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# MEMORANDUM

State of Alaska

TO: Steve Hole, Legislative Liaison  
Department of Education

DATE: April 10, 1981

THRU: Gerry Hiley, Administrator  
Office of Adult and Continuing Education

FILE NO:

TELEPHONE NO: 465-4635

FROM: Bill Hagevig, Supervisor  
Fire Service Training Program  
Office of Adult and Continuing Education

SUBJECT: Recommended Department of  
Education Position, HB 424  
and HB 425.

HB 424 makes a special appropriation to the Department of Education for the purpose of developing and implementing a training and technical assistance program for local communities which will impact in three specific areas.

1. Provide assistance to city councils, borough assemblies, and city administrators, in the various aspects of master planning fire protection systems, determining acceptable levels of risk, and cost-benefit ratios in the Insurance Services Office Uniform Grading Schedule.
2. Provide assistance to fire chiefs in organizing a complete fire protection system for their individual communities in a cost-efficient manner encompassing all divisions and levels of fire protection - - - fire suppression, fire prevention, arson investigation, maintenance and equipment, implementing and maintaining training programs, and supportive services (budget, records, etc.).
3. Provide training services for training officers, fire instructors, and firefighters of all ranks and levels.

This program will be a prototype with no known precedent in other states. It would be conducted by a team of three field instructor/specialists under direction of the supervisor of Fire Service Training.

At current salary levels, and travel and per diem costs, funding for the program is estimated to be \$145,000 (three salaries at \$35,000 each; travel \$40,000). The cost of office space, commodities, equipment and supportive services is estimated at an additional \$30,000. The estimated total cost of the program for one year is \$175,000. When the preliminary budget for the HB 424 legislation was developed it did not include the latter mentioned \$30,000 for support services, etc. It was set at salaries and travel costs only (\$145,000).

If the legislature chooses to fund HB 424 at the \$226,000 level, the balance of \$51,000 would be used to fund three master fire protection planning seminars for city administrators and fire service managers from communities of several levels of sophistication. This would be our recommendation since it would permit contact with, and technical assistance to a broad spectrum of local officials who might not otherwise be reached, even with an almost constant travel schedule by the field instructor team.

HB 425 provides for an appropriation of \$80,850 to the Department of Education for development and implementation of a series of 12 highly specialized professional development workshops for senior level fire officers from throughout Alaska. Workshops would be conducted on a monthly basis and cover specifics such as Fire Department Management Practices, Water Supply, Tactics and Strategy, Record Keeping Systems, Finance and Budgeting, Fire Alarm and Communications, Building Construction, etc.

Participating cities would be encouraged to enroll appropriate fire officers for the entire course range, 12 workshops.

HB 425 is budgeted at \$80,850. This covers the travel expenses for 25-30 enrollees per month, instructors travel costs, support services costs, and video-taping of each course. The latter is to provide instructional resources for use at the local level as desired.

The Department of Education favors and supports both HB 424 and HB 425 as they provide resources to implement extensive training and technical services for the management levels of the fire service which heretofore have not received any significant level of assistance from the state. Further, the concept is in keeping with No. 12 of the FY'82 Governor's Policy Themes, which provides for "development and support of viable local government units", by developing and maintaining technical assistance programs directed at improving local government capabilities and by offering financial support to communities providing municipal services.

## Fire Chief Training Program

Since the League of City Managers stated their desire to improve fire protection within the state through state funded fire service training, with the assistance of the Alaska Fire Chief's Association and the State Fire Service Training Director, I would like to submit the following proposal and cost break-down for senior fire officer level training.

I was asked by the president of the Fire Chief's Association to construct a curriculum for a training package to upgrade the professional level of senior fire officers. I have included the following items in this package: Fire Department Management Practices (leadership and administration); Data Use; Water Supplies; Record Keeping Systems; Finance and Budgeting; Report Writing; Fire Alarm and Communications Systems; Fire Prevention (education and enforcement) and Fire Investigation (through the State Fire Marshal's Office); Building Construction; Hazardous Materials; Apparatus Specifications; EMS Services; Master Planning; Waterfront Fire Protection; Federal and State Government Regulations; Sprinkler Systems; Incident Command (suppression, tactics and strategy, major emergency planning); ISO Grading Schedule; NFPA Performance Standards. All applicable subjects should parallel NFPA's #1021 Fire Officer Professional Qualifications Standards.

These topics could be covered by a series of twelve cluster courses (one week-end per month for a year) given at the State Fire Service Training Center located in Anchorage.

These courses will not be strictly lecture-type, but nominal group process type events--workshops.

The Director of State Fire Service Training strongly urges two criteria for the courses: 1) A city should enroll the fire officer for the entire year (12 week-ends) since the course is intended to be a process for upgrading all aspects of the fire protection system for a city, and, 2) That no substitutes for senior officers or immediate potential senior officers be sent. Enrollees should be referrals from the City Administrations. It is meant to be an investment in the future.

