



STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE MINUTES

January 22, 2016 – Sacramento, California

Members Present:

Bradley Arganbright, Nor Cal Training Officers
John Binaski, League of California Cities
Robert Briare, California Professional Firefighters
Taral Brideau, California Fire Fighter Joint Apprenticeship Committee (alternate)(via phone)
Ron Coleman, STEAC Chair
Randy Collins, California Fire Technology Directors Association (North) (alternate)
Bret Davidson, So Cal Training Officers (via phone)
Lorenzo Gigliotti, California Governor's Office of Emergency Services (alternate)(via phone)
Gareth Harris, Fire District Association of California
Sam Hoffman, California State Firefighters Association (alternate)
Michael Lozano, FIRESCOPE
Gaudenz Panholzer, California Fire Chiefs Association (via phone)
Richard Rideout, California Metropolitan Fire Chiefs Inc.
Daniel Stefano, California State Firefighters' Association
Joe Tyler, Cal Fire Academy
Ken Wagner, California Fire Chiefs Association and Committee Vice Chair

Members Absent:

Timothy Adams, So Cal Training Officers (alternate)
Gary Dominguez, California Fire Technology Directors Association (South)
Pete Jankowski, League of California Cities (alternate)
Chris Jelinek, No Cal Training Officers
Mary Jennings, California Fire Fighter Joint Apprenticeship Committee (alternate)
Matthew Jewett, California Fire Technology Directors Association (North) (alternate)
Kenneth Kehmna, Fire District Association of California
Daren Palacios, California Metropolitan Fire Chiefs, Inc.
Thomas Rich, California Professional Fire Fighters (alternate)
Steve Shull, California Fire Technology Directors Association (South)
John Walsh, No Cal Training Officers (alternate)
Kim Zagaris, California Governor's Office of Emergency Services

State Fire Training Staff:

Jonathan Chavez, Management Services Technician
Jim Eastman, Fire Service Training Specialist III
Mike Garcia, Deputy State Fire Marshal III Specialist
Susan Pineau, Management Services Technician
Diane Radford, Division Support
Mike Richwine, Assistant State Fire Marshal
Mark Romer, Fire Service Training Specialist III
Kris Rose, Staff Services Manager I
Rodney Slaughter, Deputy State Fire Marshal III Specialist

Guests:

Brendan O'Leary, City College of San Francisco
Larry Savage, Sacramento Metro Fire Department
Dana Lipps, Sacramento Metro Fire Department

I. Introductions and Welcome

The meeting was called to order at 9:01A.M. by Chief Ron Coleman.

A. Roll Call/Quorum Established

A quorum was established during introductions.

B. Member Appointment/Reappointment

Presenter: Ron Coleman

Chief Coleman reviewed the creation of the Statewide Training and Education Advisory Committee (STEAC). STEAC was created due to our certification system and training and education components becoming increasingly complicated. In addition, the State Board of Fire Service (SBFS) needed a group of people to critique and review recommendations prior to the SBFS becoming involved. The STEAC committee has been in existence close to 30 years. Chief Coleman reviewed the background on STEAC, the curriculum development process map and documents along with the Bagley Keene Act. Chief Coleman advised that this committee's tasks are performed under the Roberts Rules of Order. Everyone should have a copy of these guidelines for reference purposes. He indicated that the real reason for STEAC, is communication with all groups that each of the members represent. There have been lots of changes in the last two years. Therefore it is critical that information is delivered back to each group, of the transactions and actions of this group. Chief Coleman stated that this communications process is the key to our success. Each of the members of STEAC is a spokesperson for this concept. STEAC is also here to listen to your organizations concerns. This is a give and take process. SBFS is the next step for any action items.

