



STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE MINUTES

January 18, 2013 - Sacramento, California

	Member	Department	Representing	Present	Absent	Term Exp
1.	Briere, Robert	Marin Professional Firefighters	California Professional Firefighters	X		12/31/14
2.	Childress, Dennis	Orange County Fire Authority (Ret.)	SoCal Training Officers Assn. (South)	X		12/31/14
3.	Coleman, Ron	OSFM	STEAC Chair	X		N/A
4.	Connors, Jim	City College of San Francisco	CA Fire Technology Directors Assn. (North)	X		12/31/14
5.	Hannum, Natalie	Moreno Valley College	CA Fire Technology Directors Assn. (South)		X	12/31/13
6.	Jennings, Mary	CFFJAC	California Firefighters Joint Apprenticeship Committee	X		12/31/14
7.	Kehmna, Ken	Santa Clara County Fire Dept.	Fire District Assn. of California	X		12/31/13
8.	Myers, Ron	North County Fire Authority	League of California Cities		X	12/31/14
9.	Price, Kay	CAL FIRE	CAL FIRE Academy		X	N/A
10.	Stefano, Dan	Laguna Beach Fire Dept.	California State Firefighters' Assn.	X		12/31/13
11.	Trauernicht, Nathan	UC Davis Fire Dept.	California Fire Chiefs Association	X		12/31/14
12.	Wagner, John	Sacramento Metro Fire District	NorCal Training Officers Assn. (North)	X		12/31/14
13.	Wagner, Ken	Roseville Fire Dept. (Ret.)	California Fire Chiefs Association		X	12/31/13
14.	Zagaris, Kim	Cal EMA	Cal EMA	X		12/31/12
15.	Vacant	Metro Chief	Metro Chief			N/A
16.	Vacant	CAL FIRE	CAL FIRE			N/A
	Alternate	Department	Representing	Present	Absent	Term
17.	Brideau, Taral	CFFJAC	California Firefighters Joint Apprenticeship Committee		X	12/31/14
18.	Davidson, Bret	Rancho Santa Fe Fire Dept.	SoCal Training Officers Assn. (South)	X		12/31/14
19.	Hoffman, Sam	N/A	California State Firefighters' Assn.	X		12/31/14
20.	Hurley, Charles	Oroville Fire Dept.	League of California Cities	X		12/31/13

21.	Savage, Larry	Sacramento Metropolitan Fire District	NorCal Training Officers Assn. (North)		X	12/31/14
22.	Thomas, Rich	Newport Beach Fire Dept.	California Professional Firefighters	X		12/31/14
23.	Tollefson, Tennis	Sierra College	CA Fire Technology Directors Assn. (North)	X		12/31/13
24.	Turner Sr., Tom	Victor Valley College	CA Fire Technology Directors Assn. (South)		X	12/31/13
	Staff	Department	Position	Present		
1.	Conant, Kevin	OSFM - State Fire Training	Fire Service Training Specialist III	X		
2.	Garcia, Mike	OSFM - State Fire Training	Deputy State Fire Marshal III	X		
3.	Menchaca, Linda	OSFM - State Fire Training	Staff Services Analyst	X		
4.	Rodriguez, Ramiro	OSFM - State Fire Training	Deputy State Fire Marshal III	X		
5.	Richwine, Mike	OSFM - State Fire Training	Assistant State Fire Marshall, SFT Chief	X		
6.	Rose, Kris	OSFM - State Fire Training	Manager, Certification & Instructor Registration	X		
7.	Slaughter, Rodney	OSFM - State Fire Training	Deputy State Fire Marshal III	X		
8.	Vandevort, William	OSFM - State Fire Training	Fire Service Training Specialist III	X		
	Guests	Department	Representing	Present		
1.	Engelhardt, Ervin	Central CA Intelligence Center		X		
2.	Malais, Gerry	City of Los Angeles Homeland Security Div.		X		
3.	Schaefer, Britton	JRIC		X		
4.	O'Leary, Brendan	SF City College		X		
5.	Fry, Jack	JRIC/LA Fire Department		X		
6.	Matheis, Paul	SoCal Training Officers Assn. (South)		X		
7.	Haberek, John	CCIC/Folsom Fire Dept.		X		
8.	Ramirez, Michael	CAL Fire Academy		X		

I. Introductions and Welcome

Committee Chair Chief Ron Coleman called the meeting to order at 9:00 am. Guests seated around the perimeter of the room provided self-introductions.

Chief Coleman recognized Bill Vandevort in receiving the “Howard Rayon Distinguished Service Award for the Statewide Training of Firefighters” for all his efforts in working on the various training projects.

A. Roll Call/Quorum Established

Kris Rose conducted the roll call to identify attendees for voting purposes. Self-introductions were made and a quorum was established.

B. Member Appointment/Terms/Expectations

Changes identified: Ron McCormick will no longer be the member representing CPF, Robert Briare is now the new member representing CPF. Rich Thomas will continue as an alternate for CPF. Taral Brideau joined the committee as an alternate for CFFJAC.

II. Agenda Review

Chief Coleman reminded the attendees of the process to conduct the meeting, which is the Robert’s Rules of Order, including motions that are required, and other items on agenda that are to be discussed for information only. Chief Coleman asked if there were any presenters who needed to change the sequence of an agenda item due to leaving early. There were no changes needed. Chief Coleman’s intent as the STEAC Chair is to move through the agenda items quickly and thoroughly.

III. Approval of the October 19, 2012 Minutes

A. Issue: Approval of the October 19, 2012 minutes.

Motion: *Mary Jennings moved to accept the minutes from the October 19, 2012 meeting and Kim Zagaris seconded the motion.*

Action: *All members voted unanimously.*

IV. Recognition of Past Members

Chief Coleman spoke of past members (Ed Bartley, Kevin Olson, and Bruce Martin) and provided recognition for their participation on the committee. Although State Fire Marshall, Tonya Hoover normally presents the recognitions along with Chief Coleman, she was unable to attend the STEAC meeting due to a scheduling conflict.

A. Kevin Olson – Chief Coleman presented a plaque to Kevin Olson, and thanked him for his active participation with CAL FIRE and on STEAC. K. Olson stated “it was an honor

and a privilege in working in training because of the positive and passionate people—could always expect to get a great product in the end because of the passion”. Chief Richwine also thanked K. Olson for his service, especially working with the EMT Transfer and the CAL FIRE Academy.

- B. Ed Bartley and Bruce Martin were unable to attend. Recognitions will occur at the April STEAC meeting.

V. Mission Alignment

A. Achieving National Recognition

Chief Coleman reminded the STEAC members that the agenda is conformed to the Mission Alignment project. Everything done at the STEAC level is intended to move items forward to the State Board of Fire Services (SBFS) for execution and implementation, so this committee will continue to conform to the Mission Alignment format with the STEAC agenda.

Chief Coleman stated that the number one priority for STEAC is to achieve national recognition. Ken Wagner was not present to make a report on this issue, but Chief Richwine did mention that K. Wagner is becoming more immersed in the PRO Board conference programs to learn the accreditation process and requirements. Chief Coleman added that K. Wagner mentioned other activities/meetings that will be occurring which will support the accreditation process. Progress is being made, but no actions are required at this time.

B. Curriculum Development & Delivery

1. Discussion: Curriculum Development Task Force Update - Informational Only Presenter: Bill Vandevort

Bill Vandevort provided an update on the status of the projects he is currently working on. One of the issues already identified was the revision of the curriculum development process that was complex, convoluted, time consuming, and difficult to work with. Because of staffing, one person was involved in bringing all the projects together, but there were “bottleneck” issues. When this person retired, SFT contracted with CSUS, identified editors, and provided training to those individuals. The plan is to have multiple SFT members (curriculum development cadre) be paired up with a CSUS editor to create multiple teams working together on multiple projects at one time. Previous complaints from fire service personnel have been on how old the curriculum has been, but now our teams will be able to make a continued and conscientious effort to improve that.

The Curriculum Development Task Force completely rewrote the curriculum development guidelines. These guidelines explain every rule in minute detail, step by step, on how to generate courses, curriculum, certification training standards (CTS), capstone task books, formatting, and font size, etc. The intent is to get all current information into the new formats, and then look at the different levels of certifications

within the NFPA standards we need to address. We are moving forward with the thought of keeping curriculum documents updated at the same schedules as NFPA does with their standards (every 5 years).

The curriculum cadre will be launching 5-6 projects and will be meeting with the editors/cadre teams in 2 weeks to discuss working on creating/updating the CTS documents for Firefighter, Fire Officer, Fire Services Instructor, along with some clean-up work to do on Plans Examiner (just some formatting changes). The deadline is to complete these projects before July 1. The exception is Firefighter I, which is targeted for completion by October 1.

Mary Jennings asked about courses that have already been reviewed by STEAC. B. Vandevort stated that Command 1A, Command 1C, and Fire Prevention 1 are ready for release. Jim Connors asked whether the Curriculum Development Guideline information is internal only or will it be available on the website. He is concerned about how this update would relate to community college curriculum. B. Vandevort stated that the document is an internal operating document that describes how we do our processes, who does what, who we contact. B. Vandevort is willing to share information to those who are interested.

B. Vandevort also added that his teams are picking up the pace, as requested by STEAC, and moving quickly to get this curriculum development implemented. There is a need for STEAC members to pay close attention when requests come out for review/discussion/suggestions.

B. Vandevort stated that the cadre leads and editor development teams (3-5 people) are doing pre-work and are shortening the time needed for cadres to come in and work on projects. There will be an application posted on the SFT website and also sent to STEAC members and training officers asking for volunteers to participate in this process. B. Vandevort stated we could create the CTS and identify course plans in approximately three multiple-day meetings. When a draft is complete a validation group will be brought in (1-3 days) to tweak and validate documents.

B. Vandevort also stated that the focus is on two tracts: certification and training. In regard to certification, a decision was made to follow the letter of NFPA for the certification with the rare exceptions for CA mandates that NFPA cannot address or that we have some significant issue in CA that goes beyond NFPA that which we would have to address. In the future, training programs developed to meet the NFPA standards will be limited to the information needed to satisfy the job performance requirements (JPR) within the standard. That leaves us with the possibility of having a number of other courses that will be available to supplement certification training. We have had FSTEP for a long time and it is known as “lower-level classes that don’t matter”, but they do matter. With the revised certification system and training program we will have a better purpose—to enhance and to go beyond certification. A lot more importance will be placed on the FSTEP program.

**2. Discussion: Advanced All-Hazards Incident Management Course Approval
Presenters: Rodney Slaughter/Tony Roberts/Todd Derum**

Rodney Slaughter asked that this presentation be deferred to the April meeting due to the speakers not being able to attend. He is also asking STEAC members to review attachment 1 before the next meeting. Chief Coleman conferred, by stating that this item will be deferred to April meeting.

**3. Discussion: Terrorism Liaison Officer (TLO) – Basic Instruction Requirements and Course Plan (Attachment 2)
Presenter: Rodney Slaughter/Jack Fry**

Rodney Slaughter provided information about the Terrorism Liaison Officer (TLO) course that was presented to STEAC two years ago. Information for the new procedures manual was identified in the attachments which include: a course plan and instructor qualifications.

Chief Coleman asked whether the discussion was for information only or are the presenters seeking approval for the course plan. Chief Richwine stated that STEAC approved the course two years ago but there were questions about instructor qualifications. Once a statewide TLO curriculum had been adopted, SFT staff had worked through the instructor qualification issue. Bret Davidson asked how soon will individuals be able to be certified through SFT? R. Slaughter answered B. Davidson's question by stating that a letter from Regional Threat Assessment Center (RTAC) (also an attachment) had to be sent in along with instructor application to Linda Menchaca to get registered.

Homeland Security attendees support the proposal. Homeland Security representative Ervin Englehardt discussed concerns about the plan from his viewpoint.

Chief Richwine asked about the process to get instructors. R. Slaughter responded that RTAC instructors that teach TLO program must have some intelligence program background. B. Davidson stated that he would prefer this training to take place through SFT, but wanted to know if individuals would be denied because they are not in law enforcement. The answer to that questions is no. The key to becoming a TLO instructor is recognition by the RTAC.

Chief Coleman stressed that this discussion is provided as information only, as the program had already been approved. The group recognized the need to ensure that all RTACs are being consistent. E. Englehart mentioned that the RTACs meet 4 times a year and have a statewide mission statement. Everyone needs to operate at the same level (Haz Mat, Fire, Law Enforcement, First Responders, EMS), so no one specific unit is in charge, but that groups of people share the same information.

4. Title 19 Regulations Update (Attachment 3)

Presenter: Rodney Slaughter

Rodney Slaughter spoke about the regulations that were put in place 5 years ago and the need for Title 19 to be updated. This is a heads up before the rule-making package is submitted to OAL. The document “Curriculum Development Guidelines” adopted by reference in T-19 is being removed. We have instituted a new curriculum development model as an internal process that does not need to be part of the regulations.

Second item: an addition of nationally recognized standards was added as a request by Ken Wagner. Instructors are expected to create the exams for the courses—new language was added to reflect this change and process. SBFS was also added to the language of the regulations to clarify the appeal process—if Chief Richwine denies a request, there would be a process to go through, which would also include STEAC. Chief Coleman stated that an appeal would come to STEAC first for recommendation. Chief Coleman also placed emphasis on Page 9 for A and B—the final appeal would be the SFM. R. Slaughter states that this is an opportunity for members to send ideas and suggestions directly to him.

R. Slaughter does not have a direct timeframe, but wants to get to conclusions sometime in February. Chief Coleman stated that this item could have an impact on your membership. Chief Richwine stated that the procedures manual would need to be adopted, as this regulation will be around for a while. Chief Coleman suggested that STEAC members forward this information to their appropriate memberships. John Wagner stated that we should forward questions and concerns to R. Slaughter.

5. Fire Fighter Survival Equivalency (Attachment 4)

Presenter: Mike Richwine

Chief Richwine discussed that this information was a carryover from the October 2012 meeting, and discussed the attachments. We have not had a chance to convey this information with the curriculum cadre, but that discussion is expected to take place on Monday, January 21, 2013. There is some common ground and we want the process to play out and allow the cadres to review. This is information only—we will notify STEAC members on an agreement in regards to the Emergency Hose slide, as we will modify the curriculum or accept recommendations or modifications.

Mary Jennings asked, “if no agreement is made, who will decide what to do if everyone does not agree?” Chief Richwine responded that STEAC committee would review again, but would ask attendees on feedback. M. Jennings believes that this is a good program and that individuals and departments may decide to use this program besides FSTEP; she thinks the programs should be approved on this basis, but she doesn’t think there a reason not to approve. Chief Richwine stated that the issue is the procedure on the emergency hose slide and the cadre concern. Chief Coleman asked, “if I wanted to use

this program but don't want my FF following that process would the program still be conducted?" Chief Richwine answered that California does not teach the "rapid (head first)" escape process. Chief Coleman stated that there is a reliability issue in regards to a technique: whether an instructor teaching a technique feels that it is not safe for his students. Chief Richwine asked for permission to meet with the cadre on Monday to go through the process then bring it back to STEAC? Chief Coleman then stated that the purpose is to establish a level of equivalency using the IAFF program.

Chief Richwine added that this issue is giving options to fire departments and recognizes the national program for reciprocity and to take that information into consideration. Chief Coleman asked if we can agree that this option should be made available for the fire departments and move ahead. M. Jennings wants to make a motion that STEAC recommends that we approve the IAFF program with the changes that the IAFF has agreed to, and that SFT can review that with cadre and attempt to resolve their concerns, but let this program be approved as equivalent to the SFT program. Kevin Conant made reference to the comments made at the SFBS meeting that any actions taken would supersede the opportunity for players to come to the conclusion on their own. Motion seconded by Rich Thomas. M. Jennings stated that she doesn't feel that we should wait another three months to make decisions, so M. Jennings stated she is willing to withdraw the motion and change the process to request that the SFT staff set up an email or phone vote with the STEAC members if the issue is not resolved; motion was again seconded by R.Thomas. Chief Coleman supported the e-mail/phone vote process. Chief Richwine stated that on this issue we may send the wrong message if we allow things to move forward.

All committee members unanimously agreed on the motion made by M. Jennings.

C. State Fire Training Reconfiguration

1. Continuing Education for Professional Certification (Attachment 5) **Presenter: Kevin Conant**

Kevin Conant presented the information and discussed the need for the STEAC members to create a subcommittee within STEAC in order to adopt a process for a Continuing Education (CE) process. We want to enfold this into our process in the same way that CICCIS and EMS have done. We want to utilize computer (information) technology to support this process. He spoke of a tracking and recording process and issues reducing staff bureaucracy. He is asking for a motion to be made to create a subcommittee to work on these issues and provide direction.

Chief Coleman wants the members to clearly understand this process. CE represents lifelong learning. CE is in some of our certification programs. At the national level CE is being implemented to keep staff current. Members will either like this motion or dislike it. Mary Jennings commented that it depends on how the program is put together and sold and what counts towards CE. She does not think it is a tough sell, but depends on how you sell it. Jim Connors added that it needs to be as global as possible—not

restricted. Chief Coleman stated that most people at the top of their careers have engaged in using professional development models.

Motion: *Mary Jennings moved to present a motion to create a subcommittee to work cooperatively with SFT to develop framework for the statewide SFT Continuing Education program. Charles Hurley seconded the motion.*

Action: *All members voted unanimously.*

Bret Davidson talked about CAL OSHA and other training where the information presented in the CE training doesn't teach the student. Whatever training is occurring should stay as performance-based, not hourly-based. Chief Coleman added that it is really important the CAL Chiefs and training officers be an integral part of the process, as these individuals are the mechanism for how this information is disseminated. If we are going to create another committee, deadlines need to be set. This subcommittee will meet for a maximum of one year. K. Conant added that allowing this time will give committee members opportunities to move forward in the writings of the RFP for our information management system by putting placeholder language of a CE process and program in place.

K. Conant will be the chair of this committee. Committee members will be N. Trauernicht, K. Kehmna, M. Jennings, D. Childress, C. Hurley and either N. Hannum or J. Connors. Chief Richwine recommended a labor representative as well therefore, R. Braire agreed to participate. Chief Coleman will act as an ad hoc member and Kris Rose will be the SFT staff member assigned to this committee. B. Vandevort added that we will need to be consistent with currency. Michael Ramirez added "not just law enforcement teaching, but have some equivalency crossovers".

Chief Coleman asked for other comments from team members: C. Hurley asked for assurance that we stay focused on mission alignment and avoid redundancies; bleed over with CAL OSHA's previous studies to consider the mandates as part of the CE process. There are many items on the list that are not mandates—this new committee will put a process in place to matrix this information out. B. Davidson asked whether IFFSAC or ProBoard will have requirements. K. Conant responded that we will be looking at this process to identify that. Chief Coleman added that there will be resistance, because a cost may be involved.

Chief Richwine stated his excitement about the future plans and that members are willing to step up and see this through. This new process will eventually distinguish the certification series from the FSTEP series. B. Vandevort added that another consideration is that CE should be accessible, thus making the process easily acceptable. Chief Coleman added that lifelong learning does not constitute a finished product.

D. Discussion: Cross Generational Marketing – No Report

Rodney Slaughter is going to discuss the vetted communications plan at the April meeting.

VI. Announcements/Correspondence

A. Mission Alignment Meeting – February 5, 2013

Presenter: Mike Richwine

Discussion will be held on February 6 to discuss the 90-day plans for each of the categories under Mission Alignment.

B. Additional Announcements

Chief Richwine discussed the passing of seven (7) action items from SBFS meeting held on 1/17/2013. The following items were approved: (1) course approval for Driver/Operator – Aerial Tiller Truck Operations; (2) course approval for Fire-Rescue Vessel Operation; (3) CICCIS Equivalency Matrix; (4) Type 3 Incident Management Team Program Overview; (5) Reference Manual for Training Instructor 1 Series of Courses; (6) College of the Desert Accreditation, and (7) Re-Accreditation of American River College.

VII. Roundtable

A. 2012 Fresno Training Symposium After-Action Report – Information Only

Presenter: John Wagner

John Wagner introduced himself and gave a brief on the symposium that was held from November 12–16, 2012. Had 498 students attended, 47 classes were held, and 80 instructors presented. There was \$150K allotted for funding of the training symposium. About \$113K was recouped through scheduled ELAC monies and scheduled attendance. Also offered were 16+ CFSTES and FSTEP classes. J. Wagner thanked Linda Menchaca for her participation in helping to get those classes together.

The next Fresno Training Symposium is scheduled for November 18-22, 2013 and will have more emphasis on hands-on training. Nor Cal Training Officers's have approved their strategic plan, good through 2015. One of the strategic objectives from the plan is to provide a training officer class that mirrors the national fire academies "training program management" course.

B. Additional Items

N. Trauernicht spoke about UC Davis and their work on an academic certificate program in Executive Fire Leadership, which just finally received academic approval last week. They are putting together an advisory committee in conjunction with Chief Hoover and the Office of the State Fire Marshal. This will be a 2-3 year program that will be hybrid and offer

online learning to prepare firefighters to become executive officers or work on their existing skills.

Chief Coleman commented on Cengage Learning and the changes with the curriculum. B. Vandevort clarified that Cengage Learning is still providing the firefighter publications, which can still be purchased at this time; not taking on any new projects.

C. Hurley discussed a future PACE III phone call and shared information about 2 individuals and who are petitioning SFT asking for reciprocity for courses taken through fire program (through mgmt. to earn baccalaureate with training within SFT). Looking for mission alignment opportunities for individuals who are working on collegiate programs through the fire academies; more firefighters are looking for advancement in their careers.

Chief Richwine stated that the process is not turn-key and rubber-stamped, as individuals must provide proof that learning content is equivalent or exceeds SFT learning management.

VIII. Future Meeting Dates

A. April 19, 2013; July 19, 2013; October 18, 2013
Presenter: Ron Coleman

Chief Coleman reminded all attendees of the 2013 dates are scheduled on calendar.

IX. Adjournment

Chief Coleman adjourned the meeting at 11:17 a.m.