

**Fire Service Training Commission
REGULAR MEETING AGENDA AND ANNOUNCEMENT**

**Kansas Fire & Rescue Training Institute
The University of Kansas**

**Wednesday, May 10th, 2023
10:00 AM**

The Kansas Fire Service Training Commission will meet in person *and* via Zoom Wednesday, May 10th at 10:00. In person meeting will be held at Kansas Fire & Rescue Training Institute, 1515 St. Andrews Drive, Lawrence, KS 66049 in Classroom #25. Zoom information is below:

Join Zoom Meeting

<https://kansas.zoom.us/j/95962504408>

Meeting ID: 959 6250 4408

Passcode: 809540

The following topics will be subject to Fire Service Training Commission consideration, discussion, approval, or other action. All items on the agenda are set for possible action.

The order of the Agenda may be changed by order of the Fire Service Training Commission.

1. Call to Order/Roll Call/Affirmation of Quorum

2. Public Forum- Public comments are limited to three-minutes. Persons may submit written comments of any length for the Fire Service Training Commission files. Those wishing to address the Commission should notify the [Chair](#), [Vice Chair](#), or the [Director of KFRTI](#) prior to the meeting. At the conclusion of the public forum, individual Fire Service Training Commission members may respond to criticism made by those individuals who have addressed the Commission and may ask staff to review a matter and place it on a future agenda. However, the Fire Service Training Commission members may not discuss or take action on a matter raised during a call to the public, that is not already on the agenda, and are not obligated to comment upon materials or presentations made by the public.

3. Consent Agenda- The Consent Agenda contains items which might require action by the Fire Service Training Commission but are generally routine items not requiring the Commission's discussion. Usually, a single motion will approve all items on the Consent Agenda, including any resolutions. However, a Fire Service Training Commission member may remove any item on the consent agenda and that item will be discussed and voted upon separately.

- a. There are no items on the Consent Agenda.
- b. Approval of Minutes of March 8th, 2023 Kansas Fire Service Training Commission Meeting

4. Chair's Report

5. Vice Chair's Report

6. Director's Report

7. Financial Reports

8. Business

a. Old Business:

i. Fire Service Training Commission

1. State Statute and FSTC members update - Chair Mike Roosevelt

b. New Business

- i. FSTC Chair and Vice-Chair elections

9. Future Agenda Items

10. Adjournment

Kansas Fire Service Training Commission Meeting
St. Andrews Office Facility
March 8, 2023 - 10:00 AM

Attending Commission Members: Mike Roosevelt, Darin Myers, Nancy Thomas, Dan Romine, Doug Jorgensen, Mark Neeley, Jomella Thompson

Absent Commission Members: Justin Ducey, Rick Mosher, Eric Voss

Attending KULPE Staff: Jenn Johnson, Emily Zentner, Joliene Lummis, Erica Henderson, Mark Billquist, James Zeeb, Cameron White, Ronnie Sellens, Matt Breininger

Guests: Charles Hammond

1. Call to Order / Roll Call / Affirmation of Quorum:

It was determined that a quorum did exist. 7 members are in attendance.

Chair Roosevelt called the meeting to order at 10:06am

2. Public Forum: Nothing to report from public

3. Consent Agenda:

1.) Approval of March 8, 2023 Agenda as presented.

Approved as presented.

2.) Approval of February 17, 2022 DRAFT Minutes as presented (No minutes from May 19, 2022, August 18, 2022 or November 17, 2022 meetings as no quorum was established).

Chair Roosevelt called for a motion to adopt the Minutes as presented.

Doug Jorgensen, Motioned

Nancy Thomas, Seconded

Chair Roosevelt called for a vote: it passed unanimously.

4. Chair's Report:

- Individuals from KFRTI, Chair Roosevelt, and Governor's Office appointments are working very hard to approve re-appointments and open appointments. Presently have one vacant seat the is set to be approved. There is one vacant seat that is in process. Have two seats, one that no longer exists and one that is a sub-unit of a seat holding entity. Working with appointments office to figure out the legal process to make statutory changes so we no longer have two permanently empty seats.
 - 4 open positions: Board of EMS and IAFSC are active with appointment office. The one that no longer exists is Fire Educators Association, it was dissolved. The other is the Pro Chiefs Association and they are a sub-unit of the Kansas State Fire Chiefs Association.
- This could be a busy wildland/grassland fire season. Within circles of influence please spread the message to encourage fire safe practices.

5. Vice Chair's Report:

- Announcement of Goodland Fire School, how do the numbers look? How are the numbers for the O2X that is coming up?
- Commend Chair Roosevelt for all his hard work on the appointments.
- Discuss having all meetings put on calendars instead of going meeting to meeting.

6. Director's Report: No report/absent

7. Assistant Director's Report:

- O2X is scheduled for May 11, 2023 in Salina with 7 registered.
- Goodland Fire School is March 31 thru April 2, 2023 sitting at 58 registrations.
- KFRTI is now apart of Jayhawk Global.
- Kelly, Jenn and James Zeeb met with folks from FMAC in regards to the Inspector program collaboration.
- Secured NFG Grant and KDEM Grant
- 20 part-time and full-time instructors attended the FDSOA Incident Safety Officer course and received their ProBoard certification.
- Working with C3BE on the volunteer officer programs. 8 session course online and currently in model 7 of 8. It is in the contract to have it ready by the end of the month. Once it is delivered it will be transferred to Canvas platform. Goal is by the end of summer it will be live.

- Continuing partnership with State Farm Insurance and KU Endowment, putting in request for a Modern Dynamics Water Mapping prop and funding for Camp Fury.
- Hired 22 part-time instructors in an effort to get away from contract instructors. The TIMS program instructors and certification evaluators will remain contract instructors.
- Strategic Planning Meeting from January. We came up with;
 - Vision Statement: Kansas Fire and Rescue Training Institute is a premier leader in all-hazards training and credentialing, serving Kansas and beyond.
 - Mission Statement: Provide accessible, innovative, and science and data-driven training and credentialing for fire and emergency services personnel to improve the health and safety of our communities.

8. Financial Report: Presentation of FY22-23 Mid-year financials by Emily Zentner

Chair Roosevelt called for a motion to accept Mid-year Financial report as presented.

Doug Jorgensen, Motioned

Dan Romine, Seconded

Chair Roosevelt called for a vote: it passed unanimously.

9. Business:

a. Old Business:

i. Fire Service Training Commission

1. Discussion: FSTC Member updates- Presented by Chair Mike Roosevelt- covered in Chairs report
2. Update: Volunteer Fire Officer course – covered in Directors report

b. New Business

i. Action:

1. Discussion and Approval of KFRTI updated Strategic Plan 2023 Shared Key Performance Areas and Goals

Chair Roosevelt called for a motion to accept the Updated Strategic Plan as presented.

Dan Romine, Motioned

Nancy Thomas, Second

Chair Roosevelt called for a vote: it passed unanimously.

2. Calendar conversation: 2nd Wednesday of the 2nd month of a quarter 10:00am for meetings.

As chair proposes to adopt that as a standard meeting plan.

Mike Roosevelt, Motioned

Darin Myers, Second

Chair Roosevelt called for a vote: it passed unanimously.

Joliene to send out save the dates for everyone's calendars.

3. Possible host locations for Commission Meetings away from Lawrence.
4. We will be holding election processes next year (2024). Will be discussed at next meeting.
5. Any updates on building site for KU and Forest service?
Doug Jorgensen stated there has been nothing approved for new construction because it would incur a continuous cost going forward.
Mark Neely received email regarding proposals. Feels it is pretty much dead in the water.
6. Brought in 22 new part-time instructors. Opened new posting for additional instructors.

10. Future Agenda Items:

- IAAI is working with KLETC, Hutchinson Community College and KS Fire Marshal's office. Looking at a semi-permanent location to place semi-permanent burn cells that can be used to burn exercises. This commission may play a role in the enhancement of that.
- Secure an update on how the transition to part-time employees is going.

