

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

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

**Thursday, November 18th, 2021
10:00 AM**

The Kansas Fire Service Training Commission will meet via Zoom Thursday, November 18th, 10:00 am.

Join Zoom Meeting

<https://kansas.zoom.us/j/98177036715>

Meeting ID: 981 7703 6715

Passcode: 888227

Join by SIP

98177036715@zoomcrc.com

Join by Skype for Business

<https://kansas.zoom.us/skype/98177036715>

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. Approval of Minutes of August 19th, 2021 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. Open Meeting Law training- Michael Philip, Attorney General's Office, Kansas
- ii. Firefighter Health, Wellness, and Resilience Workshop update
- iii. Volunteer Fire Officer- quick update on committee
- iv. Fire Service Training Commission- updated record, open seats, etc.

b. New Business

- i. MOAs with Community Colleges
- ii. KFRTI Long-term, 10 year + sustainability

9. Future Agenda Items

10. Adjournment

Director's Report

DATE: November 18th, 2021
TO: Fire Service Training Commission
FROM: Kelly McCoy, Director, Kansas Fire & Rescue Training Institute
SUBJECT: Quarterly Director's Report

The mission of Kansas Fire & Rescue Training Institute is to provide accessible, comprehensive training and credentialing for fire and emergency response personnel to promote health and safety in Kansas communities.

On Friday, October 22nd Chancellor Girod notified all KU employees that KU, as directed by KBOR, would implement a vaccine mandate to comply with federal orders. Here is the link: <https://chancellor.ku.edu/news/2021/oct22>. The vaccine mandate applies to full-time and part-time employees, including KFRTI Drivers and Test-site Coordinators. Employees have until December 8th to comply.

Jennifer Johnson and Erica Henderson, both from the Certification program management area, attended the Fall International Fire Service Accreditation Congress (IFSAC) conference in Tulsa, Oklahoma in late October and were presented with formal re-accreditation status/designation for a time of five years. KFRTI's IFSAC re-accreditation is now official! As stated, this is a big accomplishment.

KFRTI was successful in adding Pro Board accreditation for Driver Operator- Pumper and Aerial, Fire Officer 2, and Fire Inspector 2. Further, Firefighter 1 & 2 and Fire Instructor 1 & 2 were updated to the current standard. KFRTI now offers 22 certification levels.

I attended the Kansas State Fire Chiefs Association conference in Topeka on Friday, October 22nd along with Fire Service Training Commission Chair, Mike Roosevelt. I was able to briefly introduce myself and provide a few highlights of KFRTI's current direction. KFRTI secured an outdoor vendor display and brought our 53' Confined Space Trailer for viewing.

On October 7th, I travelled to Hutchinson Community College Fire Science program with Vice Provost Emily Zentner and Erin McGruder. The intent of the visit was to provide Emily with a tour of "Hutch" so she could see how placing KFRTI at KLETC in the future, as has been rumored, would be a duplication of effort and create an unneeded competitive environment. There are no plans to place KFRTI at KLETC.

Weekly staff meetings, bi-weekly Lifelong & Professional Education (LPE) leadership meetings, and monthly North American Fire Training Director (NAFTD) community meetings continue to take place.

Regular meetings with Finance (budget-fiscal management), Human Resources, and Grant management personnel continue to take place.

Meetings with several stakeholders in Kansas fire and emergency services continue to take place both in person and virtually, discussing various aspects of fire service training. Since our last meeting in August, I have met with Chief John Turner, Derby Fire Department, Chief James Zeeb, Kansas City, KS Fire Department, Chief Ryan Hagans, Hays Fire Department, DA Graham, KU Fire Commission member, Doug Jorgenson, Fire Commission member, and Larry Pander, Fire Commission member.

Training

Ben Green, Jennifer Johnson, and Mark Thomas completed Incident Safety Officer (ISO) online training through the National Fire Academy within the last quarter.

Joe Clow completed Fire Service Safety Culture: Who Protects Firefighters from Firefighters, an NFA direct delivery course.

Mark Billquist attended a Critical Incident Stress Management (CISM) training on intervention in Belleville, Kansas. Assisting Individuals in Crisis & Group Crisis Intervention (GRIN) incorporates instruction for both individual and group intervention for CISM team members to provide counseling after a traumatic event.

