



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF FIRE SERVICES
RICHARD W. MILLER
STATE FIRE MARSHAL

STEVE ARWOOD
DIRECTOR

MICHIGAN FIRE FIGHTERS TRAINING COUNCIL

**Park Place Hotel
300 E. State Street
Traverse City, Michigan 49684**

REGULAR MEETING MINUTES

October 25, 2013

1:30 p.m.

MEMBERS PRESENT

Chairperson Timothy James, Michigan Association of Fire Chiefs
Vice Chairperson David Purchase, Michigan Municipal League/Michigan Townships Assn.
Brian Blomstrom, Michigan Fire Service Instructors Association
Aileen Pettinger, Michigan Professional Fire Fighters Union
Steve Richardson, Michigan State Firemen's Association
Chad Tackett, Michigan Association of Fire Chiefs
Mike Deprez, Assistant State Fire Marshal

MEMBERS ABSENT

Richard Miller, State Fire Marshal, Council Member ex-Officio

BFS STAFF PRESENT

Joseph Grutza, FFTD, Manager
BreeAnn Hooker, Recording Secretary
Paula Brzezinski, Curriculum Specialist
Gary Crum, Region 2 Supervisor
Daniel Hammerberg, Region 1 Supervisor

OTHERS IN ATTENDANCE

Patrick Nahgahgwon, Saginaw Chippewa Fire Department
Raymond Wlosinski, Training Coordinator
Dennis Haisma, Grand Rapids Fire Department
Shannon Witherell, Lowell Area Fire Department
Nicholas Saunto, Windsor Township Fire Department
Rodney Scrutchen, Shelby Township Fire Department
Al Smolen, Mid-Michigan Risk Management Authority
Matt Holzhei, Lansing Fire Department
Jim Tuller, Traverse City Fire Department
William Fabijancic Jr., Windsor Township Emergency Services
Cody Reedy, Windsor Township Emergency Services

Charles Noonan, Troy Fire Department
Bill Parker, Glen Lake Fire Department
Christopher Dean, Muskegon Heights Fire Department
Dale Pomeroy, Plainfield Township Fire Department
Thea Dornbush, Spring Lake Township Fire Department
Joseph Baker, Bellaire District Fire Department
Randy VanDenBoom, Hampton Township Fire Department
Chris Pityer, Hampton Township Fire Department
John Kramer, Monitor Township Fire Department
Rick VanHorn, Michigan Fire Service Instructors Association
Cliff Boatwright, Mancelona Fire Department
Jesse Silva, Charlevoix Fire Department
Ed Sayre, Mancelona Fire Department
Ray Wilson, Michigan Fire Service Instructors Association
Danny Evans, Michigan Fire Service Instructors Association
Mark Becmer, Bellaire Fire Department
John Clark, Delta Township Fire Department
Jeni Binkley, Michigan State Firemen's Association
Vince Cammack, Alpena Combat Readiness Training Center
Mike Serafin, Alcona County Training Committee
Bradley Swanson, Lake Missaukee Fire Department
Don Bigger, Michigan Fire Service Instructors Association
Mark Cleveland, Covert Township Fire Department
James Bowers, Swartz Creek Area Fire Department
Michael Manchester, City of Alpena
Dan Oberst, City of Lansing
Jim DuVall, Ada Township Fire Department
Kevin Sehlmeyer, Grand Rapids Fire Department
Mike Cousins, Thomas Township Fire Department
Matt Mead, Shepherd Tri-Township Fire Department
Brett Laitila, Thornapple Township Emergency Services
John Baker, Portland Fire Department
Andy Bezenah, West Bloomfield Fire Department
Bill Ravell, Grand Rapids Fire Department
Joseph Miracle Jr., Denton Township Fire Department

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chairperson James called the meeting to order at 1:31 p.m. A quorum was determined present.

State Fire Marshal Miller was unable to attend this meeting due to a prior commitment; Mike Depez has joined the meeting in his absence.

