

**INDIANA BOARD OF FIREFIGHTING  
PERSONNEL STANDARDS AND EDUCATION MEETING**

**JANUARY 14<sup>TH</sup> 2012, 6PM**

**PIKE TWP FD  
4881 W 71<sup>ST</sup> ST  
INDPLS IN 46268  
317-347-5860**

**655 IAC ADMINISTRATIVE RULE REWRITE DISCUSSIONS**

- A Meeting called to order, at 6:05 pm
- B. Roll call:

**Present**

Jeff Hayes  
Jack Kerney Sr.  
Candice Ashby  
Mike Garvey  
James Greeson  
Greg Wyant  
Burke Jones

**Absent**

Tom Hanify

- **Reciprocity**

Reciprocity is the awarding of certification, with no required testing, to those who have been certified by an IFSAC or ProBoard accredited entity within the past 5 calendar years. The certification must be in one of the certification levels offered by the Indiana Board of Personnel Firefighter Standards and Education.

The following items are necessary to apply for reciprocity:

- Completed reciprocity request form
- Complete the reciprocity test
  
- Completed Application for Certification
- ~~Letter from your Indiana fire chief, on department letterhead, verifying your membership in an Indiana fire department (for Fire Service personnel)~~

Candace Ashby stated this needs to be removed. Rule states an Indiana resident OR affiliated with an Indiana Fire Dept.

- Copy of IFSAC or ProBoard accredited certificates with readable seal numbers or a transcript from the issuing agency showing certification levels and seal numbers

Once all of the necessary items are turned in the applicant shall receive an Indiana certification.

Burke Jones stated that we should determine what states are equivalent to Indiana.

- **Equivalency: outside the 5 year period**

Equivalency is the awarding of program credit (e.g. Firefighter I/II) to individuals certified or trained at a certification level to a national standard by an entity not accredited by IFSAC or ProBoard. Or the applicant has an IFSAC or ProBoard certification that is outside of the five year window. Applicants may also receive program credit for training attained through a training institution such as an accredited college/university or the National Fire Academy. In order to receive transcript credit and certification to one of these levels, an applicant, upon approval by the Indiana Board of Personnel Firefighter Standards and Education must successfully complete the designated written and/or practical skills examination for that level.

The following items are necessary to apply for equivalency:

- Completed equivalency request form
  
- Completed Application for Certification
  
- Letter from your Indiana fire chief, on department letterhead, verifying your membership in a Indiana fire department (for Fire Service personnel)

- Copy of certificates or a transcript from the issuing agency showing training courses completed.
- Verifiable documentation of hours, objectives, methods of evaluation and NFPA standards met. This information can generally be obtained from a course outline, schedule or syllabus.

Once all necessary items are turned over to IDHS staff, a review committee (~~2 board members~~) will review the documentation and determine if the applicant meets the Equivalency criteria. The review committee will make a recommendation at the following Fire Board meeting. If the applicant is approved then all necessary exams will be scheduled and taken. The applicant shall have one attempt at passing the written and or practical exams. If the applicant is either denied or is unsuccessful then they must complete an approved course of study and all required examinations for the certification being sought.

Legal counsel stated that the Board could not delegate the authority to 2 members to make this decision.

Staff has asked the Board to itemize what they want to see.

#### Train-the-Trainer

The train the trainer requirement in order for us to maintain IFSAC accreditation requires all lead instructors/lead evaluators/evaluators. If a student is eligible to challenge a certification practical and written examination the train the trainer component would require attendance at a separate train the trainer session. During the Board meeting on October 30, 2012 a discussion was held on the implementation. This paper is an attempt to explain what we believe will be the process. We have many instructors in this state who are able to teach certification courses because we give them the curriculum along with the PowerPoint and therefore in their mind they believe they are competent. The train the trainer concept says we no longer need the figure of speech "Jack of all trades – master of none" person instead we need instructors who are outstanding the delivery a particular level of instruction. We need instructors who are very knowledgeable in the subject matter they are presenting, who have an understanding of and support the concept of certification is a professional credential.

First of all, there are four steps to the instructional design process and while it would be the least intrusive to instructors to have all train the trainers conducted via webinar it is not practical. If we only deliver train the trainers via webinar it will not significantly improve the quality of instruction that we all say we want.

The four step process includes preparation, presentation, application and evaluation. If all train the trainers are conducted via webinar none of those four steps are included.

The actual conduct of the skills for various certifications is in many cases difficult and requires a very clear understanding of the outcome. Currently, the lack of understanding of the outcome creates huge conflicts between the local instructor and the state. That is why we along with SME's from throughout the State have spent significant time improving the skill sheets. The improvement process has helped add content that is clearer to the lead evaluator/evaluator and is more consistently measured.

The discussion was whether we wanted to keep IFSAC or not. If we keep it, this is required. There is no way around it. The Board voted to keep IFSAC so the issue now is that for every certification that we have that is IFSAC, the Lead Evaluator must have attended a train-to-trainer. These cannot be done through webinar only. You need a hands on approach in order to do this right. How long is the train to trainer good for? Five years or 2 years, they would need to do this every time they recertify or do them need to do this every time the standard changes.

