

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

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

**Wednesday, November 8th, 2023
10:00 AM**

The Kansas Fire Service Training Commission will meet in person *and* via Zoom Wednesday, November 8th 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/92610893049>

Meeting ID: 926 1089 3049

Passcode: 966011

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 comments 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 August 9th, 2023 Kansas Fire Service Training Commission Meeting

4. Chair's Report

5. Vice Chair's Report

6. Director's Report

7. Business

a. Old Business:

Fire Service Training Commission

1. FSTC members update - Kansas Forest Service, State Fire Marshal, Pro Chiefs
2. State Statute Updates - Committee

b. New Business

1. Facilities
2. Open Positions
3. Course List
4. By Laws Review

8. Future Agenda Items

9. Adjournment

Kansas Fire Service Training Commission Meeting
St. Andrews Office Facility
August 9, 2023 - 10:00 AM

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

Absent Commission Members: Rick Mosher, Eric Voss

Attending KULPE Staff: Jenn Johnson, Emily Zentner, Jennifer Bourquin, John Knispel, Joliene Lummis, Erica Henderson, Mark Billquist, Cameron White, Ronnie Sellens, James Zeeb, Matt Breininger, Lucas Everett

Guests: None

1. **Call to Order/Roll Call/Affirmation of Quorum**
2. It was determined that a quorum did exist. 8 members are in attendance *Chair Myers* called the meeting to order at 10:01 am
3. **Public Forum-**
No Public Comment
4. **Introduction of Staff and Commission**
 - a. Staff - Who you are and what your responsibilities are.
 - b. Commission Members – Who you are and which organization you represent.
5. **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 May 10th, 2023 Kansas Fire Service Training Commission Meeting

Dan Romine motion to approve May 10 minutes

Nancy Thomas 2nd

Chair Myers called for a vote: it passed unanimously

6. Chair's Report

Put By-Laws on future meeting to adjust.

Will meet with Director more frequently to stay more up to date and informed.

Attended Nebraska Fire School to check out Chief Officer course.

Met with Emily and Jenn before meeting to talk about the budget.

7. Vice Chair's Report

Sub-committee working on Legislative components have met a couple of times. Need to be ready for November with proposal.

8. Business

a. Old Business:

Fire Service Training Commission

1. State Statute and FSTC members update - Committee report (Jorgensen/Thompson/Watson/Roosevelt)

b. New Business

9. Director's Report

Everything discussed was in the meeting packet that was sent out via email.

10. Financial Reports

a. End of year financials – Emily Zentner

Justin Ducey Motioned to approve End of year 2023 financials as presented
Nancy Thomas 2nd

Chair Myers called for a vote: it passed unanimously

b. Presentation of FY24 budget – Jenn Johnson

Jason Lankas Motioned to accept 2024 Budget financials as presented with changes discussed
Dan Romine 2nd

Chair Myers called for a vote: it passed unanimously

11. Future Agenda Items

Discuss By-Law changes/update
Sub-committee report

Progress update for new facility

12. Adjournment

Roosevelt Motion to adjourn

Romine 2nd

Chair Myers called for a vote: it passed unanimously

Director's Report

DATE: November 8, 2023
TO: Fire Service Training Commission
FROM: Jennnifer Johnson, Director, Kansas Fire & Rescue Training Institute
SUBJECT: Quarterly Director's Report- August 10th- November 8th, 2023

The mission of Kansas Fire & Rescue Training Institute is to 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.

Mark Your Calendars

- December Fire Forum – AM Morning Session Professionalism for the 21st Century Company Officer. PM Afternoon Session Professionalism for the 21st Century Chief Officer. Sal Scarpa, Fire-EMS Chief, Columbus, Georgia. 8:30-5pm, Lenexa Fire Department Station #3, 24000 Prairie Star Parkway, Lenexa, KS. Lunch provided. Registration <https://www.enrole.com/kupce/jsp/session.jsp?sessionId=FS24002F&courseId=FORUM122023&categoryId=10015>
- KFRTI's offices will be closed for winter break Monday, December 25, 2023– Monday January 1, 2024
- Please mark your calendars for KFRTI's Annual Fire School, March 22nd – March 24th, 2024, in Goodland, Kansas.

General Updates

The team here at KFRTI is continuing our strategic work, both within the University and with our fire service partners, fostering strong collaborative relationships that will pave the way for innovative initiatives. Meaningful training sessions have been successfully delivered across the state, reaching a wide fire service audience, and garnering positive feedback. We are focused on efficient fiscal resource management, and we are working with our partners in the Shared Service Center and KUCR to develop practices meet our obligation to manage state and federal funds responsibly, without compromising the quality of our programs. We have been working on some personnel actions with a focus on talent retention and acquisition, ensuring a cohesive and high-performing team. Concurrently, ongoing program development efforts have shown promise, with new initiatives in the pipeline.

I had the opportunity to provide a brief update on KFRTI's activities at the annual Kansas State Association of Fire Chief's Conference in Manhattan, on Friday, November 3rd, 2023 as well as participate in their 4-hour Chief's roundtable. It is always valuable to spend time with the Kansas fire service leadership.

KFRTI secured a State Fire Training Systems grant for FY24. The new grant provides nearly \$20,000 to delivery NFA approved training courses.

KFRTI has been awarded a KDEM grant for hazardous materials related training. This grant provides \$25,000 for confined space, exterior fire, and rope rescue training to fire and emergency service personnel in the State of Kansas. This funding will be available later this month.

Through our continuing and ongoing partnership with State Farm and KU Endowment, KFRTI presented a dual funding submission for a State Farm training gift to fund the Camp Fury project and purchase Thermal Imaging Cameras for our NFPA 1403 Live Fire Instructor course.

Conversations are ongoing with the University regarding a funding request for a facility. I spoke with state lobbyists from Federico and Durst during the KSAFC Conference. We are still waiting for a proposal from Mark Reiske and KU Facilities Planning & Development. I plan to attend the Legislative Meeting with the KSFFA in December.

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 Professional Development

I attended the National Fire Training Director's meetings in Annapolis MD, September 18-21. We spent two days with Kurt Varone learning all of the legal pitfalls of training activities.

James Zeeb, Ben Green, along with part-time instructor Bill Blackwell, completed International Society of Fire Service Instructor's (ISFSI) Live Fire Instructor Credential- *Fixed Facility* training October 17-19, 2023 at the Olathe Fire Department.

Joliene Lummis (senior Administrative Assistant) attended Entrinsicon 2023 in Raleigh, NC, September 26-29. Entrinsik is the company that hosts our course management software, Enrole. The best news Joliene brought back from this conference is that is possible to again have a class calendar on our website.

Mark Billquist has been very busy this fall. He attended Responder Strong (Train the Trainer) at Lenexa FD on Oct 5th, National TIMS Responder Leadership, Technology, and Training Symposium at the NFA on Oct 20-22nd and Kansas TIM Steering Committee meeting on Oct 23rd.

I was approached about applying to serve on an NFPA Technical Committee and was notified about a month ago that my application had been accepted to serve on NFPA 1000 Technical Committee, Standard for Fire Service Professional Qualifications Accreditation and Certification Systems.

Public Relations & Partnerships

A KFRTI team (Jolienne Lummis, James Zeeb, Erin McGruder) worked with the Manhattan Fire Department and the Kansas State Association of Fire Chiefs to support the State Fire Chiefs Conference and a Training Event by Chief John Norman the first weekend in November. The event was a great success, and we anticipate being involved again next year.

KFRTI continues a robust relationship/partnership with Camp Fury, Kansas City. Our 5th Catching Fury, one day camp for 7th, 8th, and 9th grade girls was held at the Kansas City Missouri Police Academy on October 21st. Thirty-five girls attended, and a great day was had by all. Camp Fury is scheduled for June of 2024

James Zeeb and I have been working with a team from the Public Management Center to identify content that can serve both the Certified Public Manager students and Fire Officer 3 & 4 students. We will be building the Fire Officer 3 and 4 course in 2024 and our plan is to give students who also complete the CPM certification credit for the NFPA 1021 JPRs covered in that program.

KFRTI is looking at some changes to our branding to make our unit more inclusive of those in the western part of the state. Even though we are housed at the University of Kansas, we truly are a State agency, and our branding should reflect that.

In partnership with the Kansas City Kansas Fire Department, KFRTI has been chosen to deliver ISFSI "Engine Company Operations: Hose line Advancement and Water Application Hands on Training," May of 2024. The first day will be a train-the-trainer when KCKFD and KFRTI instructors will learn how to teach with the water mapping prop and construct one that will be a permanent fixture at KCKFD Station 6. The second day, these instructors will teach the content and use the training prop with students from the KC metro area. KFRTI is in conversation with Goodland Technical College to build a second water mapping prop, one that we hope to be mobile, with a funding gift from State Farm. This should give us the opportunity to provide this training throughout the state.

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

Personnel

The search committee for the Assistant Director of Accreditation and Operations is continuing their work. We had three applicants and only one met the minimum qualifications. This candidate will be here in Lawrence and will participate in an in-person interview and a staff meet and greet after the FSTC meeting. We are excited to move forward with this position and get back to operating with a full staff.

We are working on a new organizational chart and a couple of promotions. I hope to be able to share that in person at our meeting.

Strategic Plan Updated February 2023

Key Performance Areas

1. Quality Instruction and Curriculum

KFRTI will hire instructors based on established qualifications, provide curriculum to meet current needs, and establish measures for student success.

- Goal 1: Develop fire prevention and community risk reduction curriculum and programs.
- Goal 2: Develop fire and emergency services health, wellness, and resilience curriculum and programs.
- Goal 3: Implement curriculum design, instructor development, and assessment processes and programs focused on competency-based and authentic assessment methods.
 - Erin McGruder was successful in getting our Instructor 1 certification approved by both ProBoard and IFSAC to move forward without a multiple-choice exam.
 - We are working and/or already offering hybrid and on-line delivery formats for Hazmat Awareness, Hazmat Operations, Firefighter 1, Volunteer Fire Officer, and Driver Operator.

2. Accessible Instruction and Credentialing

KFRTI will be flexible and leverage technology and partnerships when providing training and credentialing to accommodate the different needs throughout the State.

- Goal 1: Develop flexible training models to include blended and online learning models.
 -
- Goal 2: Develop a volunteer training officer program.
 - Development complete. First delivery scheduled for November 2023

3. Assets

KFRTI will maintain and care for its training props, equipment, and facilities to ensure longevity and allow for their continued use.

- Goal 1: Develop and implement a plan for location and sheltering of the props
 - Working with KU to develop legislative request
- Goal 2: Improve outdoor storage facilities
- Goal 3: Develop a capital improvement plan to replace, refurbish and update props

4. Communication and Partnerships

KFRTI has a comprehensive communication and marketing strategy to connect, educate, and involve partners.

- Goal 1: Develop and implement a comprehensive communication and marketing plan
 - Met with Valerie Hawley to begin work on rebranding
- Goal 2: Partner with other organizations to share resources, training opportunities, and conferences.
 - Currently working with PMC to crosswalk Officer 3-4 with CPM.
 - KFRTI attendance at KSFFA State weekends, offering certification testing when requested.
- Goal 3: Expect Kansas Fire Service Training Commission members to foster relationships between the organization they represent and KFRTI, and to solicit input from membership agencies
 - Communication is much improved.

5. Agency Enhancement and Resilience

KFRTI staff and commission members will work cooperatively to ensure Kansas Fire & Rescue Training Institute is able to meet the needs of the fire and emergency services community.

- Goal 1: Foster continued quality relationships among commission and staff
- Goal 2: Develop and implement an organized digital document workflow.
- Goal 3: Develop a plan and process to cross train personnel.

KFRTI Delivery Firefighter Courses

[Introduction to Driver/Operator: Pumper/Aerial \(Online Part 1 - NFPA 1002\)](#)

Introduction to Driver/Operator: Pumper/Aerial is designed to meet the knowledge-based elements of NFPA 1002, 2017 Edition, Chapters 4, 5, and 6. This course requires approximately 16 hours to complete and includes online quizzes and tests. It should be completed before attending the classroom portion of the Driver/Operator training.

[Introduction to Driver/Operator: Pumper/Aerial \(Seminar - Part 2 Face to Face - NFPA 1002\)](#)

Introduction to Driver/Operator: Pumper/Aerial (Seminar - Part 2) is a four-day (32 hour) course designed to meet the skills-based elements of NFPA 1002, 2017 Edition, Chapters 4, 5, and 6. This course teaches the basics of pump and aerial operations of fire apparatus and takes approximately 32 hours to complete. It should be completed after completing the online portion of the Driver/Operator training.

[Driver/Operator: Aerial Training](#)

This course is for driver/operators who are responsible for operating fire apparatus with aerial devices within their departments.

[Driver/Operator: Pumper Training](#)

This course will educate driver/operators who are responsible for operating apparatus equipped with fire pumps.

[Driver/Operator: Pumper/Aerial Training](#)

This course will educate driver/operators who are responsible for operating Pumpers and Aerial apparatus.

[Driving Simulator Training](#)

This training utilizes simulators to reinforce good driving skills and mediate the correct response to a driving situation.

[Mobile Water Supply Operations](#)

This course will focus on setting up and operating an efficient water shuttle system using available apparatus.

[Emergency Vehicle Driver Training - VFIS](#)

Participants in this course will have the opportunity to gain and/or verify a broad range of competencies associated with emergency vehicle driving. These competencies include basic understanding of emergency vehicle operations as well as the skills necessary for practical

[Firefighter Skills Training](#)

Firefighter Skills Training teaches the skills best described as "destructive" skills included in Fire Fighter I and other basic firefighter training courses.

[Exterior Firefighting](#)

Training will include live fire suppression and control activities designed to meet the job performance requirements for Firefighter 1 and 2.

[Interior Firefighting](#)

This course is designed to prepare students to operate as members of interior fire attack teams.

[Fire Fighter 1 Training](#)

This course is designed to meet the NFPA 1001 standard for Fire Fighter 1.

[Fire Fighter 2 Training](#)

This course is designed to meet the NFPA 1001 standard for Fire Fighter 2.

[Hazardous Materials Awareness Training](#)

This 6-8 hour course will enable participants to: recognize the presence or potential presence of hazardous materials; recognize the type of container at a site and identify the material in it if possible; transmit information to an appropriate authority and call for appropriate assistance; identify actions to protect themselves and others from hazards; establish scene control by isolating the hazardous area and denying entry.

[Hazardous Materials Operations Training](#)

This 32-hour course will build upon Hazardous Materials Awareness Level training and enable participants to: identify the hazardous material(s) involved in an incident if possible; analyze an incident to determine the nature and extent of the problem; protect themselves, nearby persons, the environment, and property from the effects of a release; develop a defensive plan of action to address the problems presented by the incident; implement the planned response to control a release from a safe distance and keep it from spreading; and evaluate the progress of the actions taken to ensure that response objectives are safely met.

KFRTI Delivery Officer Courses

[Fire Inspector 1 Training](#)

This course is designed to meet the minimum NFPA standards for Inspector 1. Topics addressed in this course include the fire inspector's responsibilities and role in code enforcement, general fire prevention practices, certain competencies, certain life safety considerations, certain fire safety requirements related to hazardous materials, special hazards of electrical, and fire protection systems.

[Fire Officer 1 Training](#)

This IFSAC Certification course will address NFPA 1021, Standard for Fire Officer Professional Qualifications for Fire Officer 1. The focus is on innovative management, leadership, scene operations, and human relations concepts.

