



# STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE MINUTES

October 19, 2012  
Sacramento, California

|     | <b>Member</b>     | <b>Department</b>                   | <b>Representing</b>                                    | <b>Present</b> | <b>Absent</b> | <b>Term Exp</b> |
|-----|-------------------|-------------------------------------|--|----------------|---------------|-----------------|
| 1.  | Bartley, Ed       | Modesto Fire Protection District    | CA Training Officers Assn. (North)                     |                | X             | 12/31/12        |
| 2.  | Childress, Dennis | Orange County Fire Authority (Ret.) | SoCal 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.  | Hannum, Natalie   | Moreno Valley College               | CFTDA (South)  |                | X             |                 |
| 6.  | Jennings, Mary    | CFFJAC                              | California Firefighters Joint Apprenticeship Committee | X              |               | 12/31/12        |
| 7.  | Kehmna, Ken       | Santa Clara Fire Dept.              | Fire District Assn. of California                      | X              |               | 12/31/13        |
| 8.  | Martin, Bruce     | Fremont Fire Dept.                  | California Fire Chief Assn.                            | X              |               | 12/31/12        |
| 9.  | Myers, Ron        | North County Fire Authority         | League of California Cities                            | X              |               | 12/31/12        |
| 10. | VACANT            | CAL FIRE                            | CAL FIRE Academy                                       |                |               | 12/31/13        |
| 11. | Stefano, Daniel   | Laguna Beach Fire Dept.             | California State Firefighters' Assn.                   | 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 Assn. and Vice-Chair             | X              |               | 12/31/13        |
| 14. | Zagaris, Kim      | Cal EMA                             | Cal EMA  | X              |               | 12/31/12        |
| 15. | Vacant            | Metro Chief                         | Metro Chief  |                |               | 12/31/12        |
| 16. | Olson, Kevin      | CAL FIRE                            | CAL FIRE Academy                                       | X              |               | 12/31/12        |
|     | <b>Alternate</b>  | <b>Department</b>                   | <b>Representing</b>                                    | <b>Present</b> | <b>Absent</b> | <b>Term</b>     |
| 17. | Davidson, Bret    | Rancho Santa Fe Fire Dept.          | CA Training Officers Assn. (North)                     |                | X             | 12/31/12        |
| 18. | Hurley, Charles   | Oroville Fire Dept.                 | League of California Cities                            |                | X             | 12/31/12        |
| 19. | Knapp, Chuck      | Barstow FPD Captain (Ret.)          | California State Firefighters' Assn.                   | X              |               | 12/31/13        |
| 20. | McCormick, Ron    | Fremont Fire Dept.                  | California Professional Firefighters                   |                | X             | 12/31/12        |
| 21. | Tollefson, Tennis | Sierra College                      | CA Fire Technology Directors Assn. (North)             | X              |               | 12/31/13        |
| 22. | Turner, Tom       | Victor Valley College               | CA Fire Technology Directors Assn. (South)             | X              |               | 12/31/13        |
| 23. | Wagner, John      | Sacramento Metro Fire Dept.         | CA Training Officers Assn. (North)                     | X              |               | 12/31/12        |

|    | <b>Staff</b>       | <b>Department</b>          | <b>Position</b>                                  | <b>Present</b> |   |  |
|----|--------------------|----------------------------|--|----------------|---|--|
| 1. | Richwine, Mike     | OSFM - State Fire Training | ASFM   | X              |   |  |
| 2. | Slaughter, Rodney  | OSFM - State Fire Training | DSFM III   | X              |   |  |
| 3. | Ramiro Rodriguez   | OSFM - State Fire Training |  | X              |   |  |
| 4. | Romer, Mark        | OSFM - State Fire Training | RA   | X              |   |  |
| 5. | Vandevort, William | OSFM - State Fire Training | DSFM III-RA                                      | X              |   |  |
| 6. | Kris Rose          | OSFM - State Fire Training | Manager, Certification & Instructor Registration | X              |   |  |
| 7. | Menchaca, Linda    | OSFM – State Fire Training | SSA – Instructor Registration                    |                | X |  |
|    | <b>Guests</b>      | <b>Department</b>          | <b>Representing</b>                              | <b>Present</b> |   |  |
| 1. | Jim Hudson         | CAL FIRE                   |  | X              |   |  |
| 3. | Collene Bauer      | Kaplan University          |  | X              |   |  |
| 4. | Don Kelley         | Sac Metro FD               |  | X              |   |  |
| 5. | Dave Eaton         | Sac Metro FD               |  | X              |   |  |
| 6. | Derek Alkonis      | IAFF                       |  | X              |   |  |
| 7. | John Sola          | Modesto Community College  |  | X              |   |  |