11. Adjournment:

- *Chair Roosevelt reported the next meeting will be **May 10, 2023 at 10:00am.***
- *Chair Roosevelt* called for a motion to adjourn.

Dan Romine, motioned.

Doug Jorgensen, seconded.

Chair Roosevelt adjourned the meeting at 11:30am

Director's Report

DATE: May 10th, 2023
TO: Fire Service Training Commission
FROM: Jennifer Johnson, Interim Director, Kansas Fire & Rescue Training
SUBJECT: Institute Quarterly Director's Report- March 8th, 2023 – May 10th, 2023

Mark Your Calendars

June 3, 2023 Fire Forum at the Wichita Fire Department Regional Training Center. Two sessions with thought leaders of the American fire service as they discuss topics involving aggressive strategies, tactics, and training. Flyer attached, please share with your personnel and email distribution lists.

June 26-28 ISFSI Live Fire Credential: Fixed Facility course, Salina Fire Department. This three-day, hands-on academy will focus on the responsibilities of instructors charged with important safety duties as live fire instructors based on the NFPA 1403 Standard on Live Fire Training. Students will complete an extensive on-line course prior to the hands-on portion and will be challenged by a series of written and practical examinations to earn this three-year credential. This course is co-hosted by KFRTI and the Salina FD.

General Updates

In the middle of April, Director Kelly McCoy announced that he had accepted a position with the University of Kansas Public Management Center. Kelly's last day was Friday May 5. We wish him all the luck and look forward to possible collaboration in the future. Kelly took the helm in July of 2020. He not only steered us successfully through the Covid-19 pandemic and helped us navigate the loss of Pattie Shay; he led us to record registration numbers in 2021 and 2022. Director McCoy has left a wonderful legacy for the Kansas Fire Service. We intend to continue the work he started and make him proud.

Work on the Frontline *Leadership for Combination and Volunteer Fire Officer* course is wrapping up. We hope to hold initial offerings as early as late/early fall summer. The project team is one of 7 teams nominated for the University of Kansas Team of the Year award. The winner will be announced at the 49th Annual Employee Recognition Ceremony on Thursday, May 11.

KFRTI Staff successfully presented the 2nd annual Goodland Fire School. We had 74 attendees over two days of training. Thanks to Erin McGruder who was the lead on this fire school as well as KFRTI staff who all worked hard to make sure this was a quality event.

Our O2X Regional 4-Day FF Health, Wellness, Resilience Workshop will be held in Salina, KS, May 11- 14th, 2023. Registrations are steady and we are working on a different format for next year to make the schedule more accessible.

KFRTI staff continue to work a hybrid work schedule, working remotely on Monday and Friday, while maintaining a core work week of Tuesday-Thursday in the office. This hybrid schedule does not impact training, as training continues to take place across the State on all days of the week, including weekends and evenings.

Weekly KFRTI staff meetings, monthly leadership meetings, and monthly North American Fire Training Director (NAFTD) virtual community meetings continue to take place.

KFRTI Staff Updates

VP Michelle Carney asked if I would serve as Interim Director, and I agreed. Work is ongoing to determine next steps for the Director's position. Special thanks to Ben Green, Special Operation's Program Coordinator, who has agreed to temporarily take on some extra duties and fill in as he is able, to assist with the Certification Program until a permanent director is hired. As you may know, Ben was the acting Certification Manager prior to my joining KFRTI in 2020.

Positions have been posted for a full-time Business Coordinator and an additional Firefighter Program Coordinator. These positions are set for 1st review on May 15 with a tentative start date of June 11.

Committee work is ongoing for the part-time instructor search. There are currently 6 candidates, and the committee hopes to complete interviews this week.

Public Relations & Partnerships

Through our continuing and ongoing partnership with State Farm and KU Endowment, KFRTI submitted a grant/gift submission to State Farm for a modern fire dynamics water mapping prop. Funding for Camp Fury will not be available this year but should be back on schedule next funding session.

KFRTI continues a robust relationship/partnership with Camp Fury, Kansas City. The 2nd annual Camp Fury will be held June 11-16. KFRTI will participate all week in different ways, props, personnel, etc. KFRTI's Driving Simulator will be at camp on Wednesday June 14.

KFRTI has been placing DetecTogether firefighter cancer prevention information into outgoing mail for students. Within the last quarter, approximately 700 information sheets have been distributed to students receiving National certificates or exam results. <https://www.detectogether.org/>

Facilities/Equipment

We have taken delivery of a new staff vehicle. A GMC Terrain was added to our fleet to replace the 2007 Trailblazer which was sold at auction.

Strategic Plan

Key Performance Areas

1. Quality Instruction and Curriculum

a. Goal 1: Establish Instructor qualifications

- This goal has been substantively met through completion of our revised Instructor Program Criteria document, training methodology document, and our contract instructor Master Services Agreement.

1. To view various Instructor documents, visit here:

<https://bit.ly/InstructorDocs>

- Still to be completed: Contract Instructor Orientation Course.
- As noted, KFRTI moved to a part-time employee model. High standards for new instructors have been established. New instructors will complete an orientation program.

b. Goal 2: Create a Volunteer and Officer Development Program

- In collaboration with C3Be, James Zeeb is in the process of developing a competency-based “Front-Line Leadership for Volunteer and Combination Fire Officers” course. Expected completion and delivery is Fall 2023.

2. Accessible Instruction

a. Goal 1: Develop flexible training models to include blended and online learning models.

- KFRTI staff continue to meet with KU Center for Distance Learning (CODL) instructional designers to build online courses that meet best practice standards.
- An online course template has been completed, so all online and hybrid courses will have a similar look and feel for end users.

b. Goal 2: Address training needs of rural counties.

- In collaboration with Sherman County Rural Fire Department, KFRTI’s annual fire school was held March 31st- April 2nd, 2023, in Goodland, KS.
- An additional Western Regional Training Program Coordinator position has been posted and should be onboard by mid-June 2023.
- KFRTI staff are delivering training in rural communities across Kansas on a regular basis.
- “Western” Kansas has been defined through regionalization of the State into seven training regions. These training regions are consistent with the Office of the State Fire Marshall, DHS- Adjutant General, and Kansas Association of Chiefs of Police.
- KFRTI has a Part-time Test-site Coordinator (employee) who lives and works in the Southwest region of Kansas.

3. Props and Facilities

- a. Goal 1: Implement a Plan for Location and Sheltering of the Props
 - A “concept plan” has been drafted for the location and sheltering of props. Details will continue to be refined. This new plan reconsiders how KFRTI uses props and leans on partnership models for sharing fixed prop facilities in the State.

4. Communication and Partnerships

- a. Goal 1: Develop a comprehensive communications and marketing plan.
 - Completion of our new website <http://kfrti.org>
 - Active Facebook site: <https://www.facebook.com/kufire/>
 - Currently working with Jayhawk Global, AVP Valerie Hawley to develop a “plan” for communications and marketing.
- b. Goal 2: Partner with other organizations to share resources, training, opportunities, and conferences.
 - Collaborative Annual Fire School with Sherman County Rural Fire Department in process.
 - KFRTI has contracted with O2X to offer Firefighter Health, Wellness, and Resilience training to Kansas fire and emergency services personnel.
 - Shared facilities discussions with KSF and KSU.
 - Collaboration with C3BE for competency-based education.
 - Partnership with DetectTogether to share Firefighter cancer prevention with State’s firefighters.
 - Partnership KU Department of Psychology to offer Sleep Management training for Kansas fire service.
 - Partnership with Camp Fury, Kansas City.

5. Agency Enhancement

- a. Goal 1: Review and Revise internal processes and procedures.
 - All website documents checked and corrected for accessibility.
 - Created internal SharePoint file management system for storing documents. This system can be accessed remotely
 - Increasing paperless, digital workflows within KFRTI.
 - Hybrid-remote work schedule.
- b. Goal 2: Foster continued quality relationships among commission and staff with face-to-face meetings including rotating location.
 - The schedule for FSTC has been changed to Wednesday to meet the needs of current commission members.
 - We are currently meeting both in person and offering a zoom option to allow for remote attendance.