[Fire Officer 2 Training](#)

This IFSAC Certification course will address NFPA 1021, Standard for Fire Officer Professional Qualifications for Fire Officer 2. Course content will be useful to company officers who aspire to enhance their knowledge and skills while preparing to advance in rank and responsibility.

[Volunteer and Combination Fire Officer](#)

Frontline Leadership for the Volunteer and Combination Fire Officer Course helps to define the role of fire officers, equipping them with a comprehensive skill set that acknowledges traditions in the fire service and recognizes modern challenges.

KFRTI Delivery Instructor Courses

[Fire Service Instructor 1 - Online Web-Based Course - Part 1](#)

This online course is Part 1 of a self-paced, blended learning program that consists of nine online lessons plus an online exam.

Note: This course DOES NOT have scheduled sessions. Students may start and complete their online training at any time.

[Fire Service Instructor 1 - Seminar Part 2 Face-to-Face](#)

This seminar is Part 2 of a blended learning format with a focus on short, verbal presentations of assorted fire service topics by students participating as group leaders in various classroom-based activities.

[Fire Service Instructor 2 - Online Web-Based Course - Part 1](#)

Online, self-paced Instructor 2 Training

[Fire Service Instructor 2 - Seminar Part 2 Face-to-Face](#)

Seminar participants will develop course design documents, instructional materials, and evaluation instruments.

KFRTI Delivered Special Operations Courses

[Grain Engulfment Rescue](#)

This one-day (8 hours) course provides the knowledge and skills required to perform a Grain Engulfment Rescue.

[Vehicle Rescue](#)

Vehicle Rescue is a twelve hour course designed for fire fighters and other emergency responders to teach them the proper procedures for extricating accident victims from vehicles.

[Confined Space Rescue AOT \(Awareness-Operations-Technician\) - NFPA 2021](#)

Confined Space Rescue AOT is a three-day (24 hours) course designed to meet NFPA 1006, 2021 Edition, Chapters 7.1, 7.2, and 7.3, covering confined space rescue awareness, operations, and technician levels; in addition to OSHA standard 1910.146 Subpart (k) Rescue & Emergency Services.

[Introduction to Rope Rescue Operations \(Online - NFPA 2021\)](#)

Introduction to Rope Rescue Operations is designed to meet the knowledge-based elements of NFPA 1006, 2021 Edition, Chapters 5.1 and 5.2. This course requires approximately 12 hours to complete and includes online quizzes and must be completed before attending Rope Rescue Operations.

[Rope Rescue Awareness/Operations National Certification](#)

CERTIFICATION EXAM for Rope Rescue Operations, NFPA 1006, 2021 Edition, Chapter 5.1 and 5.2, covering Rope Rescue Awareness and Rope Rescue Operations. Accredited by IFSAC and ProBoard.

[Rope Rescue Operations - NFPA 2021](#)

Rope Rescue Operations is a four-day (32 hours) course designed to meet NFPA 1006, 2021 Edition, Chapters 5.1 and 5.2, covering rope rescue awareness and operations levels.

[Rope Rescue Technician - NFPA 2021](#)

Rope Rescue Technician is a five-day (40 hour) certification course is designed to meet NFPA 1006, 2021 Edition, Chapters 5.3 Rope Rescue Technician level.

[Trench Rescue Operations - NFPA 2021 Training](#)

Trench Rescue Operations is a three-day (24 hours) course designed to meet NFPA 1006, 2021 Edition, Chapters 5.1, 12.1 and 12.2, covering rope rescue awareness, trench rescue awareness, and trench rescue operations levels.

NFA Regional Delivery or State Delivery

[Best Practices in Community Risk Reduction F0635](#)

Best Practices in Community Risk Reduction demonstrates to students nationally recognized principles that, when used appropriately, can lead to community risk reduction programs that can measure success in local communities.

[Building Organizational Support for Community Risk Reduction F0636](#)

This two-day course is designed to help fire and emergency services learn what community risk reduction is and how to build organizational support for it.

[Command and Control of Wildland Urban Interface Fire Operations for the Structural Chief Officer](#)

This two-day course is designed to provide students with the essential tools and skills to operate safely in a wildland/wildland urban interface (WUI) incident. Course content covers interface incidents, fire behavior, safety and operational considerations.

[Decision Making for Initial Company Operations](#)

Decision Making for Initial Company Operations is designed to develop the decision making skills needed by Company Officers (COs) to accomplish assigned tactics at structure fires.

[Health and Safety Officer F0730](#)

This two-day course examines the Health and Safety Officer's role in identifying, evaluating and implementing policy and procedures that affect health and safety aspects for emergency responders. Risk analysis, wellness, and other occupational safety issues will be the main emphasis of this course.

[Incident Safety Officer O0729](#)

This two-day course examines the Safety Officer's role at emergency responses. A specific focus on operations within an Incident Command System (ICS) as a Safety Officer is a main theme. Response to all-hazards types of situations will be emphasized.

[Leadership in Supervision: Creating Environments for Professional Growth F0646](#)

This two-day course presents the supervisory with the basic leadership skills and tools needed to perform effectively in the fire service environment.

[Leadership in Supervision: Frameworks to Success F0648](#)

This two-day course provides the supervisor with the knowledge and skills to perform successfully in the fire and Emergency Medical Services environments.

[Leadership in Supervision: Perspectives in Thinking F0647](#)

This two-day course provides the supervisor with the conceptual foundation and framework for success in leadership roles by exploring creative, analytical, political and critical thinking perspectives.

[Preparation for Initial Company Operations F0458](#)

This two-day course is designed to develop a better understanding of the roles and responsibilities of Company Officers (COs) in preparing their company for incident operations.

[Strategy and Tactics for Initial Company Operations F0455](#)

This two-day course is designed to meet the needs of Company Officers (COs) responsible for managing the operations of one or more companies during structural firefighting operations. This course is designed to develop the management skills needed by COs to accomplish assigned tactics at structure fires.

[Wildland Urban Interface Firefighting for the Structural Company Officer F0610](#)

In this two-day class the students will learn about operational activities and safety concerns for structural Company Officers assigned to a wildland urban interface (WUI) incident, including command and control issues of WUI firefighting.

[Youth Firesetter Intervention Specialist F0633](#)

This two-day course is based on requirements of National Fire Protection Association (NFPA) 1035, Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist and Youth Firesetter Program Manager Professional Qualifications.

[Youth Firesetter Program Manager F0634](#)

This two-day course is based on requirements of National Fire Protection Association (NFPA) 1035, Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist and Youth Firesetter Program Manager Professional Qualifications.

[Fire Investigation: First Responders \(F0070\)](#)

This two-day course presents a basic overview of a fire investigation.

[Health and Safety Program Manager \(F0722\)](#)

This 2-day course will provide fire, emergency medical services department personnel and other related emergency responders with the aptitudes and abilities necessary to manage the duties and responsibilities of the Health and Safety Program Manager (HSPM) within their respective organizations.

[New Fire Chief: Challenging Issues NFA F0760](#)

This two-day course is designed to develop the managerial, administrative and leadership skills necessary for the first-time fire chief or chief officer who desires a leadership position in their department. This course addresses critical knowledge and skills pertaining to the responsibilities of a fire chief.

[New Fire Chief: Contemporary Issues NFA F0762](#)

This two-day class will help new, or recently appointed or elected fire chiefs develop the managerial and leadership skills, and gain awareness of contemporary issues, necessary to meet their obligations now and in the future.

[Plans Review for Fire and Life Safety N0393](#)

This six-day course will assist students in verifying that construction documents comply with applicable building and fire codes for fire protection and life safety requirements.

[Residential Sprinkler Plan Review \(F0142\)](#)

The scope of this fundamental level course looks at the primary guidance for the approval of residential sprinkler systems

Other

[Aircraft Rescue and Firefighting: Annual Training](#)

This course is designed to provide airport firefighters with an opportunity to refresh their aircraft firefighting and rescue skills and meets or exceeds FAA requirements for "live-fire drill" as listed in FAA Part 139.319(j)(3).

This course is delivered for Kansas Fire Departments by MU Fire Training

[SCBA Fit Testing](#)

Firefighters can be individually fit tested according to OSHA Standards at their fire department or by appointment at the Kansas Fire & Rescue Training Institute.

[Traffic Incident Management](#)

The TIM training program was designed to establish the foundation for and promote consistent training of all responders to achieve three objectives.

[Sleep Fitness Training for Firefighters](#)

This online, self-paced course is designed to educate you about the importance of sleep and how sleep problems affect the health and well-being of career and volunteer firefighters.

BYLAWS OF THE
KANSAS FIRE SERVICE TRAINING COMMISSION

ADOPTED JANUARY 24, 2003
REVISED AUGUST 21, 2008

KANSAS
Fire Service
TRAINING COMMISSION

**By-Laws
of the
Kansas Fire Service Training Commission
Adopted January 24, 2003**

<u>Article Number</u>	<u>Title</u>
1	Empowerment
2	Name
3	Mission and Objectives
4	Administrative Responsibilities
5	Kansas Fire Service Training Commission Organization
6	Commission Operating Procedures
7	Vacancies and Removal from Commission
8	FSTC meeting dates and locations
9	Amendments

ARTICLE 1 EMPOWERMENT

- 1.1 The Kansas Fire Service Training Commission has been empowered to operate by KSA 76-327 as enacted by the Kansas legislature and signed by the Governor on April 9, 2002.

ARTICLE 2 NAME

- 2.1 As provided in KSA76-327, there shall be created within the University of Kansas a Kansas fire service training commission. This commission shall hereafter be referred to as the Kansas Fire Service Training Commission. Within this document, the Kansas Fire Service Training Commission may also be referred to as the FSTC or as the Commission.

ARTICLE 3 MISSION AND OBJECTIVES

- 3.1 The Kansas Fire Service Training Commission was created to provide guidance and oversight for the fire service training program at The University of Kansas. This program is currently known as the Kansas Fire and Rescue Training Institute, and is part of Continuing Education at The University of Kansas. Through consultation and advice, the commission strives to ensure that the training provided through this program is accurate, timely and delivered in an efficient and effective manner. An equally important role of the commission is to help ensure that programs at the Kansas Fire and Rescue Training Institute reflect the needs of the Kansas fire service.
- 3.2 Mission Statement. Ensure that a comprehensive fire service training program is available to all Kansas fire service emergency responders.
- 3.3 Objectives:
 - a. Adopt appropriate rules and regulations in support of the delivery of a comprehensive training program for the Kansas fire service through the Kansas Fire and Rescue Training Institute, The University of Kansas.
 - b. Approve and monitor a means to assure fire service training provided pursuant to the fire service training

program is of high quality and delivered in a consistent manner.

- c. Ensure quality programming through recommending and approving the curriculum of training offered through the fire service training program.
- d. Working in cooperation with the Director of the Kansas Fire and Rescue Training Institute, develop and approve the training program budget as established by Kansas law.
- e. Publish an annual report to the Kansas fire service on the activities of the training program and commission.

ARTICLE 4 Administrative Responsibilities

- 4.1 Pursuant to KSA 37-327 Administration of this program shall be the responsibility of the University of Kansas through the Kansas Fire and Rescue Training Institute Director and/or Dean of Continuing Education.
- 4.2 All responsibilities and authorities not specifically granted to the Commission by KSA 37-327 shall be the responsibility and authority of the program Administration. Within this document, the Kansas Fire and Rescue Training Institute and the University of Kansas may also be referred to as the program Administration.
- 4.3 The Director of the Kansas Fire and Rescue Training Institute shall maintain a policies and procedures manual. This manual will contain policies and procedures established by the Commission and Administration that govern the delivery of services through this program.
- 4.4 The Administration shall in cooperation with the commission, develop the agenda for each meeting of the FSTC.
- 4.5 The Administration shall announce all meetings as required by the Kansas Open Meeting Act.
- 4.6 The Administration shall keep minutes of all Commission meetings. Approved minutes will be made available to any interested party.
- 4.7 The Kansas Fire and Rescue Training Institute shall serve as

the administrative offices for the Fire Service Training Commission for the purpose of maintaining official records thereof, receiving official communications thereto, and transmitting official correspondence therefrom.

- 4.9 The Administration will bear all costs of communications and other official Commission business and activities.

**ARTICLE 5 KANSAS FIRE SERVICE TRAINING COMMISSION
ORGANIZATION**

- 5.1 As provided in KSA 37-327, Section "a," The Commission shall consist of twelve (12) members including a person representing each of the following organizations that has been appointed by the Governor of Kansas:

- a. Kansas State Fire Fighters Association
- b. Kansas State Association of Fire Chiefs
- c. Kansas State Association of Professional Fire Chiefs
- d. Kansas Chapter of the International Association of Arson Investigators
- e. Kansas Fire Marshals' Association
- f. Kansas Fire Educators Association (Fire Educators Association of Kansas)
- g. Kansas State Council of Fire Fighters
- h. Kansas Community College Fire Training Programs
- i. Kansas State Fire Marshal
- j. The University of Kansas
- k. Kansas Emergency Medical Services Board
- l. Kansas Forest Service

- 5.2 Members of the Commission shall serve until they are replaced.
- 5.3 As provided in KSA 37-327, Section "a," the Chairperson and Vice-chairperson shall be elected by the Commission and serve for a two-year term. No chairperson shall serve more than two consecutive terms. In the absence or disability of the chairperson, the vice-chairperson shall exercise all the powers of the chairperson.
- 5.4.1 The election for officers shall be held at the last meeting of the fiscal year in those years when terms expire.
- 5.4.2 Officers shall begin their terms of office on July 1 of the year in which they are elected.

ARTICLE 6 COMMISSION OPERATING PROCEDURES

- 6.1 The Commission will conduct meetings according to *Robert's Rules of Order, Newly Revised, 10th Edition*.
- 6.2 The Director of the Kansas Fire & Rescue Training Institute and the Dean of Continuing Education at the University of Kansas shall be non-voting [*Ex Officio*] members of the Commission.

ARTICLE 7 Vacancies and Removal from Commission

- 7.1 If a vacancy is created on the Commission by resignation, the Administration, through the Chairperson, shall notify the organization that the member represented of the vacancy. Within the notification, the organization will also be informed of the process and/or contact information at the Governor's office to initiate appointment of a replacement. A copy of this notification shall be sent to the Governor's Appointment Secretary.
- 7.2 In the event that either the Chair or the Vice Chair resigns prior to the end of their term, the vacancy will be filled at the next meeting as provided in Article 6.

ARTICLE 8 FSTC meeting dates and locations

- 8.1 The FSTC shall meet on the third Thursday of the second month of each quarter of the year (February, May, August, and November).
- 8.2 All meetings of the commission shall be held at the University of Kansas, Continuing Education Building (1515 St. Andrews Dr., Lawrence, KS) unless specifically changed by the Commission.
- 8.3 Additional meetings may be called by the Chairperson or upon petition to the chairperson by not less than seven commission members.
- 8.4 The date and place of all special meetings shall be designated in the call.

ARTICLE 9 Amendments

- 9.1 Amendments to these By-laws shall be proposed in writing and submitted to the Administration at least thirty (30) days prior to a regular or special Commission meeting. Administration shall mail (or email) a copy of all proposed amendments to each Commission member at least fifteen (15) days prior to the next regular or special meeting of the Commission.
- 9.2 Properly proposed amendments to these By-laws shall be balloted at Commission meetings. They shall require a two-thirds majority vote of the members present and voting for adoption.