

Attachment E-1

(Advisory)

Southern Maine Community College Maine Fire Training & Education State Advisory Committee Rules & Procedures

1. Establishment

An Advisory Committee, established by the President of Southern Maine Community College (SMTC), shall advise the President in the administration of the Maine Fire Training and Education (MFT&E) Program.

2. Mission

The mission of the advisory committee shall be to further MFT&E's mission of providing fire training & education to fire department members and citizens of Maine, and support MFT&E's vision "to provide fire training and education to the emergency responder communities of Maine that is effective, saves lives, ensures responder safety, and supports fire departments' efforts to make communities fire safe.

3. Scope

The scope of the committee shall include:

Meet regularly to provide SMCC and MFT&E administrators with stakeholder perspectives with regard to MFT&E courses and services.

Provide customer perspective on curricula to ensure constituent needs are met. Make recommendations regarding curriculum updates and/or changes.

Serve as stakeholder forum for MFT&E voluntary certification program in line with national accreditation requirements.

Report feedback and recommendations to SMCC and MFT&E administrators.

4. Membership

The appointment of seventeen (17) members to the Advisory Committee shall be as follows:

One municipal chief, one call chief and one volunteer chief, geographically dispersed, recommended by the Maine Fire Chiefs' Association, Inc.

One municipal fire fighter, one call fire fighter and one volunteer fire fighter, geographically dispersed, recommended by the Maine State Federation of Firefighters, Inc.

One city or town manager and one selectman, geographically dispersed, recommended by the Maine Municipal Association, Inc.

One member of an industrial or institutional fire brigade recommended by the Safety and Health Council of Northern New England.

One representative from the field of insurance recommended by the Maine Independent Insurance Agents Association, Inc.

Two members, geographically dispersed, recommended by the Professional Firefighters of Maine, Inc.

One member of the general public, recommended by the Governor.

Four members recommended by the Fire Science Advisory Committee at Southern Maine Community College.

5. Term of Office

Members shall be appointed for a term of three (3) years.

6. Officers

The committee shall elect from its members a chair, vice-chair, and secretary. The vice chair will exercise the authority of the chair in the chair's absence. The secretary shall be appointed by the chair.

The chair and vice chair shall serve two-year terms. Neither shall serve more than 3 consecutive terms.

7. Expenses

The members shall be reimbursed for expenses according to SMCC/MCCS guidelines.

8. Non-voting, Ex Officio Representatives:

SMCC President (or designee), MCCS Director of State & Federal Programs, and SMCC MFT&E State Fire Administrator and Deputy Administrators from the Maine Community College System (MCCS).

The Director of Maine Emergency Management Agency (MEMA).
The Director of Maine Emergency Medical Services (ME EMS).
The State Supervisor of Division of Fire Control, Maine Department of Conservation.
The State Fire Marshal.
The Director of the Safety Division of Bureau of Labor Standards of the Maine Department of Labor.

9. Meetings

Quarterly meetings will be scheduled in March, June, September, and December. Chair may reschedule meetings, or call additional meetings, based on need.

10. Attendance

The chair shall notify, in writing, the organization being represented by any member who has three consecutive unexcused absences from regular advisory committee meetings and shall ask that the member be replaced.

Advisory Committee Procedures

Notice/Agenda

The chair shall ensure that members are notified via E-mail at least 2 weeks prior to any meeting.

A draft agenda and relevant supporting materials shall be distributed to all members via E-mail at least 1 week prior to any meeting.

Proposed agenda items must be submitted to the Chair at least 10 days prior to any meeting.

No items other than those listed on the agenda shall be acted upon at the meeting.

Based on written request/feedback form, the chair may invite individuals to attend a committee meeting to present concerns.

Decision Process

Recommendations may be developed by consensus of members present at the meeting. Members who cannot attend a meeting may request an excused absence and advise the chair of his/her input or concerns.

Meeting Notes/Recommendation

The chair shall ensure that a written record shall be made of each advisory committee meeting including attendance, consensus recommendations or votes.

All committee consensus and voted recommendations shall be forwarded to the President of SMCC (or designee) and the MFT&E Administrator.

Attachment E-1

(Advisory/Sub-Committee)
Maine Fire Training & Education
State Advisory Committee
Curriculum Subcommittee Rules & Procedures

Rules

1. Purpose

A Curriculum Sub-committee is established by the MFT&E Advisory Committee to facilitate stakeholder input to the Advisory Committee regarding firefighter training & education curriculum of the Maine Fire Training and Education (MFT&E) program.

Scope

The scope of the subcommittee shall include, but not be limited to:

Assist MFT&E staff by reviewing existing and proposed new curriculum for acquisition and implementation.

Recommend curriculum procedures to ensure endorsement by national organizations.

Review and make recommendations regarding curriculum updates and/or changes.

Forward recommendations through the Advisory Committee to publishers.

Provide customer perspective to curriculum content to ensure constituent needs are met.

Report consensus recommendations to the MFT&E Advisory Committee.

3. Membership

The Advisory Committee Chair shall appoint eight (8) members, geographically dispersed, to the subcommittee as follows: (“geographically dispersed” shall mean representing north, central and southern Maine as much as practicable.)

Two chief officers recommended by the Maine Fire Chiefs’ Association, Inc.

Two municipal, call or volunteer firefighters recommended by the Maine State Federation of Firefighters, Inc.

Two members of industrial or institutional fire brigades.

Two members recommended by the Professional Firefighters of Maine, Inc.

4. Term of Office

Members shall be appointed for a term of three (3) years.

5. Officers

The subcommittee shall elect from its members a chair and vice-chair. The vice chair will exercise the authority of the chair in the chair's absence.

6. Expenses

The members shall be reimbursed for expenses according to SMCC/MCCS guidelines

7. Non-voting, Ex Officio Representatives

MFT&E State Fire Administrator, Deputy Administrators and Curriculum & Curriculum Program Manager from the Maine Community College System (MCCS).

The Director of the Safety Division of Bureau of Labor Standards of the Maine Department of Labor.

8. Meetings

Quarterly meetings will be scheduled in February, May, August and November. Chair may reschedule meetings, or call additional meetings, based on need.

9. Attendance

The chair shall notify, in writing, the organization being represented by any member who has three consecutive unexcused absences from regular subcommittee meetings and shall ask that the member be replaced.

Procedures

Notice/Agenda

The chair shall ensure that members are notified via E-mail at least 2 weeks prior to any meeting.

A draft agenda and relevant supporting materials shall be distributed to all members via E-mail at least 1 week prior to any meeting.

Proposed agenda items must be submitted to the Chair at least 10 days prior to any meeting.

No items other than those listed on the agenda shall be acted upon at the meeting. Based on written request/feedback form, the chair may invite individuals to attend a subcommittee meeting to present concerns.

Decision Process

Decisions shall be reached by consensus of members present at the meeting.

Members who cannot attend a meeting may request an excused absence and advise the chair of his/her input or position.

In the event that the subcommittee cannot reach consensus, the chair shall notify the Advisory Committee that no consensus could be reached and the results of any votes.

Meeting Notes/Recommendation

The subcommittee chair shall ensure that a written record shall be made of each subcommittee meeting including attendance, consensus recommendations or votes.

All subcommittee consensus and voted recommendations shall be forwarded to the Advisory Committee for consideration on the next Adv Comm meeting agenda.