# **SUBJECT:** GUIDELINES FOR THE OPERATION OF A FIRE SERVICE CERTIFICATION ADVISORY COMMITTEE

# I. NAME

The name of the committee shall be the "Fire Service Certification Advisory Committee" (FSCAC).

#### II. MISSION STATEMENT

The mission of the Pennsylvania Fire Service Certification Advisory Committee is to promote *safety* and *individual competency* within our Commonwealth's fire protection community. We will accomplish this task by providing ongoing leadership and advocacy for a statewide professional qualification system. Our efforts in both areas will improve Pennsylvania's fire protection delivery programs.

#### This committee will:

- Assess the certification needs of the fire protection community
- Interpret standards and evaluation methods
- Determine the resources needed to accomplish our certification mission
- Monitor certification policies and implementation
- Market and promote the certification system
- Establish and maintain effective communications among the fire protection community, government support staff, and our own committee.

## As a committee, we shall:

- Ascribe to and maintain the highest standards of integrity and professionalism
- Ensure accessibility to the system for all interested participants
- Use nationally recognized criteria that is administered uniformly and consistently
- Take a visionary approach towards pertinent, long-term issues rather that focusing on incidental details
- Conduct our business in an atmosphere of open-minded discussion and flexible group processes
- Be responsive to the changing safety and competency needs of our customers, the fire protection community.

We shall share our recommendations on improving safety and individual competency with the Office of the State Fire Commissioner. By performing this mission, we will ultimately benefit not only the fire protection community, but also all Commonwealth citizens.

## III. MEMBERSHIP

The State Fire Commissioner (or the Commissioner's designee) and the Administrator of the Pennsylvania State Fire Academy shall be permanent members of the committee.

The committee shall include up to twenty-one (21) "Designated" Members from throughout the Commonwealth. Among those members should be representatives of the emergency medical services, hazardous materials response, fire investigation, and the fire instructor communities. Additionally, the committee should include certified volunteer firefighters, certified career firefighters, full time directors of county fire schools, representatives of community colleges with fire education/training programs, certification test site coordinators, and representatives-at-large from the governmental, industrial/institutional sector.

#### IV. APPOINTMENT

The State Fire Commissioner in consultation with the committee shall nominate the Designated members from the various disciplines as established in Section III to serve on the committee. The nominees shall be confirmed by a simple majority vote of the committee.

## V. TERMS OF MEMBERS

Designated members shall serve for a period of three (3) years. Vacancies may be filled for the unexpired term of the position by a simple majority vote upon nomination of a representative by the State Fire Commissioner. The position of a "Designated" member may be declared vacant for just cause (i.e.: missing three (3) meetings in a row) by a simple majority vote. The term of a designated member shall begin at the start of the "New Business" portion of the first annual meeting in February.

## VI. MEETINGS

The committee shall schedule meetings on a quarterly basis and at such other times as is deemed necessary. The State Fire Academy Administrator shall be responsible for coordinating and scheduling meetings and for providing minutes of those meetings within three (3) weeks after they are held.

The quorum for the committee shall be eleven (11) members. A simple majority vote by members present at a meeting shall be necessary for establishing the position of the committee and its advice on any matter that is brought before the committee.

#### VII. ADMINISTRATION

The chair of the FSCAC shall be elected by members of the FSCAC. The Vice Chair shall be the Chair of the Executive Committee. An Adjunct Recording Secretary shall be named at the Chair's discretion. The Chair shall preside at all meetings. The Vice Chair shall send copies of the minutes to all members; mail notices of meetings to the members and coordinate the scheduling of such meetings that are call for by the Chair.

## VIII. EXECUTIVE COMMITTEE

The State Fire Commissioner, the Administrator of the Pennsylvania State Fire Academy, the Chair of the FSCAC, and four "Designated" members shall serve as an Executive Committee. Four "Designated " members shall be bi-annually elected from the general membership of the FSCAC at its February meeting. The Chair of the FSCAC will act as Vice Chair of the Executive Committee. The State Fire Academy Administrator shall serve as Chair of the Executive Committee. The Executive Committee shall have the power to act on behalf of the FSCAC on matters of urgency, administrative matters, and any other business that may be referred to it by the committee at any time between regularly scheduled meetings.

The Executive Committee, with concurrence of the Commissioner, may appoint any additional task forces that may be necessary to accomplish the goals, objectives and responsibilities.

## IX. FIRE SERVICE ADVISORY GROUPS

Annually Fire Service Groups and other interested parties will be invited to advise and review matters with the committee. This will allow for the widest possible input and assist the committee and Office of the State Fire Commissioner in its agenda setting.

The Advisory Groups will be scheduled to meet each Fall concurrent with the November committee meeting. The groups shall serve as a representative of the various fire service organizations to provide suggestions and recommendations to the committee for consideration.

# X. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the proceedings of the committee in all cases not provided for in this document.

## XI. REFERENCES

The Office of the Pennsylvania State Fire Commissioner will reference the National Fire Protection Association (NFPA) professional qualification standards, current editions and/or their successors. All standards are recognized by the National Professional Qualifications System and identify the professional levels of competence required of the fire protection community.

# XII. <u>RECISION</u>

Pennsylvania Emergency Management Directive, D91-4, dated December 20, 1991, is hereby rescinded.

# XIII. AUTHORITY

Act 61 of 1995, The Office of the State Fire Commissioner Act

XIV. Revision

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