### Cost break-down for the course to be funded through the Department of Education's division of Fire Service Training

25-30 enrollees per month (\$2500 travel per seminar)	\$25,800
6 out of state instructors (\$4500 each)	27,000
6 in state instructors (\$2500 each)	15,000
\$600 per month training center fee, soft wear, clerical etc	7,200
Equipment, supplies, labor for video-taping entire course	5,850
Total	\$80,850

## SUPPLEMENTAL ITINERANT TRAINING TO BE CONDUCTED IN INDIVIDUAL COMMUNITIES

To provide training in individual communities, through the Department of Education's division of Fire Service Training, a full-time team with a wide range of expertise should be employed.

The itinerant instruction should cover basically:

1. Assisting local fire chiefs in organizing a complete fire protection system for their particular communities in a cost-efficient manner encompassing all divisions of fire protection -- fire fighting, fire prevention, arson investigation, maintenance and equipment, implementing and maintaining training programs, and supportive services (record keeping, budgeting, etc.).
2. Addressing City Councils, Assemblies, and City Administrators, in aspects of master planning fire protection systems, determining acceptable levels of risk, and cost-benefit ratios in the Insurance Services Offices grading schedule, and
3. Provide basic fire suppression training for firefighters.

Since this program would be a prototype, it can only be estimated that the itinerant instruction program could be conducted by a three-person team willing to travel about fifty percent of the time. At current wages, per diem, and travel costs, funding for the program would be approximately ~~\$145,000~~ (three salaries at \$35,000 each; travel \$40,000). 226.0

The arson problem in Alaska is being studied by the State Fire Marshal's office and its complexity prevents a readily available answer. However, the first step is quite clear. Determining the exact cause of any fire, whether legitimate or criminal is always the responsibility of the senior fire department officer on the scene. Because of recent legal decisions, subsequent re-entry of a burned building by investigators can be legally difficult. Consequently, thorough training in fire investigation for local department officers is the first step.

The State Fire Marshal's Office has envisioned a broad training program which would include this training in fire investigation, as well as other badly needed training in fire prevention and plan reviews.

They envision a three-year comprehensive certification program to qualify local department members in building inspections and plan reviews utilizing the Uniform Fire Code and Uniform Building Code.

The program would take three, three-day seminars per year at a cost of \$12,000 per seminar or \$36,000 per year.

To employ a person to coordinate the program would cost:

\$40,000	personal services	65.5
10,000	travel	36.0
15,000	equipment	101.5
500	commodities	3
<u>65.5</u>		
<del>\$12,000</del>	total per year	\$ 304.5

In addition, the Alaska Fire Chiefs Association, the State Firefighters Association have favored the construction of a building at the State Fire Service Training School in Anchorage, which would be used in training persons in locating the origin of a fire and determining its cause. The cost of that building would be approximately \$40,000.

*Budgeted to FSTP*



# Alaska State Legislature

## House of Representatives

Committee on

Community & Regional Affairs

Rep. Ben Grussendorf  
Chairman  
465 3870

Pouch V  
State Capitol  
Juneau, Alaska 99811

### Summary - HB 425

"An Act making a special appropriation to the Department of Education for fire service training; and providing for an effective date."

Sect. 1 - \$80,850 is appropriated from the general fund to the Dept. of Education for fire service training.

Sect. 2 - Unexpended portions of the appropriation will lapse into the general fund on June 30, 1982.

Sect. 3 - Immediate effective date.

See attached material for breakdown of requested funds.

# AN APPROPRIATION PROPOSAL FROM THE ALASKA MUNICIPAL LEAGUE

Since the Alaska Municipal League stated their desire to improve fire protection within the state through state funded fire service training, with the assistance of the Alaska Fire Chief's Association and the State Fire Service Training Director, the following proposal and cost break-down for senior fire officer level training is submitted:

The proposed curriculum for this program includes the following items: Fire Department Management Practices (leadership and administration); Data Use; Water supplies; Record Keeping Systems; Finance and Budgeting; Report Writing; Fire Alarm and Communications Systems; Fire Prevention (education and enforcement) and Fire Investigation; Building Construction; Hazardous Materials; Apparatus Specifications; EMS Services; Master Planning; Waterfront Fire Protection; Federal and State Government Regulations; Sprinkler Systems; Incident Command (suppression, tactics and strategy, major emergency planning); ISO Grading schedule; NFPA Performance Standards. All applicable subjects should parallel NFPA's #1021 Fire Officer Professional Qualifications Standards.

These topics would be covered by a series of twelve cluster courses (one week-end per month for a year) given at the State Fire Service Training Center located in Anchorage.

These courses will not be strictly lecture-type, but nominal group process type events -- workshops, and hands-on performance activities.

The Director of State Fire Service Training strongly urges two criteria for the courses: 1) A city should enroll the fire officer for the entire series (12 week-ends), since the course is intended to be a process for upgrading all aspects of the fire protection system for a city, and, 2) That no substitutes for senior officers, or immediate potential senior officer, be sent. Enrollees should be referrals from the City Administrations. It is meant to be an investment in the future.

## Cost break-down for the course to be funded through the Department of Educations Division of Fire Service Training:

25-30 enrollees per month (\$2500 travel per seminar)	\$25,800
6 out of state instructors (\$4500 each)	27,000
6 in state instructors (\$2500 each)	15,000
\$600 per month training center fee, soft wear, clerical, etc.	7,200
Equipment, supplies, labor for video-taping entire course	<u>5,850</u>
<b>TOTAL COSTS OF SERIES</b>	<b>\$80,850</b>