

# STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE MINUTES

October 21, 2011

**California Fire Fighter Joint Apprenticeship Committee (CFFJAC) Headquarters  
1780 Creekside Oaks Drive  
Sacramento, California 95833**



	<b>Member</b>	<b>Department</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>	<b>Term Exp</b>
1.	Bartley, Ed	Salida Fire Protection District	CA Training Officers Assn. (North)		X	12/31/12
2.	Childress, Dennis	Orange County Fire Authority	CA Fire Technology Directors Assn. (South)		X	12/31/12
3.	Coffman, Dan	CSU Los Angeles	CA Fire Technology Directors Assn. (South)	X		12/31/11
4.	Coleman, Ron	OSFM	Chair	X		N/A
5.	Connors, Jim	City College of San Francisco	CA Fire Technology Directors Assn. (North)	X		12/31/12
6.	Jennings, Mary	CFFJAC	CFFJAC	X		12/31/12
7.	Kehmna, Ken	Santa Clara Fire Dept.	FDAC		X	12/31/11
8.	Knapp, Chuck	Fire Captain (Ret.)	CSFA	X		12/31/11
9.	Lawshe, Steve	CAL FIRE	CAL FIRE Academy		X	12/31/12
10.	Martin, Bruce	Freemont Fire Dept.	CFCA	X		12/31/12
11.	Myers, Ron	North County Fire Authority	League of California Cities	X		12/31/12
12.	Olson, Kevin	CAL FIRE	CAL FIRE	X		12/31/11
13.	Thomas, Rich	Newport Beach Fire Dept.	CPF	X		12/31/12
14.	Wagner, Ken	Roseville Fire Dept.	CFCA and Vice-Chair		X	12/31/11
15.	Zagaris, Kim	Cal EMA	Cal EMA		X	12/31/12
	<b>Alternate</b>	<b>Department</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>	<b>Term</b>
1.	Capehart, Tim	Bakersfield Community College	CA Fire Technology Directors Assn. (South)		X	12/31/11
2.	Davidson, Bret	Rancho Santa Fe Fire Dist.	CA Training Officers Assn. (North)	X		12/31/11
3.	Hurley, Charles	Oroville Fire Dept.	League of California Cities	X		
4.	McCormick, Ron	Fremont Fire Dept.	CPF		X	12/31/11
5.	Scranton, Tim	Beverly Hills Fire Dept.	League of California Cities		X	12/31/11
6.	Stefano, Dan	Laguna Beach Fire Dept.	CSFA	X		12/31/11

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7.	Tollefson, Tennis	Sierra College	CA Fire Technology Directors Assn. (North)	X		12/31/12
8.	Wagner, John	Sacramento Metro Fire Dept.	CA Training Officers Assn. (North)		X	12/31/12
	<b>Staff</b>	<b>Department</b>	<b>Position</b>			
1.	Hamilton, Alicia	OSFM—State Fire Training	Fire Service Training Specialist III (Ret.)	X		
2.	Purkeypile, Mark	OSFM—State Fire Training	MST-Recorder	X		
3.	Richwine, Michael	OSFM—State Fire Training	Division Chief	X		
4.	Rodriguez, Ramiro	OSFM—State Fire Training	DSFM III	X		
5.	Romer, Mark	OSFM—State Fire Training	RA/Roseville FD (Ret.)	X		
6.	Slaughter, Rodney	OSFM—State Fire Training	DSFM III	X		
7.	Vandevort, William	OSFM—State Fire Training	DSFM III-RA	X		
8.	Wilshire, Mary	OSFM—State Fire Training	Manager, Certification & Instructor Registration	X		
	<b>Guests</b>	<b>Department</b>	<b>Representing</b>			
1.	DeMeyer, Daniel	Los Angeles County Fire Dept.		X		
2.	Domanski, Ralph	Cal EMA		X		
3.	Drayer, Thomas	Cal EMA		X		
4.	Gottlieb, Hope	Jones & Bartley Publishing Co.		X		
5.	O’Leary, Brendan	San Francisco City College		X		
6.	Reyes, Kimberly	Los Angeles County Fire Dept.		X		
7.	Roberts, Tony	CAL FIRE-CNR		X		

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## **I. Call to Order/Introductions and Welcome**

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. Additional guests present at the beginning of the meeting were Acting State Fire Marshal Tonya Hoover, Brendan O'Leary from San Francisco City College, and Tony Roberts from CAL FIRE—CNR.

## **II. Agenda Review**

Discussion: Chief Hoover expressed her thanks to all the STEAC representatives and noted that STEAC plays a vital role in the Office of the State Fire Marshal and Blueprint 2020. Additionally, there is a significant amount of responsibility that comes with the being a STEAC representative. Chief Hoover also emphasized the importance of interaction between the representatives and their respective organizations. The STEAC committee is expected to be heavily involved in the events over the next two and three years.

## **III. Approval of the July 22, 2011 Minutes**

Presenter: Chair Ron Coleman

**Motion:** Kevin Olson made a motion to **approve the July 22, 2011 STEAC minutes**; Mary Jennings seconded the motion. The motion carried unanimously.

Charles Hurley arrived at 9:12 AM.

## **IV. State Board of Fire Services (SBFS) Report**

Presenter: Mike Richwine

Discussion: Mike Richwine would like to make the SBFS report a regular occurrence for each STEAC agenda to ensure that he is communicating back from the SBFS to STEAC. At a previous STEAC meeting, the committee approved the Fire Inspector 1 curriculum and the task book in lieu of the certification exam and the SBFS approved them both. One of the action items for STEAC was to put together a workgroup to develop the business process for the task book. Although SBFS approved all of the actions, they stated that they would appreciate some guidance for fire chiefs in the initiation and sign-offs in the task books.

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## V. Old Business

### **A. Chief Fire Officer Application Guidelines—Center for Public Safety Excellence (CPSE) MOU—Update**

Presenter: Ron Coleman

Discussion: STEAC Chair Ron Coleman has been working with the CPSE to develop reciprocity between the CPSE and the Office of the State Fire Marshal's PACE IV Fire Chief process. Chair Coleman and Ken Wagner are working on coordinating the forms for a 'one-stop shop' of future applicants for California's PACE IV and CPSE's Fire Chief certification. As a result of this process, State Fire Training and the CPSE would be able to use each others' processes. In addition, the candidates would not need to go through two similar processes for California state and national Fire Chief certifications. Currently, there are three or four new candidates who have expressed interest in this process.

**Action:** When Chair Coleman and Ken Wagner have completed coordinating the forms, create a reciprocity process for those who already have a CPSE Fire Chief certification and want to pursue a State Fire Training Fire Chief certification.

### **B. State Fire Training Mission Alignment**

Presenter: Mike Richwine

Discussion: State Fire Training has completed all of its immediate and mid-range goals. The focus is now on the long-term. It has become apparent that State Fire Training needs to look beyond curriculum development and look at the process as a whole. State Fire Training needs to focus on its core business—certification training standards. The current training and certification system is too complex. As a result, it has been extremely difficult to keep up with the demands of the customers. There are simply too many classes and too many processes, so the goal now is to streamline. There are potential opportunities with a streamlined system, so providing portability is a primary goal of reworked system. This systematic change is not necessarily budget driven, but change driven. With the institution of a new system, it will be likely that firefighters in the year 2020 will have no knowledge of the current system, as the new one will have been fully instituted by that time.

State Fire Training has put together a group that characterizes this new model. For example, Mike Richwine proposed that there should not be both an instructor certification and an instructor registration—only a certification. Meaning that if an individual wants to teach for the state they need to first be a certified instructor. Additionally, by creating 90-day, one-year, and five-year plans, State Fire Training will be able to focus on what is required, relevant, and achievable.

It is extremely difficult to run State Fire Training as a business within the confines of a state bureaucracy. Currently, State Fire Training has a contract with the California State

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Universities (CSU) of Sacramento and Chico. Through CSU, State Fire Training can contract and hire based on its needs and this has worked very well so far. Many other state agencies, such as Caltrans, use CSU. CSUS has helped with the curriculum development, certification training standards, capstone testing, repository (online archives), and the certification programs.

