inspector curriculum while appointed to a full-time fire prevention position in a jurisdiction other than Texas. Documentation of experience will be in the form of a sworn non-self-serving affidavit; or

(8) document a combined total of five years of experience using:

(A) documentation of accreditation from the International Fire Service Accreditation Congress that is deemed equivalent to the commission's approved basic fire investigator or fire inspector curriculum while appointed to a full-time fire prevention position in a jurisdiction other than Texas, with documentation of experience being in the form of a non-self-serving affidavit; and

(B) provide documentation in the form of a sworn non-self-serving affidavit of experience as an employee of a local governmental entity in a full-time fire inspector, fire investigator, or arson investigator position in a jurisdiction other than Texas as referenced in paragraph (3) of this subsection, with two years of affidavit time counted as one year of experience for purposes of this qualification; or

(C) provide documentation in the form of a sworn non-self-serving affidavit of experience as an active volunteer fire inspector, fire investigator, or arson investigator in one or more volunteer fire departments, with two years of affidavit time counted as one year of experience for purposes of this qualification; or

(9) document a combined total of ten years of experience using:

(A) documentation in the form of a sworn non-self-serving affidavit of experience as an employee of a local governmental entity in a full-time fire inspector, fire investigator, or arson investigator position in a jurisdiction other than Texas as referenced in paragraph (3) of this subsection; and

(B) documentation in the form of a sworn non-self-serving affidavit of experience as an active volunteer fire inspector, fire investigator, or arson investigator in one or more volunteer fire departments.

- (c) Holding the Head of a Prevention Only Fire Department certification does not qualify an individual for any other certification. An individual who seeks certification in another discipline must meet the requirements for that discipline.
- (d) Nothing contained in this chapter shall be construed to supersede Chapter 143, Local Government Code, regarding appointment as the head of a prevention only fire department.
- (e) Individuals certified as the Head of a Prevention Only Fire Department must meet the continuing education requirement as provided for in Chapter 441 of this title (relating to Continuing Education).

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

- B. Report from the Curriculum and Testing Committee with discussion and possible action on recommendations regarding possible changes to the Certification Curriculum Manual as follows:**
 - a. Updated Reference List for the Hazardous Materials Awareness Curriculum.**
 - b. Updated Reference List for the Hazardous Materials Incident Commander Curriculum.**
 - c. Updated Reference List for the Hazardous Materials Operations – Mission Specific Competencies Curriculum.**

REFERENCE LIST FOR THE HAZARDOUS MATERIALS AWARENESS CURRICULUM

This Reference List is provided as a general guide for both instructors and students to locate information pertaining to the specific objectives in the TCFP Curriculum. This list is **not** all-inclusive and does not in any way limit TCFP development and use of questions to test the objectives of the curriculum:

Required References

Texts

Certification Curriculum Manual. Texas Commission on Fire Protection. (Most current edition). Austin, TX: Texas Commission on Fire Protection.

Code of Federal Regulations, Title 29 Part 1910.120, Appendix A. United States. U.S. Department of Labor, Occupational Safety & Health Administration.

Emergency Response Guidebook. United States. (Most current edition). Washington, DC: U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration.

Essentials of Fire Fighting and Fire Department Operations, 6th edition. International Fire Service Training Association. (2013). Stillwater, OK: Fire Protection Publications, Oklahoma State University.

Fundamentals of Fire Fighter Skills, 3rd edition. International Association of Fire Chiefs, & National Fire Protection Association. (2014). Sudbury, MA: Jones and Bartlett.

Hazardous Materials Awareness and Operations, 2nd ~~3~~rd edition. Schnepf, R. (~~2010~~ **2019**). Sudbury, MA: Jones & Bartlett.

Hazardous Materials for First Responders, 4th edition. International Fire Service Training Association. (2010). Stillwater, OK: Fire Protection Publications, Oklahoma State University.

Hazardous Materials/Weapons of Mass Destruction Response Handbook, 6th/2013 edition. McGowan, T. (2012). Quincy, MA: National Fire Protection Association.

NFPA 472: Standard for Professional Competence of Responders to Hazardous Materials Incidents. (2013 ed.). Quincy, MA: NFPA Publications. National Fire Protection Association

Standards Manual for Fire Protection Personnel. Texas Commission on Fire Protection. (Current edition). Austin, TX: Texas Commission on Fire Protection.

Recommended References

The most current edition of the following publications and media are recommended (not required) supplemental material for program use.

Media

DOT Chart 15: Hazardous Materials Marking, Labeling and Placarding Guide. (or current edition) United States. Washington, DC: U.S. Dept. of Transportation, Pipeline and Hazardous Materials Safety Administration.

Emergency Response Guidebook 2012. [DVD]. United States. (2012). Washington, DC: U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration.

Hazmat Awareness. Action Training Systems, Inc. (2008). [2 Disc DVD Set - Recognition & Identification]. Poulsbo, WA: Action Training Systems.

Hazardous Materials Awareness and Operations [DVD]. International Association of Fire Chiefs, & National Fire Protection Association. (2006). Sudbury, MA: Jones and Bartlett.

REFERENCE LIST FOR THE HAZARDOUS MATERIALS INCIDENT COMMANDER CURRICULUM

This Reference List is provided as a general guide for both instructors and students to locate information pertaining to the specific objectives in the TCFP Curriculum. This list is **not** all-inclusive and does not in any way limit TCFP development and use of questions to test the objectives of the curriculum:

Required References

Texts

Certification Curriculum Manual. Texas Commission on Fire Protection. (Most current edition). Austin, TX: Texas Commission on Fire Protection.

Code of Federal Regulations, Title 29 Part 1910.120, Appendix A. United States. U.S. Department of Labor, Occupational Safety & Health Administration.
http://edocket.access.gpo.gov/cfr_2007/julqtr/pdf/29cfr1910.120.pdf

Emergency Response Guidebook. United States. (Most current edition). Washington, DC: U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration.

Hazardous Materials Awareness and Operations, 2nd 3rd Edition. Schnepf (~~2010~~ **2019**). Sudbury, MA: Jones & Bartlett.

Hazardous Materials for First Responders, 5th edition (2017). Stillwater, OK: Fire Protection Publications, Oklahoma State University.

Hazardous Materials: Managing the Incident. Chester Noll, G. G., Hildebrand, M. S., & Yvorra, J. G. (2005). MD: Red Hat Publishing Company, Inc.

Hazardous Materials/Weapons of Mass Destruction Response Handbook, 5th edition. Trebisacci, D. G. (2008). Quincy, MA: National Fire Protection Association.

NFPA 472: Standard for Professional Competence of Responders to Hazardous Materials Incidents. (2008 ed.). Quincy, MA: NFPA Publications. National Fire Protection Association

NIOSH Pocket Guide to Chemical Hazards. Cincinnati National Institute for Occupational Safety and Health. (Most current edition). OH: US Department of Health and Human Services, Public Health Service, Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health. <http://www.cdc.gov/niosh/npg/>

Standards Manual for Fire Protection Personnel. Texas Commission on Fire Protection. (Most current edition). Austin, TX: Texas Commission on Fire Protection.

Recommended References

The most current edition of the following publications and media are recommended (not required) supplemental material for program use.

Texts

Bretherick's Handbook of Reactive Chemical Hazards. Urben, P. G., Pitt, M. J., & Bretherick, L. (2007). Amsterdam: Elsevier.

Chlorine Emergencies: An Overview for First Responders. Chlorine Institute. (2007). Arlington, VA: The Chlorine Institute.

CHRIS: Chemical Hazards Response Information System. United States. (1992). COMDTINST, M16465.11B. Washington, DC: U.S. Dept. of Transportation, U.S. Coast Guard.

Dangerous Properties of Industrial and Consumer Chemicals. Cheremisinoff, N. P., King, J. A., & Boyko, R. (1994). New York, NY: M. Dekker.

Emergency Care for Hazardous Materials Exposure. Currance, P., Bronstein, A. C., & Clements, B. (2005). St. Louis, MO: Mosby.

Emergency Handling of Hazardous Materials in Surface Transportation. Association of American Railroads. (2009). Washington, DC: Association of American Railroads.

Fire Protection Guide to Hazardous Materials. National Fire Protection Association. (2001). Quincy, MA: National Fire Protection Association.

Hazardous Materials: Managing the Incident: Field Operations Guide. Chester Bevelacqua, A. S., Hildebrand, M. S., & Noll, G. G. (2007). MD: Red Hat Publishing, Inc.

Hawley's Condensed Chemical Dictionary. Lewis, R. J., & Hawley, G. G. (2007). West Sussex, England: Wiley.

Symbol Seeker: Hazard Identification Manual. Burns, P. P. (2002). Preston, England: Symbol Seeker.

Media

Hazardous Materials Containment Series. Action Training Systems. [4 Disc DVD Set]. Hazardous materials containment - series of 4 titles. Seattle, WA: Action Training Systems.

Hazardous Materials: Managing the Incident DVD Series. Massingham, G., Noll, G. G., Hildebrand, M. S., & Noll, G. G. (2005). [8 Disc DVD Set]. Edgartown, MA: Emergency Film Group.

**REFERENCE LIST FOR THE
HAZARDOUS MATERIALS OPERATIONS - MISSION SPECIFIC COMPETENCIES CURRICULUM**

This Reference List is provided as a general guide for both instructors and students to locate information pertaining to the specific objectives in the TCFP Curriculum. This list is **not** all-inclusive and does not in any way limit TCFP development and use of questions to test the objectives of the curriculum:

Required References

Texts

Certification Curriculum Manual. Texas Commission on Fire Protection. (Most current edition). Austin, TX: Texas Commission on Fire Protection.

Code of Federal Regulations, Title 29 Part 1910.120, Appendix A. United States. U.S. Department of Labor, Occupational Safety & Health Administration.
http://edocket.access.gpo.gov/cfr_2007/julqtr/pdf/29cfr1910.120.pdf

Emergency Response Guidebook. United States. (Most current edition). Washington, DC: U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration.

Essentials of Fire Fighting and Fire Department Operations, 6th edition. International Fire Service Training Association. (2013). Stillwater, OK: Fire Protection Publications, Oklahoma State University.

Fundamentals of Fire Fighter Skills, 3rd edition. International Association of Fire Chiefs, & National Fire Protection Association. (2014). Sudbury, MA: Jones and Bartlett.

Hazardous Materials Awareness and Operations, 2nd 3rd Edition. Schnepf (~~2010~~ **2019**). Sudbury, MA: Jones & Bartlett.

Hazardous Materials for First Responders, 4th 5th edition. International Fire Service Training Association. (~~2010~~ **2017**). Stillwater, OK: Fire Protection Publications, Oklahoma State University.

Hazardous Materials: Managing the Incident, 4th edition. Noll, G. G., Hildebrand, M. S., Schnepf, R. & Rudner, G.D. (2014). Burlington, MA: Jones and Bartlett.

Hazardous Materials/Weapons of Mass Destruction Response Handbook, 6th/2013 edition. McGowan, T. (2012). Quincy, MA: National Fire Protection Association.

NFPA 472: Standard for Professional Competence of Responders to Hazardous Materials Incidents. (2013 ed.). Quincy, MA: NFPA Publications. National Fire Protection Association

NIOSH Pocket Guide to Chemical Hazards. National Institute for Occupational Safety and Health. (Most current edition). Cincinnati, OH: US Department of Health and Human Services, Public Health Service, Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health. <http://www.cdc.gov/niosh/npg/>

Standards Manual for Fire Protection Personnel. Texas Commission on Fire Protection. (Most current edition). Austin, TX: Texas Commission on Fire Protection.

Recommended References

The most current edition of the following publications and media are recommended (not required) supplemental material for program use.

Texts

Bretherick's Handbook of Reactive Chemical Hazards. Urben, P. G., Pitt, M. J., & Bretherick, L. (2007). Amsterdam: Elsevier.

Emergency Care for Hazardous Materials Exposure. Currance, P., Bronstein, A. C., & Clements, B. (2005). St. Louis, MO: Mosby.

Field Guide to Tank Cars. Bureau of Explosives. (2010). Pueblo, Colorado: Association of American Railroads.

Fire Protection Guide to Hazardous Materials. 2010 edition. National Fire Protection Association. Quincy, MA: National Fire Protection Association.

Hawley's Condensed Chemical Dictionary. 15th edition. Lewis, R. J. (2007). West Sussex: Wiley.

Hazardous Materials: Managing the Incident Field Operations Guide. 2nd edition. Bevelacqua, A. S., (2014). Jones and Bartlett.

Media

Chlorine Emergencies: An Overview for First Responders. Chlorine Institute. (2007). Arlington, VA: The Chlorine Institute.

Hazardous Materials Containment Series. Action Training Systems. [4 Disc DVD Set] Hazardous materials containment - series of 4 titles. Seattle, WA: Action Training Systems.

Hazardous Materials: Managing the Incident DVD Series. Massingham, G., Noll, G. G., Hildebrand, M. S., & Noll, G. G. (2005). [8 Disc DVD Set] Edgartown, MA: Emergency Film Group.

How to Use the Chlorine Institute Emergency Kit "A" for 100 lb. and 150 lb. Chlorine Cylinders. Chlorine Institute. (Sept. 2013). New York, NY: The Chlorine Institute. [DVD + pamphlet]

How to Use the Chlorine Institute Emergency Kit "B" for Chlorine Ton Containers. New Chlorine Institute. (Dec. 2013). York, NY: The Chlorine Institute. [DVD + pamphlet]

How to Use the Chlorine Institute Emergency Kit "C" for Chlorine Tank Cars and Tank Trucks. Chlorine Institute. (Feb. 2014). New York, NY: The Chlorine Institute. [DVD + pamphlet]

12. Report from Curriculum and Testing Committee regarding the review and evaluation of the International Code Council Inspector Certification Program.

13. Discussion and possible action regarding proposed amendments to 37 TAC, Chapter 429, Fire Inspector, Subchapter B, Minimum Standards For Plan Examiner.



Texas Commission on Fire Protection Agenda Item Summary

MEETING: Commission
DATE: 04/25/2019

Agenda Item #: 13
Agenda Title: Chapter 429, Fire Inspector and Plan Examiner
Temporary Provision

Action to be taken: Propose for Publication

Origin of Item: Staff

1. INTRODUCTION/PURPOSE

The purpose of the item is to consider adding language that would allow certain individuals to obtain Plan Examiner I certification during a “special provision” period.

2. DESCRIPTION/ JUSTIFICATION

The proposed language establishes a temporary “grandfathering” provision that would allow persons who satisfy one of the listed criteria to apply for Plan Examiner I certification. This would be in addition to the normal means for obtaining certification and would be effective for a limited time.

3. BUDGET IMPACT

A loss in testing revenue would be anticipated.

4. TIMELINE CONSIDERATIONS

The provision as proposed would be in effect for approximately one year following adoption.

5. RECOMMENDATION

Recommend publication by staff

6. REFERENCES

37 TAC, Chapter 429, Fire Inspector and Plan Examiner

CHAPTER 429
FIRE INSPECTOR AND PLAN EXAMINER
SUBCHAPTER A
MINIMUM STANDARDS FOR FIRE INSPECTOR CERTIFICATION

§429.1. Minimum Standards for Fire Inspector Personnel.

- (a) Fire code enforcement is defined as the enforcement of laws, codes, and ordinances of the authority having jurisdiction pertaining to fire prevention.
- (b) To qualify for appointment to fire code enforcement duties, individuals must be certified as a Fire Inspector, or meet the requirements in subsections (c) and (d) of this section.
- (c) Individuals may be appointed to fire code enforcement duties on a probationary or temporary status if they have successfully passed the commission exam for Fire Inspector, as specified in Chapter 439 of this title (relating to Examinations for Certification).
- (d) Individuals appointed to fire code enforcement duties in subsection (c) of this section must be certified as a Fire Inspector within one year of the appointment.
- (e) Individuals holding any level of fire inspector certification shall be required to comply with the continuing education requirements in §441.13 of this title (relating to Continuing Education for Fire Inspection Personnel).

§429.3. Minimum Standards for Basic Fire Inspector Certification.

In order to be certified as a Basic Fire Inspector, an individual must:

- (1) possess valid documentation as an Inspector I and Inspector II from either:
 - (A) the International Fire Service Accreditation Congress; or
 - (B) the National Board on Fire Service Professional Qualifications issued by the Texas A&M Engineering Extension Service using the 2009 or later edition of the NFPA standard applicable to this discipline and meeting the requirements as specified in §439.1(a)(2) of this title (relating to Requirements—General); or
- (2) complete a commission approved fire inspector training program and successfully pass the commission examination(s) as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved training program shall consist of one or any combination of the following:
 - (A) completion of the commission approved Basic Fire Inspector Curriculum, as specified in the commission's Certification Curriculum Manual; or

(B) successful completion of an out-of-state, NFA, and/or military training program which has been submitted to the commission for evaluation and found to meet the minimum requirements as listed in the commission approved Basic Fire Inspector Curriculum as specified in the commission's Certification Curriculum Manual; or

(C) successful completion of the following college courses:

(i) Fire Protection Systems, three semester hours;

(ii) Fire Prevention Codes and Inspections, three semester hours;

(iii) Building Construction in the Fire Service or Building Codes and Construction, three semester hours; and

(iv) Hazardous Materials I, II, or III, three semester hours (total semester hours, (12)); or

(D) documentation of the receipt of Fire Inspector I and Fire Inspector II certificates issued by the State Firemen's and Fire Marshals' Association of Texas that are deemed equivalent to a commission approved Basic Fire Inspector curriculum.

§429.5. Minimum Standards for Intermediate Fire Inspector Certification.

(a) Applicants for Intermediate Fire Inspector Certification must meet the following requirements:

(1) hold as a prerequisite Basic Fire Inspector Certification as defined in §429.3 of this title (relating to Minimum Standards for Basic Fire Inspector Certification); and

(2) acquire a minimum of four years of fire protection experience and complete the training listed in one of the following options:

(A) Option 1--Successfully complete six semester hours of fire science or fire technology from an approved Fire Protection Degree Program and submit documentation as required by the commission that the courses comply with subsections (b) and (c) of this section; or

(B) Option 2--Completion of coursework from either the A-List or the B-List courses. Acceptable combinations of courses are as follows: two A-List courses; or eight B-List courses; or one A-List course and four B-List courses. (See the exception outlined in subsection (c) of this section); or

(C) Option 3--Completion of coursework from either the A-List or the B-List courses in combination with college courses in fire science or fire protection. Acceptable combinations of courses are three semester hours meeting the requirements of Option 1 with either one A-List course or four B-List courses. (See the exception outlined in subsection (c) of this section.)

(b) Non-traditional credit awarded at the college level, such as credit for experience or credit by examination obtained from attending any school in the commission's Certification Curriculum Manual or for experience in the fire service, may not be counted toward this level of certification.

- (c) The training required in this section must be in addition to any training used to qualify for any lower level of fire inspector certification. Repeating a course or a course of similar content cannot be used towards this level of certification.

§429.7. Minimum Standards for Advanced Fire Inspector Certification.

- (a) Applicants for Advanced Fire Inspector Certification must complete the following requirements:

(1) hold as a prerequisite an Intermediate Fire Inspector Certification as defined in §429.5 of this title (relating to Minimum Standards for Intermediate Fire Inspector Certification); and

(2) acquire a minimum of eight years of fire protection experience and complete the training listed in one of the following options:

(A) Option 1--Successfully complete six semester hours of fire science or fire technology from an approved Fire Protection Degree Program and submit documentation as required by the commission that the courses comply with subsections (b) and (c) of this section; or

(B) Option 2--Completion of coursework from either the A-List or the B-List courses. Acceptable combinations of courses are as follows: two A-List courses; or eight B-List courses; or one A-List course and four B-List courses. (See the exception outlined in subsection (c) of this section); or

(C) Option 3--Completion of coursework from either the A-List or the B-List courses in combination with college courses in fire science or fire protection. Acceptable combinations of courses are three semester hours meeting the requirements of Option 1 with either one A-List course or four B-List courses. (See the exception outlined in subsection (c) of this section.)

- (b) Non-traditional credit awarded at the college level, such as credit for experience or credit by examination obtained from attending any school in the commission's Certification Curriculum Manual or for experience in the fire service, may not be counted toward this level of certification.

- (c) The training required in this section must be in addition to any training used to qualify for any lower level of fire inspector certification. Repeating a course or a course of similar content cannot be used towards this level of certification.

§429.9. Minimum Standards for Master Fire Inspector Certification.

- (a) Applicants for Master Fire Inspector Certification must complete the following requirements:

(1) hold as a prerequisite an Advanced Fire Inspector Certification as defined in §429.7 of this title (relating to Minimum Standards for Advanced Fire Inspector Certification); and

(2) acquire a minimum of 12 years of fire protection experience, and 60 college semester hours or an associate degree, which includes at least 18 college semester hours in fire science subjects.

(b) College level courses from both the upper and lower division may be used to satisfy the education requirement for Master Fire Inspector Certification.

§429.11. International Fire Service Accreditation Congress (IFSAC) Seal.

(a) Individuals who pass the applicable sections of the state examination may be granted IFSAC seal(s) for Inspector I and Inspector II by making application to the commission for the IFSAC seal(s) and paying the associated fees, provided they meet the following provisions:

(1) To receive the IFSAC Inspector I seal, the individual must:

(A) complete the Inspector I section of a commission approved course; and

(B) pass the Inspector I section of a commission examination.

(2) To receive the IFSAC Inspector II seal, the individual must:

(A) complete the Inspector II section of a commission approved course;

(B) document possession of an IFSAC Inspector I seal; and

(C) pass the Inspector II section of a commission examination.

(b) In order to qualify for an IFSAC seal, an individual must submit the application for the seal prior to the expiration of the examination.

CHAPTER 429
FIRE INSPECTOR AND PLAN EXAMINER
SUBCHAPTER B
MINIMUM STANDARDS FOR PLAN EXAMINER

§429.201. Minimum Standards for Plan Examiner Personnel.

Plan examiner duties are defined as the review of building or other structure plans for the purpose of determining compliance with adopted fire codes and standards.

§429.203. Minimum Standards for Plan Examiner I Certification.

In order to be certified as a Plan Examiner I, an individual must:

(1) possess valid documentation as a Plan Examiner I from either:

(A) the International Fire Service Accreditation Congress; or

(B) the National Board on Fire Service Professional Qualifications issued by the Texas A&M Engineering Extension Service using the 2009 or later edition of the NFPA standard applicable to this discipline and meeting the requirements as specified in §439.1(a)(2) of this title (relating to Requirements—General); or

(2) complete a commission approved Plan Examiner I training program and successfully pass the commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved training program shall consist of one of the following:

(A) completion of the commission approved Plan Examiner I Curriculum, as specified in the commission's Certification Curriculum Manual; or

(B) successful completion of an out-of-state, NFA, and/or military training program which has been submitted to the commission for evaluation and found to meet the minimum requirements as listed in the commission approved Plan Examiner I Curriculum as specified in the commission's Certification Curriculum Manual; or

(C) documentation of the receipt of a Plan Examiner I certificate issued by the State Firemen's and Fire Marshals' Association of Texas that is deemed equivalent to a commission approved Plan Examiner I curriculum.

§429.205. International Fire Service Accreditation Congress (IFSAC) Seal.

(a) Individuals who pass the state examination may be granted an IFSAC seal for Plan Examiner I by making application to the commission for the IFSAC seal and paying the associated fee.

(b) In order to qualify for an IFSAC seal, an individual must submit the application for the seal prior to the expiration of the examination.

14. Discussion and possible action regarding proposed amendments to 37 TAC, Chapter 439, Examinations For Certification.



Texas Commission on Fire Protection

Agenda Item Summary

MEETING: Commission

DATE: 04/25/2019

Agenda Item #: 14

Agenda Title: Chapter 439, Examinations For Certification

Action to be taken: Propose for Publication

Origin of Item: Staff

1. INTRODUCTION/PURPOSE

The purpose of the item is to consider revising the maximum number of pilot questions that may be included on some examinations.

2. DESCRIPTION/ JUSTIFICATION

The proposed language provides for more consistency regarding the maximum number of pilot questions that may be included on certain exams, setting the maximum number at 10% of the number of regular exam questions.

3. BUDGET IMPACT

No significant impact anticipated

4. TIMELINE CONSIDERATIONS

Proposed for possible publication

5. RECOMMENDATION

Recommend publication by staff

6. REFERENCES

Title 37, Chapter 439, Examinations For Certification

CHAPTER 439
EXAMINATIONS FOR CERTIFICATION
SUBCHAPTER A
EXAMINATIONS FOR ON-SITE DELIVERY TRAINING

§439.1. Requirements—General.

- (a) The administration of examinations for certification, including performance skill evaluations, shall be conducted in compliance with commission rules and; as applicable, with:
- (1) International Fire Service Accreditation Congress (IFSAC) regulations; or
 - (2) National Board on Fire Service Professional Qualifications (Pro Board) regulations for examinations administered by the Texas A&M Engineering Extension Service. Only Pro Board examinations administered by the Texas A&M Engineering Extension Service will be accepted by the commission for certification. In order for a Pro Board document to be accepted for certification, it must:
 - (A) List the commission issued course approval number for which the examination was conducted;
 - (B) Indicate that the examination was conducted in English; and
 - (C) List any special accommodations provided to the examinee. The commission may not issue a certificate for an examination conducted under special accommodations other than those specified in §439.13 of this title (relating to Special Accommodations for Testing).
- (b) It is incumbent upon commission staff, committee members, training officers and field examiners to maintain the integrity of the state certification examination process (or portion thereof) for which they are responsible.
- (c) The commission shall reserve the authority to conduct an annual review of Pro Board examinations, procedures, test banks, and facilities utilized by the Texas A&M Engineering Extension Service. The commission may also conduct a review at any time for cause and as deemed necessary to ensure the integrity of the certification examination process.
- (d) Exams will be based on the job performance requirements and knowledge and skill components of the applicable NFPA standard for that discipline, if a standard exists and has been adopted by the commission. If a standard does not exist or has not been adopted by the commission, the exam will be based on curricula as currently adopted in the commission's Certification Curriculum Manual.
- (e) Commission examinations that receive a passing grade shall expire two years from the date of the examination.
- (f) An examination for Basic Structure Fire Protection shall consist of four sections: Fire Fighter I, Fire Fighter II, Hazardous Materials Awareness Level, and Hazardous Materials Operations Level including the Mission-Specific Competencies for Personal Protective Equipment and Product Control. The examinee must pass each section of the examination with a minimum score of 70% in order to qualify for certification.

- (g) An examination for Basic Fire Inspector shall consist of two sections: Inspector I, and Inspector II. The examinee must pass each section of the examination with a minimum score of 70% in order to qualify for certification.
- (h) An examination for Basic Structure Fire Protection and Intermediate Wildland Fire Protection shall consist of five sections: Fire Fighter I, Fire Fighter II, First Responder Awareness, First Responder Operations, and Intermediate Wildland Fire Protection. The examinee must pass each section of the examination with a minimum score of 70% in order to qualify for certification.
- (i) All other state examinations consist of only one section.
- (j) The individual who fails to pass a commission examination for state certification will be given one additional opportunity to pass the examination or section(s) thereof. This opportunity must be exercised within 180 days after the date of the first failure. An examinee who fails to pass the examination within the required time may not sit for the same examination again until the examinee has re-qualified by repeating the curriculum applicable to that examination.
- (k) An individual may obtain a new certificate in a discipline which was previously held by passing a commission proficiency examination.
- (l) If an individual who has never held certification in a discipline defined in §421.5 of this title (relating to Definitions), seeks certification in that discipline, the individual shall complete all certification requirements.
- (m) If an individual completes a commission approved training program, or a program that has been evaluated and deemed equivalent to a certification curriculum approved by the commission, such as an out-of-state or military training program or a training program administered by the State Firemen's and Fire Marshals' Association of Texas, the individual may use only one of the following examination processes for certification:
 - (1) pass a commission examination; or
 - (2) submit documentation of the successful completion of the Pro Board examination process administered by the Texas A&M Engineering Extension Service; and
 - (3) meet any other certification requirements in order to become eligible for certification as fire protection personnel.
- (4) An individual cannot use a combination of the two examination processes in this subsection from a single commission approved class for certification. An individual who chooses to submit to the commission examination process may not utilize the other process toward certification.
- (n) An individual or entity may petition the commission for a waiver of the examination required by this section if the person's certificate expired because of the individual's or employing entity's good faith clerical error or expired as a result of termination of the person's employment where the person has been restored to employment through a disciplinary procedure or a court action. All required renewal fees including applicable late fees and all required continuing education must be submitted before the waiver request may be considered.

- (1) Applicants claiming good faith clerical error must submit a sworn statement together with any supporting documentation that evidences the applicant's good faith efforts to comply with commission renewal requirements and that failure to comply was due to circumstances beyond the control of the applicant.
- (2) Applicants claiming restoration to employment as a result of a disciplinary or court action must submit a certified copy of the order, ruling or agreement restoring the applicant to employment.

§439.3. Definitions.

The following words and terms, when used in this chapter, have the following definitions unless the context clearly indicates otherwise.

- (1) Certificate of Completion--A statement by the provider of training certifying that an individual has successfully completed a commission-approved certification curriculum or phase program for a particular discipline, including having been evaluated by field examiners on performance skills identified by the commission. The certificate of completion qualifies an individual to take an original certification examination. The certificate expires two years from the date of completion. If an individual does not take the certification examination prior to the expiration of the certificate of completion, he or she must again complete the curriculum in order to obtain a new certificate of completion.
- (2) Curriculum--The competencies established by the commission as a minimum requirement for certification in a particular discipline.
- (3) Designee--An entity or individual approved by commission staff to administer commission certification examinations and/or performance skills in accordance with this chapter.
- (4) Eligibility--A determination of whether or not an individual has met the requirements set by the commission and would therefore be allowed to take a commission examination.
- (5) Endorsement of eligibility--A statement testifying to the fact that an individual has met all requirements specified by the commission and is qualified to take a commission examination. An endorsement of eligibility will be issued by a member of the commission staff.
- (6) Examination--A state test which an examinee must pass as one of the requirements for certification.
- (7) Examinee--An individual who has met the commission requirements and therefore qualifies to take the commission examination.
- (8) Field examiner--An individual authorized to evaluate performance skills in commission approved curricula. The field examiner must possess a Fire Instructor Certification or other instructor qualification as allowed by §427.307(h) and (i) of this title (relating to On-Site and Distance Training Provider Staff Requirements) for Wildland courses only, complete the on-line commission field examiner course, and sign an agreement to comply with the commission's testing procedures. The field examiner must be approved by the commission to instruct all subject areas identified in the curriculum that he or she will be evaluating. The field examiner must repeat the examiner course every two years and submit a new Letter of Intent.

- (9) Lead Examiner--A member of the commission staff or a designee who has been assigned by the commission to administer a commission examination.
- (10) Letter of Intent--A statement, signed by an individual applying to the commission for field examiner status, that he or she is familiar with the commission's examination procedures, and agrees to abide by the policies and guidelines as set out in Chapter 439 of this title (relating to Examinations for Certification).
- (11) Sectional examination—A test that covers one section of a multiple section examination.

§439.5. Procedures.

- (a) Procedures for conducting examinations are determined by the commission.
- (b) All application processing fees due to the commission must be paid in a timely manner. Late payments shall be assessed a late fee in accordance with §437.13 of this title (relating to Processing Fees for Test Application).
- (c) Each examination must be administered by a lead examiner.
- (d) The lead examiner must:
- (1) ensure that the tests remain secure and that the examination is conducted under conditions warranting honest results;
 - (2) monitor the examination while in progress;
 - (3) control entrance to and exit from the test site;
 - (4) assign or re-assign seating; and
 - (5) bar admission to or dismiss any examinee who fails to comply with any of the applicable provisions of this chapter.
- (e) All official grading and notification must come from the commission or its designee. The preliminary test results shall be made available within seven (7) business days after completion of the examination.

§439.7. Eligibility.

- (a) An examination may not be taken by an individual who currently holds an active certificate from the commission in the discipline to which the examination pertains, unless required by the commission in a disciplinary matter, or test scores have expired and the individual is testing for IFSAC seals.
- (b) An individual who passes an examination and is not certified in that discipline, will not be allowed to test again if the original examination grade is still active, unless required by the commission in a disciplinary matter.
- (c) In order to qualify for a commission examination, the examinee must:
- (1) meet or exceed the minimum requirements set by the commission as a prerequisite for the specified examination;

- (2) submit a test application, meet any other prerequisite requirements, and submit the appropriate application processing fee(s);
- (3) receive from the commission an "Endorsement of Eligibility" letter and provide this letter to the lead examiner;
- (4) bring to the test site, and display upon request, a current and valid government issued identification which contains the name and photograph of the examinee;
- (5) report on time to the proper location; and
- (6) comply with all the written and verbal instructions of the lead examiner.

(d) No examinee shall be permitted to:

- (1) violate any of the fraud provisions of this section;
 - (2) disrupt the examination;
 - (3) bring into the examination site any books, notes, or other written materials related to the content of the examination;
 - (4) refer to, use, or possess any such written material at the examination site;
 - (5) give or receive answers or communicate in any manner with another examinee during the examination;
 - (6) communicate at any time or in any way, the contents of an examination to another person for the purpose of assisting or preparing a person to take the examination;
 - (7) steal, copy, or reproduce any part of the examination;
 - (8) engage in any deceptive or fraudulent act either during an examination or to gain admission to it;
 - (9) solicit, encourage, direct, assist, or aid another person to violate any provision of this section; or
 - (10) bring into the examination site any electronic devices.
- (e) No person shall be permitted to sit for any commission examination who has an outstanding debt owed to the commission.

§439.9. Grading.

- (a) If performance skills are required as a part of the examination, the examinee must demonstrate performance skill objectives in a manner consistent with performance skill evaluation forms provided by the Commission. The evaluation format for a particular performance skill will determine the requirements for passage of the skill. Each performance skill evaluation form will require successful completion of one of the following formats:

- (1) all mandatory tasks; or
 - (2) an accumulation of points to obtain a passing score as indicated on the skill sheet; or
 - (3) a combination of both paragraphs (1) and (2) of this subsection.
- (b) The minimum passing score on each written examination or section thereof shall be 70%. This means that 70% of the total possible active questions must be answered correctly. The commission may, at its discretion, invalidate any question.
- (c) If the commission invalidates an examination score for any reason, it may also, at the discretion of the commission, require a retest to obtain a substitute valid test score.

§439.11. Commission-Designated Performance Skill Evaluations.

- (a) The commission-designated performance evaluations are randomly selected from each subject area within the applicable curriculum containing actual skill evaluations. This applies only for curricula in which performance standards have been developed.
- (b) The training provider shall test the commission designated performance skills for competency. The skill evaluations may only take place after all training on the identified subject area has been completed. The date(s), time(s) and location(s) for the commission designated skill evaluations must be submitted on the commission designated skill schedule contained within the Training Prior Approval system. The commission must be notified immediately of any deviation from the submitted commission designated skill schedule. All skills must be evaluated by a commission approved field examiner. The individual who served as the instructor of a particular subject may not evaluate the performance skill for the subject.
- (c) In order to qualify for the commission certification examination, the student must successfully complete and pass all designated skill evaluations. The student may be allowed two attempts to complete each skill. A second failure during the evaluation process will require remedial training in the failed skill area with a certified instructor before being allowed a third attempt. A third failure shall require that the student repeat the entire certification curriculum.
- (d) If performance skill evaluations are not conducted for a student during the course of instruction, they must be conducted within ninety days (90) following the end date of the course. In a case such as this the training provider must also obtain a new set of commission designated skills for which to evaluate the student; the provider may not use the same set of skills provided during the original course of instruction. If performance skill evaluations are not conducted within the ninety day (90) period, the student must repeat the course. The ninety (90) day period may be extended for students who were unable to complete their performance skill evaluations due to injury, illness, military commitment, or other situation beyond their control.
- (e) The training facility must maintain records (electronic or paper) of skills testing on each examinee. Test results must be recorded and saved on the applicable performance skill sheets provided in the commission Curriculum Skills Manual, and must include all information called for on the skill sheet.
- (f) For certification disciplines in which an IDLH environment may exist, all skill testing participants shall have available for use NFPA compliant PPE and SCBA as defined in §435.1

of this title (relating to Protective Clothing) and §435.3 of this title (relating to Self-Contained Breathing Apparatus).

§439.13. Special Accommodations for Testing.

- (a) Special accommodation testing is for those individuals that have a documented disability which may hamper their success on a Texas Commission on Fire Protection written examination. Some accommodations that can be allowed are:
- (1) A testing room to oneself (examinee is allowed to read the questions out loud to him or herself). To accommodate the request the examinee will have to test in the Commission's Austin headquarters location or any location deemed appropriate by the Commission.
 - (2) The test to be split in two with up to an hour break in between (no access to the first half of the examination will be allowed during or after the break). To accommodate the request the examinee will have to test in the commission's Austin headquarters location or any location deemed appropriate by the Commission.
 - (3) The questions to be printed in a larger font (approximately 7% larger).
 - (4) The test to be copied on off-white paper (i.e., cream colored).
 - (5) The use of highlighters or a highlighter sheet.
 - (6) Any requests that changes the condition of the examination or the examination process.
- (b) If the applicant is seeking a special accommodation test, the applicant must submit written documentation of the disability and a written statement as to which of the allowable accommodations is being requested. The applicant may ask for accommodations not listed above. The request will be reviewed and the applicant will receive a written response regarding the Commission's position on the request.

§439.19. Number of Test Questions.

- (a) Each examination may have two types of questions: pilot and active. Pilot questions are new questions placed on the examination for statistical purposes only. These questions do not count against an examinee if answered incorrectly. **The maximum possible number of pilot questions will be 10% of the number of exam questions, rounded up.**
- (b) The number of questions on an examination, sectional examination, or retest will be based upon the specific examination, or number of recommended hours for a particular curriculum or section as shown in the table below. Any pilot questions added to an examination, sectional examination, or retest will be in addition to the number of exam questions.

Figure: 37 TAC §439.19(b)

Examination	Section	Number of Exam Questions	Maximum Possible Number of Pilot Questions	Time Allowed
Basic Structure FP	Hazardous Materials Awareness	25		
	Hazardous Materials Operations	25		
	Firefighter I	100		
	Firefighter II	75		
	TOTAL	225	25 23	4.5 Hours
Basic Fire Inspector	Inspector I	50		
	Inspector II	50		
	TOTAL	100	15 10	2.0 Hours
Basic Structure FP/ Intermediate Wildland FP	Hazardous Materials Awareness	25		
	Hazardous Materials Operations	25		
	Firefighter I	100		
	Firefighter II	75		
	Intermediate Wildland FP	25		
	TOTAL	250	25	5.0 Hours
FOR ALL OTHER EXAMINATIONS, SECTIONAL EXAMINATIONS, AND RETESTS				
	Recommended Hours	Number of Exam Questions	Maximum Possible Number of Pilot Questions	Time Allowed
IF THE RECOMMENDED HOURS FOR THE CURRICULUM OR SECTION IS:	Less than 30	25	5 3	30 Minutes
	31 to 100	50	5	1.0 Hour
	101 to 200	75	10 8	1.5 Hours
	201 to 300	100	15 10	2.0 Hours
	301 to 400	125	20 13	2.5 Hours
	401 or More	150	25 15	3.0 Hours

CHAPTER 439**EXAMINATIONS FOR CERTIFICATION****SUBCHAPTER B****EXAMINATIONS FOR DISTANCE TRAINING****§439.201. Requirements—General.**

The examination requirements for those completing distance training shall be the same as those in Subchapter A of this chapter, except as noted in this subchapter.

§439.205. Performance Skill Evaluation.

If the performance skill portion of a state exam is to be evaluated by an approved field examiner who will not observe the completion of the skill while in the immediate physical presence of the examinee, a letter of assurance from the candidate's training officer or fire chief is required stating that the fire department assures the integrity of the evaluation procedure. If the candidate is not a member of a fire department, then a certified fire instructor, fire chief, or training officer may provide a letter of assurance that meets the requirements of this section. The provider of distance training is required to keep a record of this assurance and provide it to the commission upon request.

15. Discussion and possible action regarding proposed amendments to 37 TAC, Chapter 459, Fire and Life Safety Educator.



Texas Commission on Fire Protection Agenda Item Summary

MEETING: Commission
DATE: 04/25/2019

Agenda Item #: 15

Agenda Title: Chapter 459, Fire and Life Safety Educator

Action to be taken: Propose for Publication

Origin of Item: Staff

1. INTRODUCTION/PURPOSE

The purpose of the item is to remove the “special provision” language for Fire & Life Safety Educator I and to add IFSAC seal language.

2. DESCRIPTION/ JUSTIFICATION

The “special provision” period expired on February 28, 2019. The agency was accredited for Fire and Life Safety Educator II IFSAC seals.

3. BUDGET IMPACT

Positive impact if individuals seek to get their IFSAC seals

4. TIMELINE CONSIDERATIONS

Propose for publication

5. RECOMMENDATION

Recommend publication by staff

6. REFERENCES

37 TAC, Chapter 459, Fire and Life Safety Educator

CHAPTER 459

FIRE AND LIFE SAFETY EDUCATOR

SUBCHAPTER A

MINIMUM STANDARDS FOR FIRE AND LIFE SAFETY EDUCATOR I

§459.1. Fire and Life Safety Educator I Certification.

- (a) A Fire and Life Safety Educator I is defined as an individual who performs professional work in the coordination and delivery of public fire and life safety education, and fire prevention programs.
- (b) All individuals holding a Fire and Life Safety Educator I certification shall be required to comply with the continuing education requirements in Chapter 441 of this title (relating to Continuing Education).
- (c) A regulated entity that employs an individual certified as Fire and Life Safety Educator I must report the individual's employment via the commission's online data management system (FIDO system).
- ~~[(d) Special temporary provision. Individuals are eligible to take the commission examination for Fire and Life Safety Educator I certification by:]~~
- ~~[(1) providing documentation acceptable to the commission that the individual has successfully completed Fire and Life Safety Educator I certification training that meets the minimum requirements of National Fire Protection Association Standard 1035; or]~~
- ~~[(2) providing documentation acceptable to the commission of proficiency in fire and life safety education as an employee of a government entity, a member in a volunteer fire service organization, or an employee of a regulated non-governmental fire department; or]~~
- ~~[(3) holding certification as a Fire Instructor I or higher.]~~
- ~~[(4) This subsection will expire on February 28, 2019.]~~

§459.3. Minimum Standards for Fire and Life Safety Educator I Certification.

In order to be certified as a Fire and Life Safety Educator I, an individual must:

- (1) possess valid documentation of accreditation from the International Fire Service Accreditation Congress as a Fire and Life Safety Educator I; or
- (2) complete a commission approved Fire and Life Safety Educator I program and successfully pass the commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved Fire and Life Safety Educator I program must consist of one of the following:
- (A) completion of an in-state Fire and Life Safety Educator I 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

(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.

§459.5. Examination Requirement

Examination requirements in Chapter 439 of this title (relating to Examinations for Certification) must be met to receive Fire and Life Safety Educator I certification.

§459.7 International Fire Service Accreditation Congress (IFSAC) Seal
Individuals completing a commission approved Fire and Life Safety Educator I program may be granted an IFSAC seal for Fire and Life Safety Educator I by making application to the commission for the IFSAC seal and paying applicable fees. Individuals must submit the fee for the seal prior to the expiration of the examination to qualify for the IFSAC seal.

CHAPTER 459**FIRE AND LIFE SAFETY EDUCATOR****SUBCHAPTER B****MINIMUM STANDARDS FOR FIRE AND LIFE SAFETY EDUCATOR II****§459.201 Fire and Life Safety Educator II Certification.**

- (a) A Fire and Life Safety Educator II is defined as an individual who performs professional work in the coordination and delivery of public fire and life safety education, and fire prevention programs.
- (b) All individuals holding a Fire and Life Safety Educator II certification shall be required to comply with the continuing education requirements in Chapter 441 of this title (relating to Continuing Education).
- (c) Special temporary provision. Individuals are eligible to take the commission examination for Fire and Life Safety Educator II by:
 - (1) holding Fire and Life Safety Educator I certification and meeting one of the following requirements:
 - (2) providing documentation acceptable to the commission that the individual has successfully completed Fire and Life Safety Educator II certification training that meets the minimum requirements of the National Fire Protection Association Standard 1035; or
 - (3) providing documentation acceptable to the commission of proficiency in fire and life safety education as an employee of a government entity, a member in a volunteer fire service organization, and/or an employee of a regulated non-governmental fire department or
 - (4) hold a TCFP Fire Instructor II certification or higher.
 - (5) This subsection will expire on February 29, 2020.

§459.203 Minimum Standards for Fire and Life Safety Educator II Certification.

In order to be certified as a Fire and Life Safety Educator II, an individual must:

- (1) hold as a prerequisite Fire and Life Safety Educator I certification; and
- (2) possess valid documentation of accreditation from the International Fire Service Accreditation Congress as a Fire and Life Safety Educator II; or
- (3) complete a commission approved Fire and Life Safety Educator II program and successfully pass the commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved Fire and Life Safety Educator II program must consist of one of the following:
 - (A) completion of an in-state Fire and Life Safety Educator II 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

(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.

§459.205 Examination Requirement

Examination requirements in Chapter 439 of this title (relating to Examinations for Certification) must be met to receive Fire and Life Safety Educator II certification.

§459.207 International Fire Service Accreditation Congress (IFSAC) Seal

Individuals completing a commission approved Fire and Life Safety Educator II program may be granted an IFSAC seal for Fire and Life Safety Educator II by making application to the commission for the IFSAC seal and paying applicable fees. Individuals must submit the fee for the seal prior to the expiration of the examination to qualify for the IFSAC seal.

16. Discussion and possible action regarding the addition of classes or courses to the A List and B List for higher levels of certification.

Proposed Additions to A & B List

A List Course:	Course #	Provider	Length
Leadership in Supervision: Growth Thinking Success	NFA113	NFA	40

B List Course:	Course #	Provider	Length- Hours
Calling the Mayday	NFA091	NFA	4
Department Wellness Program	NFA092	NFA	12
<u>Executive Skills Series Exercising</u>			
Leadership:			
Ethically	NFA093	NFA	12
Difficult Conversations	NFA106	NFA	14
Facilitate Adaptive Change	NFA105	NFA	11
Within Communities	NFA104	NFA	14
Fire Safety Culture: Who protects Firefighters from Firefighters	NFA108	NFA	12
Incident Command and Resource Mgmt for the Fire Service	NFA094	NFA	13
Initial Fire Investigation for First Responders	NFA102	NFA	21
Introduction to Unified Command For all Hazard Incidents	NFA095	NFA	13
Leadership in Supervision: Frameworks to Success	NFA112	NFA	14
Perspectives in Thinking	NFA111	NFA	14
New Fire Chief Issues:			
I – Challenging	NFA096	NFA	11
II – Administrative	NFA097	NFA	13
III – Contemporary	NFA098	NFA	13
Preventing Fire Risk Based on Socioeconomic Factors – Rural & Urban Setting	NFA063	NFA	18
Wildland/Urban Interface Firefighting for the Structural			

Company Officer	NFA088	NFA	14
Youth Fire setter Intervention Specialist	NFA061	NFA	16
Youth Fire Setter Program Manager	NFA062	NFA	16

17. Discussion of the 2018 data collected on fire fighter injuries, and possible action on developing recommendations to be submitted to the commission for approval and submission to the State Fire Marshal's Office.

Texas Commission on Fire Protection

Injury Report

JANUARY 1, 2018 TO DECEMBER 31, 2018



TEXAS COMMISSION ON FIRE PROTECTION

Table of Contents

Executive Summary.....	78
Abstract	79
Mission.....	81
Why we are collecting injury data	81
Information the commission collects	81
How this will help the fire service	81
Fire Protection Personnel Injuries.....	82
Minor and Serious Injuries by Activity.....	83
Emergency vs. Non-Emergency Injuries.....	85
Types of Injuries	86
Task at Time of Injury.....	87
Injuries by Body Part	88
Injuries by Age Group	90
Injury Activities Resulting in Lost Time.....	91
Types of Injuries with Lost Time	93
Burn Injuries.....	94
Exposures	96
Cancer.....	100
SOP Issues.....	101
Fatalities.....	102
State of Texas vs. NFPA	103
Comparison between the State of Texas (2018) and National Fire Protection Association (NFPA), U.S. Firefighter Injuries – 2017	103
Recommendations.....	105
Commission-adopted standards	106

Executive Summary

This report includes the abstract, mission, reports, information and data collected by the Texas Commission on Fire Protection's injury reporting program. The report includes fire fighter injuries reported to the Texas Commission on Fire Protection in 2018, with charts and graphs depicting the collected information. The report also compares Texas fire fighter injury statistics with statistics gathered by the National Fire Protection Association (NFPA) in 2017.

Under Texas Government Code §419.048, the Texas Commission on Fire Protection is charged with developing and establishing criteria to receive and analyze injury information pertaining to Texas fire fighters. The commission reviews this information to develop recommendations to help reduce fire protection personnel injuries. The commission provides this information to the State Fire Marshal's Office (SFMO) by September 1 of each year for inclusion in the SFMO's annual Firefighter Fatality Investigations Report. The commission has enacted rules about reporting injuries in the Texas Administrative Code (TAC) Title 37, Chapter 435, and has established the criteria and policies for reporting and analyzing the information.

The commission originally built the data systems necessary to gather this information in 2010. In 2017 the data systems were then migrated from a Microsoft Access database structure to a new system which was developed in-house and designed specifically to meet the information resource needs of the Texas Commission on Fire Protection. Fine-tuning of this new system is ongoing as we receive feedback from stakeholders. The reporting process is accomplished online. Fire departments regulated by the commission have been notified of the requirement to report. Several volunteer departments, which are not regulated by the commission, are also participating voluntarily.

This report concludes with recommendations from the commission to help reduce the number of fire fighter injuries in Texas and to improve the injury reporting program.

Abstract

This report contains data submitted by regulated and non-regulated entities. The data collected in 2018 was the eighth full year of reporting.

Grand Totals – 2018

Total number of incidents (injury reports) submitted: 3,484

Total number of individuals who sustained an injury or exposure: 3,850*

Total number of injuries reported: 3,061

Total number of exposures reported: 870

**Note that an individual could have more than one injury or could have an injury and an exposure. This explains why the total number of individuals who sustained an injury is less than the total number of injuries + total number of exposures. ($3,850 < 3,061 + 870$)*

Because the injury reporting system was reconfigured in 2018, the information collected by the TCFP has evolved. It's important to note that one incident report can have multiple individuals involved, and **each** of those individuals can have **one or more** injuries. For example:

- Joe and Bob were burned in a fire while on duty. This resulted in:
 - One incident (one injury report), with
 - Two individuals who...
 - Sustained three injuries
 - Joe was burned on the hand and arm (two injuries)
 - Bob was burned on the leg (one injury)

Texas fire departments reported 3,061 injuries to the Texas Commission on Fire Protection in calendar year 2018. Of these, 789 occurred during fire suppression activities, representing 26 percent of the total reported injuries (see Table 1).

Injuries from emergency medical services (EMS) activities surpassed injuries from fire suppression activities in 2018. EMS activities accounted for 1011 of the 3,061 total reported injuries, or 33 percent of the total injuries.

After EMS and fire suppression, the next highest number of injuries reported in 2018 occurred in the performance of station duties, with 631, or 21 percent, of the total reported injuries.

Wellness/fitness and skills training again rounded out the top five activities: 417 wellness/fitness injuries (14 percent of the total) and 399 skills training injuries (13 percent of the total).

The total number of injuries reported in station duties, wellness/fitness activities, and skills training (which are all non-emergency activities) represented nearly half (47 percent) of the total injuries reported in 2018.

NOTE: Exposures

In addition to the 3,061 injuries reported by Texas fire departments, TCFP also received reports of 870 exposures. Exposures, in the new injury reporting application, are not counted as injuries; rather, they are now their own (separate) category.

Mission

The commission shall gather and evaluate data on fire protection personnel injuries and develop recommendations for reducing injuries.

Why we are collecting injury data

Under Texas Government Code §419.048, the Texas Legislature charged the commission with gathering and evaluating data on injuries. The rules requiring regulated entities to report injuries to the commission are in Texas Administrative Code §435.23. The commission encourages volunteer entities to report injuries so that it can gain as accurate a picture as possible concerning injury trends in the Texas fire service. The injury reporting program began in March 2010.

Information the commission collects

- Minor, serious, critical and fatal injuries
- Activities where fire personnel are injured
- Types of injuries (burns, strain-sprains, wounds, etc.)
- Body parts being injured
- Tasks performed at the time of injury
- Missed time
- Work assignment after injury
- Malfunctions/failures of personal protective equipment (PPE), self-contained breathing apparatus (SCBA), personal alert safety systems (PASS devices) and standard operating procedures (SOPs)

How this will help the fire service

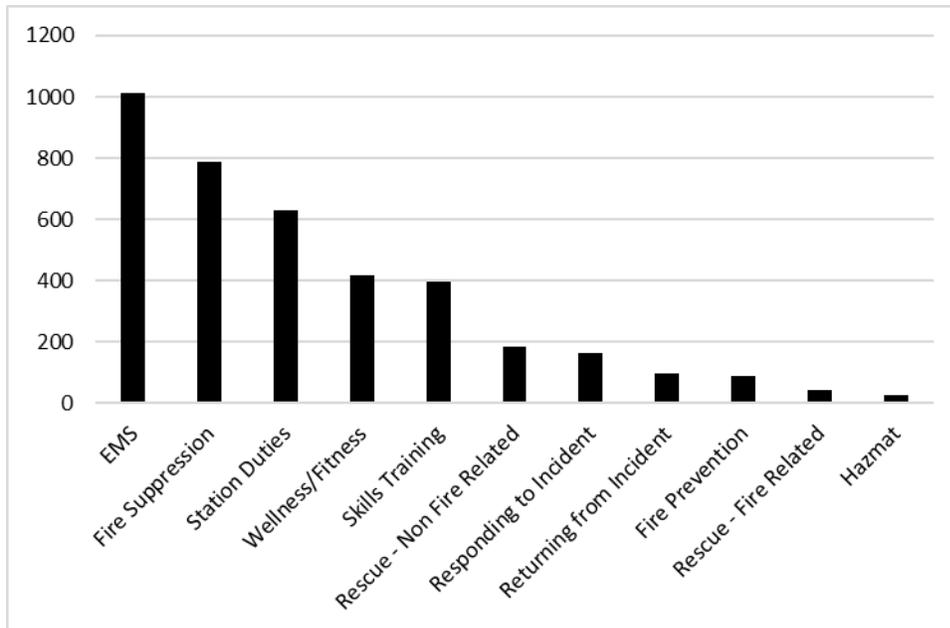
- Identify common injuries
- Identify trends in injuries
- Identify needed training
- Evaluate and find improvements in procedures
- Track lost time injuries (requested by user community)

Fire Protection Personnel Injuries

Table 1: Total Injured or Exposed Individuals by Activity and Severity, 2018

Activity	Minor	Serious	Fatal	Total
EMS	827	184	0	1011
Fire Suppression	597	191	1	789
Station Duties	434	196	1	631
Wellness/Fitness	286	131	0	417
Skills Training	276	123	0	399
Rescue - Non-Fire Related	157	26	0	183
Responding to Incident	98	64	0	162
Returning from Incident	56	41	0	97
Fire Prevention	69	20	0	89
Rescue - Fire Related	39	5	0	44
Hazmat	27	1	0	28
Total	2866	982	2	3850

Figure 1: Total Injured or Exposed Individuals by Activity, 2018



Injuries by Activity

EMS activities resulted in the highest number of minor injuries for 2018 (see Table 2). The total number of serious fire suppression injuries is down significantly, compared to previous years. (See Table 3. The commission defines a serious injury as one which results in the employee missing one or more full duty shifts.)

Definitions

Minor = Injury that does not result in the employee missing a full duty period.

Serious = Injury that results in the employee missing one or more full duty periods.

Fatal = The injured individual did not survive.

Table 2: Minor Injury Activities, 2014 - 2018

Activity	2014		2015		2016		2017		2018	
	Count	Percent								
EMS	900	28.03%	792	28.24%	882	27.89%	929	28.99%	827	28.86%
Fire Suppression	808	25.16%	618	22.03%	866	27.39%	662	20.66%	597	20.83%
Station Duties	465	14.48%	396	14.12%	434	13.73%	481	15.01%	434	15.14%
Skills Training	365	11.37%	288	10.27%	311	9.84%	291	9.08%	276	9.63%
Wellness/Fitness	254	7.91%	278	9.91%	252	7.97%	254	7.93%	286	9.98%
Rescue – Non-Fire	206	6.42%	204	7.27%	161	5.09%	206	6.43%	157	5.48%
Responding to Incident	105	3.27%	122	4.35%	117	3.70%	156	4.87%	98	3.42%
Rescue - Fire Related	11	0.34%	22	0.78%	20	0.63%	113	3.53%	39	1.36%
Fire Prevention	43	1.34%	41	1.46%	47	1.49%	50	1.56%	69	2.41%
Returning from Incident	42	1.31%	33	1.18%	37	1.17%	42	1.31%	56	1.95%
Hazmat	12	0.37%	11	0.39%	35	1.11%	21	0.66%	27	0.94%
Total	3211	100.00%	2805	100.00%	3162	100.00%	3205	100.00%	2866	100.00%

Table 3: Serious Injury Activities, 2014 - 2018

Activity	2014		2015		2016		2017		2018	
	Count	Percent								
Station Duties	160	19.42%	174	19.31%	172	18.76%	185	21.29%	196	19.96%
Fire Suppression	177	21.48%	160	17.76%	179	19.52%	157	18.07%	191	19.45%
EMS	164	19.90%	185	20.53%	158	17.23%	147	16.92%	184	18.74%
Wellness/Fitness	127	15.41%	125	13.87%	146	15.92%	129	14.84%	131	13.34%
Skills Training	104	12.62%	126	13.98%	141	15.38%	120	13.81%	123	12.53%
Responding to Incident	16	1.94%	44	4.88%	36	3.93%	53	6.10%	64	6.52%
Rescue – Non-Fire	38	4.61%	46	5.11%	52	5.67%	27	3.11%	26	2.65%
Returning from Incident	19	2.31%	13	1.44%	18	1.96%	28	3.22%	41	4.18%
Fire Prevention	11	1.33%	12	1.33%	11	1.20%	15	1.73%	20	2.04%
Rescue - Fire Related	3	0.36%	12	1.33%	3	0.33%	7	0.81%	5	0.51%
Hazmat	5	0.61%	4	0.44%	1	0.11%	1	0.12%	1	0.10%
Total	824	100.00%	901	100.00%	917	100.00%	869	100.00%	982	100.00%

Table 4: Number of Individuals Who Sustained Fatal Injuries, 2018

Activity	Count	Percent
Fire Suppression	1	50.00%
Station Duties	1	50.00%
Total	2	100.00%

Emergency vs. Non-Emergency Injuries

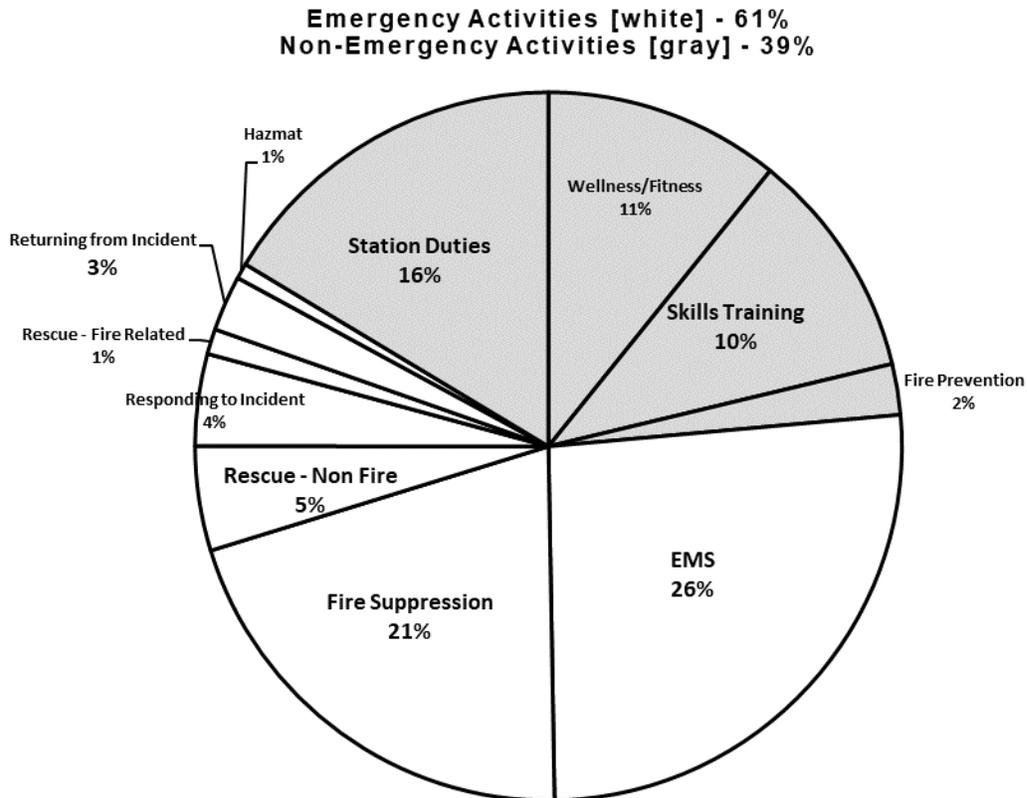
Table 5: Number of Injured Individuals by Emergency Activity and Severity, 2018

Activity	Minor	Serious	Fatal	Total
EMS	827	184	0	1011
Fire Suppression	597	191	1	789
Rescue – Non-Fire	157	26	0	183
Responding to Incident	98	64	0	162
Rescue - Fire Related	39	5	0	44
Returning from Incident	56	41	0	97
Hazmat	27	1	0	28
Total	1801	512	1	2314

Table 6: Number of Injured Individuals by Non-Emergency Activity and Severity, 2018

Activity	Minor	Serious	Fatal	Total
Station Duties	434	196	1	631
Skills Training	276	123	0	399
Wellness/Fitness	286	131	0	417
Fire Prevention	69	20	0	89
Total	1065	470	1	1536

Figure 2: Percent of Injured Individuals in Emergency and Non-Emergency Activities, 2018

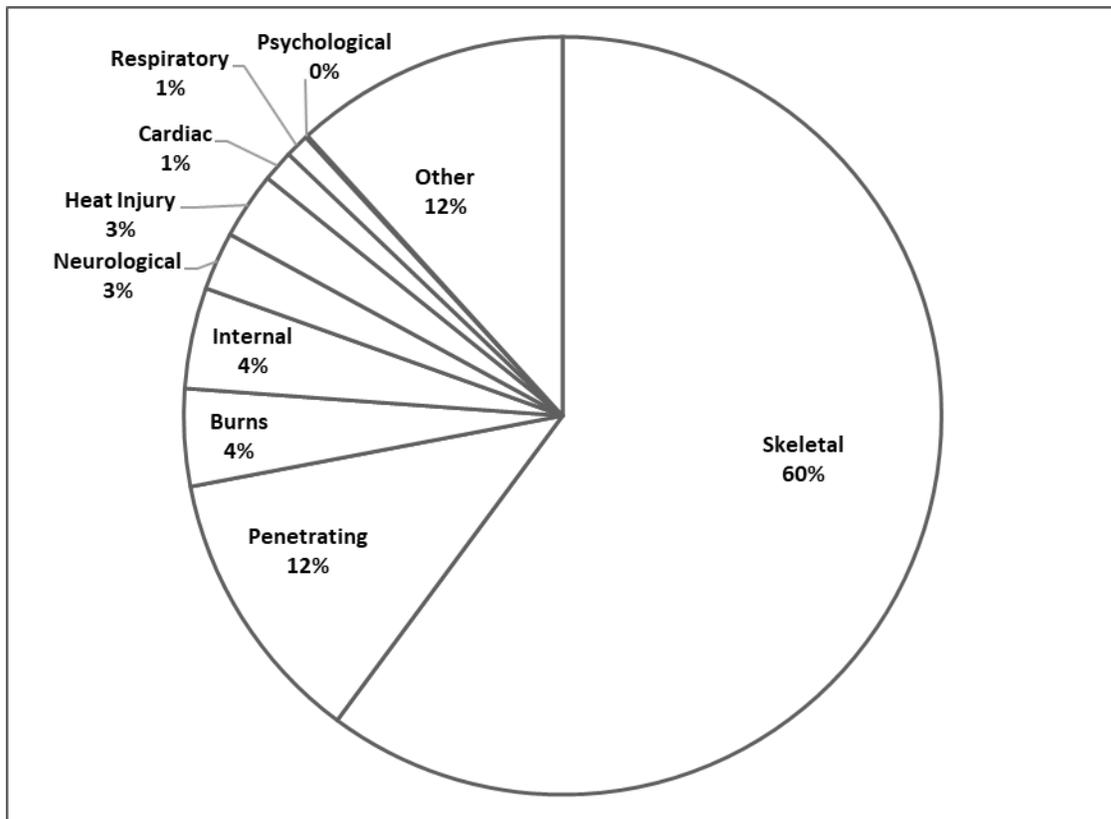


Types of Injuries

Table 7: Types of Injury, 2018

Type of Injury	2018	
	Count	Percent
Skeletal	1841	60.14%
Penetrating	363	11.86%
Burns	127	4.15%
Internal	132	4.31%
Neurological	76	2.48%
Heat Injury	87	2.84%
Cardiac	41	1.34%
Respiratory	31	1.01%
Psychological	3	0.10%
Other	360	11.76%
Total	3061	100.00%

Figure 3: Types of Injuries, 2018

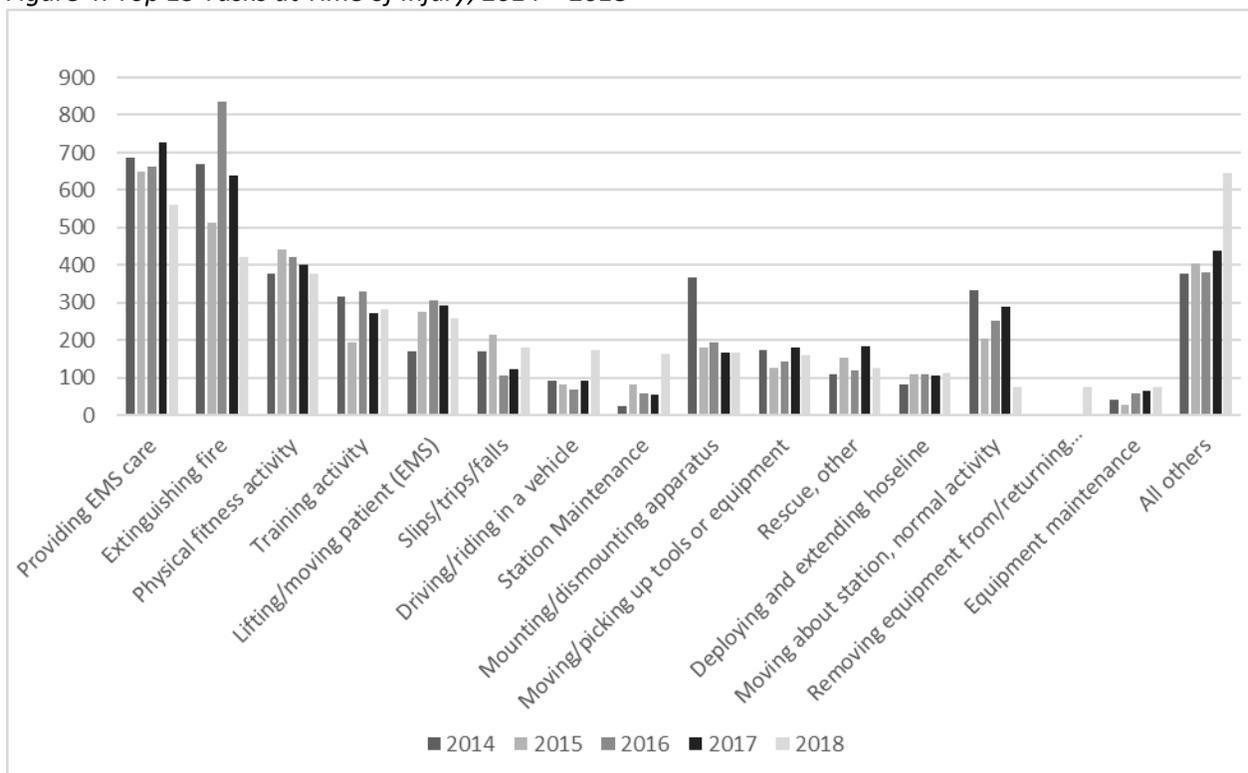


Task at Time of Injury

Table 8: Top 15 Tasks at Time of Injury, 2014 - 2018 (ordered by 2018, descending)

Task	2014	2015	2016	2017	2018
Providing EMS care	686	649	661	728	561
Extinguishing fire	669	513	837	638	420
Physical fitness activity	376	442	420	401	376
Training activity	317	193	331	273	281
Lifting/moving patient (EMS)	171	275	306	294	259
Slips/trips/falls	171	215	105	122	180
Driving/riding in a vehicle	94	82	70	92	173
Station Maintenance	26	81	59	55	165
Mounting/dismounting apparatus	367	180	193	166	167
Moving/picking up tools or equipment	173	128	142	179	160
Rescue, other	110	155	118	183	126
Deploying and extending hoseline	82	108	111	106	112
Moving about station, normal activity	335	206	252	289	76
Removing equipment from/returning equipment to storage	n/a	n/a	n/a	n/a	75
Equipment maintenance	43	29	57	65	75
All others	379	406	380	440	644
Total	4055	3721	4097	4090	3850

Figure 4: Top 15 Tasks at Time of Injury, 2014 – 2018



Injuries by Body Part

Table 9: Injuries by Body Part, 2014 - 2017 (ordered by 2017, descending)

Body Part	2014	2015	2016	2017
Multiple body parts, whole body	901	659	1007	1064
Hand and fingers	345	328	359	365
Knee	367	369	376	315
Hip, lower back, or buttocks	244	316	283	292
Back, except spine	372	207	244	248
Shoulder	230	241	238	221
Ankle	177	202	192	179
Multiple Parts	160	180	124	151
Face	118	140	116	127
Arm, lower, not including elbow or wrist	94	84	109	121
Leg, lower	86	117	132	113
Foot and toes	79	71	85	87
Head	73	69	82	78
Ear	52	60	74	76
Chest	64	40	82	76
Eye	98	75	70	73
Multiple body parts, upper body	27	52	61	73
Elbow	66	51	47	72
Wrist	68	48	74	56
Other body parts injured	265	500	342	303
Total	3886	3809	4097	4090

Because TCFP migrated to a new data management system in 2017, the data collected in 2018 was categorized differently than it had been in the past. This is why Table 9 only goes through 2017, and we now have new tables (10 & 11) for 2018 data.

Table 10: Injuries by Body Part Type, 2018

Body Part by Type	2018
Upper Extremities	856
Internal	104
Head	301
Back	487
Neck	63
Lower Extremities	804
Multiple Parts	321
Chest	102
Hip	23
Total	3061

Table 11: Injuries by Body Part Sub-Type, 2018

Body Part by Sub-Type	2018
Back: Back	198
Back: Buttocks	1
Back: Lower Back	279
Back: Neck	4
Back: Spine	5
Chest: Abdomen	5
Chest: Abdominal Area	10
Chest: Chest	87
Head: Cheek	5
Head: Chin	7
Head: Ear	77
Head: Eye	63
Head: Face	113
Head: Jaw	1
Head: Mouth	15
Head: Nose	20
Hip: Groin	9
Hip: Hip	13
Hip: Pelvis	1
Internal: Genito-urinary	4
Internal: Heart	5
Internal: Internal	66
Internal: Intestinal tract	5
Internal: Lungs	8
Internal: Stomach	15
Internal: Trachea	1
Lower Extremities: Ankle	205
Lower Extremities: Foot	92
Lower Extremities: Knee	346
Lower Extremities: Lower leg	110
Lower Extremities: Toes	13
Lower Extremities: Upper Leg	38
Multiple Parts: Lower Body	26
Multiple Parts: Unknown	28
Multiple Parts: Upper Body	75
Multiple Parts: Whole Body	192
Neck: Neck	58
Neck: Throat	5
Upper Extremities: Elbow	67
Upper Extremities: Hands	356
Upper Extremities: Lower Arm	8
Upper Extremities: Shoulder	234
Upper Extremities: Upper Arm	112
Upper Extremities: Wrist	79
Total	3061

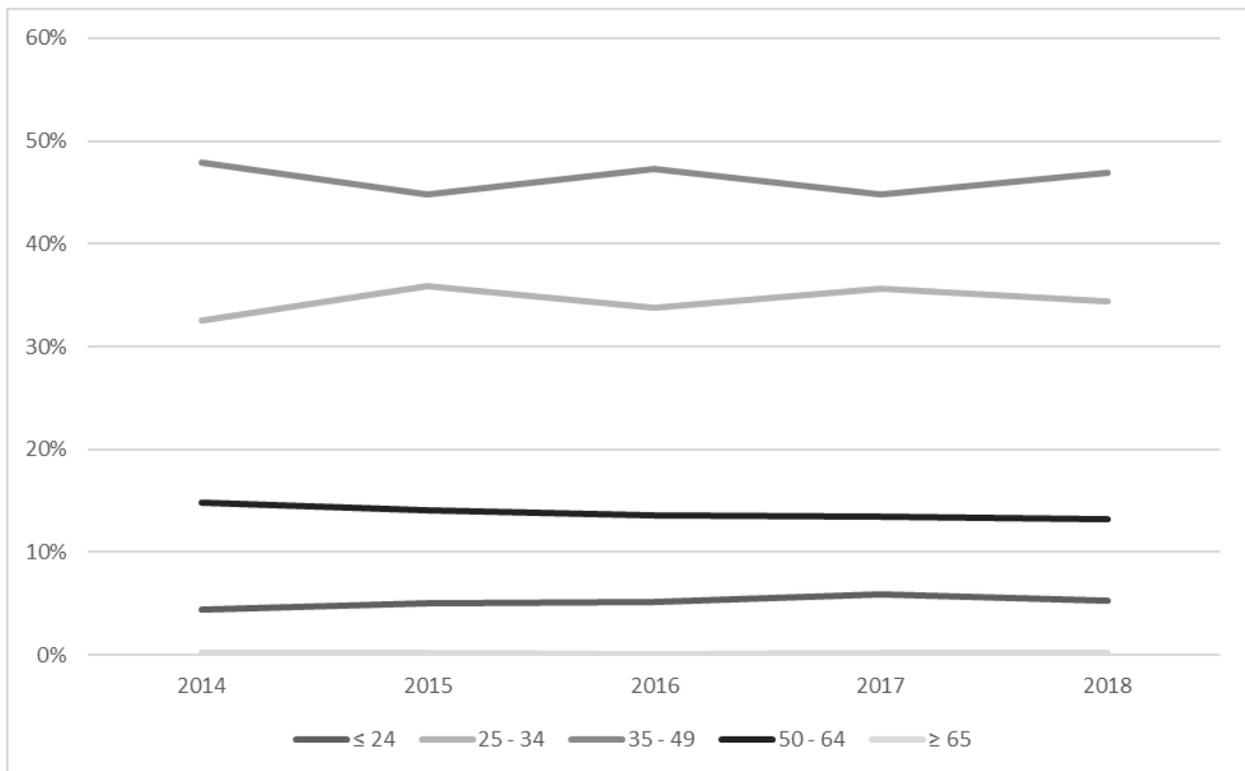
Individuals by Age Group

Table 12: Individuals* by Age Group, 2014 - 2018

Age Group	2014		2015		2016		2017		2018	
	Coun t	Percent								
≤ 24	179	4.41%	187	5.03%	213	5.20%	242	5.92%	204	5.30%
25 - 34	1322	32.60%	1334	35.85%	1382	33.73%	1460	35.70%	1326	34.44%
35 - 49	1945	47.97%	1669	44.85%	1939	47.33%	1832	44.79%	1805	46.88%
50 - 64	602	14.85%	524	14.08%	559	13.64%	550	13.45%	509	13.22%
≥ 65	7	0.17%	7	0.19%	4	0.10%	6	0.15%	6	0.16%
Totals	4055	100.00%	3721	100.00%	4097	100.00%	4090	100.00%	3850	100.00%

*Includes injured individuals and exposure individuals.

Figure 5: Individuals by Age Group, percentages, 2014 – 2018



Injury Activities Resulting in Lost Time

Table 13: Activities Individuals Were Doing that Resulted in Lost Time, Totals, 2018

Activity	Count	Days Missed	
		Average	Sum
EMS	118	39	4687
Fire Suppression	116	33	3878
Station Duties	114	27	3162
Wellness/Fitness	80	32	2621
Skills Training	73	34	2545
Responding to Incident	37	33	1242
Returning from Incident	25	53	1327
Rescue - Non-Fire	16	32	525
Fire Prevention	14	32	449
Rescue - Fire Related	3	8	24
Hazmat	1	13	13
Total	597	31	20473

Table 14: Activities Individuals Were Doing that Resulted in Time, 2018, between 1 and 30 days

Activity	Count	Days Missed	
		Average	Sum
Fire Suppression	87	11	1042
Station Duties	86	10	925
EMS	70	11	771
Wellness/Fitness	56	12	685
Skills Training	49	10	519
Responding to Incident	23	7	183
Returning from Incident	13	14	182
Rescue - Non-Fire	11	8	96
Fire Prevention	9	13	119
Rescue - Fire Related	3	8	24
Hazmat	1	13	13
Total	408	11	4559

Table 15: Activities Individuals Were Doing that Resulted in Lost Time, 2018, between 31 and 90 days

Activity	Count	Days Missed	
		Average	Sum
EMS	34	52	1779
Station Duties	19	52	993
Skills Training	17	61	1046
Wellness/Fitness	17	47	812
Fire Suppression	16	57	920
Responding to Incident	12	70	841
Returning from Incident	7	58	411
Fire Prevention	4	56	225
Rescue - Non-Fire	3	60	180
Total	129	57	7207

Table 16: Activities Individuals Were Doing that Resulted in Lost Time, 2018, 91+ days

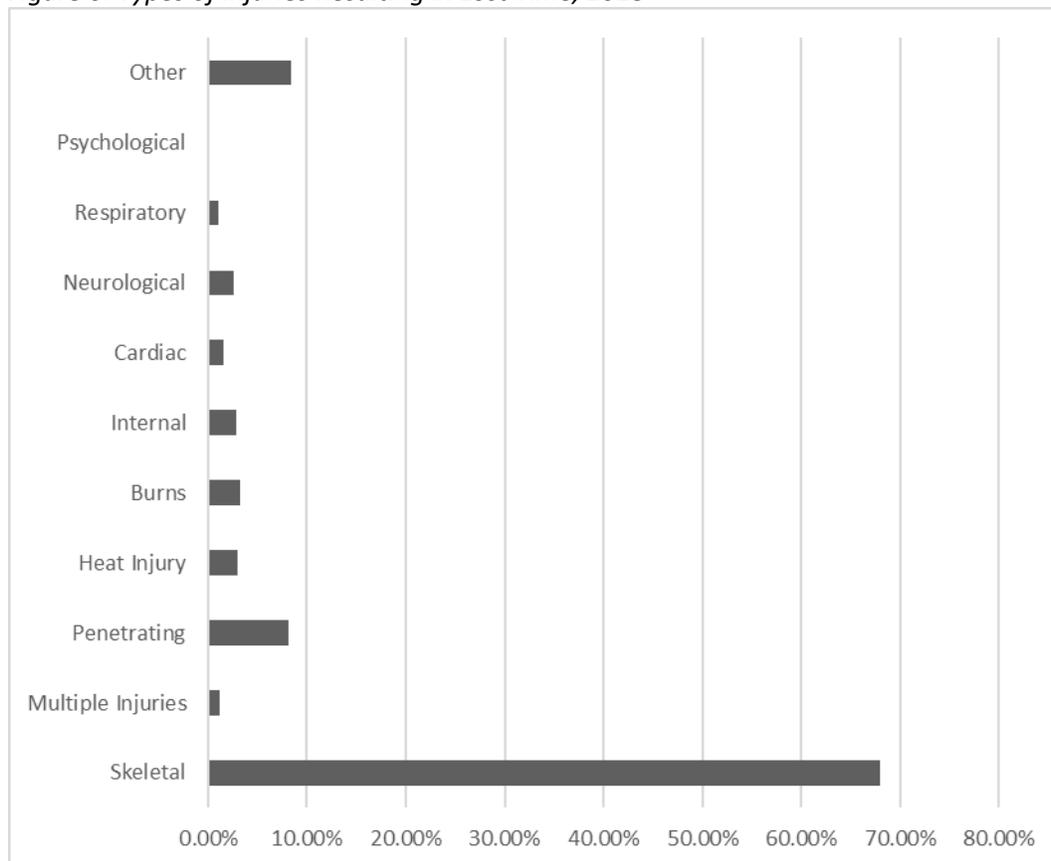
Activity	Count	Days Missed	
		Average	Sum
EMS	14	152	2137
Fire Suppression	13	147	1916
Station Duties	9	138	1244
Skills Training	7	140	980
Wellness/Fitness	7	160	1124
Returning from Incident	5	146	734
Rescue - Non-Fire	2	124	249
Responding to Incident	2	109	218
Fire Prevention	1	105	105
Total	46	136	8707

Types of Injuries with Lost Time

Table 17: Types of Injuries Resulting in Lost Time, 2018

Type of Injury	Count
Skeletal	402
Multiple Injuries	7
Penetrating	48
Heat Injury	18
Burns	19
Internal	17
Cardiac	9
Neurological	15
Respiratory	6
Psychological	1
Other	50
Totals	592

Figure 6: Types of Injuries Resulting in Lost Time, 2018



Burn Injuries

Table 18: All Burns, 2014 - 2018

All Burns - Types	2014	2015	2016	2017	2018
Thermal (Heat/Fire)	76	85	92	96	108
Scald or Steam	33	10	9	13	12
Chemical	2	0	3	4	6
Electrical	2	0	2	0	1
Totals	113	95	106	113	127

Table 19: Burns by Body Part Sub-Type, 2018

Body Part Sub-Type	Count
Back: Back	1
Back: Buttocks	0
Back: Lower Back	0
Back: Neck	0
Back: Spine	0
Chest: Abdomen	0
Chest: Abdominal Area	0
Chest: Chest	2
Head: Cheek	2
Head: Chin	2
Head: Ear	17
Head: Eye	4
Head: Face	9
Head: Jaw	0
Head: Mouth	0
Head: Nose	1
Hip: Groin	0
Hip: Hip	0
Hip: Pelvis	0
Internal: Genito-urinary	0
Internal: Heart	0
Internal: Internal	0
Internal: Intestinal tract	0
Internal: Lungs	0
Internal: Stomach	0
Internal: Trachea	0
Lower Extremities: Ankle	0
Lower Extremities: Foot	6
Lower Extremities: Knee	0
Lower Extremities: Lower leg	8
Lower Extremities: Toes	0
Lower Extremities: Upper Leg	0
Multiple Parts: Lower Body	0

Multiple Parts: Unknown	0
Multiple Parts: Upper Body	10
Multiple Parts: Whole Body	5
Neck: Neck	2
Neck: Throat	0
Upper Extremities: Elbow	0
Upper Extremities: Hands	30
Upper Extremities: Lower Back	0
Upper Extremities: Shoulder	9
Upper Extremities: Upper Arm	11
Upper Extremities: Wrist	8
Total	127

**Table 20: Burns by Body Part, 2014 - 2017,
Historical data**

Body Part	2014	2015	2016	2017	2018
Hand and fingers	18	14	27	22	30
Ear	13	22	14	16	17
Arm, lower, not including elbow or wrist	9	3	2	12	n/a
Multiple parts	16	8	4	12	5
Face	13	12	16	9	14
Neck	9	6	4	7	2
Wrist	5	4	9	7	8
Shoulder	5	5	3	6	9
Multiple body parts, upper body	4	5	8	4	10
Leg, lower	1	6	3	3	n/a
Undetermined	0	0	3	2	n/a
Arm, upper, not including elbow or shoulder	2	2	1	2	11
Back, except spine	2	0	0	2	1
Pelvis or groin	0	0	0	2	0
Knee	0	0	1	2	0
Elbow	0	0	0	1	0
Head	3	4	2	1	n/a
Neck and shoulders	1	0	0	1	n/a
Chest	0	0	1	1	2
Foot and toes	2	1	3	1	6
Eye	1	0	0	0	4
Throat	0	0	0	0	0
Hip, lower back, or buttocks	1	0	1	0	0
Lower extremities	2	1	2	0	8
Upper extremities	6	2	2	0	n/a
Total	113	95	106	113	127

For Table 20 above, the 2018 column (shaded in gray) was pieced together from the data in Table 19 in order to view trends and patterns.

Exposures

Due to the change in our information management system, the exposure data collected in 2018 is less specific than the exposure data collected in previous years. This is why we currently have “historical data” in separate charts and figures than that for 2018.

Table 21: Exposure by Sub-Type, 2018

Exposure + Sub-Type	Count
Chemical: Ammonia	1
Chemical: Benzene	2
Chemical: Bleach	1
Chemical: Not listed	137
Chemical: Unidentified	73
Physical: Animal venom	6
Physical: Meningitis	38
Physical: Not listed	138
Physical: Plant toxin	27
Physical: Unidentified	87
Respiratory: Blood	69
Respiratory: Influenza	4
Respiratory: Not listed	108
Respiratory: Saliva	24
Respiratory: Tuberculosis	98
Respiratory: Unidentified	50
Respiratory: Vomit	7
Total	870

Table 22: Exposure by Route, 2018

Route	Count
Absorption	289
Ingestion	58
Inhalation	482
Injection/Puncture	41
Total	870

Figure 7: Exposure by Route, 2018, percentages

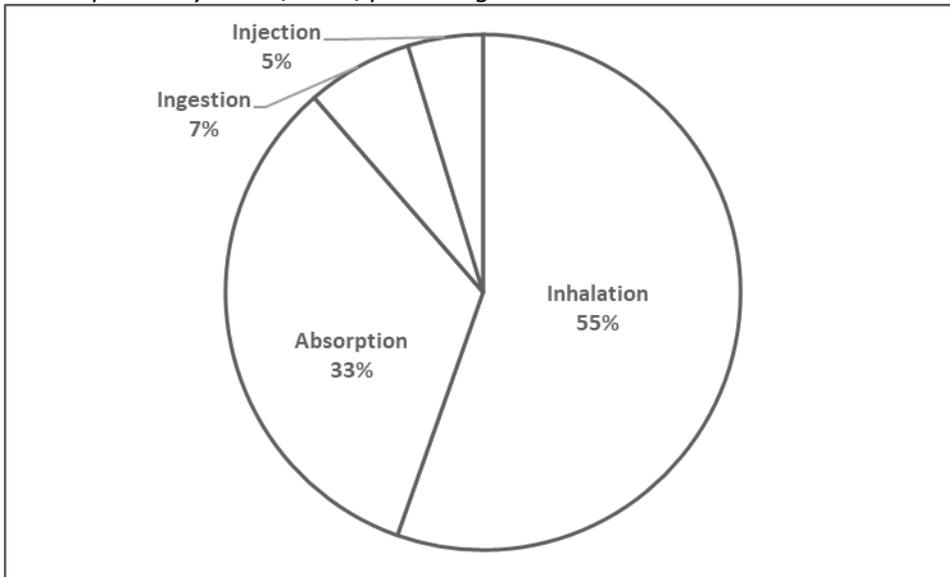


Table 23: Exposure by Substance, 2018

Substance	Count
Gas/vapor	330
Liquid	306
Solid	234
Total	870

Figure 8: Exposure by Substance, 2018, percentages

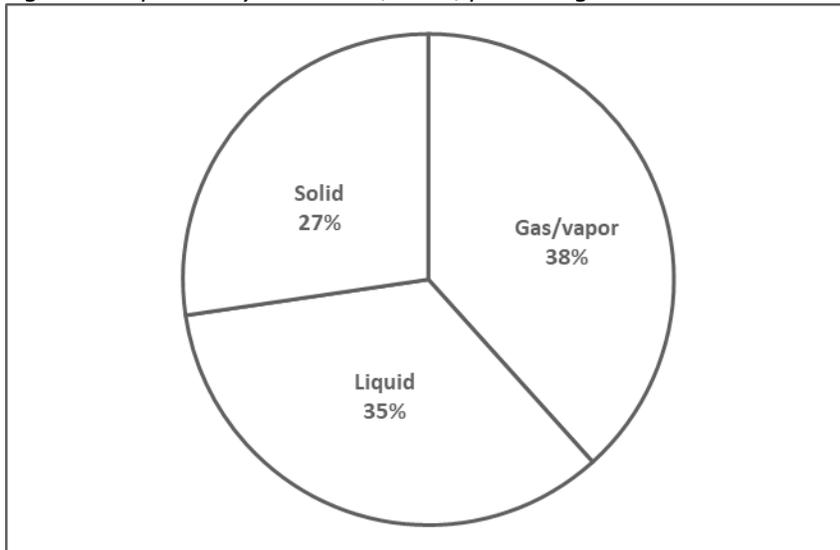


Table 24: Routes of Exposure, 2014 – 2017, historical data (ordered by 2017, descending)

Exposure Routes	2014	2015	2016	2017
Airborne pathogens	369	141	290	354
Undetermined	120	287	273	325
Blood pathogens	183	181	194	174
Body Fluids	109	167	121	173
Chemical (household/industrial)	313	53	310	147
Plant Toxins	24	54	37	36
Chemical (carbon monoxide)	3	3	27	1
Total	1121	886	1252	1210

Figure 9: Routes of Exposure, 2014 – 2017, historical data

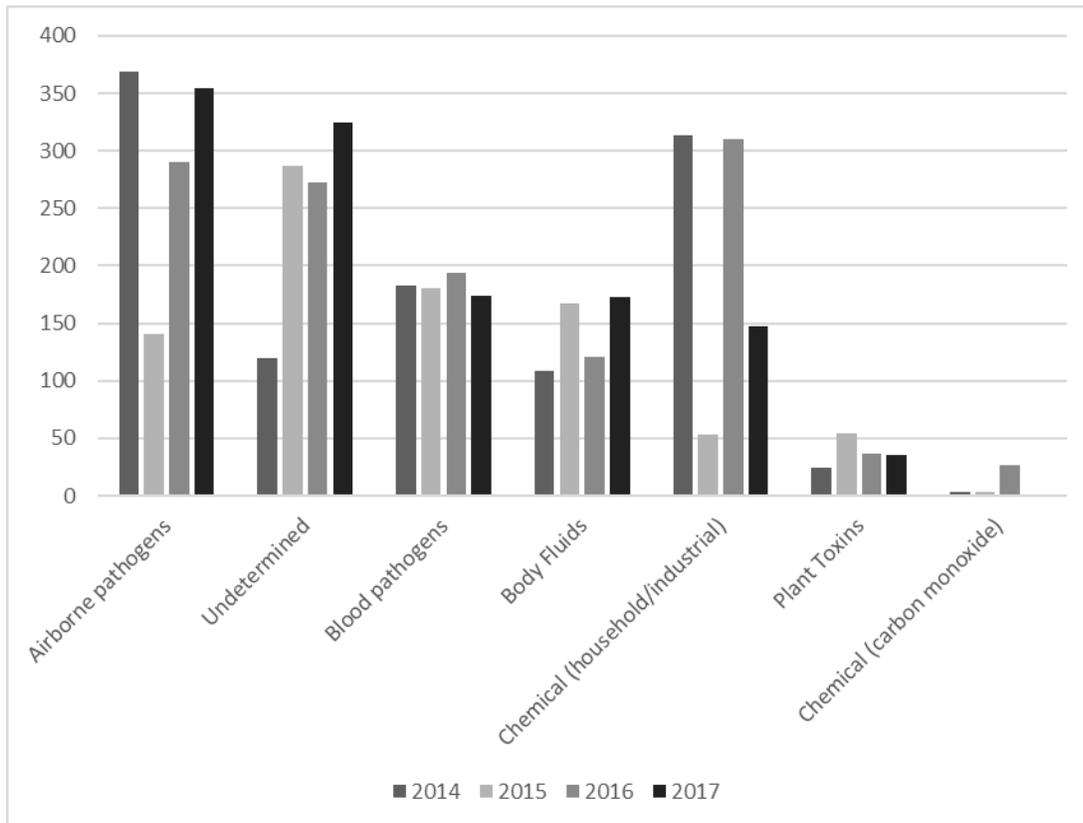


Table 25: Exposure description, 2014 – 2017, historical data (ordered by 2017, descending)

Exposure description	2014	2015	2016	2017
Unknown	103	256	148	290
Blood	177	167	161	153
Chemicals/household/industrial	89	36	310	122
Asbestos	384	51	51	112
Tuberculosis	93	73	128	109
Body fluids	109	92	91	101
Meningitis	65	91	62	104
Animals or wildlife	63	75	90	58
Sickness, other	60	21	24	49
Poison plants	24	61	37	37
Vomit	16	19	14	17
Chlorine	0	4	1	14
Mold	0	4	26	10
Airborne, other	15	7	40	7
Staph	0	3	0	7
Carbon monoxide	6	8	26	5
HIV	0	11	4	4
Scabies	9	4	21	4
Hepatitis C	6	10	14	3
MRSA	4	0	14	3
Bacterial pneumonia	0	1	0	1
Explosive residue	0	0	0	0
Influenza	8	0	0	0
Lice	0	0	0	0
Strep	0	0	1	0
Total	1231	994	1263	1210

Cancer

The commission received nine reports of cancer diagnoses from fire departments in 2018:

Thyroid – 3

(Males, 36, 45, 53)

Skin – 2

(Males, 43, 45)

Testicular – 2

(Males, 37, 47)

Lymphoma – 1

(Male, 65)

Unidentified – 1

(Male, 45)

The commission strongly encourages fire departments to report cancer diagnoses; the commission recognizes that the number of job-related cancers reported during this time-period represents only a small fraction of the cases that Texas fire departments are currently managing. There is a growing awareness of the impact that cancer is having on fire protection personnel nationwide, and the commission urges departments to use this reporting tool to help contribute to the education and awareness of the issue in Texas.

A Reminder for Fire Departments

All injuries to fire protection personnel that are reported to the Texas Workers' Compensation Commission must be reported to the Texas Commission on Fire Protection.

SOP Issues

In 2018 there were 30 injuries attributed to failures of fire protection personnel to follow their departments' standard operating procedures (SOPs). All but a few were instances where the individuals were not wearing their provided PPE/SCBA gear in an environment or situation in which they should have been.

In its compliance inspections, the Texas Commission on Fire Protection verifies that fire departments have written SOPs that cover the appropriate subject matter.

Table 26: Injuries Attributed to SOP Issues, 2018

Activity	Minor	Serious	Total
Fire Suppression	10	9	19
Ems	5	2	7
Responding to Incident	0	1	1
Skills Training	2	0	2
Station Duties	0	1	1
Totals	17	13	30

Table 27: Injuries Attributed to PPE & PASS Failures

Activity	Minor	Serious	Total
Fire Suppression	7	1	8
EMS	1	0	1
Skills Training	2	0	2
Rescue - Fire Related	1	0	1
Rescue - Non-Fire	2	0	2
Totals	13	1	14

Fatalities

The commission's 2018 injury report includes two fatalities. Fatalities listed in this report include only those reported to the Texas Commission on Fire Protection (TCFP) by the entities it regulates.

The State Fire Marshal's Office conducted nine Texas fire fighter fatality incident investigations between September 1, 2017 and August 31, 2018. Comprehensive information about the investigations may be found on their website at the following web address:

<https://www.tdi.texas.gov/fire/fmloddannuals.html>

State of Texas vs. NFPA

Comparison between the State of Texas (2018) and National Fire Protection Association (NFPA), U.S. Firefighter Injuries – 2017

For the purposes of comparison, the commission has mapped its categories to the NFPA categories as follows:

- “Fireground” includes the commission’s Fire Suppression and Rescue – Fire Related categories.
- “Non-Fire” includes Rescue Non-Fire, EMS and Hazmat.
- “Other On-Duty” includes Fire Prevention, Station Duties and Wellness/Fitness.

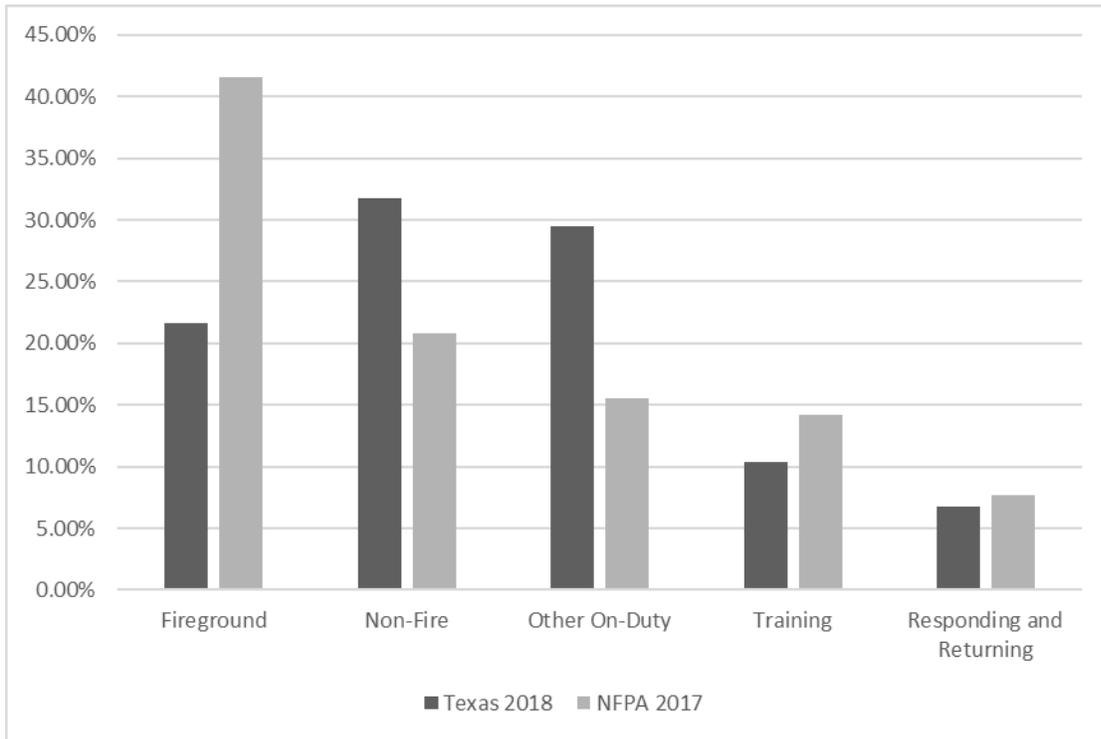
The NFPA’s “Responding and Returning” and “Training” categories appear to correspond closely to the commission’s categories. (The NFPA numbers include Texas statistics, although the reporting populations may not be the same.)

Table 28: Comparison of Texas 2018 and NFPA 2017

Category	Texas 2018		NFPA 2017	
	Count	Percent	Count	Percent
Fireground	833	21.64%	24495	41.63%
Non-Fire	1222	31.74%	12240	20.80%
Other On-Duty	1137	29.53%	9165	15.58%
Training	399	10.36%	8380	14.24%
Responding and Returning	259	6.73%	4555	7.74%
Total	3850	100.00%	58835	100.00%

*NFPA data is from [U.S. Firefighter Injuries in 2017](#), copyright ©2018 National Fire Protection Association, Quincy, MA.

Figure 10: Injuries by Activity Percentages – Comparing Texas 2018 and NFPA 2017



Recommendations

The commission would like to thank Texas fire departments for their ongoing participation in reporting fire protection personnel injuries. This report would not be possible without their efforts.

Based on their review of the data contained within this report, the commission offers the following recommendations to the Texas fire service:

- ◇ **Insert commission recommendations here:**
- ◇ Recommendation
- ◇ Recommendation
- ◇ Recommendation

Commission-adopted standards

The commission has adopted several NFPA and other nationally recognized standards to help keep Texas fire protection personnel safe. This list summarizes the relationships between some of the Texas laws and national standards and is not intended to be all-inclusive:

Texas Government Code

[§419.040, Protective Clothing](#)

[§419.041, Self-Contained Breathing Apparatus](#)

[§419.042, Personal Alert Safety Systems](#)

[§419.043, Applicable National Fire Protection Association Standard](#)

[§419.044, Incident Management System](#)

[§419.045, Personnel Accountability System](#)

[§419.046, Fire Protection Personnel Operating at Emergency Incidents](#)

[§419.047, Commission Enforcement](#)

Texas Administrative Code

[CHAPTER 425 FIRE SERVICE INSTRUCTORS](#)

[§443.9 National Fire Protection Association Standard](#)

[CHAPTER 435 FIRE FIGHTER SAFETY](#)

[§435.21 Fire Service Joint Labor Management Wellness-Fitness Initiative](#)

[§435.23 Fire Fighter Injuries](#)

[§435.25 Courage to be Safe So Everyone Goes Home Program](#)

[§435.27 Live Fire Training Structure Evolutions](#)

[CHAPTER 451 FIRE OFFICER](#)

[CHAPTER 457 INCIDENT SAFETY OFFICER CERTIFICATION](#)

See also the commission's web page: [NFPA Standards adopted by the commission.](#) (double-check this link before publication)

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

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

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

B. Status of division functions.

Commission Report, 2nd Quarter FY2019

Overview and Executive Office

The second quarter of FY2019 again saw heavy activity for the agency.

The data management system continued to receive additional refinements, expansions, and overall improvements. Work continued to be focused on the user interface for both customers and staff and expanding the capabilities of all users to access data and perform various functions. Work continued the development of a comprehensive IT security plan, based upon the results of a third-party assessment of its IT infrastructure and functions.

Testing, certification issuance, and IFSAC issuance all remain at high levels, with the activities continuing at a significant pace for the fiscal year. Online testing volume continued to increase month over month from its initial launch in May of 2018. For the quarter, 784 exams were conducted via the online platform, which represents almost a fourth of the total exams conducted. Only the Structural exam (and two of its sections: FFI & FFII) remain to be developed in the online format; all others are available in both onsite and online formats. Thirty-one facilities are currently participating as online test sites, with others slated to participate in the near future. The overall pass rate for exams continues to be impacted because of the rules adopted in January 2017, calling for examinees to pass all sections of the Structural FP and Fire Inspector exams to qualify for state certification. As regarding the issue, the Curriculum & Testing Committee heard the concerns of a group of training coordinators during its recent meeting and took the concerns under consideration.

The agency hosted a visit by the IFSAC Site Team in January, which reviewed TCFP's program, procedures, etc. The purpose of the site visit was to determine whether the agency's accreditation should be continued for another 5 years. TCFP's program was approved with only a few minor issues needing to be addressed.

The Compliance Section continued with its inspection program, and participation with conducting exams around the state. The issue of care and maintenance of personal protective equipment for department personnel continues to be a front-burner issue, and compliance officers are working closely with fire departments to ensure both an understanding of the requirements, and compliance with TCFP rules.

The executive office submitted the agency's Homeland Security Strategic Plan for 2019 on December 7th.

Executive office activities:

- Jan 16th: Attended the Texas Fire Service Consortium meeting, hosted by TFCA.
- Jan 28th: Testified before the Senate Finance Committee regarding the agency's legislative appropriations request.
- January 31st: Attended a presentation by the Governor's Human Trafficking Team to receive a status report of the program.
- Feb 14th: Testified before the House Appropriations Committee regarding the agency's legislative appropriations request.
- Feb 27th: Attended the Homeland Security Council meeting at DPS campus.

Commission Quarterly Report Training Approval and Testing Section

Test Administration, Training Approvals, Record Reviews, and Training Audits Statistics – 2nd Quarter, FY 2019

- Test Administration – 3318 exams were administrated during this quarter with a pass rate of 83.43%.
- Training Approvals – Total of 559 training approvals were submitted with start dates during this quarter in the commission’s Training Facility Management System.
- Record Reviews – Sixty-five (65) record reviews for equivalency were conducted. One hundred forty (140) Qual #s was issued (25 SFFMA, 20 Wildland, 20 Out of State) in the Training Facility Management System.
- Online Training Audits – Five (5) online training audits were conducted during the 2nd quarter and no major issues found.

Activities for the Next Quarter

- Continue to work with IT staff resolve any remaining issues encountered with test scheduling procedures, payment processes, and web-based testing. The online application and payment process now available. Batch application feature about to launch.
- Continue to establish online testing centers focusing on areas that have the potential for high volume of testing but no established testing center.

Certification, Renewal and Curriculum 2nd Quarter Report, FY 2019

Certification/Renewal

- 3841 Professional Development Training Applications
- 2053 IFSAC Seals Issued
- 3976 Certifications Issued
 - Criminal History: 570
 - Medical documents: 954
 - TEEEX Pro Board Registered: 418
 - IFSAC Registered: 237
 - Confirmation of Commissions (Peace Officer): 30
 - Service time applications reviewed: 97
- 275 Training Facilities Renewed
 - Total number of Training Facilities 284
- 18 HOD Appointments to duty processed
- 35 Department Renewals
- 142 Individual Renewals

Curriculum Development:

December 2018 – February 2019

Meetings

January 22-23: Hazmat Ad Hoc Committee Meeting

January 24-25: Curriculum and Testing Committee

Meetings: Detail

- **Hazmat Ad Hoc Committee**
 - Discussed plans/began drafting process for curriculum documents based on new and soon-to-be-published NFPA Hazardous Materials Standards
- **Curriculum and Testing Committee**
 - Discussed:
 1. Statistics/results for pilot questions in TCFP test bank
 2. NFPA revisions/curricula updates for:
 1. Driver/Operator
 2. Instructor
 3. Aircraft and Rescue Fire Fighter
 4. Fire Fighter I and II
 5. Hazardous Materials
 3. Curriculum and test bank changes needed to separate Inspector and new Plan Examiner disciplines
 4. Action to be taken regarding International Code Council Inspector Certification Program
 - Reviewed and approved/rejected proposed IFSAC changes to Curriculum Skill Manual skill sheets for:
 1. Basic Fire Suppression

2. Fire Inspector
3. Hazardous Materials Technician
4. Fire and Life Safety Educator

IFSAC

IFSAC Site Visit: January 15-17, 2019

The site team reviewed all TCFP policies and procedures related to testing, and all TCFP test banks and skills. Some minor adjustments were made as per IFSAC site team recommendations. As a result, the site team has recommended that TCFP be granted full reaccreditation (as well as initial accreditation for FLSE II). **TCFP was granted reaccreditation by the site team review and a certificate of reaccreditation was granted on April 6, 2019.**

Test Development and Test Bank Maintenance

- Added new questions and/or made updates to the following test banks:
 1. Airport Fire Fighter
 2. Fire Fighter I
 3. Fire Fighter II
 4. Fire Inspector I
 5. Fire Inspector – Awareness
 6. Fire Instructor I
 7. Incident Safety Officer
 8. Hazmat Operations
- Researched comments by examinees on test questions

Ernest A. Emerson Fire Protection Resource Library:

	Q1	Q2
<i>Items loaned</i>		
A/V items*	16	7
Print items	3	6
New borrowers	1	2
Responses to borrower follow-up surveys	0	0
<i>Items cataloged</i>		
A/V items	38	33
Print items	27	4
Desk copies	3	2
<i>Research and reference requests</i>		
Internal requests (count)	9	7
External requests (count)	3	11
Hours (total)	11.5	18
<i>Other duties</i>		
Job postings	177	149

***The online audio-visual catalog has been disabled since 11/1/2018**

**Activity Report for Information Technology Section
FY 2019, 2nd Quarter**

- TCFP Websites and Web Applications Uptime 99%
- Public website designed and developed
 - Using MVC technology
 - UI/UX Principles
 - Accessibility standards
- Planned and designed microservices infrastructure.
 - Microservices application architecture allows for continued service delivery
 - Rapid feature additions without interruptions
 - Improves automation
- FARM and FIDO received feature improvements
 - Application bundling developed
 - Field Examiner module redesigned
- Updated Performance Measures report module
 - Changed FARM and Report UIs
 - Changed SQL logic
- Engaged with Finance in preparation for CAPPS implementation
 - Conducted network configuration and testing
 - Developed flat files for CAPPS testing
- Updated EPAY and Gained CPA Certification (In TEST environment)
 - Introduced AOBJ and changed existing codeblocks to new ones to bring in line with CAPPS.
 - Staged and ready to push to production on 1 Sep 2019.
- Developing new IT security policy
- Addressed 490 Service Request (Tickets)
- Continued IT Training in the following areas
 - Developers training/ MVC/ .NET Core/ Blazer etc.
 - Cybersecurity Training
 - Microservices

Compliance Report for Second Quarter FY19

New Hires:

- Brian Meroney, Compliance Officer at North East Texas | Regional Office 4.
- Tim Gothard, Compliance Officer at Plains & West Texas | Regional Office 2.
- Joe Don James, Compliance Officer at East Central Texas | Regional Office 5

Revised Form TCFP-066 Inspection Guide is available to help regulated departments prepare for an inspection. This inspection guide and checklist is updated and available on the TCFP website.

The previous version of the form was a single page. It was limited in terms of helping departments identify each inspection element or requirement the inspector was looking for. It was accurate, however because it was general only in the sense mentioned above, it did not help the user identify each inspection requirement. Instead it only pointed in a general way to the rules and standards that are used as the basis for the inspection.

The updated form increased in length and expanded in terms of identifying the source of each inspection requirement. The checklist list identifies specifically where to find each inspection element or requirement in the standards and rules.

The revised form:

- a. Improves the quality of inspections.
- b. Comprehensively identifies all inspection requirements.
- c. Transparently references and cites the statute, rule, or standard that is the object of the inspection requirement.
- d. Enables consistency with the inspection of all regulated organizations.

It should be noted the compliance inspection officer only has authority to inspect for and require compliance with the rules and standards adopted by the commission. The updated form only includes inspection elements or requirements already adopted by the commission. In other words, the form now is comprehensive of the commission adopted rules and standards. Nothing new is added in terms of inspection requirements. Because the updated form is complete and comprehensive some departments being inspected might have a different experience with the compliance inspection.

Some examples of differences could be:

- a. The compliance inspector's onsite inspection time may increase. Therefore, the amount of time needed to manage and complete each inspection and to manage inspection data in the office after the inspection might similarly impact the department being inspected.
- b. It is possible the number of violations for each inspection might increase because the inspection checklist is comprehensive, complete, and thorough.
- c. Fire departments and other regulated organizations might have questions and confusion about these changes. For example, they may erroneously think the compliance officer is inspecting and checking for new requirements, but in actuality the requirements have been in place and instead the inspection quality and completeness is now improved; hence required items previously gone uninspected are now being checked and required to be compliant.



**Texas Commission on Fire Protection
Compliance Inspection Guide**

FDID#	Agency Name:	Name of Head of Department	Department Head Title
Mailing Address for Administrative Office		City/Town	County
Phone Number for Administrative Office	FAX Number for Administrative Office	Email for Administrative Office	
Physical Address for Administrative Office		City/Town	County
Fire Chief Name (If Applicable)	Physical Address of Fire Chief		Phone Number for Fire Chief
Fire Marshal Name (If Applicable)	Physical Address of Fire Marshal		Phone Number for Fire Marshal
Training Officer Name (If Applicable)	Physical Address of Training Officer		Phone Number of Training Officer

This document is the property of the:

Texas Commission on Fire Protection (TCFP)
1701 North Congress Avenue, Suite 1-105
Austin, Texas, 78701

RULE §435.19 Enforcement of Commission Rules (b) The commission shall not provide prior notification of an inspection to a fire department.

RULE §445.3 Right of Access (b) No person shall refuse to permit, or interfere with an inspection authorized by the Code or commission rules.

Disclaimer: This document is intended to aid in conducting compliance inspections of regulated agencies. It is not, exhaustive of all the statutes, codes and/or rules that the TCFP is authorized to enforce.

Rule numbers that are in *plain* font numbers are derived from Title 37, Part 13 of the Texas Administrative Code.

Rule numbers that are *italicized* are derived from NFPA Standards, that are applicable to the related subject matter in the worksheet. All references to NFPA standards shall be the Standard currently in effect.

An Asterisk (*) in the first column denotes that rule shall be addressed in a required Standard Operating Guideline or Policy.

(*) denotes required to be in SOG.



**Texas Commission on Fire Protection
Compliance Inspection Guide**

RULE NUMBERS	Yes	No	SECTION 1.0 ~ GENERAL
449			Does Department Head have Head of Department certification?
421.9(c)			List of all personnel
421.9(c)			All personnel listed in FIDO have a duty appointment, and that the duty appointments are accurate for the current job description.
435.23			Department utilizing FIDO to report Firefighter Injuries
435.29			Federal Highway Administration Traffic Incident Management Course 12/2020
435.25			Courage to Be Safe within 1 year of appointment
Field notes:			
435.1 /NFPA 1851	Yes	No	SECTION 2.0 ~ PROTECTIVE CLOTHING
435.1			Purchase/provides/maintains PPE in accordance to NFPA 1851
* 435.1			When PPE is to be used
* 4.2.3			No accessories on PPE w/o manufacture approval letter on file
4.2.4			Cleaning, Inspection, Repair-mfg. dep. Trained/Verified org./ ISP
CH 4	Yes	No	SECTION 2.1 ~ Records
4.3.1			The organization shall compile and maintain records of PPE
4.3.2			Applies to rental and loaner PPE as well
4.3.3			Record Tracking system for each ensemble/element as listed below:
4.3.3(1)			Person to whom element is issued
4.3.3(2)			Date and condition when issued
4.3.3(3)			manufacturer and model name or design
4.3.3(4)			Manufacturer's identification number, lot number, serial number, or unique identifier
4.3.3(5)			Month and year of manufacture
4.3.3(6)			Date(s) & findings of advanced inspection(s)
4.3.3(7)			Date(s) and findings of advanced cleaning or decontamination
4.3.3(8)			Reason for advanced cleaning or decontamination and who performed cleaning or decontamination
4.3.3(9)			Date(s) of repair(s), who performed repair(s), and brief description of repair(s)
4.3.3(10)			Date of retirement
4.3.3(11)			Date and method of disposal
4.3.4			CBRN records if applicable
4.4.1			Personnel provided manufacturers' instructions regarding the care, use, and maintenance of the protective ensembles for reference purposes
4.4.2			Manufacturer instructions to be followed
4.4.3			Organization shall maintain and make available a copy of manufacturer instructions accessible to personnel
RULE NUMBERS	Yes	No	SECTION 2.2 ~ Protecting the public and personnel from contamination
4.2.4.3/11.1.1.4			Verification certificate to perform Advanced Cleaning/Inspections/Repairs by ISP
4.2.4.6			Certificate(s) for training to perform Advanced Cleaning/Inspections/Repairs within organization
* 4.5.1			Written SOPs that minimize the public's and the fire department personnel's exposure to soiled or contaminated PPE
* 4.5.2			Not worn/stored in living areas
* 4.5.3			Prevent public exposure to PPE non-emergency
* 4.5.4			Soiled or potentially contaminated PPE shall not be brought into the home, washed in home laundries, or washed in public laundries.
* 4.6			Reporting PPE Health and Safety Concerns/Failures

(* denotes required to be in SOG.



Texas Commission on Fire Protection Compliance Inspection Guide

CH 5	Yes	No	SECTION 2.3 ~ Selection
* 5.1.1/435.1			Risk Assessment Performed (see the standard 5.1.2 for specifics)
5.1.2			Risk Assessment shall include:
5.1.2(1)			Type of duties performed
5.1.2(2)			Frequency of use of ensemble elements
5.1.2(3)			Organization's experiences
5.1.2(4)			Incident operations
5.1.2(5)			Geographic location and climate
5.1.2(6)			Specific physical area of operation
5.1.2(7)			Likelihood of or response to CBRN terrorism incident
5.1.4			NFPA 1971 compliant
CH 6	Yes	No	SECTION 2.4 ~ Inspection
445.7 (c)			Minimum of 10% PPE inspected
* 6.1.1			Universal precautions as appropriate
* 6.1.2			Soiled or contaminated PPE shall be cleaned before inspection
* 6.1.3			Guidelines established to determine when PPE is soiled/cleaning required & to what level
* 6.1.4			Actions established if PPE needs cleaning/decontamination/repair
* 6.2.1			Member shall conduct routine inspection of PPE upon issue/ after each use
* 6.2.2			Routine inspection criteria per standard, for each ensemble element.
* 6.3.3			Advance inspection every 12 months or when routine inspection indicates
6.3.3.1			Properly stored PPE not subject to advance inspection
6.3.4			Findings of advance inspection shall be documented
* 6.3.5			Advance inspection criteria per standard for each ensemble element.
* 6.4.3			Complete liner inspection after 3 years in service then annually
* 6.4.3.1			Complete liner inspection every 2 years and annually after moisture barrier replacement.
6.4.4			Liner inspection findings shall be documented
6.4.5			Liner inspection shall include: (see the standard for specifics 6.4.5.1, 6.4.5.2, 6.4.5.3)
CH 7	Yes	No	SECTION 2.5 ~ Cleaning and decontamination
7.1.1			Organization shall provide means for PPE to be cleaned/decontamination
* 7.1.2			Wearer shall evaluate PPE appropriate cleaning level after each use
* 7.1.4			Contaminated PPE shall be evaluated on incident scene to determine if isolation is required
* 7.1.6			Written procedures for decon/cleaning of PPE contaminated with body fluids
* 7.2			Routine cleaning criteria per standard for each listed ensemble element
* 7.3			Advance cleaning and decon per standard criteria for each listed ensemble element
* 7.3.2			Soiled PPE shall receive advance cleaning prior to reuse
* 7.3.3			Advance cleaning required at least every 12 months
* 7.3.5			Advance cleaning in accordance with manufacturer recommendations
7.3.6			PPE advanced cleaning in machine unless prohibited
7.3.7			Advance cleaning criteria per standard
7.3.15			Optional CBRN requirements
* 7.4			Drying procedures per manufacturer recommendation or standard criteria
CH 8	Yes	No	SECTION 2.6 ~ Repair
* 8.1.3			PPE contaminated with CBRN agents shall be immediately retired
* 8.2.1			All repairs/alterations done with like materials approved by manufacturer
* 8.2.6.2			All repairs must meet NFPA 1971
CH 9	Yes	No	SECTION 2.7 ~ Storage
* 9.1.1			PPE not stored in sunlight/while not being worn
* 9.1.2			PPE shall be clean/dry before storage
9.1.3			PPE may not be stored in air tight containers unless new & unissued
9.1.4			PPE temp storage -25°F - 180°F



**Texas Commission on Fire Protection
Compliance Inspection Guide**

*	9.1.5			Damage to PPE must be prevented
*	9.1.6			Soiled PPE must be in protective case/bag if transported in vehicle/living area
*	9.1.8			Proximity PPE shall be stored by hanging/not folded
	9.1.9			PPE storage area shall be clean, dry, well ventilated
	CH 10	Yes	No	SECTION 2.8 ~ Retirement, disposition, and special incident procedures
*	10.1.1			Develop specific criteria for removal/retirement of PPE
*	10.1.2 & 10.1.3			Mandatory retirement of Structural and Proximity PPE at 10 years from manufacture
*	10.1.3.1			Proximity radiant reflective outer shell life 5 years
	10.1.4			Worn/damaged PPE that is nonrepairable/too costly will be retired per 10.2.1
	10.2.1			Retired PPE must be destroyed/disposed of to ensure not used in live fire
	10.1.8/10.2.2			PPE not damaged/defective/contaminated may be used for training but must be marked "non-live fire training only"
*	10.3.1			Procedures for handling/custody of PPE worn by FF where serious injury/death of FF occurred
*	10.3.2			Procedures must include minimum:
*	10.3.2 (1)			Provisions shall be made for the immediate removal from service and preservation of all PPE utilized by the injured or deceased fire fighter.
*	10.3.2 (2)			Custody of such ensembles and ensemble elements shall be maintained at a secure location with controlled, documented access
*	10.3.2 (3)			PPE shall be nondestructively tagged and stored only in paper or cardboard containers to prevent further degradation or damage. Plastic or airtight containers shall not be used
*	10.3.2 (4)			Examination of PPE shall be made by qualified members of the organization or by outside experts to determine the condition thereof
*	10.3.3			The organization shall determine a specific period of time for retaining custody of PPE
Field notes:				
	NFPA 1852	Yes	No	SECTION 3.0 ~ SELF CONTAINED BREATHING APPARATUS
	445.7 (c)			Minimum 10% SCBA inspected
*	435.3(5)			When SCBA is to be used
	435.3(2)			SCBA complies with NFPA 1981 edition at the time of purchase
		Yes	No	SECTION 3.1 ~ General
*	4.1.1			Written program addressing respiratory protection & applied
		Yes	No	SECTION 3.2 ~ Adverse Conditions
*	4.2.1			SOP for SCBA failure, near-failure, degradation from normal use
*	4.2.2			Shall include at minimum:
	4.2.2 (1)			Removal from service of SCBA including Mask, Cylinder, Assembly
	4.2.2 (2)			Secure with restricted access
	4.2.2 (3)			Documentation of chain of custody
*	4.2.3			Notify manufacture in writing of issue
*	4.2.3.1			Provide manufacture with data log, video, photo of condition failure
*	4.2.3.2			Written procedure for notifying manufacture in SOP
*	4.2.4			Copy of notification sent to cert. org., NIOSH, NPPTL
		Yes	No	SECTION 3.3 ~ Selection, Care and Maintenance
*	4.3.1			SOP includes roles, responsibilities of org. and members
*	4.3.2			Minimizing exposure to contaminated SCBA
*	4.3.2.1			Defines criteria for contaminated beyond ability to clean/disinfect
*	4.3.2.2			Details proper disposal of contaminated SCBA
*	4.3.2.3			Minimum for SCBA poss. Contamination: Tagged OOS & Segregated from equipment, personnel, civilians
*	4.3.2.4			Procedures for minimizing public risk of exposure to contaminated SCBA