## **I. Introductions and Welcome**

The meeting was called to order at 9:02 a.m. by committee chair, Chief Ronny Coleman. The chair welcomed members and guests. Chief Coleman called roll. Self-introductions were made and a quorum established. Chief Hoover noted that STEAC is very important to SFT and OSFM. She was pleased to see such a good turnout, indicating good involvement.

## **II. Agenda Review**

Chief Coleman reviewed the agenda.

Chief Coleman reminded the committee that the STEAC agenda has been aligned with the Mission Alignment project. This project will result in a more uniform and consistent approach to SFT.

## **III. Approval of the July 20, 2012, Minutes**

**Issue:** Approval of the July 20, 2012, minutes.

**Motion:** *B. Martin moved to accept the minutes from the July 20, 2012, meeting. K. Kehmna seconded the motion.*

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

## **IV. Recognition of Past Members**

### **A. Dan Coffman**

Mr. Coffman was unable to be present.

### **B. Chuck Knapp**

Chief Hoover and Chief Richwine recognized Chuck Knapp, who has been part of the committee since 2005. His moving on is a loss for the Office of the State Fire Marshal (OSFM) and STEAC. They gave him a certificate of appreciation in recognition of his active participation and ongoing support.

C. Knapp has enjoyed participating, and is excited about the new possibility for reciprocity, as well as the fact that State Fire Training (SFT) will stop creating textbooks.

## **V. Mission Alignment**

### **A. Achieving National Recognition**

- 1. Discussion: Kaplan University Course Credit  
Presenter: Rodney Slaughter/Collene Bauer**

Kaplan University has identified SFT courses that will be accredited for their degree programs. C. Bauer brought brochures and information laying out how degree seekers will be affected, including transfer worksheets and lists of certifications that will receive credit. Twenty SFT certificates are recommended for eligibility for various kinds of college credit. This will help save money and eliminate redundancy. It will also be applicable to the entire state.

Kaplan offers various scholarships. Prior training can be evaluated, though credits are only awarded for courses tied to certificates.

Kaplan University sees the transfer worksheets as living, breathing documents, which will be revised and are currently undergoing revision, so it's OK that some SFT courses are changing.

Community colleges, academies, and fire departments will receive the information, too, so they can advise students/employees. People can look at the documents and see what will or won't transfer.

P. 6-7 of the pamphlet features a more user-friendly version of the transfer worksheets. She can produce individual versions of this too. Contact Kaplan university for more information.

## **2. Discussion: National Recognition Update (Attachment 1)**

**Presenter: Ken Wagner**

Staff continues work on the goal of achieving accreditation from the International Fire Service Accreditation Congress (IFSAC) and the National Board on Fire Service Qualifications (Pro Board).

The staff has revised the project plan to more accurately reflect the time needed to adapt the Fire Fighter 1 curriculum to NFPA 1001, 2013 edition, and NFPA 1051, on wildland fire fighting. Site visits have been pushed out to the next fiscal year.

The National Recognition Self Study Team met for the first time on August 13, 2012. Some STEAC members present are members of that committee, and K. Wagner serves as the staff member.

Staff has developed proposals for Fire Fighter 1 certification testing to conform with IFSAC and Pro Board. K. Wagner pointed out these are "for discussion only." *No decisions have been made.* The goal is to be able to administer these testing components with strong participation and involvement of registered local and regional academies and our community college partners.

