



## is Soliciting Members for a New Committee to Meet at the 2017 IFSTA Validation Conference

**Written for firefighters by firefighters!** This is not simply an advertising slogan — it is the way that International Fire Service Training Association (IFSTA) manuals have been written and validated for **80** years. In order to produce new and revised IFSTA manuals, a collaborative effort is required between the staff members at Oklahoma State University's Fire Protection Publications (FPP) and members of the IFSTA validating committee assigned to that project.

IFSTA committee members are subject-matter experts from all areas of the fire industry who provide assistance in reviewing and approving draft chapters for new manuals. Committee members also provide assistance in obtaining research materials, photographs, and other information needed to produce a finished manual. Committees typically complete their work in a one- to two-year time frame, during which two to four in-person and several electronic web-based meetings may be held. ***Meetings held in conjunction with the July IFSTA Validation Conference are attended at the member's own expense. Committee members may be reimbursed by FPP for transportation and lodging expenses for the IFSTA Winter Meeting.***

IFSTA is currently seeking members for one new committee that will begin their work at the 2017 IFSTA Validation Conference to be held in Oklahoma in July, 2017. The new committee will be:

- **Fire and Emergency Services Company Officer, 6th edition**

Individuals with interest in this topic are encouraged to apply. Please fill out the attached application form and return it to **IFSTA/FPP no later than December 30, 2016**. All applicants will be notified of the disposition of their application on or around February 1, 2017. You may also fill out the application online at [www.ifsta.org](http://www.ifsta.org).

Participating in the IFSTA validation process is a personally and professionally rewarding experience. We hope that you will give strong consideration to helping us continue the tradition of firefighters writing manuals for firefighters!

### **IFSTA Committee Member Responsibilities**

Fire service professionals who accept the invitation to participate on an IFSTA validation committee will be expected to provide technical advice on the content of the manual and technical review of the materials written by staff members of Fire Protection Publications. Prior to the committee's first meeting, members will be sent information on the scope of the work to be performed and a suggested outline for the new manual. At the first meeting, the committee will finalize the manual's outline and may begin review of draft chapters. Draft chapters are typically sent to committee members at a rate of one or two per month. Members should expect to spend two to five hours reviewing each chapter. Members must reply with their comments on the chapters in writing within three to four weeks of receiving each chapter. Continued participation in the process is contingent on meeting assigned deadlines.

FPP staff members compile all the comments received for each chapter. The comments are reviewed and acted upon by the committee as a whole at future committee meetings. These meetings typically range from one to three days. When all the issues in a given chapter are settled, that chapter is considered finished. The process is continued until all chapters in the manual have been addressed. At that time, the committee is dismissed and FPP staff members complete the publishing of the manual.

# IFSTA Membership Geographical Regions





# APPLICATION TO SERVE ON AN IFSTA COMMITTEE

**NOTE:** The expenses of attending the IFSTA Validation Conference are the responsibility of the individual or sponsoring organization.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

1. Committee requested: \_\_\_\_\_  
(Fill out a new form for each committee requested.)

2. Have you previously served on an IFSTA committee? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Briefly describe your fire service and/or related industry experience.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Explain how this relates to the audience and/or content of this manual.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Category of participation

- Fire Department
- Career Department
- Combination (mostly career) Department
- Combination (mostly volunteer) Department
- Volunteer Department
- State/Provincial Training
- Fire Service Organization
- Industrial Fire Protection
- Fire Service Trade Industry

Size of Department/Agency: No. of Stations \_\_\_\_\_ No. of Personnel \_\_\_\_\_

6. Will you represent a company or an organization?

- Yes
- No

If yes, list here: \_\_\_\_\_

7. Which one of the geographical regions on the map provided above do you reside within? Region \_\_\_\_\_

8. List three professional references.

A. \_\_\_\_\_

Telephone \_\_\_\_\_

B. \_\_\_\_\_

Telephone \_\_\_\_\_

C. \_\_\_\_\_

Telephone \_\_\_\_\_

**This form should be returned to:**  
**Fire Protection Publications**  
**Oklahoma State University**  
**International Fire Service Training Association**  
**Attn: Tara Gladden**  
**930 North Willis**  
**Stillwater, OK 74078-8045**  
**Fax: 405-744-4112**  
**Telephone: 405-744-4111**  
**Email: tgladden@osufpp.org**