1. Randy Collins-Member Reappointment-California Fire Technology Directors' Association (North)
2. Matthew Jewett-Alternate Reappointment-California Fire Technology Directors' Association (North)
3. Gary Dominguez-Member Reappointment-California Fire Technology Directors' Association (South)
4. Steve Schull-Alternate Reappointment-California Fire Technology Directors' Association (South)
5. Bradley Arganbright-Member Appointment-Cal Chiefs Northern California Training Officers
6. John Walsh- Alternate Appointment-Cal Chiefs Northern California Training Officers
7. Dan Stefano-Member Reappointment-California State Firefighters' Association
8. Sam Hoffman-Alternate Reappointment-California State Firefighters' Association
9. Gareth Harris-Member Appointment-Fire Districts Association of California
10. Tony Bowden-Alternate Reappointment-Fire Districts Association of California
11. Ken Wagner-Member Reappointment-California Fire Chiefs Association
12. Richard Rideout-Member Appointment-California Metropolitan Fire Chiefs

C. Past Member Recognition

1. Chris Jelinek-Member-Cal Chiefs Northern California Training Officers
2. Kenneth Kehmna- Member- Fire Districts Association of California
3. Daren Palacios- California Metropolitan Fire Chiefs, Inc.

D. New Member Orientation

II. Agenda Review

III. Approval of the October 16, 2015 Minutes

Motion: *Dan Stefano moved to accept the minutes from October 16, 2015.
Ken Wagner seconded the motion.*

Action: *All members voted unanimously.*

IV. State Board of Fire Services (SBFS) Update

Presenter: Chief Richwine

Chief Richwine indicated that by consent, the reaccreditation of Porterville College, College of the Sequoias, Lake Tahoe Community College and the South Bay Regional Training Center as Accredited Regional Training Programs was approved. San Diego Fire and Rescue and Sacramento Metro Fire Department were also approved for reaccreditation as accredited local academies. Chief Coleman asked when the State Board of Fire Service (SBFS) meets next. Chief Richwine responded that the next meeting is the third Thursday in February. Chief Coleman indicated that it is a good idea to attend the SBFS meetings to gain an idea of how the full process works.

V. Consent Items-

**Presenter: Mike Garcia
(Attachment 1)**

A. Seeking Approval for reaccreditation of four Accredited Regional Training Programs/Accredited Local Academies: Allan Hancock College, Miramar Community College, Palomar College, Los Angeles County Fire Department.

Mike Garcia indicated there are two remaining colleges in Southern California that need to be reaccredited Santa Ana and Verdugo Academy. He indicated that Rodney Slaughter is caught up with his Northern California reaccreditation site visits. With regard to the Consent Items calendar, M. Garcia indicated there were some general slight administrative issues with a few organizations. He went back to those locations and met with the administrative officials to gain continued support with the Fire Fighter I curriculum.

Motion: *Randy Collins moved to accept the reaccreditation of Allan Hancock College, Miramar Community College, Palomar College, and Los Angeles County Fire Department.*
Robert Briare seconded the motion.
Action: *All members voted unanimously.*

Chief Coleman asked how many accredited academies do we currently have. Chief Richwine stated that we are at 46. It is expected that there will be more applications for accredited local academies going forward. Chief Coleman asked if there were any concerns regarding this motion for those who called in on the phone. No response was received. Taral Brideau, Gaudenz Panholzer, Bret Davidson and Lorenzo Gigliotti voted by phone. All members voted unanimously.

VI. Mission Alignment Objectives

A. Achieving National Recognition

1. Alameda County Fire Department Accreditation

**Presenter: Mike Garcia
(Attachment 2)**

Mike Garcia indicated that Chief Rodney Slaughter completed this assessment. M. Garcia asked Chief Brad Arganbright to take any questions that the STEAC members had regarding the visit. B. Arganbright stated that it was a good experience. He indicated R.

Slaughter was thorough in reviewing their preparation and he was glad to have it completed.

M. Garcia indicated that Melinda Drayton of Oakland Fire, along with R. Slaughter, and Michael Thomas with Fremont Fire were part of the team that completed the assessment. Dan Stefano asked if there are any takeaway improvements from this assessment.

B. Arganbright stated that gathering assistance from Fremont Fire and Sacramento Metro Fire, were clearly helpful in understanding how the process works. B. Arganbright indicated this helped with their organization on the record keeping side. It also was good knowing they were up to par where they need to be. M. Garcia indicated that there are about 11 or 12 Accredited Local Academies now. It is anticipated there will be more in Southern California. Chief Coleman reminded everyone that only members may vote on STEAC, unless the member is absent. At that time, the alternate may cast a vote. B. Arganbright stated he would abstain from voting since he is employed with the Alameda Fire Department. Chief Coleman recognized that this constitutes a conflict of interest.