Staff is still comparing SFT procedures with IFSAC and Pro Board requirements and revising procedures to support program implementation. The states of Iowa and Minnesota have shared their policies and procedures for us to look at.

The California Fire Technology Coordinators Association met with staff on September 27, 2012, to discuss project implementation

Task books, signed by different entities, will take the place of cards signed by fire chiefs. At the end of their academy experience, participants will do everything required by their institutions, but also take summative written and skills tests meeting IFSAC and Pro Board's requirements, as well as the Blueprint 2020 goals. They will submit the fees, task books, and documentation of successful completion of testing, and then they can be processed for whichever levels they choose. Many already participate in summative testing, but now it will be aligned with standards bodies.

We must have approved proctors for testing. There are various options for making that happen, but it would be nice for accredited local academies to have proctors.

In addition to summative testing, task book requirements may include experience requirements, prerequisites, or verification of training. Completing these elements will make a candidate eligible for state certification and the IFSAC or Pro Board seal if desired. They don't want people to become ineligible for these items down the road. Local departments can choose to add on requirements.

## **B. Curriculum Development & Delivery**

As several people needed to leave, original agenda items B2 and B3 were moved before B1.

### **1. Discussion: Curriculum Development Task Force Update (originally item B2) Presenter: Bill Vandevort**

The task force is revising and streamlining the curriculum development documents and process and making rapid progress. SFT has got to a point where it can't maintain anything it created. Instructors now have greater responsibility, developing lesson plans and activities. They can use the curriculum support publishers offer in their textbooks; their multimedia resources far exceed SFT's capabilities. By using publishers as a resource, SFT is better off.

SFT is responsible for three documents: the CTS, course plan, and task book. The course plans are a lot of work. CSU Sacramento's Allison Shaw is developing a comprehensive handbook; it identifies why we do what we're doing, who the players are, and what people are supposed to do at all different levels. A train the trainer event, using this handbook, is being held October 24–25. Meanwhile, the new process will meet the goals of streamlining and being able to maintain documents in a timely fashion. Instead of taking a year or more to update a course, materials can be updated with two- or three-day meetings; multiple teams can work on several projects at the same time. It will be much easier to get on top of curriculum development, and keep up with five-year NFPA and publisher updates.

Chief Coleman pointed out it's not just about updating, but also about filling in the holes. For years, no level 2 information was documented outside of the institutional memory of whoever taught the class.

The handbook and training are still in production, so B. Vandevort didn't have anything in hand to share.

**2. Action: Accepting the Concepts of the Revised Certification System (originally item B3) (Attachment 3)**

**Presenter: Bill Vandevort**

The task force is revising the California certification model to align with the NFPA. In the future, the system will be based on NFPA, with the exception of anything that is actually unique to California (such as statutory mandates—not preferences) or the rare case of a gross omission by NFPA.

A standard is a concrete point to move forward from. The rest of the country has bought into this idea. Currently, reciprocity and equivalency are a problem. Tying SFT in with NFPA also supports the national accreditation effort and will result in clear career paths. Whatever is created must be manageable by SFT staff, however.

The task force reviewed nineteen certifications tracks and decided what they think is feasible to offer and maintain. Some standards are combined; Wildland Fire Fighter, NFPA 1051, is spread among Fire Fighter I and II and Fire Officer. NFPA allows leeway for that; this would still be consistent and maintain the standard. Fire Fighter I will have a lot fewer JPRs in it than the current fire academy one does. If you meet the JPRs for Fire Fighter I, then you've met OSFM certification requirements.

They identified ten levels of certification they would like to move forward on, listed on p. 11, and they would like to defer the remaining handful on p. 12.

The concept, as described in the analysis and summary, is what is being affirmed, not all of the details. This concept is to create minimum standards aligned with national standards per Mission Alignment. Chief Richwine noted the intent was to approve the concept and go back and talk to the stakeholders. Chief Coleman asked that all STEAC members go back and share this information with their own agencies.

