

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.