Motion: *Dan Stefano moved to accept the accreditation of Alameda County Fire Department.*
Mike Lozano seconded the motion.
Action: *All members voted unanimously.*

2. National Accreditation Update

**Presenter: Ken Wagner
(Attachment 3)**

Ken Wagner provided an update on the National Accreditation process. A year ago at the January 2015 STEAC meeting, the recommendation was approved to pursue International Fire Service Accreditation Congress (IFSAC) and National Board on Fire Service Professional Qualification (ProBoard) accreditations. At the May 15, 2015 State Board of Fire Service (SBFS) meeting, it was approved to move forward. On July 5, 2015, we formally submitted an application and self-study packages to IFSAC and ProBoard for review. A significant amount of time was spent with ProBoard going over the submission. On November 3, 2015 and November 4, 2015 the IFSAC peer review was completed here in Sacramento. The peer review team went to Sierra College to observe skills testing and review questions. The peer review team recommended full accreditation of our program with no items requiring corrections.

On December 2, 2015 and December 3, 2015 ProBoard completed their site visit. They also recommended full accreditation for our Fire Fighter I program. The committee on accreditation on ProBoard voted in favor of this on January 14, 2016. On January 15,

2016 and January 16, 2016, K. Wagner and Chief Richwine were at the ProBoard meeting in Florida, where they received the official Accreditation plaque. Both IFSAC and ProBoard indicated they liked the fact that State Fire Training (SFT) was one of the few organizations proposing online written certifications testing. They also were pleased with how we handle our skills testing. Minor changes were made when they were here on site so they would be fully satisfied with our programs. The IFSAC annual conference is the end of April 2016 in Oklahoma. It is anticipated that someone from staff will be there for the vote when they approve us for full accreditation of the Fire Fighter I program.

K. Wagner stated that we are in the process now of rolling out the certification exam process on a statewide basis. This is to get all of the stakeholders up to speed on administering the Fire Fighter I certification exam. All of the Accredited Regional Training Programs (ARTP) and Accredited Local Academies (ALA) that will be required to administer the exam have received communications from State Fire Training (SFT) about this process. They have been provided access to an online questionnaire and asked to complete this and advise when they will be prepared internally to start offering the new 2013 curriculum, and be ready to deliver the certification exam process for Fire Fighter I. The majority of the responses have already been received. K. Wagner indicated he and Brandon Erickson have been working on that schedule. There is a cadre of five instructors for the evaluator training course. This is the next step so they understand the program and how to deliver the certification exam process. Classes have already been scheduled for this one day training course at Santa Rosa Junior College, Mt. San Antonio Community College, Santa Ana College, and South Bay Regional. The intent is during this calendar year is to get the training out to the ALA'S and ARTP'S. It is anticipated that it will be sometime in the middle of 2017 before a complete rollout occurs.

K. Wagner recognized Ken Kehmna, representing the Fire Districts of California, Randy Collins, representing California Fire Technology Directors North, Robert Briare, representing California Professional Fire Fighters and Jeff Seaton, representing South Bay Regional Public Safety. K. Wagner indicated they participated in interviews when IFSAC and ProBoard were here for their site visit and their participation was appreciated. R. Collins stated that the SFT staff stepped out of the room during the interviews with ProBoard so they could speak candidly. This should alleviate any concerns about the credibility of the process.

K. Wagner stated that we have also recognized that we can strengthen the Performance Training System (PTS) system used for our online testing. We have entered into a supplemental contract with them where we will modify the online test solution to better benefit our candidates, the Fire Marshal's office and to our ARTP'S and ALA'S as far as

results and item analysis after testing occurs. This is a robust system we will be moving forward with and we expect it will work satisfactorily for us.

K. Wagner indicated our focus is on taking care of those who currently hold Fire Fighter I certifications in California. They will need to take the written and skills testing to get the IFSAC/ProBoard seals on their certifications. There will not be any grandfathering allowed. For those coming into California and from the Department of Defense, they will need to have evaluations of their training records. They will also need to take the written and skills exam for the Wildland Fire Fighter I component that we approved into our Fire Fighter I program if that was not a requirement in the state they obtained certification. This testing is to ensure the standards are met.