Because JAC uses the OSFM standards for their apprenticeship standards, M. Jennings needs to have in-depth discussions with them and with B. Vandevort regarding specific details among task force recommendations. She can approve the concept of alignment and SFT workload; she cannot approve every detailed recommendation in the report.

B. Vandevort stated the report details what the task force recommends. This needs to be considered, but nothing is set in stone; the recommendations need to be worked out further. It is not yet clear how far they will be able to go based on staff capabilities. There's a CTS guide, a task book, and one or more course plans for each certification.

Until a cadre meets, they will still be learning how much content can be delivered to reach that level of certification.

Putting the motion off until January would cripple the task force’s ability to keep working.

K. Zagaris pointed out that while many are not intimately involved in the process, all are impacted by and involved with NFPA. He can’t imagine anyone not wanting to go in this direction.

T. Turner stated he will have to meet with their college curriculum committee if SFT is starting to change the certification tracks. Sometimes they make changes very slowly. They will need to know what will be contained in the certification tracks.

R. Coleman: The two people with potential consequences, T. Turner and M. Jennings, need to participate in the task force, and will talk to B. Vandevort.

K. Wagner noted that this is huge. Some people will be told, “We’re sorry—we can’t service your level of certification anymore.” Some of those discussions will eclipse what was discussed at the table. There are political ramifications, and people coming to OSFM complaining. This will be a process that’s living and breathing for quite some time.

B. Vandevort noted that the process will not result in a sudden change; it will take a while to implement anything. K. Zagaris feels most people know where we’ve been and where we need to go. The current system is nonsupportable, and SFT is losing ground. Staff will have latitude to consider the concerns, but we’re moving forward. Chief Coleman agrees the vast majority think we’re moving in the right direction.

**Motion:** *R. Myers moved to approve the concept of a revised CFSTES certification system, with B. Vandevort available to address stakeholder concerns. M. Jennings seconded the motion.*

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

**3. Discussion: Fire Fighter Survivor Equivalency (originally item B1) (Attachment 2)  
Presenter: Ken Wagner**

The last time STEAC met, the committee was asked to consider the IAFF Fire Ground Survival program as an equivalency for the SFT Fire Fighter Survival FSTEP course. The final motion was “to send the IAFF curriculum through the SFT process as necessary, and back to the cadre for evaluation for its equivalence to the FSTEP course Fire Fighter Survival.”

A staff report on the results is included. A few key stakeholders are here today: D. Alkonis from the Los Angeles County Fire Department, a lead in the IAFF cadre, and J. Hudson, as part of the SFT cadre instrumental in developing the FSTEP course.

They met and discovered that while there are many differences in format and some differences in content (laid out in the report), there are three specific items that would have to be modified or updated in the IAFF curriculum before it could be accepted as an equivalent to the FSTEP course.

The three issues: IAFF contains reference to head-first ladder escape, it lays out different steps for the emergency hose slide, and it does not contain as much information on SCBA emergencies.

If these were changed, the IAFF course could be accepted as an equivalent for the SFT course, which is not a certification track, just a body of knowledge.

Currently, the SFT FSTEP course is a prerequisite course for Command and Control of RIC Deployment. If we complete the equivalency process, then the IAFF course can be used as a prerequisite for that class.

Chief Coleman clarified that no action has been requested. This is for information only.

A section in the procedures manual talks about equivalency. One other IAFF course is listed in there. There are policies on the books for dealing with equivalency.

D. Alkonis gave some history about the development of the IAFF class. Along with the many other people they invited to contribute, SFT was asked to participate. Eleven out of thirty creators were from California. He had hoped to avoid the problem of dueling curricula.

J. Hudson agrees the main goal is safety and survival. STEAC decided to create the class five years ago. The IAFF curriculum is also good. The delivery might be different; the intent is the same. The biggest difference is, instead of one larger course, SFT separates RIC operations and survival into two courses that build on each other.

