



Kent Appelhans, Chair
Mark Marchetta, Sr., Vice Chair

Dr. Carol Cunningham, State Medical Director

FIREFIGHTER & FIRE SAFETY INSPECTOR TRAINING SUBCOMMITTEE

**STATE BOARD OF EMERGENCY MEDICAL, FIRE AND TRANSPORTATION SERVICES
OHIO DEPARTMENT OF PUBLIC SAFETY**

Meeting of January 19, 2021

~DRAFT~ MINUTES

Committee Meeting Location: via Microsoft Teams® videoconferencing

I. Welcome – Call to Order

The meeting was called to order at 10:00 a.m.

II. Roll Call

- a. Committee Members Present: Timothy Thomas (Chair); Dudley Wright (Vice Chair); TJ Cullison; Jeremy Guenther; Bill Mastroianni; and Phil McLean
- b. Committee Members Absent: None
- c. DPS and EMS Staff Members Present: Robert Wagoner, Executive Director of the Ohio Division of EMS; James Burke, Chief of EMS Testing & Education; Doug Orahod, EMS Fire Testing Coordinator; Ted Kienzle, EMS Program Administrator II, and Jayn Mayton, EMS Administrative Professional IV
- d. Public Present: David Belcher, Ohio Society of Fire Service Instructors (OSFSI)

III. Open Forum

Chair Thomas opened the floor to any topics the subcommittee members may wish to address. There were none.

IV. Review and approval of the Firefighter & Fire Safety Inspector Subcommittee meeting minutes of November 10, 2020

The meeting minutes from the November 10, 2020 Firefighter Fire Safety Inspector Training Subcommittee meeting were reviewed and approved.

MOTION: Motion to approve the Firefighter Fire Safety Inspector Training Subcommittee meeting minutes from November 10, 2020. Mr. McLean – First. Mr. Cullison – Second. All in favor. None opposed. Motion carried.

VI. Executive Director Wagoner report

Executive Director Wagoner reported the good news that six positions within the division have been requested and approved, and currently are in various stages of completion for filling the positions.

As an update to the state of emergency status during the COVID-19 pandemic, Executive Director Wagoner reported that House Bill 404 became effective November 22, 2020, providing an extension beyond the original December 1, 2020 extension provided by HB 197. This impacts the Division of EMS (DEMS) and its stakeholders in a few ways. Regarding the ability of the EMFTS Board committees to meet virtually, that ability has been extended. In addition, HB 404 enables first responders whose certifications expire on or before April 1, 2021 to extend that expiration date to July 1, 2021. Further information is available on the www.ems.ohio.gov website. DEMS is also working with the OPDS I.T. department to ensure that the information is reflected correctly on each certificate holder's personal information.

Executive Director Wagoner reported on current COVID-19 vaccine-related efforts to help inform the public about the vaccine roll-out. On the www.ems.ohio.gov website, a "Be a Part of the Solution – Vax Up!" video has been posted. This was created with the Mentor Fire Department and Dr. Carol Cunningham, State Medical Director. There is also a newly-added section on the home page entitled "COVID-19 Vaccinations Information and Training." A question was asked about when firefighters who do not also hold an EMS certificate would be eligible to get the vaccine. The point was made that they should be eligible to get theirs soon, as EMS is currently able to get vaccines and the firefighters also respond to EMS calls as support. Executive Director Wagoner said this point has been brought up weekly in the vaccination work group call that is coordinated by the Ohio Department of Health (ODH). The problem seems to be that there are other professions, in addition to firefighters, who also have direct contact with the public on an emergency basis and are not yet scheduled to get the vaccine. He recommended reaching out to the ODH to voice that request, and will get a contact name and number out to the interested party after the meeting.

VII. State Fire Marshal Report – Jack Smith

As Mr. Smith was not available to attend the meeting, there was no report.

VIII. Ohio Fire Organizations Reports

a. Ohio Society of Fire Service Instructors (OSFSI) – Mr. Belcher

Mr. Belcher reported that the Ohio Society of Fire Service Instructors will be meeting this week to address how to plan in 2021 for the annual OSFSI events. They will consider these events, typically held annually: the Congressional Fire Services Institute emergency services event in Washington, D.C.; the Annual Spring Business Meeting, for which they will most likely pursue an "in person event"

with leadership positions scheduled to be elected; the Ohio Weekend – Annual National Fire Academy Experience, currently unlikely to occur; the sponsorship of a program at the annual Ohio Fire and Rescue Officer Development Conference; participation in FDIC in Indianapolis in August; participation in Firehouse Expo in Columbus Ohio in September; and the 2021 Annual Instructor Development Symposium. Mr. Belcher will give the dates of the events decided upon this Friday at the next meeting.

IX. DEMS Fire Education Report

a. Fire Charter Application Process

Mr. Burke introduced a change to the fire charter renewal application process which he would like the subcommittee members to consider, and handed over the presentation to Mr. Kienzle, to provide more details. Fire charters must submit information at their initial application, which requires the program director to assemble a large amount of documentation. Renewals are made every three years, and about 99% of the information they provide is a duplicate of the first application. These applications often fill a three-ring binder. Mr. Kienzle shared a newly-developed checklist with the subcommittee which will greatly reduce the amount of paperwork required in the renewal. It lists all the documentation required for the application, which is still required to be retained by the fire charter. Only the subjects with updates will need new documentation sent in to DEMS. This should save hours for the program director, as well as unnecessary accumulation of duplicate papers at the DEMS end.

Mr. Burke added that, while only new information is sent into the DEMS, all of the paperwork will be retained at the fire charter and reviewed during the actual site visit. Items on the checklist which need to be submitted at each renewal period are indicated with “update required” after the item. There are instructions to “attach documentation” at the end of the form, which can be used for Excel spreadsheets for instructors, and those types of documents. Mr. Keinzle pointed out that this process is in compliance with Ohio Administrative Code 4765-24-04, which addresses the fire charter application, but does not mention the exact method required to apply. Mr. Cullison expressed his appreciation of the checklist, which is a much-needed improvement, and that the current way of renewing a fire charter is “pure torture.” Mr. McLean also echoed that the renewal checklist is a great advancement, speaking from fifteen years as a program director.

A question was raised about how the site visit aspect of the renewal process is being conducted during the pandemic. Mr. Kienzle reported that he has been able to complete all but one of his site visits required in 2020, most of which have been conducted virtually, and which went very well. Mr. Burke stated that as soon as state employees are able to travel again he expects on-site visits to start up. He recognized the DEMS education staff of Ted Kienzle, Kris Miller and Carol Savage for stepping up and learning all the technology required to virtually conduct new program director trainings immediately after they are appointed, as well as conduct virtual site renewals for fire charters, accredited EMS agencies, and CE sites.

X. OLD BUSINESS

a. Instructor I and Instructor II – OAC rules update

Mr. Burke stated that the curriculum and over 30 rules needing revision are still undergoing updates. Full packets of the revisions will be sent to the subcommittee members for comment as soon as they are available. He thanked the members for their hard work reviewing the rules and curriculum.

b. Live Fire Instructor Course Pilot Report – course objective packet update

Mr. Burke reported to the subcommittee that a few other charters will also be running the pilot and in anticipation of this, if the subcommittee decides to implement this new course outline, a course objective packet has been mocked up that could be ready to go. Mr. Kienzle reported that at this time, Great Oaks is the only program to complete the pilot program. The program director of Great Oaks, Johnny Mason, is assisting Toledo Fire in completing its pilot program and utilizing Great Oaks' pilot program for Toledo Fire's course itself. Great Oaks would like to run another pilot program as soon as their live fire building is complete, approximately in March. They will have to conduct formal training with their instructors at that time anyway, so they feel it is a good time to run another pilot program. We are hoping for great things from Toledo's pilot, and once it is complete we will have a report for the subcommittee. When we have some other charters running it, we will be able to provide more data from their pilot programs, as well.

c. System Database Training

Mr. Burke announced that an IT system update occurred on November 17th. This update is extremely helpful to both the schools and certificate holders, and to the DEMS education team. The system now checks for prerequisites at the time the student is entered, and will block their enrollment in the course if they do not have the correct prerequisites. As far as test proctors, all of the approved proctors are now in the system. If one is unable to proctor the scheduled test for some reason, the program director can make a change in proctor up to 30 minutes before the test, as long as the substitute proctor is from those who are already approved. DEMS was able to conduct trainings with all the program directors in the state, using Microsoft Teams, and the training went very well.

XI. New Business

None.

XII. Other

a. Adjournment

Chair Thomas thanked the DEMS staff for organizing the 2021 meeting schedule.

He requested a motion to adjourn at 10:38 a.m.

MOTION: Motion to adjourn was forwarded. Mr. Cullison – First. Mr. Guenther – Second. All in favor. None opposed. Motion carried.

Next meeting:

March 9, 2021
10:00 a.m. – 12:00 p.m.
Via Microsoft Teams