

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

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

**Thursday, August 18th, 2022
10:30 AM**

The Kansas Fire Service Training Commission will meet via Zoom Thursday, August 18th, 2022 at 10:30 am.

Join Zoom Meeting

<https://kansas.zoom.us/j/94297036745>

Meeting ID: 942 9703 6745

Passcode: 263534

Meeting ID: 942 9703 6745

Join by SIP

94297036745@zoomcrc.com

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. 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 from May 19th, 2022. No quorum 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 21-22 year-end financials and Proposed FY 22-23 Budget

9. Business

- a. **Presentation:** DetecTogether Firefighter Cancer Awareness/Prevention 25 minutes (May want to consider this presentation before presentation of Reports)

b. Old Business:

- i. Firefighter Health, Wellness, Resilience**

- 1. Update: O2X update from May 2022 Regional Workshop, Salina, KS

- ii. Equipment & Facilities**

- 1. Discussion and possible action: KSU/KFS and KU/KFRTI joint facilities

- iii. Fire Service Training Commission**

- 1. Member updates

- a. State Council of Firefighters FSTC seat still vacant
 - b. Kansas State Association of Professional Fire Chiefs- Jack Taylor retired.
 - c. Community College Fire Science Programs- Dr. Nancy Thomas nominated January 2022
 - d. KU- Dr. Jomella Watson-Thompson nominated May 2022
 - e. Kansas Board of EMS- Chief Voss. Expires July 2022
 - f. Kansas State Fire Marshall's Association- Chief Ducey. Expires July 2022
 - g. KSFFA- Chief Flory. Expires July 2022
 - h. Kansas State Forester. Mark Neely. Expires July 2022

- c. New Business**

- i. Action needed: Adopt and/or modify FY 22-23 proposed budget
 - ii. Discussion: Contract Instructors and Part-time Instructors (KU)
 - iii. Action needed: approve KFRTI curriculum changes, updates

10. Future Agenda Items

11. Adjournment

Director's Report

DATE: August 18th, 2022
TO: Fire Service Training Commission
FROM: Kelly McCoy, Director, Kansas Fire & Rescue Training Institute
SUBJECT: Quarterly Director's Report, May 19th - August 18th, 2022

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.

Regular weekly KFRTI staff meetings, bi-weekly Lifelong & Professional Education (LPE) leadership team meetings, weekly meetings with Vice Provost Zentner, and monthly North American Fire Training Director (NAFTD) virtual community meetings continued to take place.

During the past quarter (May- August), I have met with the following personnel and/or agencies:

Heather Maykel, DetecTogether (firefighter cancer prevention); Rob Dusenbery, Ret. WFD and current Wichita Public Schools fire science instructor (certification of high school students in Wichita Public Schools); Mark Neely, Fire Management Officer for Kansas Forest Service (joint collaboration on facilities); Diane DeBacker, Center for Certification and Competency-Based Education (C3Be) at University of Kansas (competency-based training efforts); Dr. Jomella Watson-Thompson, University of Kansas (future Fire Commission member); Dr. Nancy Hamilton, Associate Professor, University of Kansas (sleep research for firefighters); Chief Mike Roosevelt, Chair, FSTC; Chief Darin Myers, Vice-chair, FSTC (KFRTI updates); Nathalie Weissman, Transition to Postsecondary Education (hiring part-time student employee within KFRTI); University of Kansas; Scott Zerger, KU Endowment (State Farm, Camp Fury); Swapan Saha, KDEM HMEP Grant Program Manager, KDEM (KFRTI grant management); Marie Taylor, Associate General Counsel, Office of General Counsel, KU (contract instructors); Angie Loving, Assistant Vice Provost, Human Resource Management, KU (contract instructors).

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.

Training/Education

Three KFRTI training program coordinators (McGruder, Green, Breininger) from KFRTI are currently enrolled in and completing International Society of Fire Service Instructor's (ISFSI) Training Officer Credential program with an expected completion in August 2022.

I, Kelly, traveled to Columbus, Ohio June 6th- 10th, to attend the UL Fire Safety Research Institute's Fire Dynamics Boot Camp. This was an invitation by UL FSRI and all expenses, minus travel, were provided for. Four full-time KFRTI staff and two part-time instructors have now completed the Fire Dynamics Boot

Camp. KFRTI will continue to incorporate the science and research on modern fire dynamics into our training curriculum.

Four KFRTI members (McCoy, Green, Billquist, Breininger) from KFRTI participated in the O2X Regional Workshop, May 26th – 29th.

Fire Department Incident Safety Officers Association (FDSOA) will deliver a two-day ISO course to 20 members of KFRTI's instructional staff (full-time and part-time) September 13-14th, 2022 on the Lawrence, KU campus.

Jennifer Johnson continues with KU's Heartland Certified Public Manager program with an expected graduation of December 2022.

July 2022, Jennifer Johnson attended the NFA State Fire Training Director's Symposium held in Emmitsburg, Maryland, which included a day-long leadership course titled, "Staff Ride to Gettysburg."

Two part-time Drivers have completed CDL training sponsored by KFRTI.

Public Relations & Partnerships

Through our continuing and ongoing partnership with State Farm, KFRTI was awarded a \$10,000 gift to help with Camp Fury, a national program helping to expose young women to careers in fire and law enforcement. KFRTI is a Camp Fury partner along with KCKFD, KCFD, KCPD, and the Girl Scouts of NE Kansas NW Missouri. KFRTI was an active partner helping deliver the first weeklong Camp Fury in June 2022.