The hope is that IAFF will take this to their November meeting and return to report that changes have been made, and from that point forward, SFT can establish equivalency.

D. Alkonis stated: The IAFF class has already been held in California. He doesn't know how they were funded. Six areas within Los Angeles County selected the IAFF course to train eight thousand fire fighters. The IAFF will not change their program, since they can't change it for every state; they can change how they teach it in California. The first and third items are minor. They must evaluate the second one; there is no evidence that the SFT way is safer. He will bring it to Underwriters Laboratories and NIST.

There was some discussion about the different methods in the three items slated for change. There was also some discussion about the importance of prerequisites' wording and topics to participants in classes building upon them.

M. Jennings thinks this topic is so important that SFT should do whatever it has to to make it work. Arguing about details doesn't seem productive when lives are at stake.

Chief Coleman proposed that IAFF come back in January with a suggested motion. SFT needs to hold open for discussion people's ability to take that class and get credit for it in the future. Eight thousand fire fighters should not be penalized for the glitch. The IAFF has an excellent method for keeping in touch with their instructors and students—maybe they can do an update.

After discussion of the possibility of an online vote or a conference call, it was decided STEAC could approve the idea that if the changes are made, staff would be empowered to establish the equivalency.

Mission Alignment dictates that dueling courses should be avoided. Considering the spectrum of fire departments, some would use one program, and some would choose the other. That would be the spirit and intent of this motion.

Chief Coleman did want to ensure IAFF was comfortable with that as well.

**Motion:** *M. Jennings moved that, if the IAFF curriculum is conformed to the recommendations in the report and staff concurs, that the IAFF curriculum would meet STEAC's requirements for equivalency with the SFT course, and that it could move forward from that date and need not be held until the next STEAC meeting. J. Connors seconded the motion.*

**Action:** *The motion carried unanimously. K. Wagner abstained from the vote.*

#### **C. Action: Structural Collapse Course Name Change (Attachment 4)**

**Presenter: Rodney Slaughter**

STEAC approved the FSTEP course, Rescue Systems Structural Collapse Technician. The name of the current program is too similar to a FEMA training program, and confusion may result. The Rescue Systems Structural Collapse Workgroup suggested some name changes for consideration.

The name change affects how the course is listed in the SFT database. It is important to get the official name in the system before too many of the classes have been delivered. The name change will allow SFT to submit the course to the Department of Homeland Security for approval.

The Cadre decided to call it Rescue Systems III (FSTEP—Structural Collapse Technician). Reps from eight agencies supporting FEMA were included. This course would be taken in numerical order, so that III makes sense.

D. Kelley said they came up with Rescue Systems III, because people were confused about the word “bridge.”

M. Romer wondered why FSTEP is in the title. It is to help L. Menchaca recognize the course for staff database purposes.

K. Zagaris said the course was originally developed as a bridge, so people wouldn't have to spend more money; thus he has a problem with saying it's the next level we build on. It's a bridge course or it isn't.

D. Kelley can agree with that. But there was some confusion with the title “bridge.”

Rescue Systems II continues where Rescue Systems I leaves off. This continues where Rescue Systems II leaves off.

The word bridge is meant as “transition.” Could there be another word choice? M. Jennings withdrew the motion because it appears as though there is not a specific name.

K. Zagaris said the name change was just so the course didn't cause problems with FEMA. It wasn't the intent to have a third course people had to take, just a transition course. His understanding was that they needed to be able to put this in place so they didn't have to go to additional FEMA training to meet FEMA's equivalency.

M. Jennings pointed out the course material will have to be taught somewhere. If this was a temporary solution, where is this content supposed to go? Does it matter if it's just a third course?

R. Slaughter: There is no CTS for Rescue Systems; this is a temporary solution until they have a CTS and the ability to go back and look again at Rescue Systems I and II, which need to be reevaluated. A lot of work still needs to be done. Unless D. Kelley has an alternate name that he can suggest, this is a good temporary solution.

This proposed title is probably the best one. Rescue Systems Technician or Rescue Systems Annex were alternates. FEMA is happy with it.

