



STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE MINUTES

January 29, 2010 Sacramento, California

| | Member | Department | Representing | Present | Absent | Term Exp |
|-----|-------------------|----------------------------|-----------------------------|----------------|---------------|-----------------|
| 1. | Childress, Dennis | Orange County FA (Retired) | SoCal Training Officers | X | | 12/31/10 |
| 2. | Coffman, Dan | CSU Los Angles | So CA Fire Tech Directors | X | | 12/31/11 |
| 3. | Coleman, Ronny J. | | Committee Chair | X | | --- |
| 4. | Jennings, Mary | CFFJAC (Retired) | CFFJAC | X | | 12/31/10 |
| 5. | Knapp, Chuck | | CSFA | X | | 12/31/11 |
| 6. | Martin, Bruce | Fremont FD | CFCA | | X | 12/31/10 |
| 7. | Myers, Ron | North Co. Fire Authority | League of California Cities | X | | 12/31/10 |
| 8. | Olson, Kevin | CAL FIRE | CAL FIRE | X | | 12/31/11 |
| 9. | Romer, Mark | Roseville FD (Retired) | NorCal Training Officers | X | | 12/31/11 |
| 10. | Rooney, Hal | Santa Clara County FD | FDAC | X | | 12/31/09 |
| 11. | Senior, David | Allan Hancock College | No CA Fire Tech Directors | | X | 12/31/10 |
| 12. | Rich, Thomas | CPF | CPF | X | | 12/31/10 |
| 13. | Todd, Suzanne | CAL FIRE | CAL FIRE Academy | | X | 12/31/10 |
| 14. | Wagner, Ken | CFCA | Committee Vice-Chair | X | | 12/31/11 |
| 15. | Zagaris, Kim | Cal EMA | Cal EMA Fire and Rescue | X | | 12/31/10 |
| | Alternate | Department | Representing | Present | Absent | Term |
| | Amaral, Brad | Nevada Co CFD | NorCal Training Officers | | X | 12/31/11 |
| | Connors, Jim | City College of San Fran | No CA Fire Tech Directors | X | | 12/31/10 |
| | Jennings, Mike | Murrieta FD | SoCal Training Officers | | X | 12/31/10 |
| | Kehmna, Ken | Santa Clara County FD | FDAC | | X | 12/31/11 |
| | McCormick, Ron | Fremont FD | CPF | | X | 12/31/11 |
| | Rickman, Tracy | Rio Hondo Fire Academy | So CA Fire Tech Directors | | X | 12/31/09 |
| | Scranton, Tim | Beverly Hills FD | League of California Cities | X | | 12/31/11 |
| | Staff | Department | Position | | | |
| | Richwine, Mike | OSFM – State Fire Training | Chief | X | | |
| | Garcia, Mike | OSFM – State Fire Training | Deputy State Fire Marshal | | X | |
| | Hamilton, Alica | OSFM – State Fire Training | FS Training Specialist | X | | |
| | Lyman, Ian | OSFM | Office Technician | X | | |
| | Rodriquez, Ramiro | OSFM – State Fire Training | Deputy State Fire Marshal | | X | |
| | Slaughter, Rodney | OSFM – State Fire Training | Deputy State Fire Marshal | X | | |
| | Vandevort, Bill | OSFM – State Fire Training | Retired Annuitant | X | | |
| | Vollenweider, Ken | OSFM – State Fire Training | Deputy State Fire Marshal | X | | |
| | Wilshire, Mary | OSFM – State Fire Training | Staff Services Manager | X | | |

I. CALL TO ORDER

The meeting was called to order at 9:00 a.m. by Chair, Ronny J. Coleman.

II. Introductions and Welcome

Chair welcomed members and guests, and a quorum was established.

III. AGENDA REVIEW

Issue: Order of or new agenda items

Discussion: K. Zagaris is receiving an award at the Capitol this morning and would like to take his agenda item, CA CICCIS Position Qualifications Guide (310-1), out of order.

IV. APPROVAL OF MINUTES

Issue: Approval of the July 2009 minutes.

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| Motion: | M. Jennings moved to approve. C. Knapp seconded. |
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Discussion: None

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| Action: | Motion carried unanimously. |
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V. NEW BUSINESS (TAKEN OUT OF ORDER)

Issue: Approval of the CA CICCIS Position Qualifications Guide (310-1)

Presenter: K. Zagaris, T.J. Welch, and N. Duvally

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| Motion: | C. Knapp moved to approve. M. Jennings seconded. |
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Discussion: A state version of the document has been their focus and is applicable to all of California. They used the federal version of 310-1 for national wildland requirements as a base and then looked at CAL FIRE 4039 and other documents to bring the best that is out there together in one document. H. Rooney asked if it has an all risk approach. Currently it is wildland specific, not all risk. The goal is to use the new qualifications guide during the upcoming fire season. Their next step is to address qualification requirements for other risks.

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| Action: | Motion carried unanimously. |
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VI. OLD BUSINESS**Issue #1: Membership terms, mission, and composition of committee**

Presenter: Chief Coleman (discussion only)

Discussion: Chief Coleman asked about the status of member's **term expirations** and **appointment letters**. M. Wilshire has received appointment letters for all expiring members except M. Romer. A **new member, T. Scranton**, has been appointed as an alternate for the League of California Cities. Chief Coleman advised that the Charter for the Committee is per CFCA and membership is to be a mirror of the fire services within California. The member's mission is to carry back information to their representatives, seek input from their representatives, and advance issues to the State Board of Fire Services meetings.

Per the SFT Procedures Manual:

- (1) The committee chair shall be appointed by the State Fire Marshal.
- (2) Committee members shall be appointed by the committee chair and the State Fire Marshal.
- (3) Committee members shall serve staggered, two-year terms.
- (4) The committee shall be comprised of the Chief of State Fire Training (ex-officio) and representatives from the following organizations:
 - California Fire Chiefs Association (CFCA) (up to 2)
 - California Department of Forestry and Fire Protection (CAL FIRE)
 - CAL FIRE Academy
 - CFCA Training Officers Association (one North and one South)
 - Governor's Office of Emergency Services (OES)
 - California Fire Fighters Joint Apprenticeship Committee (CFFJAC)
 - California Professional Firefighters (CPF)
 - California State Firefighters' Association (CSFA)
 - Fire District Associations of California (FDAC)
 - California Fire Technology Directors (one North and one South)
 - League of California Cities
 - Metro Chiefs

No compensation and nonvoting workgroups may be used by the committee chair and State Fire Training. STEAC will meet **quarterly** and follow the **Bagley/Keene Act** for conducting a public meeting. **Minutes** will capture the essence and actions of the meeting. A **quorum** is defined as the simple majority (50% plus 1) of the committee membership. The SFT Procedures Manual does not address **voting powers**; however, Chief Coleman says the practice has been that primary members have one vote and alternates vote only in the primary member's absence. Requested the SFT Procedures Manual is updated to reflect this procedure.

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| Assignment: A. Hamilton: Update SFT Procedure Manual to reflect voting powers |
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Issue #2: Approval of the Emergency Response to Alternate Fuels FSTEP course

Presenter: R. Slaughter

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| Motion: | K. Wagner moved to approve. D. Coffman seconded. |
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Discussion: This two-day course was created with grant funds from the California Air Resources Board. Topics include the **new fuels and cells** now being used in vehicles. Delivery of the course may be **taught in modules** or in conjunction with an auto extrication course. The next update class is scheduled for September 2010 at the Continuing Challenge conference in Sacramento. A train-the-trainer course was presented at the 2009 Training Officers Symposium in Fresno to 14 instructors. M. Romer advised another train-the-trainer is scheduled for delivery at the 2010 Training Officers Symposium in Fresno. Successful completion of the Update class will allow instructors to teach the course.

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| Action: | Motion carried unanimously. |
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Issue #3: Approval of Rescue Systems 1 and Rescue Systems 2 courses

Presenter: R. Slaughter

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| Motion: | M. Romer moved to approve. K. Olson seconded. |
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Discussion: The course syllabi are being modeled with other programs content and expectations. The regularly scheduled instructor update classes were attended by 192 RS1 instructors with 94 outstanding; and 51 RS2 instructors with 21 outstanding. D. Childress and M. Romer (TO's Association) will assist in getting makeup classes to the remaining instructors. J. Connors asked if Low Angle Rope Rescue Operational (LARRO) is a prerequisite for RS1 since it was not listed on the Course Information and Required Materials. R. Slaughter confirmed it was and will revise the document. H. Rooney advised that RS2 does not have a scope identified. R. Slaughter will fix in the final document.

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| Motion: | Amended to require editorial changes be made. |
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| Action: | Motion carried unanimously. |
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Issue #4: Fire Officer Certification Training Standards (CTS) update

Presenter: B. Vandevort

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| Motion: | M. Jennings moved to approve. K. Wagner seconded. |
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Discussion: It has been six months since this subject was last discussed and is now providing an update from the SBFS meeting in October 2009 where it was approved. The direction was given that all training is to be standards based, not new ideas and everything in CTS meets NFPA. Citing outside of NFPA standards is then under authority of the OSFM. CTS format has changed to follow the major headings of NFPA so it can be numbered as 1.1,

1.2, etc. for ease of updating. NFPA task assignments assume prerequisites, CTS lists prerequisites. K. Wagner asked if there is a section that awareness of Homeland Security is in, or is it woven into the CTS. B. Vandevort advised that generally the subject is addressed. D. Coffman is concerned with process and requests that a matrix of NFPA 1021 is developed to identify where they land in what class. B. Vandevort advised everything is in the CTS.

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| Action: | Two abstentions (J. Connors, D. Coffman). Motion carried. |
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VII. NEW BUSINESS (TAKEN OUT OF ORDER)

Issue #1: Approval of the Company Officer course outlines

Presenter: B. Vandevort

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| Motion: | M. Jennings moved to approve the course outlines submitted as Attachment 6. K. Olson seconded. |
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Discussion: Proposed course outlines were developed from the Company Officer CTS. The outlines are not based on any single book or course. Curriculum developers will work to adopt or develop resources to meet the content of the outlines. K. Wagner noted that no terrorism topics are identified. B. Vandevort advised that the topic of terrorism are addressed in the Chief Fire Officer and Executive Chief Officer levels of the CTS.

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| Action: | One abstention (D. Coffman). Motion carried. |
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Issue #2: Approval of the Company Officer certification requirements

Presenter: B. Vandevort

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| Motion: | M. Jennings moved to approve the certification requirements as submitted as Attachment 4. K. Olson seconded. |
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Discussion: Proposed course outlines were developed from the Company Officer CTS. The outlines are not based on any single book or course. Curriculum developers will work to adopt or develop resources to meet the content of the outlines. K. Wagner noted that no terrorism topics are identified. B. Vandevort advised that the topic of terrorism are addressed in the Chief Fire Officer and Executive Chief Officer levels of the CTS.

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| Action: | Two no votes (J. Connors and D. Coffman). Motion carried. |
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VI. OLD BUSINESS (CONTINUING)

Issue #5: Approval of the Fire Fighter Survival FSTEP course

Presenter: J. Martinez

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| Motion: | D. Coffman moved to approve. M. Jennings seconded. |
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Discussion: The pilot course was delivered in Sacramento on January 20-26, 2010. Student feedback was excellent and the course required only minor changes, which have already been made by A. Hamilton. Chief Richwine thanked the development group for their hard work.

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| Action: | Motion carried unanimously. |
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Issue #6: RIC Operations

Presenter: J. Hudson (discussion only)

Discussion: Curriculum developers are the same subject-matter experts who developed the Fire Fighter Survival course. Pilot class is anticipated for May 2010. Approval is planned for the July STEAC meeting.

Issue #7: Command and Control of RIC Deployment

Presenter: R. Bennett (discussion only)

Discussion: This is the third class in the new RIC series. The pilot class will be conducted on February 5, 2010 in Clovis. Precourse work required for the class will be available on the SFT website for the students to download. This precourse work allows the class to be kept at 8 hours.

Chief Coleman noted that the combination of these three RIC topics will continue to ensure California appears less and less on the line-of-duty deaths list.

VII. NEW BUSINESS (CONTINUING)

Issue #3: Approval of the Terrorism Liaison Officer FSTEP course

Presenter: M. Little and B. Young

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| Motion: | D. Childress moved to approve. J. Connors seconded. |
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Discussion: Ultimate objective is to recognize suspicious activity, develop reporting procedures, improve response readiness, and enhance fire fighter safety. The workgroup doesn't want to create a separate career path, but to use the State's established process for development and deployment of this training. The benefit will be having the certification authority not only with Post but with OSFM. M. Jennings asked if they knew that making this an FSTEP course would attach a \$20 registration fee whereas currently the course is free. M. Little advised that the Regional Terrorism Assessment Centers (RTACs) understand there will a certificate cost and will pay the fee. In addition, the course instructors would comply with and follow current SFT procedures. It was noted that the Terrorism Liaison Officer is not working in any ICS classification as a "Liaison." and should not be interpreted as an ICS position. Experience standards for course instructors will require they be subject-matter experts working with RTACs. This affiliation will require another level of approval and adds another level of complexity. For example, a letter from the Fire Chief

identifying the instructor(s) will be needed prior to approving a course delivery. This letter confirms that the Fire Chief is confident of the instructor's ability and is working in concert with the RTACs. There is still some staff work on the instructor requirements to be completed with SFT.

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| Motion: | Amended to require SFT staff work be completed. |
| Action: | Motion carried unanimously. |

Issue #4: Updated Terrorism Consequence Management course

Presenter: M. Jennings (discussion only)

Discussion: Since March 2009, nine train-the-trainer classes have been delivered. Grant money received from Department of Homeland Security for this project was applied in two ways. First, grant funds purchased material for review of content, reimbursed train-the-trainer participants' for their mileage and lunch expenses, and then developed response visor cards for fire apparatus. The materials and response visor cards are available free to fire service agencies from CFFJAC. Secondly, grant funds developed an on-line continuing education course that includes ten training modules that will be a review of materials presented with some enhancements. The original Terrorism Consequence Management course was approved by ODP (Office of Disaster Preparedness) and this update course is also expected to be approved. These online courses should be available in June 2010.

Issue #5: Requesting endorsement for volunteer fire fighter training standards

Presenter: F. Bunker and B. McIntyre

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| Motion: | K. Wagner moved to approve. D. Coffman seconded. |
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Discussion: Sonoma County wants to use the NFPA 1001 Fire Fighter Standard to better their volunteer fire fighter training. The training is being designed for a volunteer fire fighter's schedule. This program could be adopted by SFT for their Volunteer Fire Fighter certification. A draft outline has been developed but is not available for this presentation.

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| Motion: | Amended to approve in concept with SFT assistance required. |
| Action: | Motion carried unanimously. |

Issue #6: Committee needed to develop curriculum agreements with national publishers

Presenter: Chief Richwine (discussion only)

Discussion: It is time to have serious talks with publishers and develop some formal agreements. Would like to reestablish a Educational Resources Roundtable committee that will conduct talks with publishers to determine how they and SFT could work together to develop and/or publish

curriculum. K. Wagner asked about creating a document that would clearly define our relationship and expectations with them and signed by the OSFM with oversight of the legal department..

Assignment: Chief Richwine will establish a group of subject-matter experts to start researching the research. Update at next meeting.

Issue #7: California Career Lattice of the National Professional Model

Presenter: Chief Richwine

Discussion: At a recent CFCA meeting, it was recommended that we create a statewide lattice based on the National model. It would serve to assist career development that links training and education. Chief Coleman advised that there are several models and asked if the group can look at all the models to see if one can sync with State Fire Training. M. Jennings and D. Coffman volunteered to serve as a subcommittee and do the review.

Assignment: M. Jennings and D. Coffman to present the models to be reviewed at the next meeting.

VIII. ANNOUNCEMENTS

#1: Fire Marshal CTS and Course Outlines

Presenter: M. Romer

The Fire Marshal cadre is looking at the entire certification track. The group consists of ten Fire Marshals, Inspectors, and Prevention personnel from throughout California. The project is funded by and Assistance to Firefighters Grant (AFG) and requires that wildland urban interface (WUI) be intertwined throughout the prevention programs. The grant has contracted with CSUS who will make all travel and meeting arrangements, and provide clerical support. The cadre is meeting every month through June 2010. Their first task was to review the 2008 Fire Marshal CTS and update it to the new NFPA standards.

#2: Photovoltaic Training Program

Presenter: R. Slaughter

About two years ago, the Fire Marshal was contacted by the Governors Office to develop Photovoltaic Installation Guidelines. Chief Hoover has committed to creating corresponding FSTEP course. SFT has established a Photovoltaic (PV) cadre with a scheduled completion date of June 2010.

#3: NFPA Committee Membership

Presenter: K. Olson

Has been appointed to the NFPA 1051 Wildland Committee.

IX. FUTURE MEETING DATES AND LOCATION

Friday, April 16, 2010 – 3rd Friday of April

Office of the State Fire Marshal
Sacramento
1131 S Street
Sacramento, CA 95814

Friday July 16, 2010 – 3rd Friday of July

X. ADJOURNMENT

The meeting was adjourned at 12:25 p.m. by Chair, Ronny J. Coleman.