

**WISCONSIN TECHNICAL COLLEGE SYSTEM**  
**Fire Service Advisory Committee on Education and Training**

**MEETING MINUTES**  
**December 4, 2008**

**MINUTES APPROVED 03/05/09**

**MEMBERS PRESENT**

Kris Klahn, Dept. of Natural Resources	Jack Running, WI State Fire Chiefs' Assn.
Greg Hanchar, WI Tech College System Office	Tom Vandennack, WI Society of Fire Service Instr.
Jeremy Hansen, Fire Service Coordinator	Dana Sechler, Emergency Medical Services
Steve Krause, WI State Firefighters' Assn.	Robert Piechura, Professional Fire Fighters of WI
Jerry Haberl, WI Emergency Management	

**MEMBERS ABSENT**

Greg Engle Office of Justice Assistance	Tod Doeblor, WI Fire Inspectors' Association
Mike Jones, Milwaukee Fire Department	Ron Schwenn Madison Fire Department

**GUESTS**

Ross Marshall, WTCS State Representative	Greg West, Waukesha County Tech. College
Dawn Way, Madison Area Technical College	

Meeting was called to order by Greg Hanchar at 10:30 a.m.

Open meeting statement was read by Greg Hanchar.

**REVIEW AND APPROVE SEPTEMBER 4, 2008 MEETING MINUTES**

Dana Sechler moved to approve the September 4, 2008 meeting minutes and Steve Krause seconded.

**REPORT ON 2008 OUT OF STATE TRAVEL**

Greg Hanchar handed out his North American Fire Training Directors 2007 Annual Meeting Agenda for review and questions.

Greg Hanchar also made available a packet of minutes from the 2007 International Fire Service Accreditation Congress meetings.

**REPORT ON COMMITTEE MEMBERSHIPS**

Greg Hanchar provided a handout of the various Fire Service Committee memberships which can also be found on the WTCS Fire Service Website.

**DISCUSS STRATEGIC PLAN PROGRESS**

Greg Hanchar reported that he met with Annette Severson and discussed the list of pros and cons put together by him and the Advisory Committee. The Strategic Planning Facilitator chosen is Mary Pehls of WCTC.

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An 8-hour day is being planned for the Strategic Planning Meeting. The WTCS Office is looking at either WCTC or MATC-Madison. The tentative dates are February 26, 2009 or March 5, 2009 – which is the next WTCS Fire Service Advisory Committee on Education and Training Committee Meeting. Greg Hanchar asked if anyone in the group had a preference. Steve Krause suggested that the Strategic Planning Meeting take place on February 26 with any follow-up work to be completed on March 5<sup>th</sup>. Dana Sechler agreed that this was a good idea. Greg Hanchar informed the group that the WTCS Office staff would be working on the location and sending out a notice.

### **DISCUSS THE USE OF UNSPENT VENTILATION PROP FUNDING**

Greg asked the various representatives if they could provide input regarding Appendix A of the Agenda.

Steve Krause suggested that the money be distributed to the colleges to purchase another needed prop. Jack Running said that the Chiefs wanted to see the money go back to the districts for training props as well.

Robert Piechura asked that Greg talk with Milwaukee Fire Department again and make sure that they did not want to build the prop. He said that MATC-Milwaukee often uses MFD's training facilities and if nothing else MATC-Milwaukee students would benefit from it.

Steve Krause said that many districts have two (2) training locations and would like to have a ventilation prop for each location, however the state only awarded funding for one (1) per district. Tom Vandenack stated that if WITC would get two (2) props, then all districts should receive the same.

It was suggested that mannequins were on the list of props needed at the districts and the unspent money could go back to the district to pay for those. Tom Vandenack agreed that districts could use the training dummies.

Steve Krause said he did not care what the unspent funds were used for, but he would like to see it equally distributed among the colleges. Greg stated that he would revisit the discussion with Chief Jones at Milwaukee Fire Dept.