There's no word in here noting that it's a bridge/transition course. Previously, STEAC directed them to take bridge out of the name.

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| <b><i>Motion:</i></b> | <b><i>M. Jennings moved that the course be called Rescue Systems III—Structural Collapse Technician. B. Martin seconded the motion.</i></b> |
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| <b><i>Action:</i></b> | <b><i>The motion carried unanimously.</i></b> |
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## **D. State Fire Training Reconfiguration**

## **E. Cross Generational Marketing**

### **1. Discussion: Cross Generational Marketing Task Force Update (Attachment 5) Presenter: Rodney Slaughter**

Since the last STEAC meeting, the Cross-Generational Marketing Task Force has been revising and updating the draft SFT communications plan. The group identified the goal of the plan as supporting the SFT core business and the vision statement defined in Blueprint 2020.

The draft communications plan will help meet the larger organizational goals by assisting with crafting a message, identifying the target audience, using appropriate communication tools (website, social media, newsletters, meetings, committees, etc.), and developing the evaluation techniques necessary to gauge communications' effectiveness. This task force has also developed survey questions for an online survey that will be used to collect information regarding the training needs of the fire service and provide a baseline for future follow up to the Mission Alignment initiative.

The draft SFT communications plan recognizes the role of STEAC as a traditional and extremely important modality to communicate and update the fire service community on changes to the SFT system. STEAC's role is still central and it is still the primary mechanism for getting the word out to constituent agencies.

## **VI. Announcements/Correspondence**

R. Slaughter has an application for accreditation from Imperial Valley College. He has scheduled the site visit for January. A community college rep is going, but he needs a STEAC member to go, too. D. Stefano will go.

This is K. Olson's last meeting.

Chief Coleman is working with a CSFA-created officer training program called Does One Size Fit All? It is aimed at volunteer and combo fire departments, and will be a three-month course of 32 hours. If anyone is interested, he has more information he can share.

## **VII. Round Table**

B. Martin gave news about Cal Chiefs; the office of Cal Chiefs has moved to Folsom. The web site is [www.calchiefs.org](http://www.calchiefs.org). They are trying to revitalize connections.

M. Jennings said there will be a candlelight vigil and walk from the capitol steps in the tenth ceremony for this year's fallen fire fighters. She had a request: over the next two months, she will have two more online courses ready for beta testing and needs people to go through them. It should take about an hour. Email her to help.

K. Zagaris has seen how the Los Angeles area county chiefs are working with their SMART Classrooms. He would like to see online work with SMART Board and SMART Classroom capabilities. He discussed the challenge of timelines and trying to work with federal dollars. It's where we're all headed in terms of getting things out better.

Chief Richwine: SFT never gets the word when this is happening, and they would like to participate. They have a regional training program and the infrastructure to connect all thirty-one agencies to broadcast training.

R. Slaughter noted we lost an important training partner, Ken Whitman, peace officer standards and training, who had passed away last weekend; the memorial was to be held the following Saturday.

Chief Coleman also brought up Bob Fletcher, who was a 101-year-old fire chief. He was the Cal Fire Chiefs secretary for years. During World War II, they interned a number of Japanese families, and Chief Fletcher operated three farms and collected the money so the families could have their revenue when they came back.

T. Turner noted that CFTDA had a meeting in September, wanted us to bring our strategic priorities. One is to introduce ethics into all core classes they offer. N. Hannum is on the IFSAC Pro Board committee with K. Wagner. All member colleges are trying to get FESHE recognition. Another priority was to try to broaden their relationship with fire chief organizations. They are developing a new web page that will work better and doing new outreach. They want to be more proactive than reactive. By seating members on STEAC and other state organizations, they can continue their voice and try to have support for standardization and regulatory information.

## **VII. Future Meeting Dates**

Meeting dates in 2013: January 18, April 19, July 19, and October 18

## **VIII. Adjournment**

Chief Coleman adjourned the meeting at 11:56 a.m.