Dan Stefano asked if there is a reference to frequently asked questions where additional questions can be added and answered as they occur. K. Wagner said yes, but they really relate to the Fire Marshal's relationship with the ALA'S and ARTP'S as to how the program administration will work. These questions would not help a Fire Fighter who is interested in getting the seals. K. Wagner stated that he and Mark Romer will be meeting to work out and sync up how this process will work with staff. The focus right now is with managing the current folks attending the academy and then to address and take care of those existing Fire Fighters who have a Fire Fighter I certification or are from another state or were certified through the Department of Defense.

Bret Davidson commented from a training officer's perspective this process is long overdue. B. Davidson indicated that aligning with IFSAC and ProBoard is a positive move. We have more Department of Defense military Fire Fighters in California than in any other state. This process will strengthen our training in California and gets everyone on the same page of training and learning together. This will provide us the ability to hire these folks within our state and address the reciprocity issue.

Kris Rose relayed that this is a good time for stakeholders to sign up for SFT e-news. All new information is updated on the website timely.

K. Wagner advised that he will gladly take any calls regarding IFSAC and ProBoard and any reciprocity questions.

Chief Richwine stated that he was very pleased regarding the comments that came back from the IFSAC and ProBoard accreditation teams. Chief Richwine said they marveled at how a state of this size, with numerous fire departments and the relationship built with the community colleges, is able to work seamlessly in their eyes. They indicated this is the first accreditation site visit where there were no deficiencies requiring correction or

requirements needing to be added to our program. Chief Richwine stated this is a reflection of Chief Wagner's leadership and he thanked him for this. At the conference, he said we were recognized equally with the United Kingdom Fire College, who were receiving international accreditation. Chief Richwine thanked everyone for their participation and work in achieving this goal.

Chief Coleman stated this has taken many years to achieve and is a major success. Chief Coleman asked for everyone to ensure they understand that the communications process is critical. Please inform your departments what is going on, as this is the key to our success. The heavy lifting has been done and now we need to focus on the logistics and communications. Chief Richwine also thanked the Joint Apprenticeship Committee (JAC) partners for their work and advisement. He also thanked Chief Coleman.

B. Curriculum Development & Delivery

1. No Report

VII. Reconfiguration of State Fire Training-

A. Future Instructor Requirements Update

Presenter: Jim Eastman

Jim Eastman reviewed the communication located on the website for the prior STEAC meeting regarding Certified Instructors. Today's purpose is to ask all STEAC members to review this information and provide their feedback directly to J. Eastman. He indicated that the State Fire Training (SFT) staff also put a video on the web to get feedback from other stakeholders. This proposal is for new Registered Instructors. Current Registered Instructors remain registered as instructors. J. Eastman advised that SFT had a survey on the web and there was minimal feedback received. The proposed change in 2017 will sync up with our curriculum transition periods. We want to clarify the aspects of being an instructor and the curriculum, as well as quantify those instructors and confirm them. Many instructors in our academies are not certified instructors. This is the reason for the proposed changes. Chief Coleman asked why the instructors are not certified. J Eastman replied that in the past we allowed them to take instructor training and get registered in a specific topic/s. Registered was a term used for the past 20-30 years to quantify your expertise in a certain subject matter delivery. We never validated if they can teach.

The proposal for the future to become an Instructor I is to take the Instructor I class, complete the task book, document 80 hours of teaching, and complete the ethics course, and complete one year of experience. This will qualify an instructor to teach Fire Fighter I and Fire Fighter II. Currently, to teach Fire Fighter I, the completion of Training Instructor 1A and 1B are required along with the subject matter expertise. Chief Coleman asked how this relates to a volunteer Fire Fighter who is trying to participate in the program. J. Eastman responded that this makes it easier for them, as they take one class, and also have the potential opportunity to make additional income teaching. J. Eastman stated that instructors will still be required to complete Regional Instructor Orientation (RIO) to teach

FSTEP or CFSTES courses. A presentation was completed in Fresno at the California Fire Technology Directors Association (CFTDA) meeting. The main feedback received was to implement this proposal sooner. Randy Collins responded that at the community college level, the company officer courses have taken a precedent due to the volume of people trying to obtain this certification before it is retired. Richard Rideout asked whether the one year experience is teaching experience or fire service experience. J. Eastman responded that this is one year fire service. He also indicated that the requirement that an instructor had to be a Fire Fighter was eliminated. We are making this available to all Fire Service representatives with the appropriate skill set. The National Fire Protection Association (NFPA) standards do not require Fire Fighter experience to be certified as an Instructor. J. Eastman confirmed this. Chief Coleman asked if one year in the fire service equates to two years part time or volunteer experience. J. Eastman confirmed this.

Sam Hoffman asked what method is used to monitor the instructors once they are certified, to confirm that they are delivering the material. J. Eastman said this is covered by the completion of the task book. This is a formal feedback process, in which the reviewer can be designated by the Chief. Chief Coleman asked about the quality control of instructors. J. Eastman said this is handled in online evaluations. Therefore the feedback is not being filtered by the instructor. J. Eastman advised to everyone to obtain feedback and contact him directly. This will be put to a motion at the next STEAC meeting.

VIII. Announcements/Correspondence

A. Rulemaking Update

Presenter: Chief Mike Richwine

Chief Richwine stated that the State Fire Training (SFT) regulations Rodney Slaughter was working on are actually a restructure of the May 2008 procedures manual. There is some additional cleanup language of Title 19. This was all submitted to the Office of Administrative Law (OAL). The fact that we have taken a national standard and made it a California standard has them concerned. OAL suggest that this should be published in Title 19, which would be onerous to do and would increase our regulations significantly. A meeting is scheduled to review the regulations package with the law office. This package has been pulled back from OAL until these issues are resolved. Either way, we will come back with all of the changes made from 2008, including these current processes and our interim procedures that we are operating on. All of these will be rolled into a new regulations package that will make it easier for us to work through changes in the procedures manual going forward.

B. Mission Alignment Update

Presenter: Chief Mike Richwine

Chief Richwine announced that working with our partner, Sacramento State University we have received a save the date notice for an event in Atascadero. He indicated that the mission alignment project group will meet, as well as our partners here at STEAC. This is to discuss the following four objectives: National Accreditation, Curriculum Development, Reconfiguring State Fire Training (SFT), and Outreach and Communication as well as what the next steps for SFT should be. The meeting is scheduled for March 23-24, 2016 at the Springhill Suites Conference Center. Dan Stefano said they have folks going through the first Chief Officer Certification process, and some of them were part of the old system. The feedback has been beyond impressive. He indicates this is a direct result of the mission alignment objectives we have worked on here.

C. Certified Fire Chiefs

Presenter: Kris Rose

Kris Rose stated that two PACE IV Fire Chief Certifications were completed recently. David White, of Culver City Fire became the 29th certified Fire Chief. Nathan Trauernicht, from the City of Davis and University of California at Davis Fire became the 30th certified Fire Chief. Eric Nichol of the Palo Alto Fire Department will be here Monday for his PACE IV Fire Chief Interview. K. Rose indicated that this information is available on the website. Chief Coleman asked do any of these have reciprocity with the national system. K. Rose responded that they are all mixed in. Most of certified Fire Chiefs for the last 4 years have been part of the Center for Public Safety Excellence (CPSE) through their Chief Fire Officer Designation program

D. Regional Instructor Orientation Expiration Change

Presenter: Kris Rose

Kris Rose stated this was posted on the web through SFT E-NEWS. The current time period that a new Instructor has to get registered after taking the Regional Instructor Orientation (RIO) class, is one year. We have extended the twelve month time period to two years. K. Rose stated that all feedback received has been positive with this change.

IX. Roundtable

Chief Coleman wants to encourage everyone to bring up any issues during the Roundtable discussion that is going on in their perspective areas to make us more effective.

Robert Briare stated through the Marin County Training Officers in coordination with the Fire Chiefs and Police Chiefs, the first Unified Response to Violent Incidents class was held. This event was coordinated with eleven different fire agencies and nine different Law Enforcement and California Parks Systems agencies. Taral Brideau did a great job coordinating this for the , California Fire Fighter Joint Apprenticeship Committee (JFFJAC) program. This was held at the theatre at Lucas Big Rock Ranch. Taral Brideau added that over 60 people attended and there was great interaction among everyone.

Randy Collins of Santa Rosa Junior College advised that last semester was the first semester that the new curriculum was implemented. Beta testing went very well. The goal is to have all staff trained in the Skills Evaluator Training process. From a CFTDA perspective, one of the things we recognize with the new certification process is that it is more resource driven than in the past. We are working with vendors on the necessary props and equipment. At the CFTDA meeting scheduled this May, we hope to have additional vendors attend and present the information and costs associated with the necessary equipment needed.

Dan Stefano stated that the 20th annual training symposium held in November 2015 was a great event. He indicated this was good recognition for State Fire Training and thanked everyone for helping out. D. Stefano indicated that the North and South were operating as one group.

Kris Rose advised that State Fire Training (SFT) is one step closer towards getting a new database. Proposals are being reviewed from four vendors. K. Rose, Kevin Dickson, Jim Eastman and Brandon Erickson will be reviewing bids and deciding on a vendor. There is a review of the records management system currently. The learning management system will be the next review step in the process. Chief Coleman asked if all legacy information will be captured and updated into the new system. K. Rose stated yes and that we are trying to clean-up data in the current system as well as add as much data as we can from old archive records into the database prior to the transition.

Joe Tyler indicated that last year he was a Staff Chief of Training Safety and Emergency Medical Services (EMS). He assumed this position on November 17, 2015, shadowing Chief Price, who retired on December 18, 2015. J. Tyler assumed the position of Assistant Deputy Director of Fire Operations with the Cal Fire Academy on December 22, 2015. He stated that seven days later a significant event occurred, where he placed 16 staff on administrative leave. As a result of this, one month later several employees retired, resigned, or were demoted as well as a variety of other actions. What we have done since then is evaluate the academy environment. The Academy sits on 67 acres owned by the State of California. We utilize 450 acres that is through an MOU with the California Department of Corrections and Rehabilitation. This is a 144 bed dormitory facility with 28 fire engines and 76 staff currently teaching a variety of ICS classes. We keep the majority of

our students attending a one week ICS class on site. These folks are put in local hotels for the week. A significant event came out about April 30, 2014 where an ex Battalion chief was accused of allegedly murdering his fiancée. He was later convicted of this. The Director requested an investigation by the California Highway Patrol. We were questioned by the local media about the cost of the investigation. The cost and issues related to this occurrence are a significant learning lesson and we are addressing these. Of the 76 original staff, 48 have been replaced over the last twelve months. In the Sacramento media market there were allegations of cheating. J. Tyler stated that because there is not a way to confirm or deny these allegations, steps have been taken to tighten test security. A testing unit through the curriculum development coordinators office administers the tests. Tests are secured in locked cabinets after administration occurs or those tests are destroyed and new ones are created out of test banks. Skills and performance based tests have two proctors on every performance based test that evaluates every student as they go through their manipulative skills. There is no way for anyone to cheat this process. Cal Fire also has a unique hiring process. Applicants are hired first then put through the academy. Until that process is changed, we have to ensure we have multiple proctors, and provide remedial training, so there is a process in place for a rejection process approved through the State Personnel Board. J. Tyler indicated that we are working through this and look towards a brighter future. Chief Coleman advised everyone to ensure that if they have any questions regarding this information, refer directly to Joe Tyler.

Chief Richwine thanked J. Tyler for addressing the group. He indicated that as an Accredited Academy, there is an accreditation process and he understands they are going through a reaccreditation at this time. There are a number of quality controls that have been put in place and will be addressed as a part of the academies reaccreditation. Chief Richwine stated that he appreciates J. Tyler's comments and that he was recognized by the Director for his leadership and turning around a terrible situation at the Academy.

Mike Garcia stated that the National Fire Academy provided a six-day Youth Firesetter Intervention Prevention course via the TRADE program director, from Arizona. This course is directly related to the Community Risk Officer program. The San Bernardino unit of Cal Fire is hosting the event. The information for class dates and locations are listed on our website. The upcoming "course call" selection process for Federal Fiscal year 2017 will be conducted through March, 2016 for two and six day courses. M. Garcia will be following up with Chief Coleman on this. This information is available on the website and in SFT E-NEWS.

X. Future Meeting Dates

April 15, 2016, July 15, 2016 and October 14, 2016

XI. Adjournment

Meeting was adjourned at 10:50 a.m.