

FIREFIGHTER AND FIRE SAFETY INSPECTOR TRAINING SUBCOMMITTEE

MINUTES	DATE March 10, 2015	TIME 10:00 a.m.	LOCATION ODPS – Division of EMS – Conference Room 134 1970 W. Broad St., Columbus, Ohio 43218
ATTENDEES	<i>Committee Members:</i>	<i>Chair:</i> Jim Steele, Dudley Wright, Richard Sacco, Steve Robertson, Phil McLean, Eric Waltermire	
	<i>(EMS) Staff:</i>	<i>Executive Director:</i> Mel House John Sands, Doug Orahood, Susan Edwards	
	<i>ODPS Staff:</i>	None	
	<i>Visitors:</i>	<i>Ohio Fire Academy:</i> Steve Goheen; <i>Clark State Community College and Ohio Society of Fire Service</i> <i>Instructors:</i> Jeremy Linn; <i>Cuyahoga Community College:</i> Ted Huffman	
ABSENT	<i>Committee Members:</i>	None	

A G E N D A T O P I C S

TOPIC	→ WELCOME & REVIEW / Approval of Minutes
DISCUSSION	<p>The meeting was called to order at 10:06 a.m.</p> <p><i>Chairman Steele made a motion for approving the meeting minutes from January 13, 2015. They were reviewed and approved.</i></p> <p><i>Motion to amend the Minutes.</i></p> <ul style="list-style-type: none"> ◆ <i>First: Mr. Phil McLean;</i> ◆ <i>Second: Mr. Steve Robertson.</i> <p><i>None opposed, None Abstained, Motion Approved.</i></p>
TOPIC	→ OPEN FORUM
DISCUSSION	Chairman Steele asked the visitors to introduce themselves.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

TOPIC	→ EXECUTIVE DIRECTOR REPORT
DISCUSSION	<p>Director House discussed the confusion regarding the Volunteer Firefighter Personal Vehicle decal process. The standards for vehicle inspection and decal issuance have never been clearly defined. There is open dialogue about how that would look if volunteers wanted to use their personal vehicles. We have opened dialogue to determine if the law needs to be changed or whether rules can be written to define the process. Right now there is a law with no rules. This is being discussed and will be ongoing for a while</p> <p>The Military Provisions Rule had a hearing at the end of December and was effective February 5th so that is complete.</p> <p>Fire Rule revisions got pushed off until later. The Division is struggling with vacancies right now – 6 vacancies including Grants Administrator, Certification folks, and the Board Secretary. As soon as those positions are filled we will get back to working on some of these things.</p> <p>The other thing we have been working on that has taken a lot of time is the web based testing system. It was rolled out in February and we are struggling a little bit with the Instructor side of it. It works extremely well for Firefighter and Fire Safety Inspector however, as you are aware, it is very complex when you come to instructors. You have to take the Knowledge exam prior to the course, then finish the course and apply within two years of taking the exam. How do you build a system where you have an assistant fire instructor can take a FF I or FF II, you have a Fire Instructor that is required to take the FF II, you have the</p>

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Fire Safety Inspector Instructor that requires the Fire Safety Inspector exam. It is really complex and we are working through the IT issues we have some fixes and are meeting with IT folks this Thursday. The problem is exacerbated because we also conduct the EMS Instructor exam which has a whole different slew of rules and regulations and requirements outside of the two years. It needs to be refined and we are spending a lot of time on that and that should be done in the next couple of weeks.

Oil and Gas exercises – we participated in seven or eight oil and gas exercises spread across southeastern Ohio. They have had a significant number of oil and gas incidents in southeastern Ohio some resulting in loss of life, some of them minor, some resulting in evacuations for days and in one case a week. The Department of Public Safety along with ODNR, EMA and EMS of Public Safety, as well as EPA and other state agencies working with the locals to help them better coordinate their responses to the large scale oil and gas exercises. It is an extremely difficult situation for those fire departments with limited resources, limited access, and we are talking about significant events so we are now working with them to improve their plans to include incident command and coordination, to introduce them to folks from the state that can help and to introduce them to fire response plans. The fire chiefs participated in the exercises and to introduce them to where they can get the resources, from what their priorities should be with respect to evacuations and access and those kinds of things. These were very well received and I was extremely pleased by the cooperation from the locals and their expertise. Personnel and equipment they might not have the numbers and response times are sometimes delayed because they have to respond from home or from their job but I am really impressed with the quality of the discussion and it certainly will certainly over time will improve our ability to respond to incidents.

That’s all there is unless you have questions.

Steve Robertson: Will we track the number of Military?

Mel House: Yes, it is required. One of our struggles is that we need some IT fixes to make that possible. Certainly all of the paper applications we can track but until we get the electronic processes caught up it won’t be until next year we will be able to give you true numbers.

Discussion about the Volunteer Firefighter Decal for personal vehicles.

Chairman Steele asked if there were any pending rule revisions and Director House responded no, not on the Fire side. However the rules are currently being reviewed and any problems or inconsistencies are being tagged. Members were encouraged to review the rules and if they find anything that needs to be fixed, we will start to compile the ideas about what needs to be changed in the next month or so.

Chairman Steele asked if the oil and gas would result in additional hours in training. Director House replied no additional hours were being discussed but some training is being provided free of charge to local departments. Some discussion followed on Oil and Gas.

	PERSON RESPONSIBLE	DEADLINE
None	None	None

TOPIC	➔ <u>OHIO SOCIETY OF FIRE SERVICE INSTRUCTOR UPDATE</u>
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DISCUSSION	<p>Mr. Jeremy Linn gave an update on activities of the Ohio Society of Fire Service Instructors. The Society will be at FDIC in conjunction with the State Fire Marshall. There will be a booth where they will be spreading the good word about the Ohio Society of Fire Service Instructors. They are going to the Congressional Fire Caucus as part of a contingent from Ohio to speak with our legislators on Capitol Hill about the importance of the Safe Act and the grant process. May 16th is the Spring Meet at the Ohio Fire Academy which is essentially the Society’s business meeting. They will be electing officers and giving a report to members about actions at both the FDIC and the Congressional.</p> <p>The big event is the Ohio Weekend at the National Fire Academy. We have 29 applications in and room for 210, closes April 6th. Please spread the word. If anybody needs applications get ahold of me or anyone at the Marshall’s Office-they have the applications there. We are putting the challenge out that we would like for each member to bring a friend to the National Fire Academy – somebody new. We would like to fill all the seats up for the Ohio Weekend. October 30th and 31st. There is the 7th Annual Fall Instructors Symposium and again there will be different course paths for instructor CEUs at the Ohio Fire Academy.</p> <p>This coming Monday (March 16th), (Battalion) Chief Sean DeCrane is coming from the Cleveland Fire Department to give a 2 hour presentation on how the Cleveland Fire Department instituted the modern fire behavior fire practices in Cleveland and identifying some of the pitfalls that they had, specifically the push back of the science especially to the longtime members to those tried and true traditions. He is coming to the Springfield Fire Division and meeting with the chief officers to talk about how to implement that</p>
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process. We are going to be a Beta for him so he is going to compress down the 4 hour presentation he is doing at FDIC this year to 2 hours for us and it is going to be held at Clark State so if anybody would like information to send out to their email trees, it is going to be free and 2 hours of CEU. That is all I have.

Chairman Steele brought up letter from OSFSI President at January meeting to say that it had not been forgotten and he has been researching the issues in the letter. Chairman Steele had the director send him the Business Impact Statement as well as the Rules Summary and Fiscal Analysis which he read at some length and sent out to members of the committee to review and from that I can tell you that one of the questions they had was the financial impact of this and based on those two reviews that appear in the Business Impact Statement they thought the cost of compliance would run from 0 to \$750 and in the Rules Summary Fiscal Analysis they thought that might be more realistically between \$150 and \$500 for the additional 24 hours of instruction. I can't say I saw the instrument they used when they sent this out to the different locations and I don't really know much about the quantity of that research but that is what that document was indicating to the state when they submitted that for review. I assume those documents are readily available, if you want to read them we can probably get them to you and you can read the same data that I did.

Mr. Linn – Definitely. I think the Society and President Belcher and I would like to look at those documents.

Chairman Steele said that one of the other questions asked was and I will read this to you so you will understand – it says “What is the specific justification for this additional program requirement presented as an unfunded mandate.” Now I am old in the fire service so I don't recall ever a funded mandate. Maybe some of you can help me out if there is a funded mandate. Any change I've ever seen for Fire, for EMS side was up to the local charters to determine what the cost was going to be and maybe I'm full of it and you guys can help me out on that.

Mr. McLean – Mr. Chairman, I don't but that is always the push back. That was the pushback when we started the CE process and every new initiative that has been started in many, many years. The cost of training takes money. The cost of training takes the money from a Fire Department's budget and the Charter's planning there is always some cost associated with it. To me that is a good scape goat answer to derail whatever was trying to be implemented.

Chairman Steele – I know this is an excuse but I am going to use it but we are still plodding trying to research some of the questions that have been asked and it hasn't been forgotten.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

TOPIC	➔ STATE FIRE MARSHAL / OHIO FIRE ACADEMY REPORT
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DISCUSSION	<p>Mr. Goheen, Superintendent, Ohio Fire Academy – lots of things going on. One of the things that we probably need to do some of the discussions again is the Reciprocity issue. We've probably had 5 people right now, 3 of which are from outside states, waiting on and it is still the whole issue with the skills testing piece and wrestling with that and right now we are making everybody wait until our Fire I and II classes come to a head so we can throw them into there to keep from having to test individually. We are getting an influx of those calls obviously we are the easy number to call. So that is somewhat of an issue. I understand it is in the rules, it is just probably something we need to - I don't know the word revisit because I don't know that I have an answer for it - but it is an issue that we are seeing from some of the rules changes relative to skills testing. I don't mean revisiting the rules as far as rules change but it is an issue that I do think we need to come up with from a state standpoint to maybe a standard as to what our answer would be from one Charter to the next.</p> <p>Lengthy discussion ensued regarding skills testing and “flip the switch” practical skills with regards to Reciprocity and Reinstatements. Suggestion of quarterly or regional skills testing, list of testing places on website, discussion of cost. In conclusion, Mr. Huffman will meet with Mr. Goheen to review skills and determine how long they will take to accomplish and publish fall schedules. Director House outlined what will become the new Reciprocity process and forms.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

TOPIC	➔ EMS FIRE EDUCATION REPORT
DISCUSSION	❖ Status of EMS and Course Examination Administrative System

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Chairman Steele mentioned that Mr. Swords was not present today due to the death of his father and condolences were offered.

Mr. Orahood stated that he and Linda Mirarchi, from the Division of EMS have been invited to sit on a panel discussion for the Ohio Association of Fire Career and Tech Education PACE conference on April 21-22, 2015. That is mainly Adult Ed directors from Career Tech programs. Question on number of High School (HS) programs in the state – Mr. Orahood stated he has requested and is still waiting for information from the Ohio Dept. of Education regarding the number of HS programs. Many HS career centers offer their programs through community colleges. Generally existence of HS programs is discovered on site visits. Sit down with Dept. of Education is on agenda to discuss HS programs.

Live Fire Training Course update from Chairman Steele - scheduled at Wayne County for 3/31 and 4/1/15. Looking at about a 20 person class. Mr. Swords sent out email to previous students with pre-recs. First time we have tried the Live Burn part of it. Mr. McLean stated they were all set on the skills portion of it and JPRs can be condensed into one scenario. Chairman Steele stated that he had stressed to Mr. Swords the need to get participants from the high volume charters. Mr. McLean sent out draft Burn Layout that has the stations laid out which match up with the JPRs. Those are the stations we are planning for right now. We will see how the time frame goes. Second is the 1403 Skills Syllabus for when we start there at 8:30 on day 1 – all bullets have some names next to them and there are some lines that still need to be filled. If somebody wants to jump in there on review of the current course, review of the course hours, the JPRs - Steve and Eric may want to jump in on some of those. If anyone has an interest in filling some of these, that would be good. Time frame needs to be discussed. Once skills start, they should go fairly quickly. Station monitor is included to keep things moving. About 6 instructors from Wayne County have agreed to assist. Mr. Robertson suggested getting a goal for the number of skill stations for the first day and will get together with Mr. McLean to work within the time available. Mr. McLean commented that quite a few pieces of apparatus are committed to maintain the water supply and redundant water supply. There are quite a few folks signed on to help with this.

Chairman Steele asked about hourly breakdown of the current class as being taught currently. We put out an hourly course curriculum – Mr. Swords has done this for all of our courses now. Can we get that for this class? 24 hour class briefly discussed. Chairman Steele asked if Mr. Swords will be at the Live Burn and was answered yes. Chairman Steele believes Mr. Swords is the guy to provide the hourly breakdown. One of the objectives is to come up with the real time. Everybody keeps asking What is it? We need to run the pilot to figure that out. Director House – Mr. Swords has been authorized to do whatever you need. Mr. Orahood – you want to see if it is broken down in the recommended hour guide. Director House – we don't have the live fire training course in the certificate course format, just the agenda and recommended hours that is in the program. We can certainly covert it if you like. Just talk to Mr. Swords.

There was a question on whether people registering would receive information before the class. Answer was yes.

Mr. Orahood – In your packet we have received a request for a change to a practical skills sheet 18-1 Operating a Portable Fire Extinguisher to change it to “Flip the Switch.” Currently listed as a random skill that cannot be performed as a “Flip the Switch.” A fee is paid to rent portable fire extinguishers to instruct class on their use. There is a delivery fee involved with the fire extinguishers as well. The skill also involves live fire training and more instructors are needed to meet the NFPA 1403 standard. These same requirements must be met twice if this skill is not permitted to become “Flip the Switch.” To avoid unnecessary costs, it would be beneficial for skill to become “Flip the Switch”.

Question from Mr. Robertson – this is a program that is renting fire extinguishers? Answer – yes. Mr. Robertson suggested that the program buy pressurized cans and save on rent. I don't see a need for this to be a “Flip the Switch.” Comment from Mr. Wright – the challenge for any “Flip the Switch” skill is did they really learn the material or just remember it for 10 minutes in order to mimic the behavior. Mr. Robertson - In certain things like car fires and interior attack those are things that are hard to reproduce on skills paper but a pressurized can would take care of this. Set a fire on a bale of straw and use a pressurized can. Chairman Steele – this is a random skill and if I understand right you get to pick the type of fire. Answer – yes. Chairman Steele – would I be wrong to estimate that most charters pick an A fire? Mr. Linn – we use a Bulex Simulator but we have the ability to put a prop on there that simulates an electrical motor so they have to verbalize “Hey, I have a C fire and the priority is to de-energize.” But they are still using a pressurized can. Discussion of the benefits of Simulators follows. Mr. Wright says a Simulator cannot be used for this skill. Mr. Robertson – my input is we just discussed how difficult it is for the “Flip the Switch” days and how making that up for someone coming in for Reciprocity is that much harder because it is a

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“Flip the Switch” day. Chairman Steele - “Flip the Switch” skills are mandated skills. Are you OK with keeping it as a Random? Someone said “It is not a Mandatory skill, how can it be a “Flip the Switch”? All the “Flip the Switch” skills are Mandatory.” Someone else said “Not all Flip the Switch skills are mandatory. Extrication isn’t mandatory. Flammable liquids is “Flip the Switch” but not mandatory.” “Flip the Switch” has to do with expense. Decision is to leave it as Random and not change it to “Flip the Switch.”

Mr. Orahood – we held 3 Webinars in January on the new EMS Course/Exam Administration System. We shut down testing from February 2nd to the 8th to deploy the system and test it. As of February 9th, we went live. Since then, to date we have tested roughly 352 candidates in the last 30 days with very little issue. The biggest adjustment is getting the Program Directors to follow the manual and to set their courses up. We do have some challenges that we are working through the as far as finding the old data because the only date they could pick up when the system was deployed was the exam date not the course start date because that wasn’t entered as part of the information so that is a challenge that we are both working through – Program Directors and our office. Course-wise, some of the transitional issues are submitting that syllabus. The reason they need to submit that course syllabus prior to the course request is through our review we are finding a lot of technical errors as far as not meeting the hours or adding something into the hours that is not part of the recommended hours or not part of the course. Discussion regarding recommended hours, what is mandatory and what is not ensued and was clarified. Mr. Orahood continues - a lot of the things they are doing is adding their practical evolutions and the hours of testing into the course hours. Testing is not part of the course hours. So if you have an 8 hour day and 4 hours is training and in the afternoon you switch over to testing, that four hours in the afternoon cannot count toward the course hours.

Part of the reason we are doing that is so we can catch them and work with them and get it corrected and helping them understand they can’t do these things rather than wait 3 years and go on a site visit and find they’ve been doing it wrong for 3 years. We are trying to be preventive but sometimes they feel like we are punishing them or disciplining them and that is not the case. We are trying to be preventive in the maintenance of the program and make sure they got it right. The down side of that is Susan will email them continuously, generally at least every other day if they don’t get the information in to us and letting them know we can’t approve the course request which means they can’t request the test until we have the syllabus approved. We should probably in the next 30 days have built into the new Course and Exam Administration system the ability to attach that document to the course request and that gives us time to review it. If they don’t have it right, we are going to start denying the course and they will have to resubmit the course when they have the issue fixed. Director House commented that most of the programs are doing a good job. Mr. Orahood - Overall the system is working well. We held the webinars and it was mandatory. I can tell you I don’t think all of the Charters attended and we are looking at that. Director House - We can’t prove who attended and who didn’t. The “proof” is when they go to use the system and don’t know what they are doing. Mr. Orahood – they call me and I say “didn’t you read the manual, didn’t you attend the webinar?” We are working on the Instructor part of it. Director House – we could have done a quick “fix” but we want the fix to be logical so that when folks go in it makes sense. Someone (Steve Goheen?) - It’s driven us – we’ve changed our policy on how we are loading information. On the first day of classes with Fire and EMS students, we make them sit down at a computer as they come in for their ID card and they enter their information into that database so it’s their mistake if they put the wrong Social Security number or birth date in. Mr. Orahood – the way the system is now is if their information is not correct, they can’t test. The reason for that is we are trying to eliminate duplicate records within the database. It’s a learning curve for the Program Directors and we still have some them who are entering wrong information such as last name where the first name should be and that creates a record. There are some hoops you have to jump through to get that corrected. One is that the student needs to send us their driver’s license so that we know what their legal name is because we can’t change it without it. It’s a learning curve but I think once they get it, it will be an overall better system and give the school and program a little more control. Someone (Steve Goheen?) – and Doug actually all of our certified classes we are going to make the students sit down on the opening day and put their own information in on all certification classes. Mr. Orahood – it’s real easy if they already have a certification number. In your packet I have also included a breakdown by level of the tests that have been administered over the last 30 days you have that in your packet also. You had asked about the Fire Inspector exam and I think we are right around 34 or 35 knowledge exams we gave over the last 30 day period. 34 actual Fire Knowledge exams that were administered in the last month. “Added to Test” means the Program Director added the student to the test, “Logged into the Test” means the student actually sat there and logged into the exam and took the exam. “Graded” means they completed the process and graded

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the test. Added more than actually tested means the student didn't show up or for whatever reason did not sit down and take that test. Director House – just so you are aware, we have started to analyze some data from this year and initial certifications we are seeing on the fire side that certifications are relatively flat, a slight decrease in the number of total certifications but we are seeing a huge shift from Volunteer to Firefighter I primarily caused by the grants. A 15-16% shift and that should only get bigger now that we have the BWC funding so thanks to the Marshall's Office and BWC we are seeing a huge shift. The other thing we are seeing a significant shift in both the EMS and Fire side is an increase in instructors. While EMS providers and Fire providers total numbers are relatively flat, we are seeing a significant shift increase instructors. I will bring the data to the next meeting.

Mr. Orahood – In your packet, Mr. Swords had drafted language because we are getting a lot of calls from training programs regarding the use of electronic text books for initial fire training. This is not Online training. This is actually just an electronic version of the IFSTA book. Electronic is cheaper for the schools to purchase than it is to buy the actual books. So we were going to place this out on the website to give them some official language from the committee and the Executive Director on the use of ebooks. This is the language we came up with. We would like to get the opinion of the committee. I think we discussed this at a couple previous meetings. Short discussion of ebooks and their use followed. Clarified that this is guidance for Charters and does not change the rules or replace live face to face training. Committee OK'd language.

Mr. Orahood – I received a call from the Department of Education and was invited to a meeting made up of many industries throughout Ohio heating, air, construction, a lot of different ones associated with career tech school programs and they asked if we would be willing to take over the Skills USA competition for high school students throughout Ohio. I talked to the Chairman about his thoughts as well as the Executive Director. The way the competition is run now it will be April 14th at the Columbus Convention Center. The Department of Education had concerns about how it is being run now. Right now it is being coordinated by two instructors of two of the high school programs. The National Skills USA competition which each state sends two students that wins their local competition to the national which will be in Louisville this year. In looking at the competition and the information they sent I included some of the information in your packet today. The competition is basically a CPAT and follows the CPAT standards. The competition is currently only doing about 5 to 6 of the required events. In your packet I gave you the CPAT information and what their events are. I also included what the Skills USA events are and they are very similar. The Firefighting events from the National level is this document right here and it gives you the clothing requirements, the eligibility, the equipment and materials, the contest guidelines, scope of the competition. These are all based on the National standard, the NFPA standard competition and even has a breakdown of the times and the points that are awarded. Right now the event is not being consistent with the what the National competition as far as firefighter safety. There is also an oral assessment component and a written test. The written test is being administered but there is no oral assessment component. The Division of EMS, we don't have the staff to be able to score these events and to do these things so I talked to Chairman Steele and we reached out to the Ohio Fire Academy to partner this event. We are going to look at doing it in 2016. This year's event, the meeting was held in February so we didn't really have enough time to coordinate everything and do it this year so the two instructors are going to continue with that and then they are going to come and be part of the committee and group that will probably start up after the competition in April to start developing things for the next year's competition where we will hold it at the Ohio Fire Academy. But it's going to take the role of the Committee, the Academy, and the Division to coordinate the event. Instructors and evaluators that are not associated with the high school programs. The high school students put a lot of work in to this which is another reason I want to find out where the high school programs are and why they aren't participating. I would like to see every high school program in the state send two students to the competition. I think that's important. What I also found out is that they have a first aid/CPR competition at the national level. Currently they do not have a competition for that and have asked if we would be interested in doing that competition also. We will be looking at that. I wanted to make you guys aware because if we are establishing requirements for the oral assessment we need to develop that and hopefully have some participants from the Committee actually sit and evaluate and participate in this program. I think it's a good program for the high school programs around the state and I think it is great if we could send a couple people to the national level of Skills USA.

Mr. McLean “When we had a high school program at Akron we had always sent a few kids to the Ohio program to compete and it was a big deal for them to get ready throughout the year knowing that they had an opportunity to go to this so this looks good and I am glad to see it is going to the next level.” Mr. Orahood – the two instructors have worked really hard in developing this and the challenges are holding it at the Columbus Convention Center. They don't have the room, the resources or the equipment to test

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everyone. By moving it out to the Academy which is acceptable through the Department of Education we could actually go out there where we have the room and test the full program. We've even discussed the possibility of having what we call a practice day in the fall before the spring competition to give them an idea and a dry run through and to see how that would work. Discussion of CPAT and the competition back and forth ensued.

Mr. Orahood – the last thing I've got on my report is to inform the Committee that we have started doing audits again. We had 297 audits (EMS and Fire) in January so we are working through that process. Discussion of audits and CE followed.

Mr. Orahood - We've also updated the Reciprocity application process. Now the individual will verify their training and send it in with the application. If they don't have it then we will work with them till we get what is required but they will not submit the application until after they verify and submit the training. That is because we would have to take action upon them if they sent in an application. Right now we are verifying their training before they submit an application. Discussion of the new process and new forms ensued. We are slowly working on updating and creating a Program Director's manual on what is required from a program director through rule and policies and procedures. Susan is helping to break that manual down. It will be a Program Director's guide from the state level. We are trying to give them some guidance in a manual. We now have a testing manual for practicals and written testing operations and we want to give the program directors some guide of how you operate a fire charter and what is required of you as a program director. And that concludes my report.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

TOPIC	→ CHAIR'S REPORT
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DISCUSSION	❖ Status of Live Fire Training Course
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Chairman asked if we have any feedback from Sinclair on their virtual classrooms? Mr. Orahood responded that he had not received any feedback but that he would contact Mr. Garrison at Sinclair to see how that was going and to report at the next meeting.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Feedback from Sinclair on Virtual classroom	Doug Orahood	Next meeting

TOPIC	→ NEW BUSINESS
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DISCUSSION	None.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

TOPIC	→ OLD BUSINESS
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DISCUSSION	Discussion on moving forward on Company level inspector, developing objectives, then hours. Discussion regarding what new Inspector levels would be. (Mr. Robertson) Mr. Orahood –we have met with OFOA and have requested information and have yet to receive anything. This is on the list to be resolved this year.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

TOPIC	→ ADJOURNMENT
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DISCUSSION	<p style="text-align: center;"><i>A motion to adjourn was made by Chairman Steele:</i></p> <ul style="list-style-type: none"> • <i>First: Mr. Steve Robertson;</i> • <i>Second: Mr. Phil McLean.</i> <p style="text-align: center;"><i>None opposed, None Abstained, Motion Approved.</i></p> <p>Meeting was adjourned at 12:05 p.m.</p>
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