At this time, Jeremy Hansen informed the group that Fire Service Coordinators and Instructors are concerned about everyone having the approved props to remain a state test site. Jeremy said that if Milwaukee Fire Dept. is not required to build the specified training prop and could turn the money back, then why couldn't the districts that had suitable ventilation props in the first place do the same. Jeremy Hansen asked if building the specified ventilation prop was a requirement of remaining a state test site. Jeremy said that is what had been stated previously and if so, would Milwaukee Fire Dept. continue to be able to test their employees. Greg Hanchar said that he would not get into this discussion at this time. Jeremy Hansen said he was only bringing it up because he had received numerous inquiries with concerns from the technical colleges he represents and it is directly related to this issue.

Several districts have had to spend more than the amount distributed by the WTCS office. In some cases the prop cost was doubled. Jeremy said he certainly didn't want to question Milwaukee in any way but that some districts had similar props that could have been modified to meet the requirements of the test. Greg said he was not in any position to make a final decision

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or discuss at this meeting. He just wanted to get a recommendation for how to distribute any unused funds.

Greg said he would revisit this with Milwaukee Fire Dept. and see if they want to reconsider building the training prop.

Greg said this required prop was the recommendation of the Testing Committee.

Greg also explained that it was decided the Operations excess funds were to be spent on the forcible entry door and ventilation props. A portion of the excess also went back to the Local Assistance fund to cover tuition and materials for training. However, with the extra money being turned back from Milwaukee Fire Dept., Greg Hanchar said that Plan B would be to help the districts purchase dummies or distribute approximately \$300.

Greg said that when the WTCS Office was audited the excess money had to be explained to the Legislative Audit Bureau. They were told that the Standard was changing and a Committee was working on revising the tests. Greg said he didn't know for sure but the WTCS Office may have to go back to Joint Finance in order to get permission to distribute any money to the colleges to offset the cost of the prop.

Jeremy Hansen said that if Milwaukee is considered a district and an exception is being made for them to turn the funds back and not build the required testing prop, then Greg should be prepared for the technical college districts to do the same. Steve Krause said that from the Fire Fighters' perspective that if a prop meets the specification for training and testing then that was good enough.

Steve Krause suggested that the unspent money be redistributed to the colleges that the cost of the ventilation prop exceeded the allotted amount.

Robert Piechura indicated then that he would withdraw his prior suggestion. He did not want Greg Hanchar to go back to Milwaukee Fire Department about the excess money. He hadn't realized that the prop had cost some districts more than others and thought the money should be redistributed to help cover those costs.

Jack Running asked if there should be a standard or written policy regarding the props. To be a test site you have to have something specific or meet the requirements. Steve Krause said the Policies already say you have to meet these requirements not purchase something from a certain company. An example is you have to have a dummy that meets a certain weight requirement not a certain brand. Robert Piechura said that it is difficult when students are trained on a certain prop then go to another test site where the props are different. Tom Vandenack said that is why it is important for all districts to have uniform training props. Robert Piechura then agreed with Jeremy Hansen, and asked if a district should be allowed to refuse the funding for the prop?

### **DISCUSS START DATE FOR NEW TEST PROP AT PRACTICAL EXAMS**

The consensus was to have the props built and ready for training in 6 months to 1 year. Steve Krause said students need to be trained on the props before being tested on them. Jeremy Hansen said that the Coordinators had suggested January 2010. Greg Hanchar indicated that all the documentation, i.e., Exam Administration Handbooks, Preparation Guides and a Train-the-Trainer will need to be ready to go. Ross Marshall spoke on behalf of the Examination Committee and indicated that everything is pretty much ready to go.

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The group felt comfortable recommending Spring of 2010 to start testing.

Greg suggested that this be discussed at Wisconsin Rapids and possibly have a joint meeting of District Coordinators and State Reps on January 30.

Dana Sechler asked if districts could start training and testing if the props were built and ready. The Committee agreed that districts could use the props for training but shouldn't be testing until the "test" start date decision was made.

### **UPDATE ON IFSAC ACCREDITATION SITE STUDY**

Greg Hanchar explained that a third person of the IFSAC Site Team could not be located to participate in the Wisconsin reaccreditation, therefore, the review has been requested to be rescheduled to the first week of April. Greg will report to the Committee on a finalized date.

### **DISCUSS ADDITION OF ADVISORY COMMITTEE MEMBER TO IFSAC COMMITTEE**

Greg Hanchar said that Annette Severson had recommended appointing an Advisory Committee member to serve on the IFSAC Self-Study Committee as well.

