

STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE MINUTES

April 20, 2012

**Office of the State Fire Marshal Headquarters
1131 "S" Street
Sacramento, California 95811**



	Member	Department	Representing	Present	Absent	Term Exp
1.	Bartley, Ed	Modesto Fire Protection District	CA Training Officers Assn. (North)		X	12/31/12
2.	Childress, Dennis	Orange County Fire Authority (Ret.)	CA Training Officers Assn. (South)	X		12/31/12
3.	Coleman, Ron	OSFM	Chair	X		N/A
4.	Connors, Jim	City College of San Francisco	CA Fire Technology Directors Assn. (North)	X		12/31/12
5.	Jennings, Mary	CFFJAC	California Fire Fighters Joint Apprenticeship Committee	X		12/31/12
6.	Kehmna, Ken	Santa Clara Fire Dept.	Fire District Association of California		X	12/31/13
7.	Martin, Bruce	Freemont Fire Dept.	California Fire Chief Association	X		12/31/12
8.	Myers, Ron	North County Fire Authority	League of California Cities	X		12/31/12
9.	Olson, Kevin	CAL FIRE	CAL FIRE	X		12/31/13
10.	Soltis, Ken	Santa Ana College (Ret.)	CA Fire Technology Directors Assn. (South)		X	12/31/13
11.	Stefano, Daniel	Laguna Beach Fire Department	California State Firefighters' Association	X		12/31/13
12.	Thomas, Rich	Newport Beach Fire Dept.	California Professional Firefighters	X		12/31/12
13.	Wagner, Ken	Roseville Fire Dept. (Ret.)	California Fire Chief Association and Vice-Chair	X		12/31/13
14.	Zagaris, Kim	Cal EMA	Cal EMA	X		12/31/12
15.	Vacant	Metro Chiefs	Metro Chiefs			12/31/12
16.	Vacant	CAL FIRE	CAL FIRE Academy			12/31/12
	Alternate	Department	Representing			Term
17.	Davidson, Bret	Rancho Santa Fe Fire Dist.	CA Training Officers Assn. (North)			12/31/12

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18.	Hurley, Charles	Oroville Fire Dept.	League of California Cities			12/31/12
19.	Knapp, Chuck	Barstow FPD Captain (Ret.)	California State Firefighters' Association			12/31/13
20.	McCormick, Ron	Fremont Fire Dept.	California Professional Firefighters			12/31/12
21.	Tollefson, Tennis	Sierra College	CA Fire Technology Directors Assn. (North)			12/31/13
22.	Turner, Tom	Victor Valley College	CA Fire Technology Directors Assn. (South)			12/31/13
23.	Wagner, John	Sacramento Metro Fire Dept.	CA Training Officers Assn. (North)			12/31/12
	Staff	Department	Position			
1.	Richwine, Michael	OSFM—State Fire Training	Division Chief	X		
2.	Slaughter, Rodney	OSFM—State Fire Training	DSFM III	X		
3.	Romer, Mark	OSFM—State Fire Training	RA/Roseville FD (Ret.)	X		
4.	Vandevort, William	OSFM—State Fire Training	DSFM III-RA	X		
5.	Wilshire, Mary	OSFM—State Fire Training	Manager, Certification & Instructor Registration	X		
6.	Linda Menchaca	OSFM – State Fire Training	SSA - Instructor Registration	X		
	Guests	Department	Representing			
1.	Don Kelley	California Task Force 7		X		
2.	Kyle Merkins	San Francisco Fire		X		
3.	Robert McElroy	LA City Fire		X		
4.	Tony Roberts	CAL Fire - CNR		X		
5.	Bruce G. Clark	Cal Maritime- MFF		X		
6.	John Ostrander	Cal Maritime		X		
7.	Lorenzo Gigliotti	Cal EMA Fire		X		
8.	Brendan O'Leary	City College of San Francisco		X		
9.	Sherri Martucci	Co Fire & Rescue Authority		X		
10.	Dan Demyer	LA Co FD		X		
11.	Heather Buckner	Kaplan University		X		
12.	Collen Paker	Kaplan University		X		
13.	Gerald Kohlmann	PG&E		X		
14.	Jeff Carol	PG&E		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.

A. Role Call / Quorum established at 9:05

Discussion on the STEAC Kitty was made so reimbursement of the office coffee fund and snacks was established.

II. Agenda Review

Discussion: Everyone should have "DRAFT #3". All items with motion required have been identified. Other items are identified as information only.

III. Approval of the October 21, 2012 Minutes

Presenter: Chair Ron Coleman

Motion: Kevin Olson made a motion to **approve the October 21, 2012 STEAC minutes**; Ken Wagner seconded the motion. The motion carried unanimously.

IV. Old Business

A. Live Fire Safety Training Exercises – CAL OSHA/DOSH Approval Letter

Presenter: Tony Roberts

Discussion: After four years of effort the Division of Occupational Safety and Health concurs with our request that their section of the law (Title 8 Section 1529) doesn't apply to safety training. The training officer in the field can present this letter to the contractor so that after the category one asbestos is abated the training officer can take possession of the building that will have enough to provide fundamental live fire training. The other significant point of the letter is that we continue ensure that firefighters and other potentially exposed non-construction workers are adequately protected from asbestos.

Proposal is for the letter to be memorialized with the Fire Control 3A course guide to assure this gets out to the field instructors. Post the letter to State Fire Training webpage. Send copies with all Fire Control 3A course materials.

B. AAIM – Beta Class Update and Website Preview

Presenter: **Rodney Slaughter**

Discussion: Two STEAC members helped participate in the beta class (Ron Myers, Bruce Martin) delivered at Ione. Chief Tony Roberts represented Chief Tom Durham who is the

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Incident Commander for the course development cadre. The two Incident Management Team (IMT) involved (20 students) were supported with 84 personal during the training. The objective of the AAIM course is to prepare IMT for Type 1 certification since S-520 and CIMC (complex incident management course) training is not available in California. Long term goal is to get AAIM approved by the federal government for local government access to this type of training. Rodney Slaughter advised that part of the project was to develop the website for AAIM to promote the classes and to create a repository for the volume of material that will be used by registered instructors. There will be a secure login for registered instructors as well as portal for the AAIM workgroup to work on documents collectively. It has been determined that eight on-line classes are a prerequisite to the AAIM course.

The website is sometimes blocked by fire agency security therefore pre-work will need to be done prior to delivery of the AAIM course to confirm internet access. In conclusion AAIM is designed to be an equivalency to S520 and CIMC. Also this group is looking for cadre members to assist in this project. The workgroup would like this to be a FSTEP course in the future.

C. Maritime Fire & Rescue FSTEP course

Presenter: Rodney Slaughter

Discussion: This proposal comes from LA City fire department. Robert McElroy has put this program together call "Fire Rescue Vessel Operation". US Coast Guard used to provide emergency response to large vessel. Grant funds were used to put this class together to fill the gap of no longer having the Coast Guard respond. It was develop for statewide distribution and generic enough to have students from a wide variety of marine type rescue areas (Lake Arrowhead, Benicia, Colorado River). There will be a second course developed called Tactics and Operations for approval in the future.

Bruce Clark advised that the impact to the Marine Fire Training curriculum development project being overseen by CAL EMA is it will meet one of the courses being developed. Good collaboration is happening between the agencies and both are in agreement with the course. There is no objection of this moving forward with the stipulation that as phase two of the project moves forward there maybe some tweaking of this course in the next few years. The concern for this program is that a future Certification Training Standard may need to be developed once funding from CAL EMA is received.

There is no license requirement, however industry standards states you shall have a license equivalent to the size of your vessel. Coast Guard license doesn't teach operations and tactics, only records time on the ocean. Many departments do require license while the smaller do not require licensing. Completion of this course will not meet the standard requirement for Coast Guard licensing. However, to become an instructor a license will be needed. It is called a Master's License and is based on vessel tonnage.

The course of action for this item needs to be consistent with Mission Alignment. The new courses will need to be maintained and driven by the cadre's who have presented them for adoption. Rodney will work with cadre on instructor requirements and getting the course completed for delivery.

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Motion: Bruce Martin made the motion to adopt this proposal as a FSTEP course and Kim Zagaris second the motion. The motion passed unanimously.

D. Rescue Systems – Structural Collapse Technician Bridge FSTEP Course

Presenter: Rodney Slaughter - Don Kelley

Discussion: Don Kelley finalized the requirements for this course and worked with SFT staff for instructor delivery. This class will provide the entire Rescue training required to be recognized by FEMA. Bridge to be removed from the title since it is confusing on its purpose. Correct title of proposed course is Rescue Systems Structural Collapse Technician (RSSCT).

Motion: Ken Wagner made the motion to adopt this proposal as a FSTEP course with title change and Ron Meyers second the motion. The motion passed unanimously.

E. Driver/Operator – Aerial Tiller Truck Operations FSTEP course

Presenter: Mark Romer

Discussion: The handout provided was originally created by LA County to be part of the CFSTES Driver Operator Certification. Upon review it was determined that this course is not necessary for CFTES however some level of training is needed to provide to those agencies that have aerial and tiller trucks. It has been re-written under the NFPA standard to be a FSTEP course with the generic basics. This FSTEP class is in alignment with SFT goals.

Motion: Bruce Martin made the motion to adopt this proposal as a FSTEP course and Dennis Childress second the motion. The motion passed unanimously.

Jim Connors arrived at meeting.

F. Instructor Requirements Fire Prevention 1 Course

Presenter: Mark Romer

Discussion: Informational about the new Fire Prevention 1 course and for purposes of rolling it out for instruction in the new fiscal year the instructor qualifications have been developed based on the following requirements:

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Option 1 - held the position of Company Officer for minimum of 3 years within a California Fire Department. The department must have an active company inspection program.

Or

Option 2 – Held the position of Fire Inspector / Prevention Officer (Fire Inspector) having primary responsibility for supervising an active company inspection program.

Ken Wagner is concerned with the word supervising and should be changed to coordinating or something more open outside of the definition of supervision. There needs to be further clarification of the options requirements. Mark will rework wording and provide to SFT staff and will come back to STEAC with revised wording.

Action: Rewording of the instructor requirements for Fire Prevention 1 to be provided at future STEAC meeting.

G. Mission Alignment Workgroup Updates

Presenter: Mike Richwine

Discussion:

1. **Achieving National Recognition** – Ken Wagner: Submitted and received approval for OSFM to be a voting member of IFSAC as of 4/2012 which means we can pursue the accreditation process. There is a package for Proboard submitted with a letter of intent for accreditation which keeps SFT at the same level with both organizations. Next step is to establish an internal self study team for oversight on the project.
2. **Curriculum Development & Delivery** – Bill Vandevort: State Fire Training needs manageable documents that support our courses. To do this we are working with CSUS to create teams to develop CTS for the cadre of folks to review and approve speeding up the development process. No longer developing Instructor Guides and Certification Exams taking time and workload off of SFT staff to manage. Goal is to be able to revise our documents every 5 years meeting the same time frame as NFPA revisions of CTS. Going to provide training to Instructors on the upcoming changes over the next few months.

****Meeting Break****

3. **State Fire Training Reconfiguration** – Bruce Martin: Key component is to educate ourselves with the FESHE model so that career development planning can be provided to the fire fighter. Currently building the crosswalk of college courses, federal courses and state courses to determine redundancy and equivalencies of training.
4. **Cross Generational Marketing** – Rodney Slaughter: This group is working on a communication plan to figure out how to get all of the changes just

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V. New Business

A. Accreditation

Presenter: Rodney Slaughter

Discussion:

1. American River College Site Visit Report presented.

Motion: Acceptance of American River College for Accreditation - Bruce Martin, motion seconded Kim Zargis. The motion passed unanimously.

2. El Camino College Compton Center: Not recommended for accreditation because they are not organizationally equipped. They have a strong explorer program, but do not have the resources to be a stand alone academy.

Motion: Withdrawal the denial of accreditation by Bruce Martin, seconded by Mary Jennings. The motion passed unanimously.

Action: Send a letter advising STEAC cannot act on the request to become an Accredited Academy and provide the staff report. Explain options for the future.

3. College of the Desert future site inspection.

A request for a STEAC member to assist with the Site Team for site inspection next week on May 9th, 2012 was made and Chuck Knapp will assist with Tom Turner.

B. Training Instructor I Reference Manual

Presenter: **Mark Romer**

Discussion: In alignment with SFT mission, we are seeking to use a publisher as a reference manual for Training Instructor courses. NFPA has rewritten standards making the adopted 7th edition manual out of date and no longer available for print. This material is used by instructors when providing training to be a Training Instructor. A second source for instructors to use is Jones and Bartlett, *Fire Service Instructor Principles and Practices* which has correlated the entire lesson plans existing in the Training Instructor 1A, 1B and 1C program. Therefore it was determined that it can be used as a secondary reference manual. A letter will be sent providing the Correlation Guide to instructors.

Recommendation is to adopt the Jones and Bartlett manual as a secondary source for reference for Instructors.

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Motion: Mary Jennings moved that be adopted to be used as a second text book to be used. Daniel Stefano seconded. The motion passed unanimously.

C. Notice to Fire Departments on Fire Inspector I & II Minimum Qualifications for promotional exam

Presenter: Mark Romer

Discussion: As we move forward with all the changes to SFT this information is to notify all members of the changes affecting employee contracts and requirements for hiring. An organization will be hiring only those who are to become a Fire Inspector I or II certified. Candidates cannot technically achieve certification until they are actually holding the position per the new certification requirements. Will this standard affect Fire Officer and Chief Officer Certification requirements? Chairman advises the group that they need to inform their groups of these new changes as representatives to cut back on negative comments and provide a better understanding of the purpose of the changes as we move forward in updating our certification training standards.

D. Fire Chief Role when approving Capstone Task Books

Presenter: Mark Romer

Discussion: Will create a flow chart for the Chief to understand how the taskbook is utilized and their role in the approval process. There will be an added signatures' page for reference for the Fire Chief to show who agreed to the performance requirements. It is important those agencies Fire Chief's are aware of their roll in certification capstone task book process.

E. New STEAC Agenda Format

Presenter: Ron Coleman

Discussion: Procedural change important to the Mission Alignment. The prototype of the agenda is representation of how we are going to start organizing our business matters for STEAC. STEAC meetings will be aligned with Mission Alignment directives. Future agenda items need to fall within one of the categories as presented on the prototype. No more old business and new business.

The format for requesting an agenda item is available for anyone who wants an item presented. It was suggested that the four directives be put on the form to help them structure the issue along with Mission Alignment.

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F. CFFJAC Update

Presenter: Mary Jennings

Discussion: Video to be presented to address the rumor mills about apprenticeship going away etc. Labor and Building Trades created the video for the Legislature since apprenticeship dollars are not exempt from budget cuts. CFFJAC is not going away and the website shows where Kaplan courses are available for use and at no charge.

G. Kaplan University

Presenter: Rodney Slaughter

Discussion: Contacted by Kaplan University with a proposal to review all of SFT courses to bring them in to the university for credit. This request may fit with Mission Alignment directive of reconfiguration and the FESHE model. This is information only and would like to have a discussion or questions about Kaplan University. Kaplan is regionally accredited. Some agencies do not recognize nationally accredited colleges which is an important consideration going forward with our Mission Alignment directive.

VI. Correspondence - none

VII. Announcements

A. PG&E Gas Operations Training Center – Gerry Kohlmann

Public Safety Specialist program is building a gas training center and will be seeking future input on its design for possible use by fire fighters. Jeff Carol (PG&E) engineer described the initiative and dedicating portion for fire service needs. Requesting the fire service assistance in the future design to assure that it provides the type of training needed when dealing with a natural gas fire.

B. Registered/ Certified Instructor Requirements – Ron Coleman

Feedback recently from RIO students that certification issued may be canceled in the future needs to be addressed for on a future agenda. Students have been misinformed by with the direction that if they had their Instructor Certificate all they needed to become a Registered Instructor was RIO and Ethics. It was determined with the new Training Instructor courses in effect that as of January 1 of this year all registered instructors to teach SFT courses will need the new Training Instructor series and that the old Fire Instructor courses will no longer be recognized. This has created a potential gap and the consequences need to be studied. We need to evaluate if we have the right to invalidate those who have been certified as Instructors and if we set policy that is not enforceable. Chief Richwine advised that an issue paper will be developed and brought back to STEAC for evaluation of the policy.

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VIII. Roundtable

Rodney Slaughter – discussed different colleges today and in past meeting as our partners which is a show of progress of SFT.

John Wagner – Involved in AB336 to change the education code for out of state fire fighters training in California.

IX Proposed Quarterly Meeting Dates

Third Quarter: Friday, July 20th, 2012
Details: 9:00 AM – 4:00 PM
Office of the Fire Marshal
1131 S Street
Sacramento, California 95811

Fourth Quarter: Friday, October 19th, 2012

Committee Chair, Ron Coleman adjourned the April 20th, 2012 STEAC meeting at 12:52 PM.
03:52:00

April 20, 2012 Statewide Training and Education Advisory Committee minutes posted at:
http://osfm.fire.ca.gov/advisorycommittees/advisorycommittees_steac.php

Contact: Kirsten Fonseca (916) 324-2418, kirsten.fonseca@fire.ca.gov
OSFM-State Fire Training Division
1131 S Street, Sacramento, California 95811