

2014 Fall Council Meeting Minutes

<b>Purpose of Meeting:</b>	Fire Standards Council Fall 2014 Meeting		
<b>Date:</b>	September 22, 2014	<b>Location:</b>	Kenai Public Library 163 Main Street Loop Kenai, AK, US, 99611
<b>Time:</b>	0900 am – 1550 pm		
<b>Version</b>	140922 V0		
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<b>I. Call to Order - Chair – Buddy Lane</b>			<b>0913</b>
<b>House rules – Chair – Buddy Lane - Review Coffee, cell phones, breaks.</b>			<b>0913</b>
<b>II. Roll Call - Chair – Buddy Lane</b>			
<b>*Seat A/Greg Coon- Vice Chairman</b> <b>Seat B/Bryan (Buddy) Lane- Chairman</b> <b>Seat C/ Sara Garcia</b> <b>Seat D/ Stephen Jones</b> <b>Seat E/ Bryan Crisp</b> <b>Seat F/Chris Steeves</b> <b>Seat G/ Arlen Skaflestad</b> <b>Seat H/ Robert Dennard</b>		<b>Seat I/ TBD</b> <b>Seat J/ David Gibbs</b> <b>Seat K/ Jan Mitchell</b> <b>Seat L/Dan Grimes</b>  <b>Admin.-Gordon Descutner</b> <b>Admin.- Jordan Rubio</b>	<b>*Absent/ excused</b>
<b>III. Approval of Agenda – Chair – Buddy Lane – Action</b>			
<ul style="list-style-type: none"> <li>• Amend location change listed on orig. agenda</li> <li>• Add IFSAC/ProBoard as item G under Administrators Report</li> </ul> <b>Gibbs motions to approve amended agenda, seconded by Crisp. Passed unanimous</b>			
<b>IV. Approval of Minutes – Chair – Buddy Lane – Action</b>			
<b>Jones motions to approve minutes from 02/10/2014 , seconded by Crisp. Passed unanimous</b>			
<b>V. Visitor Recognition- Chair – Buddy Lane- Action</b>			
<ul style="list-style-type: none"> <li>A. Abner Hoage - Unalaska</li> <li>B. Martin Genne – Emmomak Fire Department</li> <li>C. Rudolph - Emmonak</li> <li>D. Abraham Gutlick – Emmonak</li> <li>E. Lloyd Nakano– Division of Fire &amp; Life Safety – Afternoon Only</li> </ul>			
<b>VI. Review Statute &amp; Mission/SWOT Grid– Chair – Buddy Lane – Report</b>			
<ul style="list-style-type: none"> <li>A. No specific action items in this meeting regarding this- last revised in 2011.</li> <li>B. Strategic plan – Gordon will have recommendations that will be discussed later today.</li> </ul>			
<b>VII. Review Strategic Plan – Chair – Buddy Lane – Report</b>			
<ul style="list-style-type: none"> <li>A. Review changes later on agenda</li> </ul>			

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<b>VIII.</b>	<b>Administrator's Report – Administrator – Gordon Descutner</b>	<b>0930</b>
	<p>A. Communications</p> <ul style="list-style-type: none"> <li>• Certification communications 100% part of the database automation.</li> <li>• Certification issuance has been very successful with email prompts for database inputs (i.e new user added) and actions (i.e. certs issued, expiration soon)</li> <li>• Link to IMACT system posted on main DPS AFSC Webpage</li> <li>• Access to database in based on individual being added to system.</li> <li>• Specific email address have been created for database communications – <a href="mailto:akdps@akimpact.org">akdps@akimpact.org</a> &amp; <a href="mailto:afsc@akimpact.org">afsc@akimpact.org</a> - This may limit emails sent to individuals from being caught in spam filters</li> <li>• Email communications sent are saved in an archive for retrieval purposes.</li> <li>• Posting updated material on website (24-48 hr. IT turnaround)</li> <li>• AFSC/Fire Training List Server email notices.</li> <li>• DPS Complaint Response from AFSC Regarding Eligibility to Test <ul style="list-style-type: none"> <li>-Filed through DFLS regarding training documentation discrepancies for certification testing</li> <li>-AFSC admin/Executive Board investigative review had no findings related to the certification process</li> </ul> </li> <li>• Grimes – IMPACT function – is there a possibility for multiple people to have admin access? <ul style="list-style-type: none"> <li>○ Descutner- Yes. Simply requires an email or call to the AFSC office to request.</li> </ul> </li> <li>• Grimes – will AFSC enter old certifications with printable versions in IMPACT? – <ul style="list-style-type: none"> <li>○ Descutner – that is something that could be done, we would have to develop this. Concern is that there may be certificate discrepancies with so many visions over the history. We could scan and load into IMPACT, but that would incur time and data constraints for the AFSC admin office</li> </ul> </li> <li>• Grimes – How do we obtain certificate copies that are not in IMPACT? <ul style="list-style-type: none"> <li>○ Descutner – Contact the AFSC office to obtain old certs – Cost is \$15 or \$30 for all certificates. AFSC will continue to maintain the physical copy for old files</li> </ul> </li> <li>• Garcia – You can print transcript from IMPACT that lists seal numbers and certification date. <ul style="list-style-type: none"> <li>○ Descutner – Yes, you can print off the IMPACT transcript and AFSC considers this as official record.</li> </ul> </li> </ul>	
	<p>B. Budget Report</p> <ul style="list-style-type: none"> <li>• Vacancy resulted in a reduction in personnel services costs for FY14</li> <li>• Roll-over of approximately \$44k reduced to approximately \$30k after final FY14 expenditures</li> <li>• AFSC had a couple of larger expenses that were drawn from FY14 funds that brought the balance lower. <ul style="list-style-type: none"> <li>○ Large expense due to past due ProBoard seal submission – 900+ seals at \$5 each</li> <li>○ AFSC covered the entire cost of IMPACT maintenance for FY15</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>• Receipt revenues up: Fee increase combined with volume of certificates issued.</li> <li>• Other savings for postage/office supplies related to paperless certificates</li> <li>• Lane – Finance sheet in packet is created and maintained by DPS Finance?             <ul style="list-style-type: none"> <li>○ Descutner - yes correct. Increments of interagency costs, such as snow removal or other shared services, are charged to the AFSC budget at various times during the year.</li> </ul> </li> <li>• Jordan came over with QuickBooks experience, so AFSC received approval to use the QuickBooks software for billing. This has really helped with the accounts receivable process and tracking outstanding testing fees.</li> <li>• Skaflestad – have we noticed improvement from \$5 increase in testing?             <ul style="list-style-type: none"> <li>○ Descutner – Implemented too recently to make comparisons. After the next fiscal year, we should have sufficient data for this.</li> </ul> </li> <li>• Gibbs – Do we do any outreach to departments prior to budget creation for both revenue and expense budgeting purposes?             <ul style="list-style-type: none"> <li>○ Descutner – That’s a good point, but based on current scheduling it may be hard to get departments to determine what possible testing may take place 3 or more months out.</li> <li>○ Lane – There are departments that do the same testing each year, but then there are other tests that come up throughout the year that is not on their schedule forecast.</li> </ul> </li> <li>• The AFSC office is looking at options for alternatives to reduce travel cost by using the new Proctor policy for written exams</li> </ul>
	<p><b>C. CO Program Update</b></p> <ul style="list-style-type: none"> <li>• Drafts of updates based on spring 2013 report pending due to redirection of work activities to address vacancy</li> <li>• Several Step A and B check-offs for multiple individuals since spring</li> <li>• Online testing procedure development on hold until database development has progressed (as identified in Strategic Pan).</li> <li>• We have had to travel some CO’s from the north to South East</li> <li>• All CO assignments have been filled and we have had no urgent fill-ins needed</li> </ul>
	<p><b>D. FY 2014 Certification Report: Final Closeout</b></p> <ul style="list-style-type: none"> <li>• Database provides real-time accuracy for numbers</li> <li>• Actual number of levels tested is higher due to HazMat and Driver Pumper combinations</li> <li>• Comparisons to FY13 and 12 have some variance to original reports due to issuance dates. Modification after last meeting has date of issuance coinciding with the date the candidate successfully completed requisite requirements (generally on the date of the test)</li> <li>• Approximately 1000 certifications issued since last meeting</li> <li>• There may be some certificates still outstanding for 2014, but impact on total numbers will be minimal.</li> <li>• New process for invoicing will assist with prior year certification closeout as well as tracking current/future outstanding payments.</li> <li>• AFSC issued a large amount of certificates in the time period since the last meeting.</li> <li>• In the past AFSC has had significant backlogs in certificate issuance – We</li> </ul>

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don't see this being an issue going forwards.	
E. Legal/Regulations and Ethics Updates	
<ul style="list-style-type: none"> <li>• Regulation draft pending and is a critical component to AFSC statutory authority (see AS 18.70.350[1]). Suggested committee of Ex. Dir., Chair, V Chair and AFCA, ASFA, AKPFFA Council reps</li> <li>• Ethics report submitted for CY 1 &amp; 2 quarter- no findings to report</li> </ul>	
<b>F. Break</b>	<b>1010</b>
G. Review of administrative action items from previous meeting	
<b>1. Certification Directives update</b> <ul style="list-style-type: none"> <li>• Revised FFI/II and Haz Mat directives and related docs (posted) <ul style="list-style-type: none"> <li>○ Final written tests and correlations pending receipt of final committee packets; will finalize immediately after receipt of materials</li> </ul> </li> <li>• 2008 Standard documents will stay on the AFSC website until the end of 2014.</li> <li>• Jones &amp; Bartlett &amp; IFSTA are the reference points for the new Firefighter &amp; HazMat</li> <li>• Revised Haz Mat Awareness/Ops directive with the addition of Haz Mat Tech. <ul style="list-style-type: none"> <li>○ Final written tests complete and correlations are nearly complete</li> </ul> </li> <li>• Fire Service Instructor I/II material is under review within the committee with discussions on adding level III back into certification queue</li> <li>• Technical Rescuer is pending admin skill drafts and written test bank for additional committee review.</li> <li>• RIT is under committee review with focus on updating to 2015 standard for recommendation to adopt by Feb 2015. <ul style="list-style-type: none"> <li>○ Grimes – What are we telling people when they say they want to do RIT?</li> <li>○ Descutner – We have not had any calls, so we haven't had to say anything.</li> <li>○ Grimes – If we are not completed with RIT by spring of 2015, can we certify to the old standard?</li> <li>○ Lane – Let's not even look there, as 2015 edition will be completed by spring of 2015</li> </ul> </li> <li>• Fire Officer I/II updates to the 2014 standard committee review will likely begin this fall</li> </ul>	<b>1015</b>
<b>2. AFSC Seat Status</b> <ul style="list-style-type: none"> <li>• John Downes resigned: Vacant seat for Public at Large- (Population of 2500 or less) – ASFSC is looking for interest in the seat. October 15, 2014 is when the appointment will be filled</li> <li>• Robert Dennard (Vol. Fire Fighter/Restricted/2500 or More): intent to resign at end of term Oct 15, 2014 <ul style="list-style-type: none"> <li>○ Robert – It's been good being here, but it's time to work on other things.</li> </ul> </li> <li>• David Gibbs (Public/Community 2500 or More): Seeking reappointment for term expiring on Oct 15, 2014 <ul style="list-style-type: none"> <li>○ David – When will a decision will be made?</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>○ Gordon - by October 15<sup>th</sup> 2014,</li> <li>○ David – Interesting interview with Board &amp; Commissions</li> <li>● Stephen Jones (Fire Fighter Representative [seat D]): Seeking reappointment for term expiring on Oct 15, 2014</li> </ul> <p><b>3. Database Management Platform Contract Development update</b></p> <ul style="list-style-type: none"> <li>● System functionality is very good for AFSC admin</li> <li>● AFSC paid total maintenance costs for FY 15 due to limited use by other DPS offices</li> <li>● VPSO group has completed extensive development of training tracker components with initial rollout anticipated in the next few weeks. They are very interested in the potential to use for other group training.</li> <li>● Several meetings over summer with DHS based on interest in using the system; no word yet on their participation <ul style="list-style-type: none"> <li>○ Gibbs – How can we interface with EMS/DHS?</li> <li>○ Descutner – We have had several meetings with DHS over the summer and they seemed very interested. The decision is in their office.</li> <li>○ Lane – Both groups were notified when we began the project.</li> </ul> </li> <li>● Descutner – The more folks involved in IMPACT process makes it less expensive for everybody.</li> <li>● AFSC is updating certificate template for issuance of revised levels (i.e. 2013 FF &amp; Haz mat)</li> <li>● Working on electronic course notification tools to manage test communications: includes entity accreditation validation functions</li> <li>● Next AFSC step will likely be the implementation of electronic applications to sync the course roster piece within the course notification process</li> </ul> <p><b>4. Association Seat Status Change/Replacement: Action</b></p> <ul style="list-style-type: none"> <li>● AK Professional Firefighter Assn seat appointment options under discussion (between AKPFF and B&amp;C office)</li> </ul>
	<p><b>H. IFSAC/ProBoard Accreditation Report</b></p> <ul style="list-style-type: none"> <li>● Seal reports updated through May 2014 <ul style="list-style-type: none"> <li>-IFSAC backlog of 1210 filed</li> <li>-ProBoard backlog of 906 filed</li> </ul> </li> <li>● We will be submitting the quarterly report at the end of September.</li> <li>● Grimes – has our cost per seal changed recently due not having to issue physical seal? <ul style="list-style-type: none"> <li>○ Gordon - No, the cost is the same as we pay for the seal number.</li> </ul> </li> <li>● Database tracks our IFSAC seals</li> <li>● IFSAC: <ul style="list-style-type: none"> <li>-Individual seal levels permissible within a given standard (i.e. NFPA 472 6.2/6.6, NFPA 1002 Ch 4, NFPA 1006 Ch. 5)</li> <li>-Indiana reported that they had addressed complaint concerns raised by the AFSC in 2013.</li> </ul> </li> <li>● ProBoard: <ul style="list-style-type: none"> <li>-Communication related to 2 year rule for certifying to the 2008 edition of 472/1001 (FF/HMO)</li> </ul> </li> </ul>

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<b>IX.</b>	<b>Technical Advisory Committee- Progress Reports</b>	<b>1123</b>
	Standards and Certification Summary- Current List Review	
	Committee Lead list	
	<p><b>NFPA 472:</b> Haz Mat- Tyler Bones (report by Gordon Descutner)</p> <ul style="list-style-type: none"> <li>• 2013 Updates completed and available on webpage</li> <li>• Committee test bank final validation complete</li> <li>• We have administered the revised test</li> </ul>	
	<p><b>NFPA 1001:</b> Fire Fighter- Greg Coon (report by Gordon Descutner)</p> <ul style="list-style-type: none"> <li>• 2013 Updates completed and available on webpage</li> <li>• Committee test bank final validation pending receipt by admin</li> </ul>	
	<p><b>NFPA 1002:</b> Driver Operator- Greg Coon (report by Gordon Descutner)</p> <ul style="list-style-type: none"> <li>• Nothing to report</li> <li>• We are looking at review of this fall in the 2014</li> </ul>	
	<p><b>NFPA 1003:</b> Airport Firefighter- Dan Grimes</p> <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul>	
	<p><b>NFPA 1005:</b> Marine FF for Land Based Firefighters- Rich Etheridge (report by Gordon Descutner)</p> <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul>	
	<p><b>NFPA 1006:</b> Technical Rescuer- Bryan Crisp</p> <ul style="list-style-type: none"> <li>• Nothing to report</li> <li>• They are waiting on admin to get certification directive and test bank.</li> <li>• Gordon – If a group has upcoming class let us know and we can make sure we get items out.</li> </ul>	
	<p><b>NFPA 1021:</b> Fire Officer- Alex Boyd (report by Gordon Descutner)</p> <ul style="list-style-type: none"> <li>• Review of 2014 standard anticipated to begin next month</li> <li>• Committee will be looking at this soon</li> </ul>	
	<p><b>NFPA 1033:</b> Certified Fire Investigator – Robert Plumb (DFLS)</p> <ul style="list-style-type: none"> <li>• Review of 2014 standard anticipated to begin next month</li> <li>• Robert is actively working on this</li> </ul>	
	<p><b>NFPA 1035:</b> Fire Life Safety Educator/JFIS- TBD (Jan Mitchell to report)</p> <ul style="list-style-type: none"> <li>• TEB Pub Ed position is vacant, does not know when it will be filled.</li> <li>• If some knows someone who might be interested let her know.</li> </ul>	
	<p><b>NFPA 1041:</b> Fire Instructor- Dan Grimes</p> <ul style="list-style-type: none"> <li>• They are completed with the test bank validation.</li> <li>• Working on changes to the directive</li> </ul>	
	<p><b>NFPA 1407/AK Rapid Intervention Technician-</b> Nathan Young (report by Gordon Descutner)</p> <ul style="list-style-type: none"> <li>• Review of 2015 standard underway for full report at next AFSC meeting.</li> </ul>	
	<p><b>AK Rural Fire Protection Specialist-</b> Steve Schreck – Not present (Related: Apprentice &amp; Basic FF programs)</p> <ul style="list-style-type: none"> <li>• Gordon - Nothing to report</li> </ul>	

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<b>X. Lunch</b>	<b>1130</b>
<b>XI. Council Body Photo</b>	<b>1315</b>
<b>XII. Old Business – Chair – Buddy Lane – Reports and Action Items</b>	<b>1322</b>
<p>A. AFSC/TEB Accreditation Program Update – Gordon Descutner</p> <ul style="list-style-type: none"> <li>• Equipment/facility checklist is being added as every directive/skill packet is updated (see HMO and FF material). <ul style="list-style-type: none"> <li>○ Mitchell – Thinks it looks great</li> <li>○ Grimes – This list should be mirrored in TEB’s accreditation manual.</li> <li>○ Descutner - This addition is a carry-over from the AFSC ProBoard audit and is needed to ensure the integrity of the in-state accreditation process. .</li> <li>○ Grimes – Is the skill sheet styles and process we use, common around the States? What model are we following?</li> <li>○ Descutner – We are pretty consistent with several other states. Some entities send out two-three sealed packets for random selection at test site. Our constituents are not currently in a position to enable us to do this.</li> <li>○ Lane – This would work at “true” training academies.</li> <li>○ Visitor (Hoage) - Suggested that someone from Council do spot-checks to ensure that evaluators are performing skills check-off correctly</li> <li>○ Dennard – It makes it hard on a department to have the random skills on the day of the test. Some departments will be able to perform the random skills.</li> <li>○ Descutner – Does this look like we are heading a good direction with the AFSC accreditation piece?</li> <li>○ Skaflestad – Yes, so long as flexibility is maintained for communities might not have the facilities for this.</li> </ul> </li> <li>• AFSC admin has concerns regarding out-of-state approvals not directly approved by TEB and not specifically recognized by the AFSC. Their should be AK oversight for these courses to occur here. -For example, recent TEEX HMO cert exam did not address the FFI mission specific 6.6</li> <li>• The lack of AFSC specific language regarding involvement with initial/ongoing audits has resulted in some test site concerns.</li> </ul> <p>B. AFCA/ASFA Conference Support</p> <ul style="list-style-type: none"> <li>• No classes related to certification this year.</li> <li>• Included on conference planning</li> <li>• Will be supporting the FF competition on Saturday</li> </ul>	
<b>XIII. Public Comment Period</b>	<b>1406</b>
General Public Comment not otherwise listed	
<b>XIV. New Business – Chair – Buddy Lane - Reports and Action Items</b>	<b>1407</b>
<p>A. Ethics Review Update</p> <ul style="list-style-type: none"> <li>• Nothing to report</li> <li>• If there is anything in question, please talk to the Chair off-line.</li> </ul>	

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B. Review Committee Report for Recommendation to adopt NFPA 1033: Standard for Professional Qualifications for Fire Investigator-2014 Edition.	
<ul style="list-style-type: none"> <li>• Not completed- Moved to spring 2015</li> </ul>	
C. Review Committee Report for Recommendation to adopt NFPA 1407: Standard for Training Fire Service Rapid Intervention Crews-2015 Edition.	
<ul style="list-style-type: none"> <li>• Not completed- Moved to spring 2015</li> </ul>	
D. Policy for Testing out of Sequence (without requisite certs)	
<ul style="list-style-type: none"> <li>• Routinely get requests for individual testing at level that they do not have prerequisite certification completed (FF and FOI)</li> <li>• Not covered in policy currently so admin addresses on a case-by-case basis.</li> <li>• Suggest adding language to enable testing without receiving certification until requisites are complete:               <ul style="list-style-type: none"> <li>-All fees apply</li> <li>-Candidate scores withheld until prerequisites met (limits the potential for an interpretation that an individual “passed “and is certified)</li> <li>-One year to complete prerequisites or if they go beyond one year but before three they need to complete prerequisites and re-take the written exam.</li> </ul> </li> <li>• Steeves – Where are scores stored until prerequisites are met?               <ul style="list-style-type: none"> <li>○ Descutner – AFSC office</li> </ul> </li> <li>• Lane – Would we like to take a motion regarding this?               <ul style="list-style-type: none"> <li>○ Descutner – Yes</li> </ul> </li> </ul> <p><b>Crisp makes a motion to adopt the testing out-of sequence policy presented by Gordon Descutner</b></p> <p><b>Skaflestad seconded the motion</b></p> <ul style="list-style-type: none"> <li>○ Grimes – Does not like the idea of making exceptions for prerequisites</li> <li>○ Lane – Our goal is to provide an avenue for people to get certified. How can we make it the simplest way for you to get certified?</li> <li>○ Crisp – Kenai Peninsula had no one to deliver an Instructor course, thereby Officer I prerequisites were not met.</li> <li>○ Descutner – He agrees with Dan, but he has done some research and there is another state that offers a similar exception. There is a motion, but admin does not want to continue with individual exceptions if the Council is in majority against the motion.</li> <li>○ Lane – Training personnel will have to deny individuals to test if they don't meet prerequisites</li> <li>○ Mitchell – If the Council decides to not allow waiver, when will this be immediately.</li> <li>○ Lane – When they submit the Course Notification form, there should be a box that they check to confirm that all students will meet prerequisites</li> <li>○ Dennard – Sitka has chosen to do Haz Mat after FFI.</li> <li>○ Lane – What about testing those both together?</li> <li>○ Dennard – It makes for a long day and half of testing. It's a lot to ask of candidates.</li> <li>○ Lane – Call for the vote</li> </ul> <p><b>Motion passes.</b></p>	
E. Equivalency Challenge Practical Waiver Process	



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	<ul style="list-style-type: none"> <li>• Admin occasionally receives requests in cases where an individual has non-accredited certificates (no seals). Admin suggests adding language to clarify the necessary process for waiver approval.</li> <li>• Steeves – What is someone comes to us with a ProBoard cert, do we verify that they qualify? Do we verify that they meet the requirements? –             <ul style="list-style-type: none"> <li>○ Descutner, we check the IFSAC or ProBoard registry and verify prerequisites. For reciprocity we never issue new seals, we always use the existing seal number on the certificate submitted for reciprocity</li> </ul> </li> <li>• Skaflestad – if they come with FFI, but do not have Haz Mat, they can test for Haz Mat and then we will give them FFI reciprocity upon completion of Haz Mat testing?             <ul style="list-style-type: none"> <li>○ Descutner – Yes, under the current equivalency challenge process that is correct.</li> </ul> </li> <li>• Descutner - Without a clear process to review there is no motion to discuss this further.</li> </ul>	
<b>Break</b>		<b>1450</b>
	<p>F. Live Fire Training Alternative for Eligibility of FF Testing</p> <ul style="list-style-type: none"> <li>• Recommended during last AFSC accreditation audit (2012)</li> <li>• Suggest adding this as a requirement for in-state accreditation</li> <li>• Examples from other state entity is that a mandate for live-fire within FF training requires this to be covered during training</li> <li>• Enables/facilitates a process for local evaluation prior to the test day so that there is no live-fire testing required.</li> <li>• Descutner - This was covered earlier and the rough draft has the outline of what would be required. Without a final draft there is nothing to be done by this body at this time. We will review this again during the spring meeting.</li> </ul>	<b>1505</b>
	<p>G. Related Association Reports (AFCA, ASFA, AKPFFA)</p> <ul style="list-style-type: none"> <li>• AFCA – Sara Garcia             <ul style="list-style-type: none"> <li>○ Nothing to report</li> </ul> </li> <li>• ASFA – Dan Grimes             <ul style="list-style-type: none"> <li>○ Nothing to report</li> </ul> </li> <li>• AKPFFA             <ul style="list-style-type: none"> <li>○ No member was present to report</li> </ul> </li> </ul>	
	<p>H. Strategic Plan Update – Gordon Descutner</p> <ul style="list-style-type: none"> <li>• Recommendations for page 1 – No changes</li> <li>• Gibbs – For items that have been completed, we should put achieved rather than maintain. He suggests putting them in accomplishments.</li> <li>• Lane – Does our strategic plan go to the Governor’s office?             <ul style="list-style-type: none"> <li>○ Descutner – No, it’s internal only</li> </ul> </li> <li>• Lane – If you have items that you would like removed, make a note of it and then we will have a motion to modify.</li> <li>• Lane – Maybe we should develop an operations plan based off of the strategic plan.</li> <li>• Skaflestad – Develop an operations plan and review it in the spring meeting.</li> <li>• Lane – We could develop a committee for creating a strategic plan and operations plan. In the spring meeting the Council will perform a final review</li> </ul>	

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	<p>of both plans.</p> <ul style="list-style-type: none"> <li>• Descutner – This is the Council’s plan, and the AFSC admin office should not have the responsibility of developing this list.</li> <li>• Lane – AFSC executive board will take on the task of breaking out the Strategic plan and come together and review it at the spring meeting.</li> <li>• Lane – Do we want to take a motion to accept the changes that Gordon made and then work as the executive board to develop a plan.</li> </ul> <p><b>Crisp motions to accept recommended changes to the existing strategic plan, seconded by Skaflestad</b>  <b>Motion passed unanimous</b></p>	
	<p>I. Nomination/Election Vice Chairman</p> <ul style="list-style-type: none"> <li>• Lane - Coon is still interested <ul style="list-style-type: none"> <li>○ Steeves nominates Coon for Vice Chair, seconded by Crisp</li> </ul> </li> <li>• Gibbs nominates Crisp for Vice Chair, seconded by Grimes</li> <li>• Lane calls the vote <ul style="list-style-type: none"> <li>○ <b>Coon is reelected as Vice Chair</b></li> </ul> </li> </ul>	
	<p>J. Items not otherwise listed</p> <ul style="list-style-type: none"> <li>• Nothing</li> </ul>	
<b>XV. AFSC Plaque Nomination- Members- Action</b>		<b>1600</b>
	<p>A. Recognition of Council Member Service</p> <ul style="list-style-type: none"> <li>• Descutner – Downes was sent a certificate of recognition and a plaque.</li> <li>• AFSC admin office is working on a new plaque design</li> <li>• We sent all other previous board members recognition letters and plaques that were past due.</li> </ul>	
	<p>B. Plaque- Outstanding contribution</p> <ul style="list-style-type: none"> <li>• AFSC admin office is working on a new plaque design for outstanding contribution.</li> </ul>	
<b>XVI. Create Priority List – Chair – Buddy Lane – Action</b>	<ul style="list-style-type: none"> <li>• See below</li> </ul>	
<b>XVII. Review list of Action Items - Chair – Buddy Lane - Review</b>	<p>Responsible person(s) developed from this meeting.</p> <ul style="list-style-type: none"> <li>• Operations plan – Executive Board</li> <li>• Move New Business item G to Administrator reports section</li> </ul>	
<b>XVIII. Future Agenda Items - Chair – Buddy Lane – Review</b>	<p>Nothing not already identified above</p>	
<b>XIX. Future Meeting Dates - Chair – Buddy Lane - Report</b>	<p><b>February 2, 2015, Juneau, Alaska</b>  <b>September 2015, Seward, Alaska</b>  <b>February 2016, Juneau, Alaska</b></p>	
<b>XX. Adjourn - Chair – Buddy Lane – Action – Thank you</b>	<p>Thank you and enjoy the rest of the conference!</p>	<b>1550</b>