Another major goal is to change stakeholders' current perceptions of the fire service training and certification process. There is a meeting planned for State Fire Training cadre to actively recruit participants. The STEAC representatives were asked if they know anyone who would be a good fit and can represent their peers, so State Fire Training could include them in the creation process of the new model. In conclusion, Mike Richwine proposed that the California fire service embrace national publishers and use off-the-shelf products to fit them into the fire service certification and training system. Additionally, there is a need to eliminate redundancies, re-focus on standards, and possibly, eliminate the number of courses by approximately thirty to fifty percent.

Captain Daniel DeMeyer and Kimberly Reyes arrived at 9:34 AM.

## C. "What is a 'STEAC-holder'?"

Presenter: Ron Coleman

**Motion:** Bruce Martin moved that **mission alignment is the number-one priority of STEAC.** Dan Coffman seconded the motion. The motion passed unanimously.

Discussion: STEAC has a very specific role, and the STEAC representatives are the linkage to the people who will either accept or reject what STEAC does. In terms of mission alignment, the real stakeholders are the California fire service, SBFS, STEAC, the individual organizations that have representatives in STEAC, and the individual firefighters in California. Communication between all of the STEAC stakeholders is key, as it is vital that the individual firefighters know what is going on.

The roles and responsibilities of the stakeholders of STEAC are as follows: (1) performance (2) policy (3) programs (4) perspectives, and (5) participation. Since STEAC is a subcommittee, the ideas and agenda items that STEAC forwards to SBFS need to be fully explored prior to submittal to SBFS. In addition, it is important to bring the younger generations into this process. Chair Coleman has asked that the current STEAC representatives begin considering who will replace them in ten or fifteen years.

## D. Advanced All Hazards Incident Management Training Program—Update

Presenter: Tony Roberts and Rodney Slaughter

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Discussion: The AAIM group has moved into the fourth phase of this project and will then move into the fifth phase. The course is all-risk as far as fire, public health, and all hazards. It will far exceed what is in the 520 program. All of this will be done under the National Response Network. Participants will be command and general staff and the instructors will be subject matter experts. The largest difference of the training program is that when you arrive, you will already know your AAHIM teams that respond to type I hazards. The planned beta course delivery is scheduled for February 2012.

The training program's subjects will consist of the following : (1) command and coordination (2) agencies, entities, and plans (3) safe management of incident resources (4) incident management assistance teams (identifying challenges that can impact a team and the potential strategies to address them) (5) volunteers and donations (describing the elements necessary to effectively utilize volunteers and volunteer organizations) (6) incident management team challenges (internal and external) (7) external influences, and (8) fiscal considerations. Additionally, scenarios will be integrated into the training program. The three scenarios involve transportation, public health, and a national disaster.

The Project Status Report is as follows:

1. 80 hrs of pre-course work. All is NIMS available training at no charge
2. Student and instructor guides are 60 percent complete
3. Transportation Scenario documents are 99 percent complete
4. Transportation Scenario audio-visual is 99 % complete
5. Public Health Scenario docs are 85 complete
6. Public Health scenario audio-visual is 45 complete
7. Natural Disaster Scenario docs are 85 com
8. Natural Disaster Scenario audio-visual is 60

The course is currently funded through Cal EMA. Once the course is completed, however, the course goes to the federal compendium. The idea has been proposed to keep it in California as an FSTEP program. Grant funds will likely be able to be used for this. Additionally, it is possible that a community could apply for federal grant money or run it themselves.

## **E. Fire Control 3A Letter from Cal/OSHA Regarding Trace Elements of Asbestos— Update**

Presenter: Tony Roberts

Discussion: Tony Roberts last presented this issue at the April 25, 2008 STEAC meeting. During this meeting, he reported that Cal/OSHA has agreed that stripping a building of all the possible elements eliminates the ability to have true live-fire training. Therefore, the letter from Cal/OSHA will allow instructors to burn a building that is not fully stripped of all burning material. This issue came about based on the perception by members of the California fire

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service that they were losing the fundamental right to provide live safety for California's Fire Fighters.

Cal/OSHA currently states that, before anyone engaged in fire training can enter a house, the amount of category I asbestos in the structure must be brought down to the level of one percent. When the group presented to Cal/OSHA again, the board of review concurred with their letter of request that requested that, upon removal of the asbestos in the structure, the fire service takes possession of it. A letter from Cal/OSHA confirming the board of review's decision is expected in the near future.

Since July 2011, there have been two activities from Cal/OSHA that required the removal of trace elements of category I asbestos in a structure that was to be used for firefighting training. The next issue that is likely to be addressed concerning California Fire Fighter training is the issue of lead paint used on buildings.

**Action:** Upon receipt of the Cal/OSHA letter regarding trace elements of asbestos, post it on the Office of the State Fire Marshal website.

## F. Training Instructor Class Maximums and Instructor Requirements—Update

Presenter: Tennis Tollefson

**Amended Motion:** (1) Tennis Tollefson moved to **raise the class maximum to 32 students with the assistant instructor only required for the teaching demonstrations, with the recommendation that the delivery model be anything but a 1-week, 40-hour model, or if the organization wishes to run on a 40-hour week, the previous restrictions apply (amendment).** Dan Coffman seconded the motion. The vote was two in favor; four opposed. The motion failed. (2) **Original Motion:** Tennis Tollefson moved to **raise the class maximum to 32 students with the assistant instructor only required for the teaching demonstrations.** Dan Coffman seconded the motion. Six voted in favor; one opposed. The motion carried.

**Discussion:** After much discussion regarding the raising of the ratio of required instructors to students, and how this would fiscally impact California community colleges, a motion passed to raise the Training Instructor class maximum to 32 students with the additional assistant instructor only being required for the teaching demonstrations.

According to the report by Ken Soltis, Rio Hondo's instructor costs rate of \$4,490.64 was average. San Diego's rate of \$3,987.76 was slightly below average, and Santa Rosa's was slightly higher than Rio Hondo's average at \$4,882.64. Tennis Tollefson stated that the cost analysis showed that not having the ability to have 32 students for every one instructor would inhibit the ability for some colleges to hold courses. Mary Jennings added that it is not possible to do the demonstration portions of the instructor classes with 40 students and only one instructor. Additionally, it was questioned whether allowing this class to be delivered on a longer

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schedule (i.e. higher than forty hours) would provide the instructor additional time to accommodate the workload. However, it was noted that this approach had been attempted in the past and was not successful.

Dan Coffman relayed to STEAC that the Fire Technology Directors Association has recommended that no classes be taught over a 40-hour block per week. Chair Coleman stated that, to his knowledge, no one is teaching a 40-hour block course. The reason for this, Mary Jennings stated, is because it is a matter of maintaining quality control. Especially for the Instructor series of courses, quality control is paramount.

An additional concern that was mentioned by Charles Hurley, was the concern that the instructor gets paid the same amount regardless of the number of students in each class. Increasing the student limit in every class would result in a substantial workload increase. By increasing the workload of the instructor, this may result in a decreased in the quality of the training.

<p><b>Action:</b> Alicia Hamilton was tasked to create new CIRM documents and then provide them to Brandon Erickson of State Fire Training.</p>
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Hope Gottlieb from Jones and Bartley Publishing Company arrived at 11:30 AM.

Bret Davidson departed at 11:39 AM.

Tom Drayer from Cal EMA arrived at 1:01 PM.

Ralph Demanscan from Cal EMA arrived at 1:02 PM.

## **G. Grants Update—SFT Staff Report**

Presenter: Rodney Slaughter

Discussion: Concerning the Cal EMA grant, State Fire Training has partnered with Cal EMA on this. The money has funded integrating State Fire Training's database. A few years ago, Jeff Jones approached Rodney Slaughter to develop this grant project. This has resulted in a 41,812 dollar grant.

The NFA grant program is a program that is offered to all fifty states. The current amount of the grant disbursement is 26,000 dollars. This is an opportunity to work with the community colleges. This grant program targets mostly volunteers who might not otherwise have any opportunity.

## **H. Driver/Operator 1C Program**

Presenter: Daniel DeMeyer

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**Motion:** Bruce Martin motioned that **State Fire Training act on the development for a Certification Training Standard for Driver/Operator, based upon the proposal from LA County regarding their Truck Academy.** Mary Jennings seconded the motion. The motion passed unanimously.

Discussion: The Los Angeles County Fire Department has so far trained over 600 engineers in the Driver/Operator 1A and 1B series. Although these classes are not currently a requirement of the department, it is likely that they will become so in the future. There has been a substantial drop in accidents for the Los Angeles County Fire Department since it began teaching the tiller Driver/Operator class. For example, at its highest peak, there were 458 fire department-related accidents. However, since this class, there have been only 178 accidents so far in 2011.

In 1982 or 1983, Frank Vantino proposed teaching a truck operations class, as it is a part of every fire within Los Angeles County. Frank Vantino's original proposal was to integrate air support apparatus (e.g., airplanes and helicopters) into the class. Tiller truck operations are not currently taught in the Driver/Operator 1A or 1B classes. The more instruction in the dynamics of this specialty portion of driver operations that can be provided in the Driver/Operator series, the more benefit there is as a whole. The course will be taught from the perspective that the student has absolutely no driving experience, and they will be taught both the front and the back (i.e. tiller) of truck operations. The Los Angeles County Fire Department is now teaching the course in a 40-hour-a-week format. In developing this course, The Los Angeles County Fire Department went through NFPA.

The purpose of this proposed class is so that everyone who takes this class in the future will be state-certified. Daniel DeMeyer proposed that in the future, the students who have taught this class would later be eligible for historical recognition. He further proposed an 85 dollar state fee for each student attending the class.

At one time, there was a Driver/Operator 2 class on the State Fire Training Certification Track Flow Chart, but it never became a priority. Additionally, there was never a CTS developed for the Driver/Operator 2 class and the course itself was voted down in a previous STEAC meeting due to the fact that not all fire departments have trucks.

Rodney Slaughter proposed that this class be an FSTEP class. He further added that CFSTES courses are part of the certification class progression. FSTEP courses, on the other hand, were originally developed for volunteer fire fighters and are essentially specialized classes. Therefore, the proposed Driver/Operator course appears to be more of an FSTEP class.

**Action:** (1) Mark Romer to create a committee to: (a) create a task order from CSUS, and (b) provide an update report at the January 27<sup>th</sup>, 2012 STEAC meeting.

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## I. Formalize Application Process and Application for Accredited Regional Training Programs (ARTP) to Offer CFSTES Online/Hybrid Classes

Presenter: Dan Coffman

**Motion:** Dan Coffman motioned to **formalize the application process and application for ARTP to offer CFSTES online/hybrid classes.** The motion passed unanimously.

Discussion: Dan Coffman provided a new agreement and a confirmation of the courses' online format. According to Dan Coffman, there is currently a policy that had already been drafted, seen previously by STEAC, but was never acted upon. Dan Coffman stated that he has already provided Mary Wilshire with a lot of the requested material. However, he added, if he were to give her anything additional that would be intellectual property that he does not have the right to give away, since the material is owned by IFSTA.

State Fire Training currently supplies instructors with annotated outlines. It is then up to the instructors to design the course outline and take the parts that they can teach in the live classroom. If someone has a desire to deliver an online-hybrid class, the procedure begins with Mary Wilshire sending them a request form that requires them to agree that they would use the CIRM and an updated copy of the Procedures Manual.

**Action:** (1) Mary Wilshire of State Fire Training will send an e-mail the draft Procedure, new Agreement form, and the noted formats to Dan Coffman to review and approve for implementation for the ARTP (2) Mary Wilshire to formalize all of the related documents through notification to the ARTP (3) Mary Wilshire will work with Rodney Slaughter and Brandon Erickson to ensure all those affected are aware of the process for ARTPs to conduct online hybrid classes.

## J. Curriculum Updates: Company Officer, Fire Marshal, Training Instructor

Presenters: Alicia Hamilton, Mark Romer, and Bill Vandevort

Discussion: The cadre, which includes the presenters, decided that they are no longer writing lesson plans. In addition, the cadre is in the process of creating a course development plan to be included in the CIRM. Where the course outline used to be in the CIRM, there will now be a terminal learning objective as well as several training objectives. This will be called the Course Plan, and will include content, course materials, and, in the future, course activities.

Command 1A and 1B are essentially done, and Command 1C is in process. For the present time, the cadre will curtail any further revision work until any developments occur in connection with the Mission Alignment. Command 1C promises to be a unique class for the state. The cadre is currently working on a Management 1A class. In addition, Mark Romer noted that the entire Fire Inspector series is in accordance with the Mission Alignment.

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## **K. Emergency Traffic Guidelines—SFT Staff Report**

Presenter: Ramiro Rodriguez

Discussion: As far as FIRESCOPE is concerned, as well as what was posted on the STEAC website, there were numerous references to 'Mayday'. FIRESCOPE was opposed to the use of Mayday. For the present, there will be a continuance of teaching of the documents as they are. However, since NFPA has taken action that overrides the previous documents, the question of whether or not Mayday should be used is moot. NFPA has been charged with doing the rewrite. There is a difference of opinion of where to go from here in regards to the rewrite. Some are of the opinion that 1561 completes the rewrite.

## **VI. New Business**

### **A. Replace Management I State Fire Marshal Certification Exam with an Instructor-Generated Final Exam**

Presenter: Dan Coffman

**Motion:** Dan Coffman moved *to allow the Management 1 class to have an instructor-generated exam in lieu of the state-certified, fifty-question exam*. Bruce Martin seconded. The motion carried unanimously.

Discussion: This was approved as an instructor-generated test. A new IFSTA book has been printed. Alicia Hamilton noted that the Management 1 certification exam is based on the 3<sup>rd</sup> edition of the manual and the instructors should be given enough time to develop their tests. Based on this, the staff needs time to notify all of the instructors.

**Action:** (1) To bring a recommendation back to STEAC, and (2) State Fire Training Staff will notify all Management 1 instructors and develop an effective date.

Mark Romer and Tony Roberts departed at 2:01:10 PM

### **B. ~~Expand CFSTES Online/Hybrid Class Offerings~~—Withdrawn by Dan Coffman**

Presenter: Dan Coffman

## **VII. Correspondence**

None

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**VIII. Announcements**

**A. Ventilation-Driven Fire Condition (Novato)**

Presenter: Ron Coleman

**B. CDs Available for Distribution**

Presenter: Ron Coleman

**C. Upcoming STEAC Representative Appointment/Reappointment Letter**

Presenter: Mary Wilshire

**D. Note of Appreciation to State Fire Training Staff**

Presenter: Mike Richwine

**E. Demetrius Schaefer—New President of Cal Chiefs (CFCA)**

Presenter: Bruce Martin

**F. CFFJAC Program Members Bi-Annual Conference Reminder**

Presenter: Mary Jennings

Note: CFFJAC is also offering a mentoring class.

**G. Explosive Incendiary Devices**

Presenter: Mary Jennings

Note: This is available to all California Fire Service personnel.

**H. CFCA Workshop in Los Banos Regarding Drivers Licensing Information**

Presenter: Rodney Slaughter

**I. Training Officer's Symposium**

Presenter: Bruce Martin

**IX Proposed Quarterly Meeting Dates**

**First Quarter:** Friday, January 27<sup>th</sup>, 2012  
**Details:** 9:00 AM – 4:00 PM  
Office of the Fire Marshal  
1131 S Street  
Sacramento, California 95811

**Second Quarter:** Friday, April 20<sup>th</sup>, 2012  
**Third Quarter:** Friday, July 20<sup>th</sup>, 2012

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**Fourth Quarter:** Friday, October 19<sup>th</sup>, 2012

Committee Chair, Ron Coleman adjourned the October 21, 2011 STEAC meeting at 2:18 PM.

October 21, 2011 Statewide Training and Education Advisory Committee minutes posted at:  
[http://osfm.fire.ca.gov/advisorycommittees/advisorycommittees\\_steac.php](http://osfm.fire.ca.gov/advisorycommittees/advisorycommittees_steac.php)

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