

**Louisiana Fire and Emergency Training Commission Meeting
Meeting Minutes
July 6, 2018**

Commission Members Present:

Chad Major	Professional Firefighters Association of Louisiana
Karen St. Germain	Governor's Appointee
Charlie Metcalf	Louisiana State Firemens Association
Michael Donahue	Chancellor's Designee from LSU
Louis Romero	Professional Firefighters Association of Louisiana
Ken Himel	Louisiana Fire Chief's Association

Commission Members Absent:

Butch Browning	State Fire Marshal
Brian Castille	Louisiana Firemens Association
Martin Latino	Louisiana Fire Chief's Association

In Attendance:

Loree Ramezan	FETI
Christine Earnheart	FETI
Bryan Credeur	Crowley Fire Department

QUORUM PRESENT

The Louisiana Fire and Emergency Training Commission was called to order by Mr. Major. Invocation was performed by Ken Himel. Pledge was performed. 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 March and April. Motion was made by Ms. St. Germain and Mr. Romero seconded the motion. No discussion was made. No opposition was noted.

MOTION PASSED.

Director's / Financial Report

Mr. Donahue presented his report. He thanked everyone for coming. He did want to update the commission on the process progression of hiring the new chief of municipal training and operations. He wanted to go through the financials and then review the topic of the application for the position in question. He stated that they had received \$3,271,690 in stat ded which was around \$22,000 more than the last year. Ironically, their projection was to put \$22,000 in the plant fund. In his opinion, they had had a successful year. They did not have their final training numbers yet, but all indications were that they would have an increase of about 4.5% in the people they had reached over the prior year.

There was a significant increase in the 40-hour courses that they had taught driven by the change in the PIAL standards. With that being said, he suggested changing the presentation of the certification report from monthly to quarterly or as needed. He asked anyone if they had any comments to that. There was

some discussion regarding when the reports would come out in relation to the CAC meetings. Mr. Major asked if the board agreed. No opposition was noted. The board was assured that if there were any questions in between quarterly reports that Christine would be able to address those.

Motion was made by Mr. Romero to change the submission of the certification report from monthly to quarterly beginning with the month following the CAC meeting in August and Mr. Metcalf seconded the motion. No opposition or discussion was noted.

MOTION PASSED.

This concluded the presentation of the director/financial report.

Certification Report

Mrs. Earnheart presented the certification report. She stated that they had finished the year within what had been budgeted. They had moved with the new proctors they were building and were moving towards more neutral proctors. The new proctors were not fire department personnel which separated them from having a conflict of interest. The newest proctors were in Region 1 and 4. The next area they were looking at was Region 2 and Region 3 would begin next week.

Mr. Metcalf requested information on the neutral test proctors and the number of test sites that there were now. Mrs. Earnhardt stated that the neutral test proctors were mainly teachers and of course, being outside of the fire service allowed them to be objective. The whole process was working better than previously. She further added that at this time there were about 80 test sites altogether. There were very few in Region 2 and 3 which they were trying to change. Mr. Major asked if there were any other questions for Mrs. Earnheart. None were voiced. This concluded the presentation of the certification report.

Old Business

Mr. Donahue opened the discussion on the application and job requirements for the new chief of municipal training and operations. Of course, in the past HR had not been on board with allowing them to make changes to the degree and job requirements, but FETI commission had re-visited it and approved the new requirements. The degree required now had to be in relation to the job the candidates were applying for in the fire service. He did state however that there would be no waiver on the degree completely. The applicant must have an associate's or bachelor's degree with appropriate years of service required respectively. LSU would not accept the recommendations made by the board at the previous meeting regarding applicants with no degrees and 20 or more years of fire service. They would only allow a total degree waiver up to the title of manager. Mr. Romero stated that they had made headway with HR, and they still would have a full basket of applicants to choose from.

The board was not happy with the result, but they did understand it was not Mr. Donahue's fault that it was not approved. Mr. Major stated that the commission had voted unanimously to meet with an HR representative if Mr. Donahue was not able to get the approval needed. Ms. St. Germain stated that they would most likely not be reaching a final decision on this today.

Mr. Donahue stated that he would set up the meeting as quickly as possible because the position needed to be filled. He felt that Ms. St. Germain would be a great representative for FETI to HR and he would be glad to go with her or make introductions and leave the room. There was more discussion among the commission members that ensued regarding this topic. The board expressed their

frustration around the room and said that possibly they would need to go higher than the HR department to be heard.

Since it was the wishes of the commissioner, Mr. Major stated that he would go as high as he needed to fulfill his own role on the commission. Mr. Himel voiced that if LSU as an institute of higher learning required a degree for positions that they employed and FETI did not see the need to have a degree if the experience was there, then were they really attached to the right place. Mr. Major explained that the decision to come under LSU's umbrella was made a long time ago and it was something that had to be worked with.

Mr. Donahue added that this was an administrative position and not necessarily a responder out in the field. The initial advertisement had already gone out for applicants with 4-year degrees and only 4 individuals had applied. He did feel that opening the pool to individuals with associate degrees which LSU had relented to do would bring in a great many more applicants to choose from. The revised advertisement for this would be going out soon. There were at least 50 senior level individuals in Louisiana with an associate degree currently.

Mr. Major and Mrs. St Germain suggested that the discussion be tabled until after the meeting with HR. They should be able to bring the discussion back to the next meeting of the commission. Mr. Metcalf felt like they may need to schedule a special meeting following the meeting between HR and Mr. Major, so they could get the ball rolling and not have to wait until next month's regular commission meeting.

Discussion ensued regarding meeting dates. Mr. Donahue stated that he was going to attempt to schedule the next HR meeting on the Monday, Tuesday, or Wednesday of the following week. It was decided that the special meeting date would be set following the completed HR meeting and pending outcome. Mr. Major asked if there was any more old business to be addressed. None was voiced. Old business was concluded.

New Business

No new business was addressed.

Chairman's Report

Mr. Major presented his report. He gave an update on the legislative session and said that in the end they had all come out okay and had been able to get involved in passing some revenue generating measures which were requested. Things weren't fixed all the way, but they weren't broken as badly as they could have been. Every aspect of the fire service had come out unscathed.

The commission decided to wait to schedule the next meeting until the HR meeting was concluded and commission members' schedules could be reviewed. Mr. Major asked if there were any questions. None were voiced. This concluded the presentation of the chairman's report.

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



Approved by: Chad Major



Date: