Task Group on  
Support Personnel Professional Qualifications  
Teleconference - March 12, 2019

MINUTES

1. **Call to order.** Meeting was called to order by the Chair, John Cunningham at 1:01 pm.

2. **Self-introductions by task group members.**

**TASK GROUP MEMBERS PRESENT**

<table>
<thead>
<tr>
<th>NAME</th>
<th>ORGANIZATION REPRESENTING</th>
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<tr>
<td>John Cunningham, Chair</td>
<td>Chair – PQU-FFQ</td>
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<td>Michael Caviness</td>
<td>TC Member - PQU-FFQ</td>
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<td>Dave Finger</td>
<td>Executive Director - NVFC</td>
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<td>Kenn Fontenot</td>
<td>TC Member – PQU-FFQ</td>
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<td>George Stevens</td>
<td>TC Member – PQU-FFQ</td>
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<td>Phil Stittleburg</td>
<td>NVFC Representative</td>
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<td>Jimmy Van Cleve</td>
<td>TC Member – PQU-FFQ</td>
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<td>Robert Fash</td>
<td>NFPA Staff</td>
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3. **Chairs Remarks to the Task Group.** Chair John Cunningham started with an overview of past PQU-FFQ actions related to the Basis or Support Personnel issue. Additional historical information given by others on the call. Discussion also included the effort for a standalone professional qualification standard or as part of the existing standard.

4. **NFPA Staff, Bob Fash** presented some previous attempts as part of Public Inputs and Comments from the recent revision cycle for NFPA 1001. The New Project proposal received from the NVFC was also given to the task group members.

5. The agenda for the task group meeting was referred to which included some possible outcomes, including:
   - Review past efforts of including support personnel activities within NFPA Standards.
   - Determine what support personnel concepts are currently in place, either in NFPA 1001 or other NFPA Standards, and what would be the best path going forward.
   - Determine the best course of action relative to the current NFPA standards structure.
6. **Discussion on JPRs versus Competencies.** Discussion ensued the best approach for requirements for a document addressing the position of support personnel on and off the fire scene. The consensus is to stay with the JPR format to have the ability test and certify individuals for the position. Additionally many state training directors are requesting JPRs for their curriculum.

Addition discussion on existing programs for both adults and teens striving for credit or the ability to participate in fire ground activities short of actual fire suppression or interaction with live fire. It was indicated that support personnel JPRs could be used as a stepping stone to level I or II fire fighter position when a young adult was at the approved age of the AHJ.

7. **The current scope of the Technical Committee for Firefighter Professional Qualifications.** Discussion included the actual text of the scope for the technical committee and the rational of the technical committee members for not accepting inclusion in previous editions of the NFPA 1001 Standard.

Current Scope of the TC: *This Committee shall have primary responsibility for documents on professional qualifications required of fire fighters.*

Some discussion on if the definition of a firefighter could be adjusted for an all-encompassing perspective to include support functions related to the successful outcome of the emergency incident. Task group members decided to approach the Standards Council on modifying the scope of the technical committee to clearly identify the support position as their responsibility.

8. **Separate Professional qualifications standard versus a chapter within the current NFPA 1001 Standard.** The pro and cons were discussed on the approach of having a stand-alone standard for the position of support personnel versus having an adoptable chapter in the NFPA 1001 standard. The Task group is leaning towards the stand alone standard, but is unsure if there will be enough material to support such an effort. The added chapter was discussed as a viable alternative with its own advantages.

9. **Recommendations of the Task Group at this point.** With the understanding that the technical committee as a whole may need to be balloted on any substantial change, the task group developed the following recommendations:

Recommend a change in the scope of the Technical Committee for Firefighter Professional Qualifications as follows:

*This Committee shall have primary responsibility for documents on professional qualifications required of fire fighters and fire service support personnel.*

Additionally:
Under the oversight of the PQU-FFQ Technical Committee create a Professional Qualification Standard for Fire Department Support Personnel as a separate document, or potentially as a separate chapter within the NFPA 1001 Standard.
Support Personnel Task Group Call Summary

Call Participants:

Dave Finger (NVFC Staff)
Bob Fash (NFPA Staff)
Phil Stittleburg, La Farge Fire Department, Wisconsin (NFVC)
Kenn Fontenot, LSU Fire & Emergency Training, Louisiana (NFVC)
Joe Maruca, West Barnstable Fire Department, Massachusetts (NFVC)
Doug Forsman, Fairfield Bay Fire Department, Arkansas

- Task Group meeting held on May 30, 2018, 1:00 pm Eastern Time to discuss the potential professional qualification standard for support personnel and the direction given by the NFPA Standards Council.

- Introductions were made for those on the call

- Dave Finger of the NVFC acted as the chair and moderator of the task group.

- Background was given on past attempts to recognize support personnel within existing professional qualifications standards.

- The task group discussed the potential scope of the professional qualification standard for support personnel.

- General discussion of the overall project took place

- Discussion about operational versus non-operational activities for support personnel

- Action items include to develop a scope of the document and list potential tasks of a support person.

Meeting ended at 2 pm.
**PROPOSED Committee Scope**: The Committee shall have primary responsibility for documents that address the professional qualifications for personnel engaged in functions that are in support of personnel and organizations assigned to firefighting, fire prevention and related services, and said professional qualifications are not defined by other NFPA Professional Qualifications Standards.

**PROPOSED Document Scope**: This standard identifies the minimum requirements (JPR’s) for fire service support functions.
Suggested Fire Department Support Staff Positions

Incident Scene Operations (generally limited to warm zone and cold zone):

Refilling air cylinders
Field changing of SCBA bottles. Filling SCBA bottles from a compressor or cascade system. Inspection of SCBA. Assisting with donning/doffing SCBA.

Rehabilitation
Management of rehabilitation. Providing canteen services at emergency incidents. Providing formal rehab – vital sign monitoring, cooling, warming, hydration, and EMS assessments. Establishing and setting up rehab facilities.

Connecting to a hydrant and/or apparatus
Connecting supply hose line to a hydrant or apparatus. Testing and flowing of hydrant. Stretching supply hose.

Pre-incident planning support
Pre-incident inspections of properties and target hazards. Incident scene information management.

Water supply support (not driving tender)
Water Dump Site Manager: Traffic control. Pump operation. Setting up/establishing water dump site equipment including, but not limited to, portable water tanks, siphons, hose and gates.

Water Fill Site Manager: Traffic control. Pump operation. Hydrant operation. Setting up/establishing water fill site equipment including cisterns, hard suction and hose.

Staging support

Accountability support
Accountability Manager: Resource tracking.
Communications support
Radio operations. Answers radio on behalf of command staff. Transmits radio messages on behalf of command staff. Answers phones on behalf of command staff. Tracks messages. Alerts command staff to messages.

Command post ops support
Provide communications, accountably, staging, administrative, logistical and planning management at the command post, or at divisional command posts. Provides entry control at the command post. Provides for traffic control and safety at the command post. Provides video or photographic services for the command staff. Chief’s Aide functions.

Logistics support
Plans for and provides for the logistical needs of the incident including by not limited to: shift change management, meals, fuel, lighting, heat, cooling, shade, financial management, tool and equipment caches, field repairs to equipment, care and maintenance of PPE.

Completing incident reports (data entry into NFIRS and other systems)
Computer data entry and analysis.

Directing traffic
Traffic control including, but not limited to: establishing fire lines, setting up traffic control barriers and devices, directing traffic and scene lighting.

Lighting Unit Ops
Operation and deployment of scene lighting unit, generators, floodlights, electrical cords.

Emergency Management

Non-Emergency Scene Operations:
WUI consultations with homeowners (e.g. FireWise)
FireWise Manager and public educator.
Liaison with families for post-fire care
Emergency housing coordinator. Providing food and supplies to victims. Damage assessments. Victim advocate.

Volunteer recruitment and retention/Volunteer Program Coordinator
Developing, planning, leading, and implementing a comprehensive R&R program. Analyze data, forecast needs, and identify potential solutions related to volunteer staffing needs. Project management and written/verbal communication and presentation skills. Assist in establishing and maintaining effective internal and external working relationships. Presenting recruitment information at community job fairs, service organization meetings, and through media outlets and web-based tools.

Fire department community advocate/Fundraising
Planning and managing fundraising events. Acting as liaison with other civic groups and local government to provide information about and advocate on behalf of the fire department.