

STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE (STEAC) Minutes

Friday, January 27, 2006
Rancho Cucamonga, California

PRESENT	Department	Representing	Term
Childress, Dennis	Orange County Fire Authority	Southern CA Training Officers Association	
Coffman, Dan	CSU Los Angeles	Southern CA Fire Technology Directors	
Coleman, Ronny J.	Chair		
Cone, Rob	CDF/Butte County Fire Department	Northern CA Training Officers Association	
Donnelly, Jay	CDF	CDF Academy	
Hurley, Charley	OES Fire & Rescue	OES	Alternate
Jennings, Mary	CFFJAC	CFFJAC	
Larkin, Keith	CDF	CDF	
Meston, Jeff	Novato Fire Protection District	CFCA	
Rooney, Hal	Santa Clara County Fire Department	FDAC	
Senior, David	Allan Hancock College	Northern CA Fire Technology Directors	Alternate
Tingley, Russell	Hermosa Beach Fire Department	League of California Cities	
Wagner, Ken	Roseville Fire Department	CFCA, Vice-chair	

ABSENT	Department	Representing	Term
DeClercq, Frank	San Diego FD	CPF	
Foster, Ed	Carpinteria-Summerland Fire District	CSFA	
Stornetta, Anthony	Santa Barbara County Fire Department	Southern CA Training Officers Association	Alternate
Zagaris, Kim	OES Fire & Rescue	OES	

State Fire Training Staff	Guests	Term
Mike Richwine, Division Chief	Jerry Austin, Mt. San Antonio	
Rodney Slaughter, Deputy State Fire Marshal	Chuck Knapp, CSFA	
Alicia Hamilton, Fire Service Training Specialist	Terry Koeper, CHC Instructor	
Bob Lucchesi, Fire Service Training Specialist	Mike Lewis, Los Angeles FD	
	Steve Shull, Montclair FD	

I. Call to Order

The meeting was called to order at 1000 by Chair Ron Coleman.

II. Introductions and Welcome

Chair welcomed members and guests. Self-introductions were made and a quorum established.

III. Agenda

No new agenda items or order change.

IV. Approval of Minutes

1. October 2005 Agenda

Motion: M. Jennings, C Hurley second.

Discussion: None

Action: The motion was carried with two (2) abstentions.

2. December 2005 Agenda

Motion: K. Wagner, J Meston second.

Discussion: D. Senior is not an alternate. Format is approved.

Action: The motion was carried unanimously with change.

V. Course Development/Certification

Old Issues

1. Review updated "STEAC Committee" page to be included in the SFT Procedures Manual.

Issue: Suggestions for wording were discussed at the December 2005 meeting. A. Hamilton developed the new page for review and approval.

Discussion: Will STEAC be used as an appeals body? And if so, should that language be included in the goal? If Ruben wants the committee to do this, then it is ok to change the goal. Add the word recommendation. K. Wagner: Committee membership should not be so rigid in case the SFM wants to add someone that isn't on the list. Suggests a change to item 4 to read "at a minimum."

Call Ruben to see if he wants STEAC to be an appeals review committee.

Recommend the following goal: To serve as a policy review committee for the State Fire Marshal and provide review, recommendations, and accountability for the State Fire Training system. Chief Grijalva delegated this decision to the chair via a phone.

Motion: K. Wagner with language change, C. Hurley second.

Action: The motion was carried with changes.

2. Recommend approval of the "Ethical Leadership in the Classroom" course as a FSTEP course.

Issue: Stated above.

Motion: M. Romer, D. Senior second.

Motion amended to remove desired time frames for instructor attendance on pages 2 and 3 of the Facilitator's Guide.

Discussion: K. Larkin: Is the course 8-hours? How do we propose to provide this course? Will be delivered like any other FSTEP course? *Yes*.

D. Childress: The instructor requirement of four years as a Chief Officer is too restrictive. Change to Fire Officer.

M. Jennings: The requirement to be a registered SFT instructor for 10 years is too restrictive.

D. Coffman: Requiring a Chief Officer rank sends the wrong message that only Chief Officers are ethical. We need leadership not rank. Ten years as a SFT instructor will limit the pool of candidates. Suggests they amend the motion adopt the course without the instructor requirements. M. Romer does not concur and will not amend.

D. Senior: Need to have credible people teach this class.

J. Meston: This course is a flagship of the SFT system. Not all who want to teach will be qualified. Need to raise the bar. Chief Officers have the experience and the exposure.

R. Coleman: What I hear you say is we want recommended leaders. More people will get a shot at qualifying.

C. Hurley: Does not like the "in California" in the experience requirement.

J. Donnelly: Add requiring a recommendation from another ethics instructor in lieu of 4 years as a Chief Officer.

K. Larkin: Eliminate Chief Officer rank requirement.

K. Wagner: Members are bringing comments based on themselves rather than the fire service in general. Suggest they amend the motion and change (E)(1) from 10 years to five years, (E)(2) from 4 years to 2 years or have two letters from ethics instructors recommending them, (E)(3) from 10 years to 5 years, (E)(4) no change.

