

## **DEMHS Coordinating Council Credentialing Sub-committee meeting minutes.**

**Meeting Date:** April 22, 2008  
**Meeting Location:** Manchester Fire headquarters  
**Meeting Time:** 10:00AM  
**Meeting Chaired by:** Don Moore, Chair

The minutes from the March 18, 2008 meeting were read and accepted on an motion of Dave Gofstein seconded by Doug Whalen.

Agenda item #4 – review ESF credential titles with an objective of keeping them as minimal as practical (example 4 different categories per ESF). ACTION ITEM: Each ESF to develop credential titles for their specific ESF.

Agenda item #5 – Who has authorization capabilities within each service? On a motion by Mike Varney and Seconded by Whalen to:

“The Authority having Jurisdiction (AHJ) and has the authority to hire and fire, within each jurisdiction, shall be the AHJ for that Service branch and will accept all responsibility for those he or she authorizes for credentialing within that function.” The motion passed unanimously.

Agenda item #6 – Length of Credential validity. Motion Varney and Second by Gothstein for: a one (1) year (annual) credential and the responsibility for re-qualification for the annual credential re-issuance falling on the AHJ. Motion passed unanimously.

Agenda item #7 Amount of credentials each municipality will be authorized. Moot subject because of above actions.

Agenda item #8- Use of Salamander System as recommendation of committee as the preferential system for making credentials. On a motion by Varney and seconded by Gothstein the following was accepted unanimously: Any credential system must be compatible with the schema (see 2/19/08 minutes page one bottom). It must be ANSI Specific for bar coding.

Agenda item #9 – credential distribution. It was agreed each AHJ has the responsibility to tag their employees. On a motion of Gothstein and seconded by Bill Higgins the following motion passed 7 yes and 1 abstention.

This Committee recommends each AHJ maintain a data base (exact format to be determined by DEMHS) and each AHJ shall forward the data base to DEMHS of all their credentialed employees.

Agenda item #4 – ESF 3 wording for credentialed employee job classifications.(see attached). Motion by Whalen and seconded by Higgins to adopt Public Works job classification titles, subject to the fifteen day comment period when the final product is submitted for peer review. The motion passed unanimously.

\*\*Agenda item for next meeting: each group to develop their specific job classifications, using a similar format to that of the ESF 3 format.

The meeting was adjourned at 11:20 AM

Next meeting: May 20, 2008 at 10:00 AM at Brainard Airport, Don Moore to reserve room.