



## STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE MINUTES

August 26, 2008 Sacramento, California

	<b>Member</b>	<b>Department</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>	<b>Term Exp</b>
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	Retired Fire Marshal	Chair	X		---
5.	Gallinatti, Tom	Oakland FD	Metro Chiefs	X		12/31/08
6.	Jennings, Mary	CFFJAC	CFFJAC	X		12/31/08
7.	Martin, Bruce	Freemont FD		X		12/31/08
8.	Olson, Kevin	CAL FIRE	CDF	X		12/31/09
9.	Rayon, Howard	Santee FD	CSFA		X	12/31/09
10.	Romer, Mark	Roseville FD	NorCal Training Officers	X		12/31/09
11.	Rooney, Hal	Santa Clara County FD	FDAC	X		12/31/09
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	OES	X		12/31/09
	<b>Alternate</b>	<b>Department</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>	<b>Term</b>
1.	Amaral, Brad		NorCal Training Officers		X	12/31/09
2.	Jennings, Mike	Murrieta FD	SoCal Training Officers	X		12/31/08
3.	Knapp, Chuck		CSFA	X		12/31/09
4.	McCormick, Ron	Fremont FD	NorCal Training Officers	X		12/31/08
5.	Myers, Ron	North Co. Fire Authority	League of California Cities	X		12/31/08
	<b>Staff</b>	<b>Department</b>	<b>Position</b>			
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.	Richwine, Mike	OSFM - State Fire Training	Chief	X		
5.	Rodriguez, Ramiro	OSFM - State Fire Training	Deputy State Fire Marshal	X		
6.	Slaughter, Rodney	OSFM - State Fire Training	Deputy State Fire Marshal	X		
7.	Vollenweider, Ken	OSFM - State Fire Training	Deputy State Fire Marshal	X		
	<b>Guests</b>	<b>Department</b>	<b>Representing</b>			
1.	Bennett, Rick	Clovis FD				
2.	Connors, Jim		CFTDA			
3.	Haskell, Chester		Cogswell Polytech College			
4.	Martin, Ron		Con Fire			
5.	Meston, Jeff					

6.	Mourchid, Younes		Cogswell Polytech College			
7.	Rickman, Tracy	Rio Hondo CC	CFTDA			
8.	Ridley, Michael		AST, Inc.			
9.	Shockley, Ken	Fresno Fire				
10.	Tollefson, Tennis		Sierra College			
11.	White, Kevin		CFFJAC			
12.	Woody, Jon		CAL FIRE			

## **I. Call to Order**

The meeting was called to order at 9:00am by Chair Ron Coleman.

## **II. Introductions and Welcome**

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

## **III. Approval of Agenda**

**Issue:** Approval of the Agenda

Discussion: None

**MOTION:** *None*

**Action:** *None*

## **IV. Approval of Minutes**

**Issue:** Approval of the April 25, 2008 minutes.

Discussion: C. Knapp requested to be added to the roll call sheet.

**MOTION:** *M. Jennings moved to accept as amended. M. Romer seconded the motion.*

**Action:** *The motion carried unanimously.*

## **V. Consent Calendar**

**Issues:** Site Accreditation Schedule/SFT Regulations

Discussion: None

**MOTION:** *K. Zagaris moved to accept consent items. K. Wagner seconded the motion*

**Action:** *The motion carried unanimously.*

## **VI. Old Business**

### **1. Community Risk Officer (CRO) (Replacement for Public Education)**

**Issue:** Update and Action

Discussion: R. Rodriguez introduced Ken Shockley from Fresno Fire Department; together they presented a CRO update. The group has been busy composing final edits but were unable to post to the web in time for the STEAC members' review. The course outlines and Certification Training Standards have been completed, but for the purpose of allowing more time for review and input, it will not be an action item until the October meeting. In the meantime, they will be posted to the SFT website. K. Shockley thanked everyone involved. M. Richwine requested that Fire Prevention Officers be provided with a copy for their input, as well. R. Coleman questioned whether this course would address risk intervention. R. Ramiro replied that it does, essentially taking place of public education. K. Wagner supports having an EMS component and would be in favor of

seeing some sort of module that would help address the topic so those going through the program could receive some background in that area. R. Coleman turned the issue back on the committee for discussion. R. Myers expressed that he'd like to see awareness of more than just the fire component. K. Wagner suggested awareness in areas such as those concerning working with the elderly, etc.

**MOTION:** *K. Wagner made a motion that the finalized package should provide a briefing paper addressing the level of EMS included in the course. The Motion was seconded by M. Jennings. K. Shockley will draft a memo that addresses what is already covered in the course and request the feedback of STEAC members.*

**Action:** *The motion carried unanimously.*

## **2. Rapid Intervention Crew Tactics (RIC) Curriculum Development**

### **Issue: Update and Action**

**Discussion:** Rick Bennett from Clovis Fire Department explained that the RIC curriculum development has expanded well beyond the scope of what STEAC initially recommended. The development committee had been given approval to write a 16-hour fire fighter survival course, a 24-hour RIC course (Fire Fighter II Skill – Team Evolution), and an 8-hour Command and Control course for officers. These courses were designed to be stand-alone but have the capability to be integrated together to meet individual department needs. K. Zagaris made the point that the 8-hour course discusses maydays and emergency traffic, but that this information has been previously covered and needs to stay consistent with that which has already been presented. K. Wagner confirmed that he's been in contact with R. Bennett, sending him previously established information regarding emergency traffic in order to keep the development committee updated. D. Coffman questioned the last statement on the position paper which suggests considering development of a one-day course on Building Construction in the Fire Service. At this point R. Coleman declared a potential conflict of interest on his and Mike Ridley's part as they were working on a similar project that he would be willing to share with the members. R. Bennett explained that the statement was intended to mitigate the issue of keeping the scope of the RIC re-write manageable and to let people know building construction was a consideration but would have to be handled separately from this project.

**MOTION:** *K. Wagner motioned to approve recommendation for the committee's three bullet points (16, 24, and 8 hour courses), and that the building construction component should be dropped due to other work being done on this topic. M. Romer seconded the motion.*

**Action:** *The motion carried unanimously.*

### **3. Fire Control 3 Work Group**

**Issue: Update**

Discussion: The work group found it difficult to meet due to the recent fire siege. A draft was posted on the SFT website in June. They anticipate having a final product available for the October STEAC meeting. M. Richwine pointed out that K. Vollenweider has also discovered another issue that has also resulted from this topic. K. Vollenweider described a conference call involving STEAC members that concluded with the decision that they would draft a letter to CalOSHA regarding various OSHA representatives who have been preventing them from conducting training due to overuse of asbestos in the walls. K. Vollenweider made it clear that they were not trying to abate OSHA standards, but rather, they want to resolve this issue at a state level. M. Romer inquired whether the air districts had been included as a potential recipient of this letter. K. Vollenweider stated a member from Placer County Air Quality Management District was on the call. R. McCormick asked if the group had considered whether the exemption would apply to the demolition and removal of structures after the Fire Control classes had concluded. K. Vollenweider said the group would discuss the issue.

**MOTION:** *None*

**Action:** *Information Only*

**Kevin Olson (representing CAL FIRE) joined the meeting at 9:37 a.m.**

### **4. Training Instructor Work Group**

**Issue: Instructor Guides/Capstone Testing Plan/40-Hour Course Requirement**

Discussion: R. Martin presented, providing history on the curriculum re-write. A primary focus was to provide an opportunity for company officers to teach using prepared lesson plans instead of writing their own lessons. The curriculum meets NFPA Standard 1041 and the adopted text will be IFSTA 7<sup>th</sup> Edition. The group was approached by Chief Richwine in the early stages and asked, as a part of the Blueprint 2020, to consider how capstone testing could be implemented within this certification track. Capstone testing is new and uncharted territory, but models from other states and agencies were used as examples for a task book template. Individuals seeking certification would have to fill out an application and participate in a testing process that would provide the opportunity to demonstrate the skills they've acquired through the courses.

A. Hamilton suggested creation of a STEAC subcommittee for the review of capstone testing, in general, not just as it applies to the Instructor certification track.

Members were provided with a matrix that outlined 3 options for the organization and administration of capstone testing. Option 1 entailed taking the course and, instead of a certification exam, the student would take a written capstone test. Option 2 utilizes all the certification requirements in the form of a task book. Once the courses/experience are completed, those sections are signed off by their Chief, the task book is submitted to SFT, and upon SFT's approval, the student has one year to take the capstone testing. Option 3 includes a 30-minute psychomotor or cognitive lesson delivery for capstone testing. The major difference between Option 2 and Option 3 is the extent to which State Fire Training is involved. Option 1 has the least involvement of State Fire training.

R. Coleman wanted to know if logistics becomes an issue in the third option. K. Wagner said he'd like to hear evaluation from M. Richwine and the SFT Staff on whether or not this is feasible and cost effective. M. Richwine explained that it's only going to work if we have our Master Instructors working with us – they would have to be the evaluators for live lesson deliveries. It was suggested that testing centers could be established with proctors overseeing the testing. R. Myers also expressed concern over the timeframe it would take to obtain certification and whether or not there would be sufficient demand.

It was decided that STEAC members should contemplate the topic more carefully and look heavily at the logistical aspect of any decision made. It was agreed that the taskbook might be the most feasible plan and that Option 2 be thoroughly explored and presented during October's meeting for a vote, with a recommendation of which taskbook to use as a model.

M. Richwine reminded the committee that it was still necessary to form a group to oversee capstone testing. Volunteers for the subcommittee were D. Coffman, C. Knapp, M. Romer, D. Senior, and B. Martin via conference call. Teleconferencing would initially be used for meetings with SFT facilitating the process.

To address the topic of the 40-hour course requirement, A. Hamilton presented the newly improved format for instructor classes, which consists of 16 students, 1 instructor, for a total of 16 hours. The question posed is how it should be handled if there are fewer students. In those instances there is not enough material to cover a 40-hour class. The suggestion was made to institute a minimum number of students.

***MOTION:*** *None*

***Action:*** *SFT to coordinate a conference call to kick off the capstone testing subcommittee.*

**Tonya Hoover was introduced by M. Richwine to present awards in recognition for curricula cadre members in attendance. Recipients honored at the meeting were as follows:**

**Mary Jennings, Ron Martin, Mike Jennings, Bruce Martin, & Dan Coffman**

**In addition, certificates of appreciation have been sent to all who have contributed their talents toward the development of certification training standards and/or curriculum.**

## **5. Fire Management Level 2**

**Issue: Update (Information Only)**

**Discussion:** M. Richwine explained that the results of field tests were mixed and not complete. The feedback he has been receiving is that it needs to be tweaked a little more. Book size has become an issue as the text has nearly doubled in size. Some instructors expressed concern over the required number of texts and felt there are too many for the 40-hour class. He'd like to see things move in the direction of solidifying the course outlines. R. Coleman mentioned that the Education Resources Roundtable (ERR) will convene to address these issues. M. Richwine mentioned that there may be an opportunity to combine the classes, but there is an immediate need to fix Management Level 2. R. Coleman determined that the STEAC group needs to reevaluate what they can contribute to this project. M. Richwine expressed that the Chief Officer's handbook is receiving good feedback.

**MOTION:** *None*

**Action:** *R. Coleman to bring ERR and CTS Workgroup together to discuss the direction of Management Level 2.*

## **6. Quality Improvement Program**

**Issue: Presentation of Draft**

**Discussion:** The intent of the QI Program is for internal purposes but will obviously require coordination with the community colleges, etc. M. Richwine introduced Jeff Meston whom he recruited to help develop the QI Program. J. Meston explained that the program overview is about improving the system as a whole. Identifying opportunities is key to the program. One goal is to develop Q&A files on every instructor who is teaching a class, and establishing a process to relay the feedback to curriculum development groups. Field audits will also be conducted so that SFT staff can determine what is taking place. The Firefighter's bill of rights was considered when developing this program. D. Coffman made the point that it's already been a struggle to get students to complete 2-page surveys, and felt that attempting to have students complete lengthier surveys may pose problems. Discussion also revolved around the language

used in survey questions and how it would be received by the students and whether the questions are valid. It was decided that questions and comments regarding the survey could be sent to M. Richwine and he would forward them on to J. Meston. A final draft will be presented at the October STEAC meeting.

**MOTION:** *None*

**Action:** *None*

**Tom Gallinatti (representing Metro Chiefs) arrived at approximately 10:30a.m.**

## **7. Fire Prevention Level 1**

**Issue:** **Update on Bridge Courses – Prevention 1A/1B**

**Discussion:** M. Richwine informed everyone that notice regarding the new Prevention 1A and 1B bridge courses was mailed to registered Prevention instructors, Accredited Regional Training Programs, and Accredited Local Academies. October 1, 2008 will be the starting date of the new classes and using the bridge materials. It is important to note that NOTHING changes with certification. The learning domain in the bridge course is the same as previous Fire Prevention 1A and 1B.

**MOTION:** *None*

**Action:** *Information only*

## **8. On-line Hybrid Beta Test Information**

**Issue:** **Q&A in Preparation for October Vote**

**Discussion:** D. Senior provided background regarding the beta test and sought the feedback of committee members to consider for the Beta Test Committee's final report to be presented for vote in October. An important point was made about what would become of the information after the Beta Test came to an end. Per D. Senior, instructors were told that their class would be handed over to SFT. Instructors who participated in the beta test were questioned on how the teaching of the course resulted, leading to their consensus that hybrid courses should be offered. M. Jennings stated that she found it important that the STEAC Committee have as much detail as possible in the final report and gave recommendations on page 8 of the handout. Her impression was that there would be a comparison between the online hybrid with an in-class course to receive feedback. She expressed that CFFJAC has some concerns with the hybrid delivery. B. Martin conveyed interest in seeing any policy implications that may arise in the report. D. Senior responded that once students get in the classroom, they would then sign up for the State Fire Marshal course, but there would need to be an in-class maximum. M. Richwine asked how the identity of the students could be verified and how

the classrooms would be set-up in case they wanted to sit in and monitor the class to make sure it is taking place in the correct location. D. Coffman explained that one can assign themselves as a visitor to the class, then could drop in anytime. M. Jennings wanted to know the results of the test score before and after. Any questions and/or concerns regarding the evaluation of the Beta Tests should be sent to M. Richwine or D. Senior. There will be an action item for this topic on the agenda for the October meeting.

**MOTION:** *None*

**Action:** *Committee members to forward any additional questions/comments to Chief Richwine or D. Senior in writing to be considered for the final report which will be presented for vote in October.*

## **9. State Fire Training Curriculum Project Workplan**

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

**Discussion:** M. Richwine distributed a project summary sheet of SFT Certification Training Standards or Curricula Projects and their status. He proposed that if the group knew anyone interested in working on the projects listed that they be referred to him.

**MOTION:** *None*

**Action:** *Committee members to review list and forward names of interested subject matter experts to Chief Richwine.*

## **VII. New Business**

### **1. River and Flood Water Rescue Operations**

**Issue:** **Consideration of Course Revision**

**Discussion:** M. Richwine was contacted by Mark Hogan of Fremont Fire Department to put together a proposal for the training officers to revise the River and Flood Water Operations course. He was invited to present on the subject, but did not to make it to the meeting. The proposal was offered up to the group for input and feedback. Acceptance of the proposal will be presented as an action item for the October meeting. M. Richwine added that there is another group who's interested in the project also. R. Coleman felt this was an important subject as there have recently been several tragic incidents involving firefighters who drowned during the course of water rescue training events.

**MOTION:** *None*

**Action:** *Committee members to review proposal, distribute to their respective organizations, and forward comments/questions to Chief Richwine prior to next STEAC meeting.*

## 2. Cogswell College

**Issue: Update on Long Distance Learning Program**

Discussion: Professor Younes Mouchid and College President, Dr. Chester Haskell, presented to the group on behalf of Cogswell Polytechnical College. C. Haskell gave a brief history of the college, which is one of the oldest educational institutions in California. Cogswell has been working with fire agencies throughout California to facilitate the inclusion of their fire science program, through which they are committed to continue improving the fire service. Y. Mouchid explained that their program is part of the National Fire Academy (NFA). The program is now accessible online and all the courses have been revisited in the last few years.

The program, itself, is an upper division program to which every unit taken by students during their lower division studies can be applied as credit in some capacity. Even SFM classes can be transferred over to their program.

R. Coleman noted that he has worked with this program for a while and was curious as to how many people had completed the program since its inception, in 1978. Y. Mouchid responded that they have had 574 graduates of the program.

H. Rooney mentioned that he was an alumnus of the program and asked if they also had a residency program. Y. Mouchid acknowledged that Cogswell does in fact have a residency program and that it is very popular as the students can login from any location.

R. Slaughter posed the question of whether Cogswell was dialed in to the returning veterans program. Y. Mouchid replied that they were as a way of proving their commitment to public service.

Y. Mouchid was asked by R. Coleman what their current marketing strategy was for the program, so that more people would be aware it was an option. Y. Mouchid described the articles that have been written about the program for Fire House magazine, as well as ads that have been posted.

**MOTION:** *None*

**Action:** *Information only*

## VIII. State Board of Fire Services Report

**Issue: Report on Last Meeting**

Discussion: M. Richwine began with items that came out of STEAC. It was a recommendation by Chief Steve Brown that the Chief Officer CTS be approved with an EMS management component added. B. Martin advised that he will contact a chief who is apt in the subject area. K. Wagner volunteered to check with his chief, while K. White also recommended a chief he knew. Chief Richwine thanked the members for support and will contact the EMS chiefs to set up a meeting. M. Richwine turned the discussion to NIMs, where it had been learned that there was an error

found in the course coordinators catalog that listed the old course hour requirements. M. Richwine has asked NWCG to research the issue and they found that, indeed there had been an error in printing. M. Richwine had already brought it to the attention of the SBFS. It was advised that the issue would be brought back up for action through the SBFS when the group convenes again. K. Wagner suggested that if it was felt necessary, a few members who may be a little more knowledgeable on the subject would make themselves available to address the issue at SBFS.

D. Coffman also brought up the issue that NWCG certificates can no longer be awarded by departments. K. Olsen said he has a letter regarding the issue. R. Coleman said there is action in this letter that SFT should be considering.

**MOTION:** *None.*

**Action:** *State Fire Training to coordinate a meeting with appropriate parties to schedule a meeting regarding the addition of an EMS component to the Chief Officer CTS.*

## **X. Roundtable**

### **XI. Future Meeting Date**

October 17, 2008

Sacramento

1131 S Street

Sacramento, CA 95814

### **XII. Adjournment**

The meeting was adjourned at 12:22pm by R. Coleman.

**\*\*\*Note: Tape recordings of the Meeting Minutes not available due to technical difficulties.**