I continue with the Certified Public Management (CPM) program. Graduation is December 3rd at the State Capitol.

Public Relations & Partnerships

Kansas Fire & Rescue Training Institute, represented by Jennifer Johnson, participated in running “Catching Fury.” Catching Fury is an annual event helping 7th, 8th, and 9th grade girls get a feel for careers in Public Safety. On Saturday October 30th, 38 girls and over 30 Public Safety volunteers spent the day learning CPR, taking rides in the aerial platform, learning self-defense, and practicing car stops, fostering leadership skills and teambuilding. Catching Fury highlights the importance of building a girl pipeline to fill gaps in male dominated industries. KFRTI is a partner in Catching Fury and the weeklong Camp Fury (coming in the summer of 2022). <https://bit.ly/3C1AH6w>

The International Society of Fire Service Instructors (ISFSI) recently asked North American Fire Training Directors (NAFTD) to provide an Advisory Board Member to an AFG/FEMA grant committee focused on NFPA 1700- Guide for Structural Fire fighting. The advisory members will develop curriculum for online and in-person course deliveries. I was selected to represent NAFTD on this advisory board. This is a working board, at a distance, with a sunset.

Personnel

After a 30-year career with Lawrence-Douglas Fire and several years with Kansas Fire & Rescue Training Institute, Mark Thomas, Transportation Program Coordinator, has announced his retirement from KFRTI. Mark Billquist will assume Thomas’ position and KFRTI is actively recruiting for a full-time Firefighter Training Program Coordinator. Mark Thomas will remain with KFRTI as a Part-time Driver.

Kansas Fire & Rescue Training Institute has hired three (3) part-time Test-site Coordinators. Matt Breininger will represent the NW and NC Region, Shon Price the SE Region, and Andy Stafford the NE and KC Regions. Christine Standard and Carl Cox are two existing Test-site coordinators, and they represent the SW and SC Regions. We now have Test-site coordinators for all seven Regions in the State of Kansas. Test-site coordinators are considered .4 full-time equivalency employees and they are only paid when they are performing work.

Pattie Shay, Business Coordinator and long-time KFRTI employee, has been on extended leave and we have been down an important position in our unit for several weeks. Joliene Lummis has been a tremendous help in picking up some of this workload.

Eric Ganson, a part-time Driver, has resigned his position.

Facilities/Equipment

There have been conversations at KU regarding possibly relocating KFRTI and other LPE programs from our St. Andrews Office Facility location. This is one of many conversations about space utilization on campus in a larger effort to reduce KU's square footage owned and/or leased. One suggestion has been to relocate KFRTI to the main KU Campus in the Carruth O'Leary building, 1246 West Campus Road, Lawrence, but no decisions have been made at this time. LPE leadership is working with the KU Facilities Office to do a thorough needs assessment and collaborate on options that will assure our future success. I will keep the Fire Commission informed as more information becomes available.

In August, I reported that KFRTI had advanced two facilities improvement proposals for our props through the University's Service Request system. The intent was to rehab the existing area where props and equipment are currently stored and to build a small, 2 ½ bay garage. With the ongoing discussion about office space and KU's initiative to review all space, we have temporarily paused the plans for site improvements and a KFRTI garage until we know more about where we will be operating for the long term.

Strategic Plan

Key Performance Areas

1. Quality Instruction and Curriculum

- a. Goal 1: Establish Instructor qualifications**
 - Hire three .4 FTE part-time Test-site Coordinators
 - Several KFRTI staff completed NFA Incident Safety Officer course
 - Application packets with Master Service Agreements, Instructor Program Criteria, and Instructional Best Practices documents emailed to contract instructors

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

- A Volunteer Fire Officer (VFO) committee of Darin Myers, Kevin Flory, Steve Hirsh, James Zeeb, Jeff Deal, Joe Clow has been established and meets November 19th. Several organizations in the State have an interest in this area of development.

