

Minutes
January 22, 23, and 24, 2013

The Evaluation Committee of the Tennessee Commission of Fire Fighting Personnel Standards was called to order by Committee Chair Matt Sorge at 8:30 A.M. on January 22, 2013 at the Tennessee Department of Commerce and Insurance Office, Davy Crockett Tower, 500 James Roberson Parkway, 12th Floor Conference Room, Nashville, Tennessee. Committee members present at that meeting were Commissioners Cotton, Vance, and Slay. Committee member Commissioner Wakefield was not present.

Guests at the meeting Commerce & Insurance Deputy Commissioner Majchrzak, Fire Prevention Assistant Commissioner Gary West, Commission Director Terry Woody, Commissioner Naifeh, Field Representatives Tommy Jenkins, Terry Priest, Chuck Swann, and Kent Baumgardner were also in attendance.

The Committee discussed the director's evaluation process and participated in a class instructed by Commissioner Majchrzak on SMART Performance Evaluations. The Committee will address three separate topics and report back to the full Commission for consideration. The topic areas include the following:

1. Job Plan for Director Woody
2. The scope of work included in the Field Representative contracts.
3. Review and recommend measures to increase recruitment of fire departments into the commission program.

A committee report will be provided for full commission review at the business meeting. The Committee Meeting ended at 3:30 P.M.

The work session meeting of the Tennessee Commission on Fire Fighting Personnel Standards and Education was called to order by Chairman Mark Finucane at 9:30 A.M. on January 23, 2013 at the Nashville Fire Department Headquarters, 60 Hermitage Avenue, Nashville, Tennessee. Roll was called and Commission Members present at the meeting were: Chairman Mark Finucane, Commissioners Michael Slay, Brian Biggs, Michael Naifeh, Tom McCormack, Frank Cotton, and Charlie Vance. Ex-officio non-voting Member present at the meeting: Roger Hawks.

Commission Member absent from the Meeting: Vice Chairman Matthew Sorge and Commissioner Wakefield. Ex-officio non-voting Member absent: Julie McPeak.

Commission Staff present at the meeting:

Mr. Terry Woody, Director
Mr. Ed Scudder, Staff Attorney

Commission Field Representatives present at the meeting:

Mr. Terry Priest, Field Representative
Mr. Chuck Swann, Field Representative
Mr. Tommy Jenkins, Field Representative

Commerce and Insurance / Fire Prevention Staff present at the meeting:

Mr. Gary West, Assistant Commissioner, Division of Fire Prevention
Mr. Steve Majchrzak, Deputy Commissioner, Department of Commerce and Insurance
Mr. Jeff Elliott, Tennessee Fire Service and Codes Academy
Mr. Rock Ridenhour, Tennessee Fire Service and Codes Academy

Chairman Finucane noted that this is a work session and recognized Commerce & Assistant Commissioner of Fire Prevention Gary West who discussed a conflict in the upcoming Commission Meeting with Fire Department Day on the Hill.

Chairman Finucane recognized Deputy Commissioner Steve Majchrzak who discussed travel claim forms and the process of processing travel claims. Further discussion included better marketing and promoting the Firefighting Commission to gain more participation in the program.

With no further business to come before the Commission, the meeting was adjourned.

Mark Finucane, Chairman

Michael Slay, Secretary

The meeting of the Tennessee Commission on Fire Fighting Personnel Standards and Education was called to order by Chairman Mark Finucane at 9:30 A.M. on January 24, 2013 at the Nashville Fire Department Headquarters, 60 Hermitage Avenue, Nashville, Tennessee. Roll was called and Commission Members present at the meeting were: Chairman Mark Finucane, Commissioners Michael Slay, Brian Biggs, Michael Naifeh, Tom McCormack, Frank Cotton, Gerald Wakefield and Charlie Vance.

Ex-officio non-voting Member absent: Julie McPeak and Roger Hawks.

Commission Staff present at the meeting:

Mr. Terry Woody, Director

Mr. Ed Scudder, Staff Attorney

Commission Field Representatives present at the meeting:

Mr. Terry Priest, Field Representative

Mr. Chuck Swann, Field Representative

Mr. Tommy Jenkins, Field Representative

Commerce and Insurance / Fire Prevention Staff present at the meeting:

Mr. Gary West, Assistant Commissioner, Division of Fire Prevention

Mr. Steve Majchrzak, Deputy Commissioner, Department of Commerce and Insurance

Ms. Nancy Jones, General Counsel, Department of Commerce and Insurance

Mr. John Williams, Internal Audit, Department of Commerce and Insurance

Mr. Dewey Woody, Director, Bomb and Arson Section, State Fire Marshal's Office

Guests present at the meeting:

Mr. Byran Smith, Germantown Fire Dept

Mr. Russell Peterson, Brentwood Fire Dept

Mr. Randy Fox, Columbia Fire Department

Mr. Stacy Rucker, Nashville Fire

Mr. Matt Oliver, Karnes VFD

Mr. Luke Greenwell, Karnes VFD

Mr. Johnny Smith, Gallatin Fire Dept

Mr. Ben Harris, Gallatin Fire Dept

Mr. William Crook Gallatin Fire Dept

Commission Director Terry Woody reported that the minutes from the last meeting had not been transcribed yet and will be presented at a future meeting. A brief demonstration was provided by staff on using I-Pads and technology can be used at future meetings.

Director Terry Woody provided a Director's Report with information on the pass/fail rates for examinations from the past year. Director Woody answered questions from Commission Member concerning testing and tracking of data. The discussion continued with questions from the audience and a discussion on how information systems could provide additional data and statistics.

Chairman Finucane recognized Nancy Jones, General Counsel, Department of Commerce and Insurance and John Williams, Internal Audit, Department of Commerce and Insurance to give a report and details on the recent internal audit. General Counsel asked the Commission to go into Executive Session as authorized in the Tennessee Open Meeting Act to discuss this issue due to possible litigation that could arise.

Motion by Vice-Chairman Sorge and seconded by Commissioner Biggs:

RESOLVED: The Commission will go into Executive Session to discuss matters associated with the recent internal audit and possible litigation.

Roll Call Vote: Motion carried unanimously.

Chairman Finucane called the meeting back to order at 10:49 A.M. and asked if the Commission had discussion or motions concerning the internal audit review report.

Motion by Commissioner McCormack and seconded by Commissioner Sorge:

RESOLVED: Have a special called meeting to discuss the specifics of the internal audit report.

Roll Call Vote: Motion carried unanimously.

Chairman Finucane recognized Committee Chairman Sorge to discuss the committee meeting held on the day before.

The Committee recommends that the Commission accept the review of the first interim evaluation as it was submitted to them. The committee will continue to develop the Director Job plan and present this to the full commission when complete. The Committee will present the final when they have it in line with the divisions and objectives of the Fire Commission. This will include obtainable goals for Director with the assistance from Assistant Commissioner West in regards to criteria and language falling in line with the SMART Formula.

The committee would like to meet in conjunction with the March 2013 meeting for the second evaluation. Specifically, the Committee would request that the director and Assistant Commissioner West review and adjust work outcome #3. The committee wants more specific goals in line with the Commission and make sure those goals are obtainable for the director.

In addition, the committee requests that the Commission set a meeting somewhere between June 1st and 28th for a final review. The recommendation is to accept the job plan that was presented in the first interim evaluation and continue working on the final until the 3rd meeting in June.

Motion and second:

RESOLVED: to accept the recommendations for the job plan as presented by Commissioner Sorge

Motion carried unanimously.

The Fire Prevention Division administration has offered two job positions that would be assigned to the Commission for Coordination of field work. A lengthy discussion was held about the roles and responsibilities of these positions and how they would improve the delivery of service to the fire commission.

These full time staffers will function as regional coordinators, geographically splitting the state. They will assist in some of the following areas: conduct fire officer I grading, validation of test banks, coordinating of testing and recruiting, teach commission classes, assist in certification development, and other administrative functions.

The next discussion was led by Commissioner Naifeh and included a conversation to retool the commission's recruitment program. A committee led by Commissioner Naifeh was assigned address future customer service issues. In further discussion it was decided that a new committee would spread commissioners too thin and they asked that Commissioner Naifeh join the already established evaluation committee to assist with this area.

With no further business to come before the Commission, the meeting was adjourned.

Mark Finucane, Chairman

Michael Slay, Secretary