TCFP Form 066 (Rev. 4/19)
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**Texas Commission on Fire Protection
Compliance Inspection Guide**

*	4.3.5.1			Written SCBA testing procedures if performed by the agency
	4.3.5.2			Administration
	4.3.5.2 (1)			Testing protocol
	4.3.5.2 (2)			Training in use of machine
	4.3.5.2 (3)			Calibration of machine
	4.3.5.2 (4)			Test tech. authorization
	4.3.5.2 (5)			Record keeping
	4.3.5.2 (6)			Test scheduling
	4.3.5.2 (7)			Evaluation of effectiveness of program
*	4.3.5.3			SOP indicates frequency of tech. inspection, testing
*	4.3.6			SOP requires no member alter form, fit, function
		Yes	No	SECTION 3.4 ~ Upgrades and Retirement
*	4.4.1			SCBA that are currently in service shall comply with the most current edition of NFPA 1981, Chapter 4.4, "SCBA Compliance – Upgrades and Retirement"
		Yes	No	SECTION 3.5 ~ Records
*	4.5.1			Written procedure to manage record keeping
	4.5.5			Record keeping person must be trained and qualified to oversee records
	4.5.6			Manager of record keeping system shall train staff in use of system.
	4.5.7			Manager shall conduct annual audit/inventory of records
*	4.5.8			Written instructions for care, maintenance, and repair as provided by manufacturer
*	4.5.8			The organization shall create, maintain, and disseminate the following documents as required:
	4.5.8 (1)			Written instructions for donning checks
	4.5.8 (2)			Written instructions for inspection, and defect procedures
	4.5.8 (3)			Forms to document findings
	4.5.8 (4)			Forms defect, repair tracking
	4.5.8 (5)			Forms to document insp., tests, & repair by user & tech
	4.5.8 (6)			Including SCBA make, model, serial #, component identification, date, insp./test result, actions taken, by who
	4.5.8 (7)			Written instructions for cylinder fill & testing
	4.5.8 (8)			Written P&P for training tech's and documenting training
	4.5.8 (9)			Written procedures for cylinder insp. By tech.
	4.5.8 (10)			Written procedures for recording cylinder insp. By tech
	4.5.8 (10)			Stickers, tags to alert users and techs. Of all
	4.5.8 (11)			Written procedures for comprehensive insp., & tests
	4.5.8 (12)			SCBA performance test verification documents
	4.5.8 (13)			Schedule for record maintenance
	4.5.8 (14)			Tracking system for SCBA, cylinders, components & parts purchase to retirement
	4.5.8 (15) (16)			Written inventory as required at 4.5.8 (17)
	4.5.8 (17)			Documentation of defective, obsolete SCBA or part removal from service
	4.5.8 (17)			Maintenance records
	4.5.8 (17) (a)			Serial # or unique identifier
	4.5.8 (17) (b)			Date of mfg. receipt, service, inspection, test, maint., repairs
	4.5.8 (17) (c)			Inspections, service, repairs, tests
	4.5.8 (17) (d)			Who performed work
	4.5.8 (17) (e)			Other Comments
		Yes	No	SECTION 3.6 ~ Manufactures Instructions
	4.6.1			Organization shall provide user manufacturer instructions when issuing new SCBAs.
		Yes	No	SECTION 3.7 ~ Retirement & Disposal
*	4.7.3			SCBA retired due to age or SCBA not maintained with annual testing cannot be used for training on air. The SCBA must be rendered incapable of operation.

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**Texas Commission on Fire Protection
Compliance Inspection Guide**

	Yes	No	
			SECTION 3.9 ~ Quality Assurance
* 4.8.1			Shall establish & maintain QA plan
			SECTION 3.10 ~ Technical Authorization
* 4.9.2			P&P for selection and qualification of personnel training & authorization
4.9.3			Tech. training credentials by mfg. proof
			SECTION 3.11 ~ Selection
* 5.1.1.1			Risk assessment required
5.1.1.2			Expected hazards for types of duties performed
5.1.1.2			Frequency of use
5.1.1.2			Organizations experience
5.1.1.2			Geographic location and climate
			SECTION 3.12 ~ Acceptance
5.2.1			Inspect & Test to standard upon receipt
* 5.2.3			Procedure identified in the SOP to return unsatisfactory products to the manufacturer.
			SECTION 3.13 ~ Care
* 6.1 – 6.2			Care; cleaning, disinfecting and decontamination
			SECTION 3.14 Storage
* 6.3.7			SCBA cylinders stored with full charge – checked upon visual inspection of the SCBA.
* 6.3.7.3			SCBA cylinders purged if stored air greater than 12 months
			SECTION 3.15 ~ Maintenance
* 7.1.1.1			Assigned SCBA user inspection beginning of duty period
* 7.1.1.2			Unassigned/available SCBA on response vehicle insp. Once per duty period
* 7.1.1.3			Unassigned inspected weekly
* 7.1.1.4			Interval for inspection in 7.1.2 shall not exceed 1 week
* 7.1.2.1			7 points of inspection listed in SOP or duty period document:
7.1.2.1(1)			Facepiece
7.1.2.1(2)			Back-frame and harness assembly
7.1.2.1(3)			Cylinder
7.1.2.1(4)			Hose
7.1.2.1(5)			End-of-service-time indicator(s) (EOSTI)
7.1.2.1(6)			Regulators
7.1.2.1(7)			Accessories
			SECTION 3.16 ~ Technical Maintenance
* 7.2.1.3			Flow test/recertification at least annually or per manufactures instruction
* 7.2.1.5			New unit testing by organization (FD) prior to in service flow (test)
* 7.2.3.1			Tech. only repair what they are qualified and authorized my manufacturer
7.2.3.4			Tools/component kept clean
7.2.3.7			Documentation of full function flow test after repair according to manufacture instructions
			SECTION 3.17 ~ Breathing Air Cylinder Filling
* 7.3.1			Cylinder pre-fill inspection, as detailed in 7.1.2.4, as follows:
7.1.2.4(1)			Current hydro Date (sticker must be present and readable)
7.1.2.4(2)			Damage to gauge
7.1.2.4(3)			Cylinder body damage
7.1.2.4(4)			Composite damage
7.1.2.4(5)			Cylinder valve seat/thread damage
7.1.2.4(6)			Valve hand wheel damage
7.1.2.4(7)			Burst disk free from debris
7.1.2.4(8)			Cylinder verified full charge
7.3.6			Provide copy of the DOT Requalification permit letter for the ISP performing hydro testing of SCBA cylinders. Document must be current at the time of service rendered.

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**Texas Commission on Fire Protection
Compliance Inspection Guide**

	Yes	No	SECTION 3.18 ~ Breathing Air Cylinder Requalification
7.4.1			SCBA Bottle/Cylinder Hydrostatic Testing Vendor DOT Certificate (certificate must be current at the time of service rendered)
	Yes	No	SECTION 3.19 ~ Testing
7.5.1			SCBA Annual Full-Function Test Records
7.5.4			All testing equipment shall be calibrated per test equipment mfg. instructions.
7.5.4.1			Calibration done at least annually
7.5.4.2			Label of calibration placed on machine must have: Date of calibration and Date of next scheduled calibration
7.5.4.3			Calibration results records kept on site
Field notes:			
435.3(3) / NFPA 1989	Yes	No	SECTION 4.0 ~ BREATHING AIR
	Yes	No	SECTION 4.1 ~ General
4.1.1			Air quality testing done by ISO 17025 lab
	Yes	No	SECTION 4.2 ~ Air Quality Requirements
5.1.1			Quarterly (90 days) air sample records no more \pm 5 days of each other
5.1.2			Air samples taken if contamination suspected
5.1.4			Quarterly air quality test reports maintained for 5 years
	Yes	No	SECTION 4.3 ~ Special Testing and Procedures for Maintenance Conditions
5.2.1			Air sample records for maintenance/ alterations/ repairs/ relocation of unit
5.2.1			Air compressor remains out of service until passing results if post suspected contamination
5.2.1.1			Pre- & Post maintenance/filter change air samples 1-week window
5.2.1.1.1			No pre-filter sample taken compressor OOS until passing verification
5.2.3/5.4.5			Air quality test results / all records must be kept 5 years
	Yes	No	SECTION 4.4 ~ Special Testing and Procedures for Contaminated Compressed Breathing Air
5.4.1			If air sample fails unit must be taken OOS
5.4.1.1			Stored breathing air filled from failed unit must be sampled or replaced and sampled
5.4.2			Must pass air sample before putting back in service
5.5.2.2			Air sample for testing collected at correct location.
	Yes	No	SECTION 4.5 ~ Posting Requirements
5.7.3			Signage for current air quality test report posted near machine
CH 7	Yes	No	SECTION 4.6 ~ Compressed Breathing Air Systems
7.1.2			Air intake located to minimize contamination
7.1.3			Signage posted to indicate the location of air intake
	Yes	No	SECTION 4.7 ~ Maintenance
7.3.1			Air system operated at minimum 30 min. a week
7.3.3			Compressed air in steel cylinders emptied and refilled annually
	Yes	No	SECTION 4.8 ~ Records
7.4.1			Test records has name of lab
7.4.2			Records required: installation, maintenance, purification component changes, operation, trouble reports, corrective actions taken
7.4.3			Air quality records kept on any air source
7.4.4			Records of refills for all SCBA cylinders and storage cylinders
7.4.4.1			Date of fill, person filling, cylinder serial #, air source, final cylinder pressure, hydro date
7.4.4.2			SCBA cylinder fill records maintained for 5 years
435.9 / NFPA 1982	Yes	No	SECTION 5.0 ~ PERSONAL ALERT SAFETY SYSTEM
* 435.9(3)			Does it describe a duty period inspection

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Texas Commission on Fire Protection Compliance Inspection Guide

*	435.9(4)			When it is to be used
*	435.9(2)			That the selection involves compliance with NFPA 1982
*	435.9(4)			How it is maintained and repaired
Field notes:				
	435.11 / NFPA 1561	Yes	No	SECTION 6.0 ~ INCIDENT MANAGEMENT SYSTEM
	435.11(a)			Shall develop and maintain an IMS
	435.11(b)			The IMS shall include:
*	435.11(b)(1)			A written SOP
*	435.11(b)(2)			Require IMS be used at all emergency incidents
*	435.11(b)(3)			Require operations to be conducted in a manner that recognizes hazards and assists in the prevention of accidents and injuries
*	435.11(b)(4)			Require that all fire protection personnel be trained in the use of the IMS
*	435.11(b)(5)			Require that the IMS be applied to all drills, exercises and all other situations that involve hazards similar to those encountered at an actual emergency.
	435.11(c)			Meet applicable sections of NFPA 1561
*	4.4.1			Shall adopt NIMS
*	4.4.3			IMS shall be defined & documented in writing
*	4.4.4			SOP includes requirements for implementation & describe options according to needs
*	4.4.5			Have written plans addressing requirements for anticipated incidents
*	4.4.6			Addresses both routine and unusual incidents, standard procedures, supervisory assignments
*	4.4.7			Require IMS be used at all emergency incidents
*	4.4.8			Require that all fire protection personnel be trained in the use of the IMS
*	4.4.9			Require that the IMS be applied to all drills, exercises and all other situations that involve hazards similar to those encountered at an actual emergency.
*	4.4.10			Require operations to be conducted in a manner that recognizes hazards and assists in the prevention of accidents and injuries.
*	4.5.12			SOP for evacuation of responders if imminent hazard condition exists.
*	4.5.13			SOP shall indicate method used to notify all responders of evacuation
*	4.6			Procedures for incident scene rehabilitation
*	4.8			Training & Qualification initial/annual refresher
*	5.1.11			Scope of authority for each supervisor outlined in SOP
*	5.3.4			SOP shall provide for one individual to be IC from beginning of operations
*	5.3.5			Provide for transfer of command
*	5.3.6			SOP for outlining transfer of command
*	5.9.2			SOP defining roles & responsibilities
*	5.9.6.2			SOP defining criteria for appointment of safety officer
*	6.2.1			SOP for radio communications
*	6.2.2/6.3.3			Clear text/plain language used
*	6.3.3			Emergency traffic/Mayday
*	6.4.1			SOP for telecommunicator support
*	7.3.2			SOP for call in roster
	435.13 / NFPA 1561	Yes	No	SECTION 6.1 ~ Personnel Accountability System
*	435.13(a), 4.5.1			Develop, maintain, apply accountability system
*	435.13(b) (1-4)			Accountability shall:
*	435.13(b)(1), 4.8.1			FPP trained in system
*	435.13(b)(2,3)			Used by all at all incidents
	435.13(d)			Meet applicable sections of NFPA 1561 & revisions applied 1-year post edition change



**Texas Commission on Fire Protection
Compliance Inspection Guide**

*	4.5.3			Written procedure establishing the system, components, and means to ID and keep track of responders
*	435.13(b)(3),4.5.9			All FPP at emergency incident actively participate
*	4.5.12 – 4.5.13			Emergency Evacuation and Method
*	4.5.14			Rapid accounting
*	435.13(b)(4) 5.3.10			IC responsible for accountability
	435.17	Yes	No	SECTION 6.2 ~ Interior Structural Fire Fighting (2-In/2-Out Rule)
*	435.17(a)			Written procedure complying with OSHA 29 CFR 1910.134(g)(4)
*	435.17(1)			Require at least 4 personnel on scene before interior operations begin
*	435.17(8)(b)			Exception for imminent life threats
	435.15	Yes	No	SECTION 6.3 ~ Operating at Emergency Incidents
*	435.15(b)(1)			Specify the adequate number of personnel to safely conduct emergency scene operations.
*	435.15(b)(2)			Limit operations to those that can be safely performed by personnel at scene.
*	435.15(b)(3)			Require all personnel to be trained in and use the standard operating procedures.
Field notes:				
	435.21	Yes	No	SECTION 7.0 ~ WELLNESS FITNESS INITIATIVE
*	435.21(a)			Describe how physical and medical assessment is done.
*	435.21(c)			Describe how the department seeks to maintain individual wellness and fitness.
Field notes:				
	435.27 / NFPA 1403	Yes	No	SECTION 8.0 ~ LIVE FIRE TRAINING
*	435.27			NFPA 1403 used as a guide
*	435.27(8)(B) 4.7.10			A Personnel Accountability System that complies with 435.13 of this title shall be utilized.
*	435.27(8)(A), 4.9.6			A PASS device shall be provided for all participating in live fire training and shall meet the requirements in 435.9 of this title.
*	435.27(8) (c)			An Incident Management System;
*	435.27(8), 4.7.9, 4.9.1, 4.9.2, 4.9.7			Use of personal protective clothing and self-contained breathing apparatus;
*	435.27(8)(E), 4.10.2			An evacuation signal and procedure.
*	435.27(8)(F)			Pre-burn, burn and post-burn procedures.
Field notes:				
		Yes	No	SECTION 9.0 ~ CONTINUING EDUCATION RECORDS 2 YEARS
	441.5, 7, 9, 11, 13, 15, 17, 19, 21, 23			CE Checked discipline(s) assigned/ HOD/HMT Tech/ WL
	NFPA 1561 4.8.1, 4.8.2			IMS Training & Qualification initial/annual refresher
Field notes:				
		Yes	No	SECTION 10.0 ~ TRAINING FACILITY ADDENDUM
	427.307			Chief Training Officer (CTO) hold Instructor III certification
	427.9			Own the required equipment for each discipline certified to teach
	427.1(f)			If equipment is not owned, provide letter of commitment from the department(s) who own the equipment
	427.13/427.203(b)			Records from certification courses delivered in the past 3 years

TCFP Form 066 (Rev. 4/19)
Effective Date: April 4, 2019
This document supersedes all other TCFP Form 066 Inspection Guides

(*) denotes required to be in SOG.



**Texas Commission on Fire Protection
Compliance Inspection Guide**

427.11			Reference Material required for each discipline in which this facility holds certification
427.203(a)(3)			Evidence to substantiate test scores to include performance testing.
427.203(c)			Master copies of examinations shall be maintained for a minimum of three years.
439.205			Letters of assurance are on file, if skills are not evaluated in the immediate presence of a field examiner (only applicable for Instructor III, Fire Officer I, II Courses
Field notes:			

19. Executive session pursuant to Texas Government Code, Section 551.074(1), for the discussion of personnel matters regarding 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

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

21. Adjourn meeting.