Larry Southard stated that we just keep adding to the instructor requirements and because of this, we are losing instructors. We have lost 1622 instructors 23 months after they put on the continued education. The district training does not play well with others. We are taking more and more away from the locals. We need to get back to the middle road. You have the people in the city and people on the farms and you are trying to get one shoe to fit all. It is not going to work and you are going to lose more Instructors.

John Buckman stated that between Jan 09 and Jan 2012 there were 1469 instructors expired. 158 Instructors I and 475 Instructors 2/3. During the same time frame, we certified 1500 instructor I's and 620 2/3. We now many get instructor I for promotional purposes only and they let them expire after the process.

The Board voted to keep IFSAC. There has been 916 IFSAC certifications issued between Jan 1, 2010 and Jan 21, 2013.

Marshal Greeson asked how long would the train to train be good for. After discussion it was devised that they train to train would expire when the board adopts a new standard. The Board voted to renew them every 2 years.

Discussion was can this be done on webinar, but you cannot do skill set up on webinar. This is a hands on and you need to be there to do it. Many of these could be combined. Ie, driver operator, pumper, aerial, mobile water supply.

1-2.1-4, 5 & 5.1 This section is being changed to have Firefighter I and Firefighter II

become expiring certifications. There will be a requirement of reporting 24 hours of in-service training hours in a 2 year period.

Reasons would be better documentation and better training as well as bringing legitimacy to the certification. Lastly, if a person steps out of the service for 10+ years and decides to come back then there are no checks and balances in place to bring these people up to pace to modern day practices.

The following are some discussion points for consideration with this topic. We have met with the IVFA and the Fire Alliance. Currently the IVFA is not in favor of this change however, the Fire Alliance membership was overwhelmingly in favor of this requirement (that excludes the IVFA representative).

#### Discussion Points

12 hours of in-service per year for all firefighters

Recert every two years (24 hours reported and can be completed anytime in the 2 years)

Training subjects are determined by the AHJ although half of the reported hours must be practical skills

Fire Chiefs or designee can sign off on the recertification form

If the training hours are not submitted by the expiration date then the certifications expire

Certification expiration does not affect any other certifications

If there are no stipulations put in place regarding expired certifications it will have a negative impact of fire organizations

A proposal to assist with this part of the process is to have the following;

- 1) You have 30 days from expiration to submit all necessary paperwork
- 1) Certifications expired from 1 – 180 days shall submit a complete recertification form listing the appropriate amount of training hours with instructor signature and a letter explaining why the certification was submitted late
  
- 2) Certifications expired from day 181 – 2 years shall submit a completed recertification form listing the appropriate amount of training hours that totals all years in consideration with instructor signatures and a letter explaining why the certification was submitted late and take and pass the state written examination. The reported hours can be from after the initial expiration as long as they equal the appropriate number of hours needed (if it expires in 2013 and you recertify in 2015 then you need 12 hours
  
- 3) Certifications expired beyond 2 years shall submit a completed recertification form listing the appropriate amount of training hours with instructor signatures and a letter explaining why the certification was submitted late and take and pass the state written and practical examinations (another thought is to have

them apply for equivalency after 2 years)

If a fire service member leaves Indiana and continues in the fire service in another state they can submit for recertification of their Indiana certification by showing continuing education while residing outside of Indiana.

Recertification will be available to be completed online and the applicant will attest to completing the required training. There shall be random audits and if an applicant is selected for an audit he/she shall submit a completed recertification form to the IDHS Certification office within 72 hours.

Marshal Greeson asked to table this until he can get something written up and submitted at the March meeting.

Three board members voted to table

Two members voted to drop the recertification

Correction: Jack Kerney made a motion to table this topic for the duration of this rule rewrite. Burke Jones seconded. Motion passed. This issue will not be in the current rule rewrite.

The Mandatory, Firefighter I and Firefighter 2 module training. This does not have to be a rule change. This can be done as a policy change. More information will be at the Feb 4<sup>th</sup> meeting.

Lastly there are four certifications that need to have new NFPA standards adoption. They are as follows;

NFPA 1001 – Standard for Firefighter currently 2008 adopt 2013,

We would start on this process and everything could be ready when this goes into effect. We do not have to adopt this until 2016 according to IFSAC; this is just getting started on it.

Burke Jones asked how long the update would take.

NFPA 1003 – Standard for Airport Firefighter currently 2005 adopt 2010.

Already done, just need to change the current standard wording

Board voted to go forth with this and stay current.

NFPA 1035 – Standard for Public fire and life Safety Educator currently 2000 we need to adopt 2010.

David met with them on Thursday and they have until end of February to come up with something. Only 25 certifications have been issued in the last 2 years. Is this worth the time to renew the certification? Jeff Hayes asked that this issue be given one more chance. The Board agreed.

NFPA 1041 – Standard for Instructor currently 2007 adopt 2012

Two words changed from old standard to new standard. We need to change this for IFSAC.

Once this is approved, we get the new test banks, and get everything done and when these are approved by the AG's office, we would be ready to go when this becomes effective.

Discussion on dividing the Mandatory, Firefighter I and Firefighter 2 into 4 separate modules. A more detailed description will be available at the Feb 4<sup>th</sup> meeting.

C. Meeting adjourned at 8:45pm

**NEXT MEETING:**

February 4, 2012 6pm  
Wayne Twp FD  
700 N High School Rd.  
Indpls IN 46214  
317-247-8501