However, Greg said Annette Severson is proposing that instead of an Advisory Committee member participating in the IFSAC Committee, she would like to put together a new committee to write Policy and Procedures that go beyond the scope of the IFSAC related items and requirements. Tom Vandenaek asked what brought about this decision. Greg informed the group that he thought the "19" items of concern that were handed out at the last Advisory meeting initiated this Agenda item. Tom said he thought in the items of concern the suggestion was that more "fire" individuals be added to the Advisory Committee not the IFSAC Committee. Greg said that was a separate item.

Steve Krause's opinion was that the Policy and Procedures had already been written. He said the Policy and Procedures may need to be updated from time to time but for the most part is complete and only needs to be kept current. He suggested that the Advisory Committee could make those recommendations to the WTCS Office as needed since the fire service and districts were represented by this Committee. Dana Sechler said the Advisory Committee should approve changes but not create them. Steve said that the past Advisory Committee approved policies as they were provided.

Greg Hanchar clarified that the direction would be a new Committee created not this Committee. Greg suggested that the scope of policies may be broadened if WTCS Fire Service Deans were included on this. Steve Krause said that Deans are represented on this Committee by the technical college representative - Jeremy Hansen. Jeremy Hansen said he is representing the views of Fire Service Coordinators and Deans from a financial point of view.

Steve Krause asked Greg if the Committee he is hoping to form would be creating or approving policy. Greg Hanchar said that many of these policies are not "fire service" but "agency" policies. Steve clarified "approve" to "recommend."

The Advisory Committee would like to be the Policy and Procedures Committee and would create sub-committees as needed. Greg said he would take the information back to Annette.

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### **SOLICIT CONTRIBUTIONS TO THE POSTED FAQs ON THE FST WEBSITE**

Greg Hanchar provided a handout of the FAQs recently published on the website. He asked that the Committee look them over and get back to him if they could think of anything else that needed to be added.

### **REPORT ON FIRE OFFICER I CURRICULUM COMMITTEE PROGRESS**

Greg Hanchar reported that we have the new textbook and curriculum for Fire Officer. The new textbook is for Fire Officer I-II and is in all in one textbook.

An Entry Level Fire Officer Train-the-Trainer is tentatively being planned for Thursday, January 29, 2009 at Wisconsin Rapids. Entry Level should be ready to go in Spring with the certification course possibly ready by July.

Steve Krause asked if the Manual is required for Entry Level. Greg Hanchar said that there are reading assignments for this class, therefore, a manual is required.

Steve Krause said it would be nice if a member from these committees would come to the Advisory Committee meetings and give a report. Greg Hanchar said that he intends to have a committee representative at these meetings in the future.

Greg said everyone should have received the new IFSTA cds and informed the group that the Maryland material does not match up so we will not be using it.

Tom Vandenack asked when we would be required to have the new book (4<sup>th</sup> Edition). There was some confusion about when the implementation of the new curriculum would take place. Dawn Way asked if there would be a new exam bank and when? If she starts a new class in January, when they take the exam in May, what test are they getting?

Greg Hanchar said the classes in January and February would be pilots and he will check on the test bank with PTS.

### **REPORT ON MID-STATE TECHNICAL COLLEGE NEW PRACTICAL EXAM FACILITY**

Greg Hanchar told the Committee that the City of Marshfield has gone into a joint effort with MSTC to build a burn center/training/testing site. Everything is in place except the 2-story prop and ventilation prop.

### **OTHER BUSINESS**

At this time Jeremy Hansen asked if a couple of following questions could please be addressed and Greg Hanchar said that we needed to stick to the Agenda of this meeting but he would address them at the Fire Service State-Called Meeting in Wisconsin Rapids.

The questions are:

- Do the districts have to build the ventilation prop?
- Will it be required to maintain state test site status?

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Steve asked to give a brief update about the TIA regarding Hazmat being worked on by the Wisconsin Fire Chiefs' Association and Wisconsin State Firefighters' Association. OSHA says if departments are not responding to hazardous materials incidents then they should not have to have hazardous materials operations in Fire Fighter I. The next step is the National Volunteer Fire Council.

Meeting adjourned at 12 noon.