

**Louisiana Fire and Emergency Training Commission Meeting  
Meeting Minutes  
February 15, 2018**

**Commission Members Present:**

Chad Major	Professional Firefighters Association of Louisiana
Charlie Metcalf	Louisiana State Firemen’s Association
Martin Latino	Louisiana Fire Chief’s Association
Michael Donahue	Chancellor’s Designee from LSU
Louis Romero	Professional Firefighters Association of Louisiana
Brian Castille	Louisiana State Firemen’s Association

**Commission Members Absent:**

James Wood	Louisiana Fire Chief’s Association
Butch Browning	State Fire Marshal
Karen St. Germain	Governor’s Appointee

**In Attendance:**

Loree Ramezan	FETI
Byron Johnson	FETI
Christine Earnheart	FETI
Kathe Jones	FETI
Brian Williams	DFD #8
Matt Robertson	Alex Fire Department
Chad Monceaux	Crowley Fire
Douglas Daussin	PFFA of LA

**QUORUM PRESENT**

The Louisiana Fire and Emergency Training Commission was called to order by Mr. Major. Invocation was performed by Martin Latino. Pledge was led by Brian Castille. Mr. Major called the roll and announced that a quorum was present. The meeting began.

Mr. Major entertained a motion to adopt the minutes from the meeting held in January. Motion was made by Mr. Charlie Metcalf and Mr. Martin Latino seconded the motion. No discussion was made. No opposition was noted.

**MOTION PASSED.**

**Certification Report**

Mr. Byron Johnson presented his report. He stated that a few changes had occurred since the last meeting. They were working through the test site applications. Right now, they were right on track, but they still had some things to work through. They had hired a new individual named Samantha Burton and she would be answering the phones for their department.

They would be having a Pro-Board site visit next year so they were also preparing for that, as well. In order to prepare for a site visit, there were a lot of documents and self-study that had to be done. Mr. Metcalf expressed some frustration with the fact that the smaller city fire departments were being overlooked for the larger city fire departments for testing site application approval. Mrs. Earnheart clarified the misunderstanding about this. She stated that it was not about the city size, but the test site size and the amount of testing being currently done on a regular basis.

She also stated that Jared was going out again to various sites next week and Mr. Metcalf's fire department was on that list. Mr. Metcalf stated that he was not trying to cause any issues. He just didn't want to see the smaller fire departments get overlooked generally. Mrs. Earnheart stated that the goal was to visit every site, large or small, that had put in an application to be a test site. There were many things that they were having to figure out as they went along.

Mr. Major suggested that Mr. Donahue should meet with Chad Roberson to allot some time to go to the chief's conference in April and explain the dynamics of site approval and discuss how to service several departments at one site which would in the long run give FETI more bang for the buck. Mr. Major asked if there were any questions. None were voiced. This concluded the presentation of the certification report.

#### **Financial Report**

Mr. Donahue presented his report. He felt that the most important thing for the commissioners to know was that they were taking care of business. They were in good shape financially in spite of their projection of what revenue they believed would come in. He stated that he would be down at the state capital for a budget conference committee meeting about Higher Ed. tomorrow. Even though, they did not receive Higher Ed. funding under that umbrella, he would still need to be prepared to do a Q & A at that meeting. Mr. Major asked if there were any questions on the financial report. None were voiced. This concluded the presentation of the financial report.

#### **Chairman's Report**

Mr. Major presented his report. He stated that there was not great news regarding the motion that was made for Mr. Donahue to approach Human Resources about hiring a non-degreed individual for the director's position. Even though Mr. Donahue tried to schedule a direct meeting with Human Resources, it could not be worked out. The answer was still emphatically no to hiring this type of individual on board as a director.

They would not allow it simply because all directors' positions under LSU were required to be a degreed person. They were now back to where they were at the last meeting for this position. The posting would go out soon. The advertisement when posted would have the degree waiver language in it. The process began with all the appropriate degreed persons that had applied. If one could not be found, then they could move on and assess non-degreed individuals.

Another option would be to change the title of the job and the classification of the person from director or assistant director to chief municipal training officer. The degree would then not be mandatory. Requirements for the position could be set by the board including job experience, desired yet not mandatory degree, skill set, etc.

Motion was made by Mr. Romero to table the approval or discussion regarding the title change of the position for certification director until the next meeting to give the respective organizations and

associations time to meet with their E-boards on the job class title. Several board members were concerned and did not want to prolong this decision for that long since the next meeting was not until April.

Mr. Major made an alternative motion that if the representatives which comprised the majority of the commission could come to a consensus with their executive boards and email Michael their decision regarding the title change for the job position within a week, then a special meeting could be called in the next couple of weeks to approve the decision. There was discussion regarding the job description and the wording. Motion was made by Mr. Major and Mr. Latino seconded the motion. Mr. Castille did request the same verbiage be sent to all the organizations so it would make it easier for them all to understand and everyone would be on the same page. Mr. Major stated that Ms. Ramezan could transcribe the motion into an email for all the commission members and their respective organizations. No further discussion was made. No opposition was noted.

**MOTION PASSED.**

Mr. Major updated the commission on the special session. He did not feel that the fiscal cliff was as big as was being touted right now. He felt that it was more along the line of \$800 million dollars, not \$1.1 billion. That was still a lot of money however. Higher Ed. was very involved on the front end and the governor had proposed 17 items as revenue generators and some cuts to certain things. Mr. Major asked if there were any questions. None were voiced. This concluded the presentation of the chairman's report.

**Old Business**

No old business was addressed.

**New Business**

No new business was addressed.

The next scheduled meeting would be on April 3<sup>rd</sup> at the Marriot at 1 pm and on May 4<sup>th</sup> at FETI at 10am.

Motion to adjourn was entertained by Mr. Major. Motion was made by Mr. Romero and Mr. Donahue seconded the motion. No objections were voiced. Meeting was adjourned.

  
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Approved by: Chad Major

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Date: