



STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE MINUTES

April 25, 2008 Sacramento, California

| | Member | Department | Representing | Present | Absent | Term Exp |
|-----|-------------------|----------------------------|--------------------------------|---------|--------|----------|
| 1. | Boomgaarden, Marc | Yuba City FD | League of California Cities | | X | 12/31/08 |
| 2. | Childress, Dennis | Orange County FA | SoCal Training Officers | X | | 12/31/08 |
| 3. | Coffman, Dan | CSU Los Angeles | CA Fire Tech Directors | X | | 12/31/09 |
| 4. | Coleman, Ronny | | Chair | X | | --- |
| 5. | Jennings, Mary | CFFJAC | CFFJAC | X | | 12/31/08 |
| 6. | Olson, Kevin | CAL FIRE | CDF | | X | 12/31/09 |
| 7. | Martin, Bruce | Fremont FD | CFCA | | X | 12/31/08 |
| 8. | Rayon, Howard | Santee | CSFA | | X | 12/31/09 |
| 9. | Romer, Mark | Roseville FD | NorCal Training Officers | X | | 12/31/09 |
| 10. | Rooney, Hal | Santa Clara County FD | FDAC | X | | 12/31/09 |
| 11. | Gallinatti, Tom | Oakland FD | Metro Chiefs | X | | 12/31/08 |
| 12. | Senior, David | Allan Hancock College | CA Fire Tech Directors | X | | 12/31/08 |
| 13. | Thomas, Rich | Newport Beach FD | CPF | X | | 12/31/08 |
| 14. | Wagner, Ken | Roseville FD | CFCA and Vice-chair | X | | 12/31/09 |
| 15. | Zagaris, Kim | OES Fire & Rescue | OES Fire & Rescue | X | | 12/31/09 |
| | Alternate | Department | Representing | Present | Absent | Term |
| 1. | Amaral, Brad | | NorCal Training Officers | | X | 12/31/09 |
| 2. | Hurley, Charley | OES Fire & Rescue | OES Fire & Rescue | | X | 12/31/09 |
| 3. | Jennings, Mike | Murrieta FD | SoCal Training Officers | | X | 12/31/08 |
| 4. | Knapp, Chuck | | CSFA | X | | 12/31/09 |
| 5. | Myers, Ron | North Co. Fire Authority | League of California Cities | | X | 12/31/08 |
| | Staff | Department | Position | | | |
| 1. | Hamilton, Alicia | OSFM - State Fire Training | Training Specialist | X | | |
| 2. | Miller, Monica | OSFM - State Fire Training | Office Technician | X | | |
| 3. | Owen, Christy | OSFM - State Fire Training | Staff Services Manager | X | | |
| 4. | Pineau, Susan | OSFM - State Fire Training | Management Services Technician | X | | |
| 5. | Richwine, Mike | OSFM - State Fire Training | Chief | X | | |
| 6. | Rodriguez, Ramiro | OSFM - State Fire Training | Deputy State Fire Marshal | X | | |
| 7. | Slaughter, Rodney | OSFM - State Fire Training | Deputy State Fire Marshal | X | | |
| | Guests | Department | Representing | | | |
| 1. | Nancy Koerperich | CDF Academy | | | | |
| 2. | Ron McCormick | Fremont FD | | | | |
| 3. | Tony Roberts | Cal Fire Academy | | | | |
| 4. | Dave Schoonover | San Jose FD | | | | |
| 5. | Ken Shockley | Fresno Fire | | | | |
| 6. | John Sola | MJC | | | | |

| | | | | | |
|----|------------|---------------------------|--|--|--|
| 7. | Dan Turner | Cal Poly, San Luis Obispo | | | |
|----|------------|---------------------------|--|--|--|

I. Call to Order

The meeting was called to order at 9:05 a.m. by K. Wagner, Vice Chair. R. Coleman, joined the meeting at approximately 9:15 a.m. and assumed the duties of chair.

II. Introductions and Welcome

Chair welcomed members and guests. Self-introductions were made and a quorum was established.

III. Approval of the Agenda

Issue: Approval of the Agenda

Discussion: None

MOTION: *M. Jennings made the motion to approve the agenda. D. Coffman seconded the motion.*

Action: *The motion was carried unanimously.*

IV. Approval of Minutes

Issue: Approval of the January 25, 2008 minutes.

Discussion: M. Richwine requested changes to item 5 of the minutes, Status of Review of High Rise Ops Curriculum, to remove the comments related to copyright issues. There are no copyright issues.

MOTION: *D. Senior moved to approve with correction. D. Childress seconded the motion.*

Action: *The motion was carried unanimously.*

V. Consent Calendar

(No Items requested)

MOTION: *None*

Action: *None*

VI. Old Business

1. Company Officer Beta Test

Issue: Update regarding Beta Test of Hybrid Course Delivery

Discussion: D. Senior stated that it is close to the end of the beta testing period. D. Senior and his team have tested all but Instructor 1B, Fire Investigation, and I-300. The Beta Test Committee was unable to have an instructor teach the classes on-line. He plans to have the Instructor 1B class taught this summer. The original Beta Test Committee will meet and come back to STEAC at a future meeting with recommendations. D. Childress reported that he has been teaching Fire Command 1C and has had a great experience with the on-line delivery format. He stated that the class is given more work compared to a regular class. D. Senior confirmed that there is more work involved in the on-line classes for both the student and the instructor. D. Coffman said that the Beta on-line takes more time, but

feels that it is worth it. R. Coleman asked if Alan Hancock College is having the students complete an evaluation. D. Senior confirmed that students complete an evaluation for every class. R. Coleman would like to see the comments from the students. M. Jennings stated that if we transition to a capstone testing, we need to figure out how this fits in that process. Her concern was that Management 1 testing mechanisms changed. The students were not getting the state test for certification. The committee should address the issues of evaluation and certification as it relates to how the courses are delivered.

MOTION: *D. Coffman made the motion to extend the beta test delivery over the summer at Alan Hancock College for Instructor 1B. Chuck Knapp seconded the motion.*

Action: *The motion was carried unanimously.*

2. SFT Regulations

Issue: **Update (Information Only)**

Discussion: R. Slaughter distributed a handout. State Fire Training (SFT) received two comments from the outside. SFT advertised and sent copies of notices out to all Fire Departments and all regional academies. All stakeholders received word that the regulations are in process. The changes included in the package as it exists today were from staff contribution. The proposed regulations will be sent out for another 45-day comment period. R. Slaughter: we omitted the State Fire Training Fees in the original submittal. The SFT fees are now included on page 9. K. Wagner asked if SFT reviewed references in context of the newly enacted Fire Fighter Bill of Rights. He does not see any references to the standards. M. Richwine: SFT had a very compressed time frame to get the regulations through the Office of Administrative Law. The Fire Fighter Bill of Rights (FFBOR) went into effect on January 1, 2008. The regulations were due on January 13, 2008. We are proposing procedures that are already in existence and will have a follow-up regulation package later to address changes, if any, related to the FFBOR. K. Wagner said that SFT and STEAC members should be cautious and look into the legalities.

MOTION: *None*

Action: *None*

3. Accreditation Site Visits

Issue: **Update and Action**

Discussion: R. Slaughter gave a brief over view of El Camino, Crafton Hills College, Sierra College, Modesto Jr. College, Santa Ana College and Riverside Community College. There is one more step before accreditation; the State Board of Fire Services must review. R. Slaughter updated the accredited academy list. This list is also posted on the SFT website.

New applications were received for San Pasqual Reservation Fire Department (September), Los Angeles County, Lake Tahoe Community

College, Monterey Peninsula College (actively working on their self-assessment report).

MOTION: *D. Coffman made a motion to reaccredit the El Camino College, Crafton Hills College, Modesto Jr. College, Santa Ana College, and Riverside Community College regional training programs. K. Wagner seconded the motion.*

Action: *The motion was carried unanimously.*

4. Fire Control 3

Issue: **Work Group Update (Information Only)**

Discussion: K. Vollenweider reported that the work group sent out 374 questionnaires to Fire Control 3 instructors requesting input for the FC-3 task books. There were 23 written comments that came back to them. The biggest issue was train-the-trainer concept. K. Vollenweider stated that the work group will have the position task book for the next STEAC meeting. The position task book will be required for new instructors. D. Childress: Are the documents that are online now only for advisory capacity, not for comments? K. Vollenweider stated that the documents are only for advisory capacity. They are looking at a four-hour instructor rollout class. The rollout class will be different from the proposed Fire Control 3 orientation class. The orientation class will be for instructors new to becoming a primary or senior. K. Vollenweider expects to bring the final draft to the next STEAC meeting for a vote.

MOTION: *None*

Action: *None*

5. Air Quality and CAL-OSHA Abatement Issues with Fire Control 3

Issue: **Request to form subcommittee**

Discussion: T. Roberts presented an issue paper regarding challenges with CAL OSHA and interpretations of materials containing asbestos. Acquired structures used for live fire training contain drywall materials with trace amounts of asbestos. In 2005, CAL-OSHA, Division of Occupation Safety and Health (DOSHS), decided that in order to abate asbestos all the way down to .01%, 100 sq. ft., you have to be an approved, licensed contractor. The issue paper lists three alternatives and recommends that STEAC select Alternative 1 – form a sub-committee under the direction of STEAC to continue to carry the issue forward through OSHA. K. Zagaris agreed to represent OES on a subcommittee.

MOTION: *A motion from M. Romer was made to accept Alternative 1 which is to establish a working relationship as a subcommittee of STEAC consisting of representatives from CAL Fire, State Fire Training, Office of Emergency Services, Federal EPA, California Air Resources Board, California Labor, CAL OSHA, a local Air Quality staff from a delegated and non-delegated air district for the purpose of determining the following to obtain a variance from DOSHS requirements of being a contractor while working in an acquired structure known ACM's and*

until the training use of that structure is complete. D. Coffman seconded the motion.

Action: *The motion carried unanimously.*

6. Fire Marshal CTS

Issue: Updates (Information Only)

Discussion: A. Hamilton stated that the Fire Marshal CTS draft was put on the SFT website. All of the STEAC members received a copy of the draft. She noticed that there were no human resources and administrative responsibilities at the highest Fire Marshal level, which would be impossible because they will be supervising the staff, etc. A. Hamilton asked Steve Hart to review the Chief Officer's CTS and/or Fire Officer's CTS and pull what he felt was appropriate from there and incorporate it in the Fire Marshal document. Currently, students take the Chief Officer Level II management classes to meet those needs. It would not be creating a new course; the courses would be crossing over from one certification track to another. The Fire Marshal CTS is not quite ready now; however, it is expected to be ready for the next STEAC meeting. As soon as the Fire Marshal CTS is ready, the most current version will be posted on the SFT website. M. Richwine stated that at the last STEAC meeting, one issue was raised regarding the FPO's and their support of the Fire Marshal CTS. M. Richwine met with Executive Board of FPO's North and South. They like the CTS and will forward a letter of support. They have additional questions regarding certification in the future.

MOTION: *None*

Action: *None*

7. Instructor CTS Work Group

Issue: Update (Information Only)

Discussion: A. Hamilton provided a brief update on the status of the Instructor CTS. There will be a requirement for the Master Instructors to attend a one-day, 6 to 8 hour class. If the instructors want to continue to be a Master Instructor, they must attend the rollout class. There are 150 registered instructors now. The work group anticipates 5 classes, with 30 students per class and an overall attrition rate of 30%. The classes will start in October and end in December. Based on initial budget figures, the class will cost approximately \$225.00 per student. The work group would like to seek grant money to assist with the funding. The course outline is anticipated to be posted to the SFT website in the coming week. N. Koerperich asked if the training formats will be in the SFT format in Instructor 1C? A. Hamilton: in 1A and 1B, the instructors can utilize any kind of lesson plan and can adapt it. They will be given specific requirements. In 1C, the instructors will be taught how to develop a lesson plan, not adapt it. The State Fire Training format will be used. The instructors will have to write their lesson plan in that format. D. Senior reminded the group that the Public Safety Advisory Committee to the

Chancellor's Office has funding to give to programs. SFT has received some of that money in the past for training.

Motion: *None*

Action: *None*

8. Fire Prevention Level I

Issue: **Update (Information Only)**

Discussion: M. Richwine stated with the adoption of the ICC codes effective January 1, 2008, and the late publication of the ICC codes, SFT has been very busy establishing consistency in the delivery of the Fire Prevention Level 1 courses. SFT printed a list of the courses and notified the instructors that they will have to use the 2007 California Fire Code and adapt their lesson plans. K. Vollenweider, R. Rodriguez, M. Richwine and the Assistant State Fire Marshal visited classes to ensure that the instructors were prepared. Several Fire Prevention 1A and 1B instructors are in the late stages of developing two official bridge courses for the Fire Prevention 1A and 1B reflecting the 2007 codes. The bridge course is scheduled to start this summer. SFT will have a new requirement for prevention in the Fire Officer Certification track. There has already been a course out-line and course objectives developed for this proposed course.

Motion: *None*

Action: *None*

9. State Board of Fire Services Report

Issue: **Update**

Discussion: M. Richwine stated that there was almost a full committee at the last State Board of Fire Services meeting. M. Richwine had agenda items to bring up at the meeting which were the Blueprint 2020, Qualifications for Ethics instructors, EMT Licensing (information only), State Fire Training rule making, and a report of STEAC issues which included: certification training standards, and NIMS Compliance ICS I300 and I400 issue. Due to a lack of a quorum mid-way through the meeting, the only two issues that the Board was able to move on were the NIMS Compliance issue and the Blueprint 2020. They voted to approve the Blueprint 2020. The NIMS Compliance issue was consideration of the acceptance of course equivalencies from NIMS, EMI, NFA courses. At a previous meeting, STEAC Committee members voted to accept these certificates; however, the certificates must show the minimum hours that are required. The State Board rejected STEAC's motion and were concerned with two issues. The first concern was the 6-hour difference in minimum course hours, and the ability of SFT to enforce the minimum hours being printed on the certificates. M. Richwine: there is an opportunity to revisit if STEAC members can provide clarification to the minimum hours issue and address instructor enforcement. R. Coleman stated that since this issue was rejected by the State Board, it now comes back on the agenda as an unfinished item. R. Coleman also stated that this would be the time to vote

the issue to reconsider down. Since the State Board rejected this issue, time spent going back could be wasted. The positive item is that SFT can reinforce this issue, if questioned. K. Zagaris agreed with moving forward with this issue, not backwards.

MOTION: *K. Wagner made a Motion to reconsider. The Motion was seconded by D. Childress.*

Action: *After considerable discussion, the Motion for reconsideration failed unanimously.*

VII. New Business

1. Community Risk Officers CTS

Issue: Update (Information Only)

Discussion: R. Rodriguez gave an update regarding the Community Risk Officer CTS. R. Rodriguez introduced Ken Shockley as the team leader of the project. Ken Shockley from the Fresno FD introduced the team: Alicia Hamilton, Fire Service Training Specialist III; Ramiro Rodriguez, Deputy State Fire Marshal III; Brenda Briggs, Sacramento Metropolitan Fire District; Brenda Emrick, Costa Mesa Fire Department; Steve Knuckles, Morro Bay Fire Department; and Penni Overstreet-Murphy, San Bernardino County Fire Department. The team completed realigning the CTS, adding new authorities, some of which speak to penal codes that relate to dealing with media on critical incidents and Health and Welfare. The Task Force has worked on completing a review of the NFPA Standards, ensuring the components are addressed in the CTS. The team is adding to the existing CTS to develop the new standards. The Task Force will be finalizing the CTS for all three levels of certification (Community Risk Educator, Community Risk Specialist, and Community Risk Officer) at the May meeting. The Task Force will be reviewing Health and Welfare Sections 300-325 and 600 to determine if any information needs to be included. In addition, a CTS task will be developed to include the child learner since this information is not captured in the Training Instructor 1A and 1B courses already included in the CTS. M. Jennings recommended that the group take a look at the instructor training and make sure it still meets their needs. She also indicated new state standards for child instruction have been released on this topic, and include requirements teaching for English learners and special needs students which include ADA requirements. Anticipated completion date is June 30, 2008. It was clarified for D. Coffman that each course would need to be taken in succession. The intent is to infuse NWCG/ICS requirements into the public information officer section, with the intent of making California's curriculum leading edge, so that any fire officer can take the program and adapt it to their community's needs. Coffman expressed that there may be a need to separate the Public Information Officer (PIO) training out because it's a very different function than public education officer. M. Jennings: have any studies been done to determine the relevance of this certification track (public education officer) with the fire service? K. Shockley: no formal studies have been done, but it has been addressed as

best as possible. The group has configured the CTS to address the needs of the company officer and their professional development. It was clarified that information regarding personal emergency preparedness and national certification program will be included in the Fire and Life Safety Educator standards.

MOTION: *None*

Action: *None*

2. National Professional Qualifications Board/States and Provinces Certifying

Issue: **STEAC consideration of the program**

Discussion: R. Coleman recently attended the Congressional Fire Caucus Dinner in Washington D.C.. In the process of discussion, he was given a document called States and Provinces Certifying to NFPA Professional Qualifications (Pro Board) which was one of the items in the handouts. To find out information regarding the program, he approached Representatives of Pro Board to find out why California is left off the list. We (State Fire Training) have not done anything toward accreditation to be on the list. R. Coleman wanted to know what steps are necessary to take so that we can get on the list. He said the representatives of the Pro Board are willing, at their expense, to come out and have a meeting with us in California to find out how we can fit into the National Fire Prevention Qualification system. R. Coleman would like to propose the idea that we extend an invitation for them to come and visit us, so we can talk about the next step to become a part of the National Delivery System. R. Coleman propose that NFPA and IFSAC to come to the next STEAC meeting to make a presentation for us. M. Richwine reminded the members that accreditation is a goal in the Blueprint 2020. What the motion will authorize R. Coleman to do is, write a letter to the NFPA (Pro Board) and IFSAC organizations and invite them to come here.

MOTION: *The chairman proposed to initiate a discussion with the National Professional Board and IFSAC to find out what our options are and whether or not we are capable of being accepted within this system. K. Wagner made the motion and M. Romer seconded.*

Action: *The motion carried unanimously.*

3. Blueprint 2020 Strategic Discussion

Issue: **Update**

Discussion: Revisit the Blueprint 2020. M. Richwine stated that now that the Blueprint 2020 has been approved, he would like to recommend to the STEAC Committee that we should focus on some of the issues in this document. For example, the capstone testing you heard earlier today has many issues that need work. The Blueprint 2020 is on the website. There will be no more changes to the document. R. Coleman stated that everyone that contributed to this document should be proud.

MOTION: *None*

Action: *None*

4. Status of Degree Program at California Polytechnic State University

Issue: **Update (Information Only)**

Discussion: D. Turner, Executive Director of the Research Institute at Cal Poly State University in San Luis Obispo. The focus of this research institute is Wildland Urban Interface issues, Emergency Management, and Disaster Management issues in California. The one item that has been a highlight to Cal Poly State University is the Fire Protection Engineering Degree program. There are two Fire Protection Engineering based programs in the United States; the University of Maryland and Worcester Polytechnic Institute in Massachusetts. The two non-engineering programs are at Oklahoma State University and Eastern Kentucky University. So geographically, Cal Poly is the only University with the Fire Protection Engineering program on the western coast. The Fire Protection Engineering will have a graduate level certificate program in the fall of 2008. This Degree Program is growing rapidly in the western states.

MOTION: *None*

Action: *None*

5. State Mandates

Issue: **Hand Off of Course**

Discussion: D. Schoonover was introduced by the chair. He was Director of Training for San Jose Fire Department for about eight or nine years. He has been teaching an 8-hour class on training mandates at the Training Officer's Symposium in Fresno for five years. D. Schoonover met with R. Coleman and M. Richwine last year to tell them that he is looking for someone to take over the State Mandates courses. He will be retiring in about 16 months. He has compiled the course onto a cd and distributed the six discs he had left on hand. The goal is to help people understand what the state training mandates are all about. The intent is also to help the Training Officers add this information into the context of both training, emergency operations and non-emergency operations. Language was another item taught in the mandates. When D. Schoonover taught the class, he would spend three hours in the morning talking about OSHA. He then taught the Mandates in the afternoon. He teaches the students how to read codes. D. Schoonover always thought that the State Mandates course should belong to the State Fire Training program. The information could be kept on the website and SFT could update information as needed. He estimates there are three updates per year from OSHA's website that can be retrieved under "Updates". R. Coleman feels that this course is a roadmap to other documents.

Note: STEAC accepted the idea that a single custodian needs to be created for the State Mandates and that the preferred method would be to see if we could link it to the SFM website.

C. Owen stated that she would have to first receive permission from the Webmaster and IT personnel regarding the posting of the State Mandate.

MOTION: *None*

Action: *None*

6. Request to Adopt Off-The-Shelf Text for Emergency Care of the Sick and Injured Course

Issue: *None*

Discussion: This topic was tabled until the next meeting.

MOTION: *None*

Action: *None*

7. Business Process

Issue: *Update*

Discussion: C. Owen introduced Monica Miller to the members of the STEAC meeting. Monica will replace Susan Pineau in providing administrative support to STEAC. C. Owen has letters for members who are reappointed and have extended their terms. She distributed to those affected. She gave an update on a few items that are going on in State Fire Training that tie back to the 2-year work plan. SFT is trying to move away from using Social Security Numbers. Since the last meeting, she had the opportunity to meet with IT staff to present an issue paper for development of a new database to our department's Information Technology Oversight Committee. The committee approved SFT to move forward, as long as we use our own funding. The next step would be to prepare a Feasibility Study Report, and that will cost approximately \$100,000. SFT plans to start this process next fiscal year; however, other options are being considered for a short term solution. One of the options is working with our consultant for the database that we currently use to make modifications. SFT is working on that now. SFT is moving towards creation of a student ID number in our existing database and modification of the Scantron forms to include the ability to either enter your SSN or your Student ID number. The initial ID card would be generated when the student has activity in the system so that along with the card the student would receive their course completion certificate, a position certificate or instructor registration. We anticipate this process being in place by late summer/early fall. The legwork is being done now.

MOTION: *None*

Action: *None*

VIII. Announcements

FESHE Conference is coming soon (June).

IX. Items not on the Agenda

Chief Dargen came into the meeting and gave a certificate of recognition to three staff members that were involved with the development of the Blueprint 2020. The recognition was for A. Hamilton, M. Richwine and R. Slaughter. They were instrumental in getting the Blueprint 2020 written and through the approval process. Chief Coleman was also thanked for his efforts, as were the STEAC members.

X. Future Meeting Date

Office of the State Fire Marshal

Sacramento

1131 S Street

Sacramento, CA 95814

Future STEAC meeting date: Friday, July 18, 2008

XI. Adjournment

The meeting was adjourned by R. Coleman at 2:10 p.m.