**NH Fire Standards and Training Commission**

**CURRICULUM COMMITTEE MEETING MINUTES**  (Approved)

**May 2, 2024**

8:30 AM **– Dormitory Building, Classroom 5 & 6**

Please note the changes in the agenda in bold red.

**Curriculum Committee members present:**

Allan Clark, Jeff Beard, Frank Fraitzl,

**Curriculum Committee members not present:**

Robert Field

**Division of Fire Standards and Training & EMS Staff:**

Max Dodge, Jeff Phillips

**Guests present:** John Keller

1. **CALL TO ORDER**

**Item 1.** The meeting was called to order at 8:41 AM.

1. Approval of minutes  
   **A motion was made (Name/Name) to approve the (date) minutes. All in favor, none opposed.** 
   1. The previous two scheduled meetings of the curriculum committee failed to achieve quorum. It is the hope that the appointment of a member from the FIOANH will alleviate this problem.

**III . TOPICS OF DISCUSSION**

**Item 1.** Visiting Committees

* 1. The Fire Inspector Visiting Committee membership.
     1. Discussion regarding the membership.

1. **A motion was made (Fraitzl/Beard) to recommend the members presented as following for the visiting committee. All in favor, none opposed. Passed unanimously.** 
   * + - Biron
       - Burrage
       - Challinor
       - Eastman
       - Loutrell
       - Rapp
       - Stanchina
       - Wheeler (Alternate)
       - Wyman (Alternate)

**Item 2.** Curriculum Review

1. Proposed revision of the 2016 FSTC Curriculum Approval Guide
   * 1. Presentation of the new materials and the rationale for update.
     2. Discussion about previous workload placed on program coordinators and instructors from incomplete curriculum.
     3. Discussion about improving the consistency of curriculum development, instructional delivery, and program continuity as staff change over time.
     4. Discussion about the need to revise Visiting Committee Policy.
     5. Questions regarding the table of testing specifications.
     6. Request for the Division to propose amendments to Curriculum Development and Approval Guide and Visiting Committee Policy at the next curriculum committee meeting.
2. **OLD BUSINESS**
3. **NEW BUSINESS**
4. **GOOD OF THE ORDER**
5. **ADJOURNMENT**

**A motion was made (Fraitzl/Beard) – to adjourn the meeting at 9:22 am, passed unanimously.**

**NEXT MEETING:**

(Minutes: Who Wrote Minutes)