Motion: Amended by M. Romer, D. Senior second.

Action: The motion was carried unanimously with the revised instructor qualifications.

3. Require the "Ethical Leadership in the Classroom" course for all current and future CFSTES and FSTEP instructors.

Issue: Require the course for SFT instructors and accredited academy staff.

Motion: Item 1) J. Meston, C. Hurley second.

Discussion: These deadlines can be extended for cause if we cannot deliver enough classes. Motion carried.

Action: The motion for Item 1 was carried unanimously.

Motion: Item 2) J. Meston, D. Coffman second.

Discussion: How much data do we have to make recommendations on this? What impact is this going to have on the FSTEP instructors? Support SFT in getting a better data management system.

K. Larkin: This should not be put on FSTEP instructors, only CFSTES instructors. Possibly delay; see how we do with the CFSTES instructors and then look at FSTEP.

J. Meston: Since FSTEP instructors issue SFM certs, they need this training now.

B Lucchesi: We would have two different standards if we ignore FSTEP.

D. Coffman: They should be treated the same.

Sub Motion: K. Larkin: Exclude FSTEP instructors from attending and have them sign the Code of Ethics/Conduct in the Regional Instructor Orientation class. D. Coffman, second.

Action: The substitute motion was denied.

Action: The original motion for Item 2 was carried with two (2) opposed.

Motion: Item 3) J. Meston, D. Coffman second.

Discussion: None

Action: The motion for Item 3 was carried with two (2) opposed.

Motion: Item 4) J. Meston, D. Senior second.

Discussion: D. Coffman: From a functional point of view, this would be a disaster. You need to fill-in for an instructor who is unavailable on a moment's notice.

K. Wagner: The intent was to apply this to Accredited Regional Academies only. What sets a regional academy apart? What is the benefit?

D. Coffman: Deal with that in the accreditation process. There needs to be some trust. The intent is great; implementation would be impossible.

C. Knapp: Suggests motioned be amended to say the Director, Coordinator, Primary (Lead) Instructors for an ARA have by 12/31/07.

Motion: Amended by J. Meston, D. Senior second.

Action: The amended motion for Item 4 was carried unanimously.

4. SFT Procedures Manual.

Issue: Recommend approval of the SFT Procedures Manual.

MOTION: J. Donnelly, C. Hurley second.

Discussion: C. Hurly: If the manual is approved, can deleted items in #35 be reinstated? Does not want the Rescue Boat Operations and Personal Watercraft Operations courses to be deleted from FSTEP. *Yes, they can.*

R. Coleman: Discussion first then he will take motions.

Sub Motion: D. Coffman: Table this item for two reasons. This is the first time he has seen the update sheet and only received procedure manual two weeks ago. 1) Has not been adequate time for him to make comments 2) We are about to embark on significant changes in the SFT system. If we adopt, it will be difficult to change. If more people knew, we would have more comments. D. Senior second.

Discussion: B. Lucchesi: This is a living document; changes can occur easily.

D. Childress: All board members got the document and have had many discussions. He wants his whole board to meet and form a consensus.

K. Larkin: Was it posted on the website? *Yes.* Did SFT receive any feedback? *Only those wanting Rescue Boat Operations back.*

J. Meston: Let's go through the items and take out any items we need to take out and recommend adoption. Ron: Can substitute a motion on a substitute motion.

Sub Motion: J. Meston: Review new or changed policy section and act on each one individually, C. Hurley second.

Discussion: D. Childress Item #14: Opposes having to hold the rank of Chief Officer to teach chief officer classes. Most members agree.

H. Rooney: What is the impact of that change?

Chair stopped the process.

Sub Motion: D. Coffman: Table it, Knapp second.

Discussion: J. Meston: Assign each item the committee opposes or needs more time to consider and have them be responsible for finalizing at next meeting.

Action: #10: Previously approved in earlier motion.
#11: All agree to the addition.
#13: M. Romer – Experience time for Driver/Operator instructor.
#14: D. Childress – Change in Chief Officer instructor requirements.
#15: All agree to the addition.
#16: D. Childress – Requiring teaching time to maintain instructor registration.
#21: All agree to the change.
#22: All agree to the addition.
#24: All agree to the change.
#25: All agree to the change.
#26: J. Meston – Change in the Fire Chief rank requirement.
#35: All agree to return Rescue Boat Operations and Personal Watercraft Operations to the list of FSTEP classes.
#36: All agree to the additions.

Sub Motion: J. Meston: Include the agreed upon items above and bring back rationale for your assigned item at the next meeting. C. Hurley second.

Action: The substitute motion was carried unanimously.

5. Fire Control 3 Task Book.

Issue: The need for a process to qualify Fire Control 3 instructors.

