

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

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

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

The Kansas Fire Service Training Commission will meet in person *and* via Zoom Wednesday, March 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/93901007476>

Meeting ID: 939 0100 7476

Passcode: 266237

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 February 17th, 2022 Kansas Fire Service Training Commission Meeting

- c. No minutes to approve from May 19th, 2022 or August 18th, 2022 or November 17th, 2022 Quarterly Meetings as no quorum was established.

4. Chair's Report

5. Vice Chair's Report

6. Director's Report

7. Assistant Director's Report

8. Financial Reports- Presentation of FY 22-23 Midyear financials

9. Business

a. Old Business:

i. Fire Service Training Commission

- 1. Discussion: FSTC Member updates- Presented by Chair Mike Roosevelt
- 2. Update: Volunteer Fire Officer course

b. New Business

- i. Action: Discussion and Approval of KFRTI updated Strategic Plan 2023 (Vision, Mission, Values, Key Performance Areas, and Goals)

10. Future Agenda Items

11. Adjournment

DRAFT MINUTES: Kansas Fire Service Training Commission Meeting
Zoom Meeting
February 17, 2022 - 10:00 AM

Attending Commission Members: Mike Roosevelt, Doug Jorgensen, Larry Pander, Mark Neely, Eric Voss, Kevin Flory, Justin Ducey, Darin Myers

Absent Commission Members: Rick Mosher, Jack Taylor

Attending KULPE Staff: Kelly McCoy, Ann Ermey, Emily Zentner, Jennifer Johnson, John Knispel, Erica Henderson, Mark Billquist, Ben Green, Matt Breininger, Erin McGruder, Ronnie Sellens, Joliene Lummis

Guests: James Zeeb, Nancy Thomas, Jared Hammond

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

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

Chair Roosevelt called the meeting to order at 10:00 am

Recognize the loss of Pattie Shay with a moment of silence.

2. Public Forum:

No outside comments

3. Consent Agenda:

1.) Approval of February 17, 2022 Agenda as presented.

Approved as presented.

2.) Approval of November 18, 2021 DRAFT Minutes as presented.

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

Eric Voss, Motioned

Mark Neely, Seconded

Chair Roosevelt called for a vote: it passed unanimously.

4. Chair's Report:

Noticed a large amount of drought across the state.

Mark Neely comments regarding that it is going to be a rough season. Have opportunity to promote prevention.

Thank you for reaching out to institutions you represent and bringing those issues to the commission.

5. Vice Chair's Report:

KSFFA Conference in Hays reminder

6. Director's Report:

- a. Change in Jennifer's position title and responsibilities: Assistant Director.
- b. Ronnie Sellens 6-month position as Transportation Program Coordinator.
- c. Fire Officer Program Manager position 1st review of applicants is the 18th.
- d. New position for Western Regional Training Program Coordinator Position that will come to the office minimum of once a month for three days. This person will develop a training infrastructure to deliver training more quickly in the Western side of the state.
- e. DA Graham resigned from KU and we are looking for a replacement.
- f. New Website is live KFRTI.org and our Facebook page is active on a regular basis:
facebook.com/kufire

7. Assistant Director's Report:

- a. 475 IFSAC Seals since last meeting,
- b. Erica, Cameron and Jenn have process over 500 individual exams, issued 275 IFSAC seals in about a week before the Christmas break.
- c. NFPA consolidating standards. Working on a couple in the Officer program and Special Operations program.
- d. Camp Fury – received gift from State Farm in the amount of \$10,000.

8. Financial Report – Mid-year financial presentation:

- a. Nothing really unusual coming up.
- b. We know we have some major expenses coming through in the 2nd half of the year.
- c. Will be moving some funds around to put them in the correct place.

9. Business:

1. OLD BUSINESS

I. Firefighter Health, Wellness, and Resilience Workshop- update

1. Dates May 26-29, location Nickell Hall, Salina, KS- information
2. How to select the 50 candidates? 2 members from each Commission Member, 3 from each region, 2 from KSAR, and 2 from 10-33
3. Mike Roosevelt, likes the sub-committee idea
 - a. Eric Voss, Mike Roosevelt, Larry Pander will head up committee

II. Fire Service Training Commission- update

- a. State firefighter council seat that is vacant
- b. KU position vacant
- c. Larry Pander, Jack Taylor, and Kevin Flory retired

III. MOA's with community colleges- update

This is now with Jennifer – having several conversation and meetings with the community college leaders.

IV. Medical CEUs- update

We were waiting on new regulations. Found out they have implemented some of them. We now have an active account with them and we are in the process of completing application to become a provider. Any help with this process would be welcome.

V. Volunteer Fire Officer- update

In the process of hiring the Officer Program Manager and this should help our efforts. Darin is looking forward to getting this program going with the new Program Manager.

VI. Plains Wildland Firefighter Training Project

Had a Central Region Meeting after one of their big fires and it was about task force, mutual aid and strike force. Need training in this venue.

Mark Neely – that course is directed out of the KS Fire Service Working Group. With Covid have not met Doug sending out email to try and get it going again. Before Covid there was draft of a task force draft paper guidance that will need adjustments.

2. NEW BUSINESS

I. **Kansas Forest Service at Kansas State University and Kansas Fire & Rescue Training Institute at University of Kansas collaborative project on props facility. Discussion only.**

Doug – how does this effect the institute moving props farther into the Western part of the state or to KLETC?

Emily – KLETC and KFRTI combo will not happen.

Kelly – there are no plans to move any current staff to Hays or anywhere in the west part of the state.

Kevin –KSFFA stance. KSFFA does fully support the idea that is being pursued of a joint facility. We do have a concern with if this is the right solution. It appears this is merely a band aid for both agencies. Would it not be better off to develop the complete plan of a joint facility that would house all of the needed equipment and space? Our fear is this proposal is a several million-dollar band aid and may shoot you both in the foot by spending any political and financial opportunity you each may have within your Regents leadership and University leadership for future growth. Would it be better to make a concerted effort to fund the complete fix for both? Hate to see it take another 20 years to get the next facility built that will fully meet the needs of each agency.

II. **Annual Fire Training – Goodland Fire Department, March 25th – 27th. Information only.**

Erin McGruder and Matt Breininger collaboration.

10. Future Agenda Items:

11. Adjournment:

- *Director Kelly McCoy reported the next meeting will be **May 19, 2022 at 10:00am.***
- *Chair Roosevelt called for a motion to adjourn.*
- *Justin Ducey, motioned.*
- *Darin Myers, seconded.*
- *Chair Roosevelt adjourned the meeting at 12:00 pm*

Director's Report

DATE: March 8th, 2023
TO: Fire Service Training Commission
FROM: Kelly McCoy, Director, Kansas Fire & Rescue Training Institute
SUBJECT: Quarterly Director's Report- August 18th 2022 - March 8th, 2023

Mark Your Calendars

- O2X Regional 4-Day FF Health, Wellness, Resilience Workshop, Salina, KS, May 11- 14th, 2023. Each agency on the Fire Service Training Commission has two seats. Flyer attached, please share with your personnel and email distribution lists.
- Please mark your calendars and encourage your personnel to attend KFRTI's Annual Fire School, March 31st – April 2nd, 2023, in Goodland, Kansas. Flyer attached, please share with your personnel and email distribution lists.

General Updates

Through an organization change at University of Kansas, Kansas Fire & Rescue Training Institute now falls within/under Jayhawk Global at KU. Jayhawk Global is an education innovation center advancing and delivering flexible forms of learning engagement including online degree and certificate programs and online and on ground professional and workforce development, certifications, competency-based educational offerings, credit for prior experience, employee training, and enrichment learning.
<https://jayhawkglobal.ku.edu/>

KFRTI staff, Jayhawk Global leadership, and several Fire Service Training Commission members met for Strategic Planning update on January 31st and February 1st, 2023 at Baker Wetlands. The strategic planning process was facilitated by Patty Gentrup of the Public Management Center, KU.

KFRTI staff met with Fire Marshals Association of Kansas (FMAK) on December 15th 2022 to discuss Fire Inspector I and II courses and the opportunity to partner together to develop robust, meaningful courses.

KFRTI secured a State Fire Training Systems grant extension and was awarded a new grant for FY23. The extension and the new grant provide nearly \$30,000 to deliver 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.

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

Fire Department Incident Safety Officers Association (FDSOA) delivered a two-day Incident Safety Officer course to 20 members of KFRTI's instructional staff (full-time and part-time) September 13-14th, 2022 on the Lawrence, KU campus. All personnel passed the written test and will soon receive National Pro Board certification.

Three full-time KFRTI training staff members (Billquist, McGruder, Sellens), along with six part-time instructors, completed International Society of Fire Service Instructor's (ISFSI) Live Fire Instructor Credential- *Fixed Facility* training October 19- 21st, 2022 at KCK Fire Department.

Jennifer Johnson completed KU's Heartland Certified Public Manager program in December 2022.

Jennifer Johnson attended and participated in the North American Fire Training Director's Conference, September 26-29th, Zermatt Resort, Midway, Utah.

Cameron White attended the International Fire & Emergency Services Technology Summit in Irving, Texas, October 18-20th, 2022.

Mark Billquist attended the Firefighter Health & Wellness Conference in Dayton, Ohio October 26- 28th, 2022.

Erin McGruder attended the National Fire Academy and completed Fire and Emergency Services Training Program Management (R0445) October 2022.

Ben Green and Matt Binninger completed Fire Officer 2 in Lawrence, October 2022.

Most staff participated live stream in the U.S. Fire Administration's Summit on Fire Prevention and Control: State of the Science on October 11, 2022.

Public Relations & Partnerships

Established in 2021, the [Center for Certification and Competency-Based Education](#) (C3BE) at KU supports responsive learning systems that focus on certification, competency-based, and work-place informed learning and education. KFRTI has contracted with C3BE to help develop a *competency-based* "Front-Line Leadership for the Volunteer and Combination Fire Officer" course. This course will be completed and delivered to the State's fire service in Spring 2023.

KFRTI has partnered with KU Transition to Postsecondary Education (TPE) to hire a part-time student worker for the Fall 2022 and Spring 2023 semesters to help with administrative tasks. KU TPE is an inclusive, postsecondary education program for KU students with intellectual disabilities.

Through our continuing and ongoing partnership with State Farm and KU Endowment, KFRTI will soon be presenting a dual grant/gift submission to State Farm for a modern fire dynamics water mapping prop and funding for Camp Fury. KFRTI continues a robust relationship/partnership with Camp Fury, Kansas City.

KFRTI's 5th Catching Fury, one day camp for 7, 8, 9th grade girls was held at KCKFD fire station #6. Twenty-five girls attended and a great day was had by all.

Through our continuing and ongoing partnership with Kansas Gas Service (ONE Gas) and KU Endowment, KFRTI met with ONE Gas Manager of Community Relations, Margaret Steele, to discuss opportunities to partner in funding firefighter health and wellness initiatives. A grant request was recently submitted through ONE Gas.

KFRTI has been placing DetecTogether firefighter cancer prevention information into outgoing mail for students. Within the last quarter, approximately 500 information sheets have been distributed to students receiving National certificates or exam results. <https://www.detectogether.org/>

Personnel

Following legal and human resource review, Kansas Fire & Rescue Training Institute moved away from "contract instructors" and toward "part-time instructors" who are KU employees. Contract instructors will remain in three categories: TIM instructors, NFA instructors, and Test-site Evaluators. 20 new part-time instructors were hired in early January 2023. While the quantity of training is likely to decrease some, we envision the quality of training will increase.

Matthew Breininger was hired as a full-time Western Regional Training Program Coordinator following a competitive, nationwide search. Matt brings extensive training experience in fire, EMS, and special operations to KFRTI. Matt lives in Goodland, KS, and will continue to serve his community as a volunteer fire training officer with Sherman County Rural Fire Department. Matt works remotely from Goodland and will coordinate training in the SW, NW, and NC regions of Kansas.

James Zeeb, retired KCKFD Assistant Chief of Training, was hired as a Fire Officer Training Program Manager. James also competed in a competitive, nationwide search. James brings a wealth of knowledge and experience to the position. James will work out of the Lawrence, KS, office and we expect James to significantly enhance Fire Officer programs, including working with the KS fire service to develop a robust Volunteer Fire Officer training program.

Facilities/Equipment

The new Freightliner M2 Semi is now operational within our fleet.

15 used Motorola XTS2500 800 MHz radios are now in service for training. The MOA with KDOT is complete. Radios are used for training purposes, to enhance training realism and for training safety.

Two Flashpoint fire dynamics training props have been purchased at a cost of \$16,800. These props will be used in a variety of firefighting training programs, helping to introduce firefighting students to principles of modern fire dynamics, including flow paths, impact of ventilation, flammability limits, vent-point ignition, etc. These training programs will begin in Western, Kansas.

The 2006 45' Brown Cargo Trailer SCBA Maze, due to low use over the past five years (based on review of data) and needed repairs, has been removed from KFRTI's prop inventory and has been sold through KU Surplus. Proceeds will be placed within KFRTI's budget. Also, the 2005 Columbia Freightliner Semi is being sold.

As KFRTI transitioned to part-time instructors, KFRTI will purchase and/or rent PPE for each employee to be used in training. This will be a significant purchase and grant funding was requested through the 2023 Assistance to Firefighter Grant (AFG) process.

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 Spring 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 will be conducted March 31st- April 2nd, 2023, in Goodland, KS.
 - A Western Regional Training Program Coordinator has been hired- Matt Breininger, Goodland, Kansas
 - A Part-time Instructor has been hired- Lucas Everett, based out of Hays, Kansas.
 - 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.
 - Spring of 2022, KFRTI, in partnership with Sherman County Rural Fire Department, hosted our first annual Fire School in Goodland, 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.
 - KFRTI and VP Michelle Carney meet with KU University Architect November 18th to discuss enhancing facilities location at Motor Pool, KU.

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.
 - This should be discussed, and a future model of meeting decided. There are efficiency and cost savings to be realized in meeting virtually.