



# STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE MINUTES

October 15, 2010 Sacramento, California  
Office of the State Fire Marshal

	<b>Member</b>	<b>Department</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>	<b>Term Exp</b>
1.	Childress, Dennis	Orang Co. FA	So Cal Fire Tech Directors		X	12/31/10
2.	Coffman, Dan	CSU Los Angeles	CA Fire Technology Directors Assn.-South	X		12/31/11
3.	Coleman, Ron	OSFM	Chair	X		N/A
4.	Jennings, Mary	CFFJAC	CFFJAC	X		12/31/10
5.	Kehmna, Ken	Santa Clara Fire Dept.	FDAC	X		12/31/11
6.	Knapp, Chuck	Fire Captain (Ret.)	CSFA	X		12/31/11
7.	Martin, Bruce	Freemont Fire Dept.	CFCA	X		12/31/10
8.	Myers, Ron	North Co. FA	League of California Cities	X		12/31/10
9.	Olson, Kevin	CAL FIRE	CAL FIRE Academy	X		12/31/11
10.	Romer, Mark	Roseville Fire Dept. (Ret.)	Nor Cal Training Officers	X		12/31/11
11.	Senior, David	Allan Hancock College	Nor Cal Fire Tech Directors	X		12/31/10
12.	Thomas, Rich	Newport Beach Fire Dept.	CPF	X		12/31/10
13.	Todd, Suzanne	CAL FIRE	CAL FIRE Academy	X		12/31/10
14.	Wagner, Ken	Roseville Fire Dept.	CFCA and Vice-chair	X		12/31/11
15.	Zagaris, Kim	Cal EMA	Cal EMA	X		12/31/10
	<b>Alternate</b>	<b>Department</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>	<b>Term</b>
1.	Amaral, Brad	Nevada Co. Consolidated Fire District	Nor Cal Training Officers		X	12/31/11
2.	Capehart, Timothy		CA Fire Technology Directors Assn.-North		X	
3.	Connors, Jim	City College of San Francisco	Nor Cal Fire Tech Directors		X	
4.	Davidson, Bret	Rancho Santa Fe Fire Dist.	So Cal Training Officers	X		12/31/11
5.	Jennings, Mike	Murrieta Fire Dept.	So Cal Training Officers	X		12/31/10
6.	McCormick, Ron	Fremont Fire Dept.	CPF		X	12/31/11
7.	Scranton, Tim	Beverly Hills Fire Dept.	League of California Cities		X	12/31/11
	<b>Staff</b>	<b>Department</b>	<b>Position</b>			
1.	Hamilton, Alicia	OSFM—State Fire Training	Fire Service Training Specialist III	X		
2.	Purkeypile, Mark	OSFM—State Fire Training	Office Technician-Recorder	X		
3.	Richwine, Michael	OSFM—State Fire Training	Division Chief	X		
4.	Slaughter, Rodney	OSFM—State Fire Training	DSFM III	X		
5.	Vandevort, William	OSFM—State Fire Training	DSFM III-RA	X		

6.	Wilshire, Mary	OSFM—State Fire Training	Manager, Certification & Instructor Registration	X		
	<b>Guests</b>	<b>Department</b>	<b>Representing</b>			
1.	Collings, Randy	Santa Rosa Junior College	Santa Rosa Junior College	X		
2.	Davis, Alan	Humboldt ROP	Humboldt ROP	X		
3.	MacIntyre, Bob	Sonoma County	Sonoma County	X		
4.	Sola, John	Modesto Junior College	Modesto Junior College	X		
5.	Tollefson, Tennis	Sierra College	Sierra College	X		

**I. Call to Order/Introductions and Welcome** (00:00:01)

The meeting was called to order at 9:00 A.M. by STEAC Committee Chair, Ronny J. Coleman. Role call was completed and a quorum was established. The Chair welcomed members and guests.

**II. Agenda Review** (00:01:00)

**Issue:** Time constraints for the meeting due to some STEAC committee members departing early

Discussion: None.

**III. Approval of Minutes**

**Issue:** Approval of the July 16, 2010 Minutes (00:05:30)

Presenter: Chair Ron Coleman

Motion: Mary Jennings moved to approve the July 16, 2010 minutes.

Discussion: None.

Action: Motion carried unanimously. (00:05:41)

**IV. Old Business**

**A. Issue:** STEAC Action Item Plan Review (00:05:44)

Presenter: Mary Wilshire

Motion: None.

Discussion: A review was conducted with the assembled STEAC committee as to the usefulness of the STEAC Action Item Plan spreadsheet. The Action Item Plan serves as a handy tool for historical purposes. Recently, the Action Item Plan has been eclipsed by Blueprint 20/20. The STEAC Action Item Plan is a vital tool. SFT Staff will be contacting anyone who is on the Action Item Plan for in order to update its information.

Action: Update Action Item List. List will be included as a packet for the January 21, 2011 STEAC meeting.

Action Plan: SFT Staff will update and disseminate to STEAC members and alternates

Kevin Olson and Bruce Martin arrive at 9:07 AM.

Suzanne Todd arrives at 9:16 AM.

Tennis Tollefson arrives at 9:27 AM.

**B. Issue: Volunteer Firefighter Standards & Curriculum Update (00:10:56)**

Presenter: Rodney Slaughter and Randy Collins, Bob MacIntyre, and Alan Davis

Motion:	None.
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Discussion: The requirement of this proposal is to update the Firefighter I CTS. This proposal has been developed by Sonoma County and Santa Rosa Junior College which would like to get this on the curriculum by the Fall semester of 2011. Randy Collins has been collaborating with John Crivello in Tulare County. Although there are numerous volunteer firefighters in Sonoma County, they must be trained to acceptable standards, as this is extremely important from a safety perspective. This also adds more credibility to the process. However, the main purpose in developing this program is to implement at least minimum requirements to keep both volunteer firefighters and firefighter Ones safe.

Randy Collins has broken down the analysis into various sections. The first category outlines Firefighter I programs' hour requirements currently in use in Maryland, Virginia, Alaska, Washington, Oregon, Arizona, Texas, and Florida. The second portion outlines the existing California Firefighter I programs. It should be noted that there are no NFPA competency-based hour requirements. The current draft has identified 155 hours for the volunteer fire skills program. Randy Collins is seeking a consensus on what will be the number of hours that would be acceptable for a volunteer firefighter program as a step to Firefighter I.

At the present time, the volunteer programs address the CICCIS requirements for Wildland Firefighter if the student already has S-190. State Fire Training has never had an hour requirement for the delivery of Firefighter I. The 348 hours that are listed are guidelines for the delivery which include one demonstration by the instructor and one application by a student for psychomotor skills. The current volunteer firefighter program is a modification of the 1977 skills sheet. The components on the current volunteer firefighter program are very broad, not specific like the Firefighter I.

A primary concern relating to this issue is the volunteer training in rural fire departments. There are approximately 65,000 firefighters in California and 29,250 of those are volunteers. A core set of fundamental skills is a necessary standard that needs to be instituted. Today, colleges are producing Firefighter I schools. The responsibility has shifted now to the colleges to produce the firefighter programs. However, the local Fire Department Chiefs are the individuals who ultimately sign off that each firefighter's skill requirements are met.

NFPA does not currently have a volunteer firefighter standard. The question was brought up during the meeting whether State Fire Training should still certify to NFPA Firefighter I minimum standards. State Fire Training minimum standards have always been NFPA. One goal of the Volunteer Firefighter Standards and Curriculum is for this program to become a model for other departments and agencies.

(02:38:35) Randy Collins with Santa Rosa Junior College would like to move forward with the proposed program. The STEAC Committee is in general agreement to support Randy Collins moving ahead with the program.

Action:	None.
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**C. Issue: SFT Update—Accredited Academies (02:30:34)**

Presenter: Rodney Slaughter

Discussion: At present, there are 41 accredited colleges. R. Slaughter currently has seven applications for accreditation. Miramar College is scheduled for an accreditation review on December 7<sup>th</sup> and 8<sup>th</sup>, 2010. Dennis Childress will represent STEAC as well as several community college Fire Technology Directors who have volunteered to represent their colleges. At present, the upcoming year's calendar for scheduling the accreditation review has not been created.

Action:	Rodney Slaughter to create the 2011 schedule for the upcoming accreditation reviews for the junior colleges.
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**D. Issue: Fire Inspector I—CTS & Course Outlines Approval (01:02:45)**

Presenter: Mark Romer

Motion:	Bruce Martin moved to approve the adoption of the Fire Inspector I CTS and Course Outline curriculum. (01:07:44) Bruce Martin later motioned to amend the original motion which will change the recommended student limit to 40 students instead of the current 30-student limit recommendation. (01:10:18) Chuck Knapp seconded the original motion and the amendment. Mark Romer abstained from the vote.
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Discussion: The primary issue is to approve the eight course syllabi for the Fire Inspector I and II courses. Mark Romer has received feedback from the Fire Technology Directors regarding the course syllabi. Their primary concern was the number of hours. The courses have now been divided into modules of eight-hour blocks apiece which fits into the college format. Mark Romer and Alicia Hamilton provided a breakdown of both the current and proposed CTS and Course syllabi for Fire Inspector I and II.

The Fire Inspector I Course is now broken down into four classes: A 32-hour class on Fire Inspector Fundamentals, a 24-hour class on the Foundation of Fire and Life Safety, a 24-hour class on Fire Protection Systems and Hazards, and a 16-hour Fireworks and Explosives class. The total number of hours is now 96 hrs for instruction for Fire Inspector I.

For Fire Inspector II, the number of courses has been changed from three to four and includes the following courses: a 16-hour class on Fire Inspector 2A Fire Prevention, a 32-hour class on New Construction for the Fire Inspector, a 16-hour class on Fire and Life Safety in Existing Buildings, and a Hazardous Materials class.

The idea is to not write lesson plans so as to enable the instructors to work from the syllabus. There is currently a task book under development that will require the students to do certain levels of inspections that will be documented prior to approval. The task book will be completed after the series of classes.

An important point was put forth by Alicia Hamilton that the recommended class size is not a random number. Rather, it is a specific, formulated number that has been extensively discussed. Additionally, Mark Romer pointed out that the class size comes down to each instructor’s capability to adequately instruct the class. The fee for the course is currently eighty dollars and this fee structure will remain the same regardless of the class size.

Action:	Motion carried—eight in favor and four against. (01:22:38) Mark Romer abstained from the vote.
Action Plan:	Revisit the issue regarding the preferable class size for Fire Inspector I.

**E. Issue: Fire Inspector II—CTS & Course Outlines Approval**

Presenter: Mark Romer

Motion:	Bruce Martin moved to approve the adoption of the Fire Inspector II CTS and Course Outline curriculum. Bruce Martin later motioned to amend the original motion which will change the recommended student limit to 40 students instead of the current 30 student limit recommendation. Chuck Knapp seconded the original motion and the amendment. Mark Romer abstained from vote.
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Discussion: See Item IV.D. discussion above.

Action:	The motion carried unanimously. (01:25:30) Mark Romer abstained from the vote.
Action Plan:	Revisit the issue regarding the preferable class size for Fire Inspector II.

**V. New Business**

**A. Issue: Fire Inspector I & II Policy and Procedures Manual Update (02:31:33)**

Presenter: Mark Romer

Motion:	None.
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Discussion: The changes in the Fire Inspector I and II Policy and Procedure Manual encompass the educational requirements for First Responder Awareness and Awareness of Terrorism, as well as PC 832 (Arrest and Search and Seizure). As mentioned in Item IV.D. above, successful completion of the Fire Inspector I task book is in progress. The policy also covers the current California Fire Code for Fire Inspector I or II certifications in the ICCs.

At the Fire Inspector II level, recognizing that Level II Fire Inspectors regularly supervise out in the field, the idea is to institute leadership training into the program for them. The maintenance for their CICCIS certification is also included.

These documents will be shown to the Fire Prevention Officer organizations.

Action:	Mark Romer to change the titles on the Fire Inspector I & II Policy and Procedures Manual and resend to all STEAC committee participants
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**B. Issue: Training Instructor 1A, 1B, and 1C: Raising Student Limit (01:26:30)**

Presenter: Dan Coffman

Motion:	Dan Coffman motions that the student limit for the Training Instructor 1A, 1B, and 1C classes be raised from 25 to 32 students. Ron Myers seconded the motion (01:28:23) Dan Coffman motions for an amendment of the original motion that the student limit for the Training Instructor 1A, 1B, an 1C classes be raised from 25 to 32, with the addition that if the class size is larger than 16 students, up to a maximum of 32, then two Master Instructors would be required, that additional Master Instructor would only be required for the skills assessment portion of the class, and the presence of a Skills Evaluator would not be a requirement. (01:57:36) Suzanne Todd seconded the motion. (01:57:45)
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Discussion: Regarding this issue, the Fire Technology Directors Association has not produced a financial impact statement. The state currently requires that during the course, each student must do a 30-minute teaching demonstration and the primary instructor must watch the student conducting that demonstration.

Currently, the student limit for each Training Instructor class is 25 students. If the Training Instructor classes are taught in a 5-day format, and the class has a student-to-instructor ratio of 16:1, then if one additional student is added to bring the class size to 17 students, current State Fire Training policy dictates that an additional Skills Evaluator will also be present. Fiscally, using John Sola and Modesto Junior College as an example, at the 16:1 ratio, the college is only able to break even on costs. At a 25:2 student-to-instructor ratio, the college cannot meet the costs. However, from among community colleges, the costs-benefit analysis of the student-to-instructor varies.

Dan Coffman, representing the California Fire Technology Directors Association, stated that the Fire Technology Directors agree that if the 16:1 ratio is maintained, and if you need a second Skills Evaluator, then the class size limit can be raised to 32 by dividing the class. This will create more work for the primary instructor. Therefore, Dan Coffman proposes to increase the number to 32, maintain the 16:1 ratio, but don't make it a requirement that you must have a Master Instructor.

Mary Jennings, representing the California Fire Fighter Joint Apprenticeship Committee, proposed that a 16:1 and 25:2 student-to-instructor ratio, as well as the inclusion of a Master Instructor as an instructor, helps maintain the quality of the training in the classroom. The Master Instructors are important because they are the individuals who will be training the trainers in the future.

Action:	Original motion failed—four approved and nine opposed. (01:57:12) Amended motion failed—five approved and nine opposed (02:05:17)
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Committee breaks at 11:08 AM and reconvenes at 11: 15 AM.

**C. Issue: Fire Marshal Classes: Student Limits**

Presenter: Dan Coffman

Discussion: None.

Action:	None.
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**D. Issue: Reciprocity on Center on Public Safety Excellence for Fire Chief (02:24:32)**

Presenter: Ron Coleman

Discussion: The officer credentialing program for Fire Chief certification at the national level has signed a memorandum of understanding (MOU) with the Institution of Fire Engineering (IFE). The IFE has signed a reciprocity agreement with the Center for Public Safety Excellence (CPSE) so that if an individual passes one process they are accepted by the other.

Chair Ron Coleman proposes the development of a memorandum of understanding between CPSE and California. The purpose of this MOU would provide that an individual who passes the California system is automatically recognized by the national program.

There has not been a large number of people participating in the California program, but on a national level, the numbers are approaching approximately 500 Chief Officer designees. Bruce Martin, representing the California Fire Chiefs Association, Kim Zagaris, representing Cal EMA, and Bret Davidson,

representing the Southern California Fire Technology Directors support this proposal.

Action:	An informal, general consensus was reached by the STEAC committee to support the proposal to develop a memorandum of understanding between CPSE and California for the purpose of recognizing reciprocity for Fire Chief certification between the California and national-level system.
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Ron Myers and Ken Wagner depart meeting at 11:29 AM.

**E. Issue: Conflict Between CICCS Position Guide and S-404—Suggested Certification (02:16:27)**

Presenter: Ken Kehmna

Motion:	Ken Kehmna motioned to remove the prerequisite of Division Group Supervisor in the Course Information Required Materials Manual. (02:18:38) Dan Coffman seconded motion.
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Discussion: None.

Action:	Motion carried unanimously. (02:24:30)
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## **VI. Announcements**

**A. Issue: Bring Back Blueprint 2020 (03:10:30)**

Presenter: Ron Coleman

Motion:	None.
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Discussion: Five years have passed since the STEAC Committee adopted the Blueprint 20/20 document. At the time it was adopted, it was considered a hypothetical sense of direction.

Action:	Mike Richwine designated that the SFT Staff to send copies of Blueprint 2020 to all of the STEAC Committee Members and Alternates.
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**B. Issue: National Fire Academy Sponsors Weekend Course**

Presenter: Rodney Slaughter

Discussion: The National Fire Academy Sponsors Weekend Course is aimed at rural areas that do not get much fire service training.

Action:	Chair Ron Coleman requires a copy of the Course Call
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**C. Issue: Opening of Rodney Slaughter’s Chico Office (02:12:53)**

Presenter: Alicia Hamilton

Discussion: None.

**D. Issue: Presentation of Certificates of Recognition to Mike Mike Jennings and David Senior (01:00:00)**

Presenter: Acting State Fire Marshal

Discussion: None.

**VII. Roundtable**

**A. Issue: Driver/Operator Commercial Driver License Issue (02:55:10)**

Presenter: Mark Romer

Discussion: In the original Driver/Operator 1A program it was required that a Driver/Operator 1A student had a Commercial Driver License. The law currently states that a driver can be driving for training as long as the driver is being supervised. Currently, in order to be accepted into the Driver/Operator 1A program, an applicant needs to have a California Class B Driver License. Mark Romer stated that a rewrite of this requirement in the Driver/Operator 1A Course is necessary.

Alicia Hamilton conducted a conference call with the California DMV regarding the above-mentioned requirements. The requirement is a letter from a department’s Fire Chief that states that the individual possesses adequate and appropriate training and experience for driving. The law states that DMV will develop the exam in cooperation with the Office of the State Fire Marshal.

The intent of Bill AB 1648 (Jeffries. Vehicles: firefighter's operation of firefighting equipment: driver records) is to enable drivers of emergency response vehicles in the fire service to operate with a Class B Driver License with a firefighter endorsement. Alternatively, each department may still require a Commercial Driver License in lieu of the Class B requirement.

It is the intent of the California DMV to send all California Fire Chiefs a notice advising them of how their departments will be affected from AB 1648. For now, the Driver/Operator 1A course will continue to be delivered without change and with the prerequisite of having a Commercial Driver License.

Action:	Status report from Staff on the execution and implementation of AB 1648
Action Plan:	Place in Action Item List and place on the agenda for the Friday, January 21, 2011 STEAC meeting.

**VIII Future Meeting Dates** ()

Proposed Date:

**January 21, 2011**

**9:00 A.M. – 4:00 P.M.**

Office of the Fire Marshal

1131 S Street

Sacramento, CA 95811

**Committee Chair, Ron Coleman adjourned the October 15, 2010 STEAC meeting at 12:14 PM. (03:15:10)**

October 15, 2010 STEAC minutes posted at:

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