2. REVIEW AND APPROVAL OF AGENDA

A **MOTION** was made by Councilperson Pettinger and seconded by Councilperson Blomstrom to approve the meeting agenda as submitted. **MOTION CARRIES.**

3. REVIEW AND APPROVAL OF MINUTES

A **MOTION** was made by Councilperson Richardson and seconded by Councilperson Pettinger to approve the study session meeting minutes on August 13, 2013 as presented. **MOTION CARRIES.**

A **MOTION** was made by Councilperson Purchase and seconded by Councilperson Blomstrom to approve the regular meeting minutes on August 13, 2013 as presented. **MOTION CARRIES.**

A **MOTION** was made by Councilperson Tackett and seconded by Councilperson Richardson to approve the special meeting minutes on September 5, 2013 as presented. **MOTION CARRIES.**

4. INSTRUCTOR APPLICATIONS

Staff presented the following Instructor applications for the Council's consideration, noting one correction to the spelling of Jamie A. Peite, under Certified Instructor I:

- (21) Certified Instructor I
- (15) Probationary Associate Instructors
- (3) Probationary Instructor I
- (11) Certified Associate Instructor

A **MOTION** was made by Councilperson Blomstrom and seconded by Councilperson Purchase to approve the instructor applications as presented, with correction. **MOTION CARRIES.**

5. DIRECTOR'S REPORT – Joseph Grutza

Activities Report:

September 20 and 21, 2013	Michigan State Firemen's Association Memorial Ceremony, Roscommon
September 27, 2013	Visit to Howell Fire Academy, Howell High School
October 8, 2013	Saginaw Fire Department Awards Presentation, Saginaw

Instructor I Courses:

The final Instructor I course is scheduled for November 1, 2, 3, 9, and 10, Kalamazoo Twp. Station 4. The schedule for future courses is to be determined.

Training Coordinators

With the loss of two of our training coordinators and our need to divide up one of our larger areas, the FFTD will be filling three training coordinator positions. The staff will be conducting interviews on Friday, November 8, 2013.

IFSAC Accreditation

The FFTD contacted a couple of states that have gone through the IFSAC accreditation process. The process would consist of the FFTD completing a pre hearing review and then bring in a review panel for an onsite evaluation. The review panel is made up of peers in the state fire training arena. Our cost for the review panel would be transportation, lodging and meals. The length of time for the evaluation averages about 3 days. Follow-up meetings might be required but they can usually be handled by e-mail and teleconference. Another factor affecting costs will be the number of individual programs that we want to be accredited. Once completed, the IFSAC annual charge is about \$2,000 and \$1.00 per seal. There might be additional costs for the implementation any new processes required for accreditation.

Assistance to Fire Fighters Grant

The rollout for the Assistance to Fire Fighters Grant for State Fire Training organizations has been delayed due to the federal government shutdown. The grant qualifications including our eligibility, application timelines and request guidelines will be released soon. The Bureau still has intention to apply for the grant requesting record keeping software.

6. STATE FIRE MARSHAL'S REPORT – Mike Deprez

Internal Audit

24 audit memos were issued requiring corrections. 5 other people within LARA are in our office assisting the Bureau with implementing these corrections.

Fireworks Program

\$1 million has been allocated from the Fireworks fund, of that amount, \$10,000 has been allocated per county for fiscal year 2014. The current fund balance is \$2.9 million. These dollars come from the 6% tax that was added to all fireworks sales, that goes into a special fund created strictly for fire fighter training. The program is undergoing a re-evaluation separate from the audit to determine how the State Fire Marshal's office can improve the entire process.

HB 4731

The State Fire Marshal supports this bill, in statute waives the examination requirements for a veteran who has completed firefighter training that meets the standards for fire fighter I and fire fighter II, including IFSAC and Pro-Board.

7. OLD BUSINESS

Funding for Live Burn Training – Councilperson Pettinger

A request was made by Councilperson Pettinger to Director Grutza for recommendations to be brought back to the next meeting on how live burn training can be incorporated into Fire Fighter II curriculum.

8. NEW BUSINESS

Request for RTC Recognition Alpena CRTC

Review of the report compiled and submitted by Daniel Hammerberg recommending the Council to approve the request made by the Alpena Combat Readiness Training Center to become a Regional Training Center. Councilperson Richardson requests to be excused from the vote due to his employment at the Alpena Combat Readiness Training Center.

A **MOTION** was made by Councilperson Purchase to support the request for Regional Training Center status for Thunder Bay/Alpena Combat Readiness Training Center and seconded by Councilperson Blomstrom. **MOTION CARRIES.**

2014 MFFTC Meeting Dates

A draft schedule of 2014 meeting dates was presented for approval. Discussion on scheduling work sessions resulted in determination that they can be added at a later date if deemed necessary.

A **MOTION** was made by Councilperson Richardson to approve the 2014 MFFTC meeting dates as submitted and seconded by Councilperson Tackett. **MOTION CARRIES.**

Curriculum Committee

Chairperson James requests each of the stakeholders to nominate 2 individuals to become part of the curriculum committee and would like those names submitted within the next month.