2. Accessible Instruction

- Goal 1: Develop flexible training models to include blended and online learning models.
 - Provided hazardous materials and firefighter curriculum handoff to two Pottawatomie County Fire District instructors to enable them to teach firefighter training to their members.
- Goal 2: Address training needs of rural counties.
 - In collaboration with Goodyear Fire Department, planning and organizing to conduct an annual fire school on March 24th- 27th in Goodland, KS.
 - Added Jones & Bartlett Test banks for Firefighter I & II, with Haz Mat to be added mid-November. This was to meet a specific request by Chief Voss, NC Region.

3. Props and Facilities

- Goal 1: Implement a Plan for Location and Sheltering of the Props
 - Currently in conversation with Chief Ryan Hagans, Hays Fire Department, about housing a few props at Hays training facility.
 - Upgrading of parking facilities at KU Motor Pool- ongoing

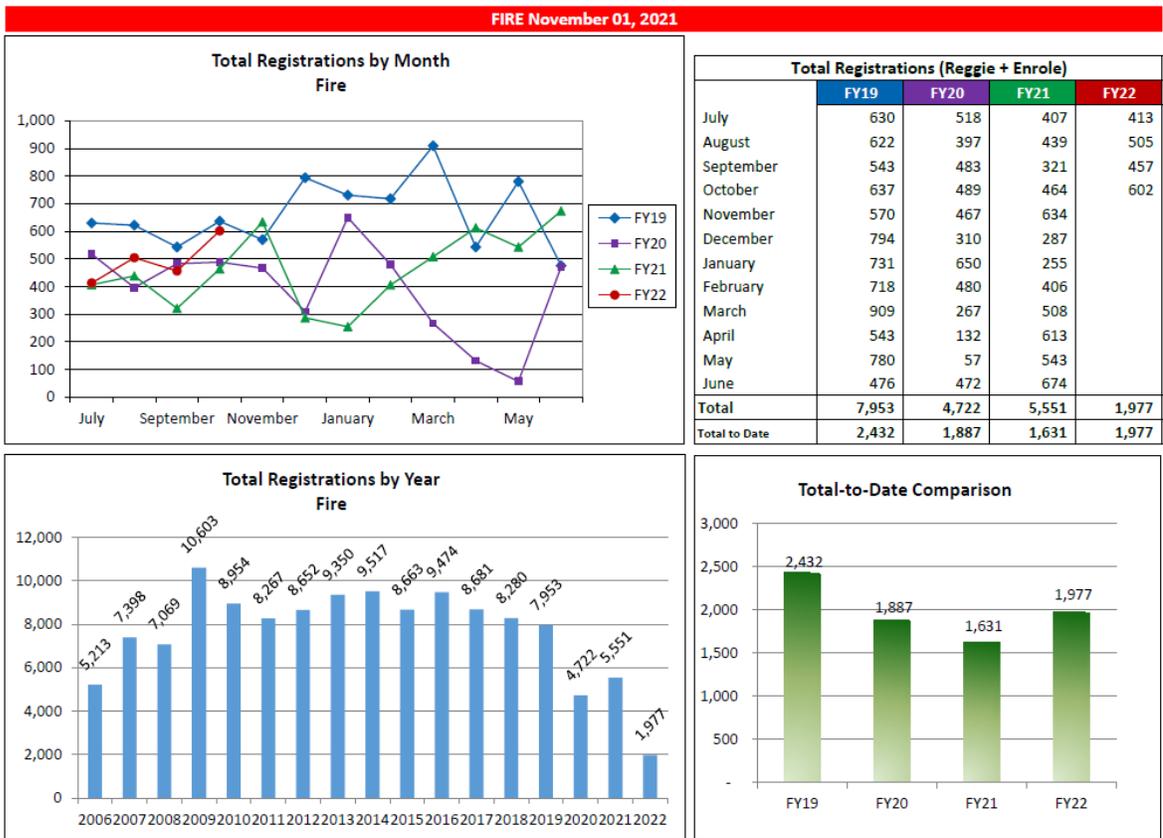
4. Communication and Partnerships

- Goal 1: Develop a comprehensive communications and marketing plan.
 - Website is still under construction. Projected completion is November.
 - Have “loosely” assigned Erin McGruder to marketing and branding functions as she has time. Erin has a background in this area.
 - Increased presence and usage of Facebook, including adding calendar of courses. Recent Grain Rescue post had reach of ~3,400.
 - Some merchandise purchased for use at conference events: water bottles, pens, new trade show/vendor table cover with KFRTI Logo.
 - Comprehensive marketing piece on recent Grain rescue training and subsequent rescue.
- Goal 2: Partner with other organizations to share resources, training, opportunities, and conferences.
 - Ben Green, Spec Ops, working with Olathe Fire Dept. on designing a trench technician program.
 - Ben Green, Spec Ops, working with OSFM, KDEM, and Crisis City on designing a trench rescue venue at Crisis City.
 - Ryan Hagans, Hays FD, working on joint collaborative project- Western Regional Training Center collaboration with KFRTI and City of Hays, Hays FD. Early-stage conversations.
 - Partnership with Camp Fury.
 - Partnership with KU Women’s Rowing Team.

5. Agency Enhancement

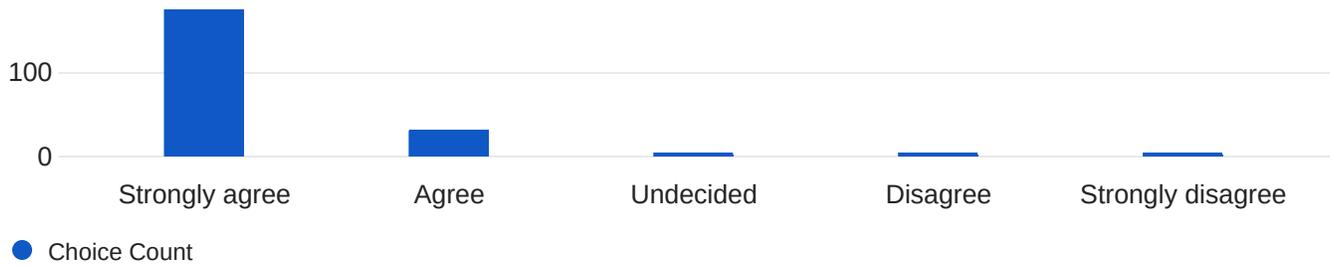
- a. Goal 1: Review and Revise internal processes and procedures.
 - Instructor Program Criteria revised, completed.
 - Master service agreement and instructor application packet mailed to contract instructors for updating.

- b. Goal 2: Foster continued quality relationships among commission and staff with face-to-face meetings including rotating location.
 - Attended KS State Association of Fire Chiefs annual conference with Mike Roosevelt.
 - Coffee with Doug Jorgenson
 - Lunch with DA Graham
 - Phone conversation with Larry Pander
 - Long conversation with Mark Neely at KS State Association of Fire Chiefs conference
 - Phone conversation with Darin Myers



Q3 - This training prepared me to keep my community safe.

211 Responses



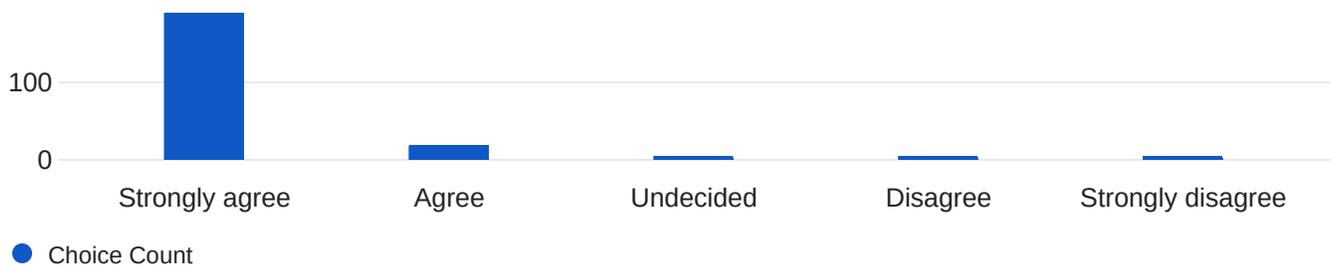
Q8 - The Lead Instructor provided me opportunities to apply knowledge through skills, drills, evolutions, and scenarios.

211 Responses



Q10 - The Lead Instructor established a positive training climate.

211 Responses



Q11 - I would recommend this course to others.

212 Responses