Discussion: Mike Lewis: R. Cone and A. Stornetta took the draft to others for review. The Fire Control 3 committee now needs time to implement the suggested revisions that were submitted. This committee started in 2000 to develop task books for Fire Control 3 Senior Instructor, Primary Instructor, and Instructor Trainee. Modeled after CICCIS. Addresses NFPA 1403 1998 and 2002.

Action: Will be on the agenda at a later meeting.

6. Curriculum Update - Subcommittee Members.

Discussion: None.

7. Action Item Follow-up: Letter to Fire Prevention Officers section regarding Fire Marshal certification.

Issue: Question introduced at the December 2005 meeting. When does Uniform Fire Code certificate expire based on the adoption of the new code? How will this affect the Fire Prevention Officer certification? ICC program is a national program. There is a concern, as California's standards are higher. E. Foster inquiring on some direction from the California Fire Prevention Officers and see how they would want to address the issue.

Discussion: R. Coleman spoke with Jim Tidwell regarding training when the new code is adopted. R. Coleman recommends that STEAC protect our certified Fire Prevention Officers.

K. Wagner spoke with his Fire Prevention staff. They understood that when the new code is adopted, their certificates would stay good and expire on the date on their certificate. FPOs are aware of this issue and no further action is necessary.

A. Hamilton: Should we have expiration dates that coincide with the ICC cert on the SFM certificates?

K. Wagner: The FPOs should be involved and we should ask them?

J. Meston: Ask the presidents of the FPO sections north and south.

Action: ?????

VI. Course Outreach

1. Accredited Regional/Local Academies.

Issue: Status of the OSFM's accredited academies.

Discussion: M. Richwine handed out the list of accredited regional/local academies. Chief Art Cota had extended each academies accreditation period because the STEAC, SBFS, and the SFM were not meeting or participating in the reaccreditation process. Crafton Hills College (CHC) and Los Medanos have applied for reaccreditation. Provisional accreditation will go out pending STEAC's process for reaccreditation.

Action: D. Senior, D. Coffman, and M. Romer will work with M. Richwine and R. Slaughter to form a task force for accrediting and reaccrediting regional academies.

2. Action Item Follow-up: Level II Management meeting scheduled for February.

Issue: Subcommittee to identify certification training standards for Chief Officer certification and use curriculum already available from outside sources for the Level 2 courses.

Discussion: R. Coleman is meeting with multiple publishers regarding textbooks for the level 2 Fire Management classes during the Firehouse Expo on February 19, 2006. Two-three books have already been nominated by current Level 2 instructors. Need to convene the subcommittee and discuss whether we can use this concept. National template for Chief Fire Officer came out on January 26. Website of matrix USFA Fire emergency services higher education.

Action: R. Coleman to send active Level 2 management instructors a letter requesting additional nominations for outside textbooks. Will also schedule a meeting with the subcommittee to discuss all of the nominations. Will bring the first proposal for one Management 2 class at STEAC's March meeting.

Discussion: J. Meston: CFCA Operations Section (March 29 Novato) may be able to take on the Level 2 command series.

Action: R. Coleman will contact them

VII. Strategic Planning

1. Action Item Follow-up: Position paper developed for the first issue item on the Stakeholders Survey.

Discussion: Not complete. Chair deferred to next meeting.

VIII. Partnerships

Discussion: R. Coleman: People want to provide additional support for SFT, including publishers and audiovisual vendors. Let's find ways to connect with them. However, they are not invited to the STEAC meetings. CFCA is picking up the expenses Educational Resources Roundtable.

TOs submitted a resolution to support a fee increase by SFT.

IX. Roundtable

Childress, D: Symposium was a huge success. Highest enrollment ever (511). April 4 entrapment workshop in Orange County.

Coffman, D: June 1-5 FESHE conference in Emmitsburg. CSFA website has major magazine blog signups.

Coleman, R.: Will send the committee information on the federal programs of interest.

Donnelly, J: Nothing.

Hurley, C: National USAR conference beginning January 29. Developing an agreement for instate deployments. Typing water rescue assets.

Jennings, M: Nothing

Knapp, C: Nothing.

Larkin, K: Would like to address Certification Training Standards (CTS) at the February meeting.

Meston, J: Nothing

Romer, M: Now a board member for NORCAL TOs.

Rooney, H: Nothing

Senior, D: Would like the chair to send appointment letters to all committee members. (After we identify term limits). Need a process for amendments.

Tingley, R: Nothing

Wagner, K: Nothing

Staff

Richwine, M: Nothing

Hamilton, A: Low Angle Rope Rescue update. Handed out the draft student task book.

Lucchesi, B: Nothing

Slaughter, R: Nothing

Guests

Koeper, T: Is getting more involved in the national programs and they applaud California's programs.

X. Future Meeting Date

February 17, 2006 – 9:00

State Fire Marshal's Office
1131 S Street
Sacramento CA 95814

March 24, 2006 9:00
San Diego (Staff assigned)

April 21, 2006
San Jose FD (H. