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Training Officers Division

April 18, 2019

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| Chief Mather (NLFPD) | Chief Merritt (KCFR) |
| Chief Sheppard (KCFR) | Chief Brandon Hermenet (TLFPD) |
| Chief Bill Steele (TLFPD) | Chief Rohrwasser (SBFPD) |
| Greg Wetzel (DKI 1-800-BoardUp) | Mike Williams, visitor (LA County FD Retired) |
| Commissioner David Rudebaugh (TLFPD) |  |

Call to order: 09:05

Adjourned: 10:00

**Minutes Approved**: Ch. Merritt / second – Ch. Rohrwasser

* Welcome visitor Mike Williams – Retired LA County FD

**Ch. Simms** – Gave the financial report to the group stating that the bills haven’t yet been paid in full. No concerns with this report.

**Old business:**

NIESA:

Discussion and review regarding the NIEAS academy for 2019!

**Greg Wetzel’s opening comments**… Some of these recommendations need to be updated into the NIESA Process manual:

* Cutoff time for class offering needs to be sooner – Need to have a designated time frame in advance with a defined deadline in the flyer with a 10 person minimum as defined by FST for a GO – NO GO on the specific class
* Free class offerings should have lunch fees added to them
* Door prizes – Vendors will not be allowed to place tickets into the drawings box – suggested different colored tickets to help identify those concerns.
* Any EMS class must have a coordinator designated to oversee the class
* Look into future discounts from restaurants when ordering lunch for students (FH subs – did we get the correct discount?)
* We paid $100.00 for each car for the extrication class = $1,000.00 do we need to look elsewhere?
* The current fee charged for the NIESA classes has remained constant for some time. It may be time to review the fee we charge for each class and consider an increase for next year’s offerings?
* Instructors need to hand in expenses for their classes well in advance (date to be determined) so we have a reasonable expectation of costs before the academy begins.
* Facility HVAC, seating and IT concerns came in i.e.
  + Too hot/cold – need to have a clear outline for how to adjust those systems
  + Chairs in some of the rooms are not designed for all those attending – need to have a pre-review of the rooms being used to determine the need to change or replace seating concerns
  + IT concerns with presentation problems – discussion about paying the IT person for an hour or so on Friday night and Saturday morning to ensure any issues are handled quickly.
* Instructor packets – Who is collecting them upon completion of the course?
* FST – When the lead instructor meeting is held on Friday night prior to the beginning of class FST need to insist that ALL instructors are in attendance, in a quiet room away from crowds and outside noise and expectations are clear and understood.
* Vendors – Need to let us know what needs that have in advance i.e.
  + Power outlets, Power cords, any other special needs
* Instructors – Each lead instructor must proof the flyer for accuracy i.e. prerequisites, PPE or special equipment and advise the developers prior to distribution.
* FF of the year – EMT of the year – Award winners shall be made aware of their selection in advance as well as their families
* Class helpers – We need a list in advance for accuracy and accountability
* The air trailer – Operators need to have an in-service prior to operation – There should be operations manual in the unit for set-up and shut-down.
* Flashover trailer – FST needs to ensure there is a low pressure adapter for the cascade system available for filling those cylinders
* Do we want to bring back the hose competition? No further discussion
* Hospitality night – There was discussion about having a Saturday night hospitality – KCFD training center was mentioned as a possible location.

**Ch. Merritt** – Looking at the student numbers and course evaluations for each class from 2019 will help determine the 2020 NIESA program. We will most likely have less class offerings to ensure that each meets the minimum student requirement.

**Ch. Steele** – We need to have an evaluator class conducted for the Northern region of the State to help agencies when testing is required. There have been cancellations of FF-I assessments due to a low number of qualified evaluators in the region.

**Commissioner Rudebaugh** – Wanted to thank the NIFCA for hosting the Idaho State Fire Commissioners Course and Budgeting 101.

**Next Meeting June 20th 2019 – Location East Side FD at 9am (before the Idaho Fire Chiefs meeting)**

Minutes recorded by Division Chief Mike Mather

Go To Meeting:

<https://global.gotomeeting.com/meeting/join/770785285>