Through KFRTI's partnership with Dr. Nancy Hamilton, Associate Professor from KU (College of Liberal Arts & Science, Department of Psychology), a new online sleep management training program has been completed. This course, designed for Kansas firefighters, will soon be placed on KFRTI's Canvas learning management system and made available to the State's fire service at no cost. This is a self-paced, asynchronous class. Dr. Hamilton's research highlights the significant challenges of sleep management in the fire service.

KFRTI has had several meetings with Heather Maykel from DetecTogether to discuss placing Firefighter Cancer learning modules on KFRTI's learning management system and offering this training to the State's fire service at no cost. However, this training is already available at no cost here:

<https://www.detectogether.org/>

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 is in the process of developing scope of work and contracting with C3BE to develop competency-based curriculum within KFRTI and to develop learning maps, linking KFRTI's programs together into a comprehensive whole. Kansas Law Enforcement Training Center (KLETC) recently completed work with C3BE and the results have been significant in enhancing law enforcement training in the State of Kansas.

For many years, KFRTI hired student workers from KU to help with administrative work. During the pandemic, this practice was placed on hold due to safety concerns. In a similar, but slightly different manner, KFRTI is partnering with KU Transition to Postsecondary Education (TPE) to hire a part-time student worker for the Fall 2022 semester to help with administrative tasks. KU TPE is an inclusive postsecondary education program for KU students with intellectual disabilities.

KFRTI at KU continues to dialogue with Kansas Forrest Service at KSU on a collaborative facility to care for props and equipment and advance our respective training missions in the State of Kansas. This topic is a strategic priority for KFRTI.

Personnel

Through legal and human resource review, Kansas Fire & Rescue Training Institute has begun the process of moving away from “contract instructors” and toward “part-time instructors” who are KFRTI/KU employees. Contract instructors will remain in three categories: TIM instructors, NFA instructors, and Test-site Evaluators. An open and competitive search process will be launched in September.

Administrative Associate Sr., Joliene Lummis, is working within a new position description, taking on more business coordination responsibilities. This has impact as it relates to Joliene’s historic involvement with training conferences in the State, particularly SCAFFA’s annual training conference.

Matthew Breininger is a full-time, fully remote Western Regional Training Program Coordinator based out of Goodland, Kansas. Matt coordinates and/ or instructs in the SW, NW, and NC regions of the State of Kansas. Matt is KFRTI’s first fully remote hire. Matt will deliver FF I, II, Rope Rescue, Grain Bin Rescue, Extrication, and various non-certification firefighting programs to the Western regions of Kansas.

James Zeeb, retired KCKFD Assistant Chief of Training, is KFRTI’s new Fire Officer Training Program Manager. James is based out of Lawrence, KS offices. James delivers Fire Officer I, II, Incident Safety Officer, Inspector I, and NFA courses. James is in the process of developing a “Front-Line Leadership for the Combination and Volunteer Fire Officer” course. This program/course is a strategic priority as defined in the strategic plan.

KFRTI is hiring a part-time student employee for the Fall 2022 semester.

Facilities/Equipment

KFRTI at KU and KFS at KSU did not receive SPARK funding for a facility in Manhattan, KS. However, conversations are continuing with KU and KSU regarding this project and future possibilities.

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.

The new Freightliner M2 Semi has been delivered. Transportation Program Coordinator Ronnie Sellens is working to bring the vehicle into service.

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 being sold through KU Surplus. Proceeds will be placed within KFRTI's budget.

As KFRTI transitions 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 will be researched.

Strategic Plan

Key Performance Areas

1. Quality Instruction and Curriculum

a. Goal 1: Establish Instructor qualifications

- As noted, KFRTI will be moving to a part-time employee model, as opposed to a "contract instructor" model. High standards for instructors as previously identified will remain.
- KFRTI is partnering with C3BE to develop competency-based instructional models and an instructor orientation course.

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

- James Zeeb is in the process of developing a "Front-Line Leadership for Combination and Volunteer Fire Officer" course. This course will be addressed in KFRTI's scope of work with C3BE. The course will be designed around "competency-based" curriculum.

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.

- A Western Regional Training Program Coordinator has been hired- Matt Breining, 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.

3. Props and Facilities

a. Goal 1: Implement a Plan for Location and Sheltering of the Props

- A concept plan has been completed for the location and sheltering of props. Details are being refined. This new plan reconsiders how KFRTI uses props and leans on partnership models for sharing fixed prop facilities in the State.
- KFRTI at KU and KFS at KSU are continuing discussion on a shared facility in Manhattan, KS.

4. **Communication and Partnerships**

- a. **Goal 1: Develop a comprehensive communications and marketing plan.**
 - A general communication and marketing plan has been completed by KU LPE Marketing team. This plan is being revised by KFRTI to reflect language and nuances germane to fire and emergency services.
- b. **Goal 2: Partner with other organizations to share resources, training, opportunities, and conferences.**
 - KFRTI has partnered 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.
 - DetectTogether Firefighter cancer prevention resources on KFRTI's learning management system.
 - Partnership KU Department of Psychology to offer Sleep Management training for Kansas fire service.
 - Partnership with SCAFFA to help run their annual fire school, most specifically registration and enrollment help.
 - 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.