MFFTC Annual Report

Under Public Act 291, the Council is required to submit an annual report to the Governor for the previous year. Numerous recommendations were made for content to be included in the draft copy which is requested to be presented at the next meeting for submittal to the Governor's office shortly thereafter.

Request Form for Elective Training Funding

Manager Grutza presented an outline of a form to be used by the Council for approving payments from the FFTC Elective Fund. Goal is to develop form which will provide sufficient information for Council to make an appropriate decision. In taking recommendations today, the intent is to have the form on the agenda for the next scheduled meeting.

Councilperson Purchase clarifies the intent of the form, the first being used by a County to send firefighters to an unapproved course and the second being an organization requesting funds to offset conference costs. A suggestion was made to have a spot reserved for the County Training Committee chair to sign off on each request from a county's regular allotment before being presented to Council, to prevent persons or organizations from trying to use County funds individually that the CTC has already allocated somewhere else. A recommendation was also made to maintain a list of approved courses for future reference in regards to County funds.

Councilperson Pettinger questions the deadline for submitting requests. The determination was made that a 2 week timeframe be implemented for ample review time.

Councilperson Blomstrom inquires about the process for tracking money during the fiscal year. Director Grutza relayed that there is communication with LARA staff to streamline this process and to ensure the legal side of things are covered as well. It is also requested that a disclaimer statement be added to the request form that the Michigan Fire Fighters Training Council reserves the right, partially or in full to approve the request for reimbursement.

Assistant State Fire Marshal Deprez relays with confidence that only reimbursements will be made, as opposed to pre-paying for training.

2014 Instructor I Courses

An update was given on the progress of the rules rewrite. It states in the rules that an Instructor II can teach Instructor I. At this time, only the Region Supervisors are teaching this class. The goal is to transition the program to allow the Instructor II's to teach the Instructor I program. With all of the changes with the fireworks funding, the Region Supervisors are going to be inundated with numerous other tasks which will take away from their time to teach, allowing this to be a perfect time to pass this duty on to other approved instructors.

Councilperson Blomstrom requests that Director Grutza develop a form for implementation to initiate this process.

A **MOTION** was made by Councilperson Purchase to open the Instructor II application process seconded by Councilperson Pettinger. **MOTION CARRIES.**

9. PUBLIC COMMENT

Kevin Sehlmeier commented on the the Everyone Goes Home program and its progress and success.

Mike Cousins inquires whether Fire Instructor II meets the NFPA 1041 standard; Council verifies it in fact does. Mr. Cousins also recommends the possibility of Training Coordinators relieving some of the Region Supervisor duties of teaching Instructor I. Concern and clarification was also expressed that the annual report needs to come from the Michigan Fire Fighters Training Council and not a staff member of the Bureau. Lastly, an inquiry as to whether or not Fire Officer IV is being considered to be implemented in the future. It was determined by Council that it is not currently being reviewed but it will be discussed with the upcoming Curriculum Committee.

10. COUNCIL COMMENT

Expression of thanks was given to the Michigan Fire Service Instructors Association for hosting the Michigan Fire Fighters Training Council meeting.

Councilperson Pettinger addressed the Bureau of Fire Services budgets from fiscal years 2010-2013 given to her by Al Pohl. She requested a further breakdown of expenditures in the following areas from 2010 through 2014

- Training Coordinator Funding
- County Funding
- Fireworks Safety Fund Balance
- Bureau of Fire Services Budget
- Fire Fighter Training Division Budget
- FTE positions within the Bureau of Fire Services including FFTD

She expresses her concern and desire, as representatives of their respective organizations, to know this information and have a responsibility to report back to their organizations how the fireworks money is being spent.

Councilperson Purchase expresses to the audience the importance of being catalyst with their respective Chiefs to ensure that the County Training Committee chairperson of their county is a proper representative to ensure their money is being spent and is inclusive with all the fire departments in the county.

11. ADJOURNMENT

A **MOTION** was made by Councilperson Richardson and seconded by Councilperson Purchase to adjourn the meeting. **MOTION CARRIES**. The meeting adjourned at 2:43 p.m.

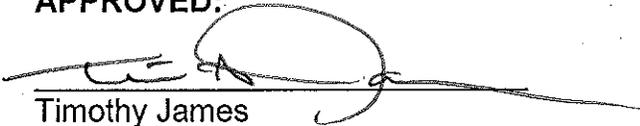
NEXT MEETING

December 10, 2013 @ 1:30 p.m.

Location:

3101 Technology Blvd, Suite H, Lansing, Michigan 48910

APPROVED:



Timothy James
Chairperson


Joseph A. Director Grutza, Manager
Fire Fighter Training Division

Aileen Pettinger
Councilperson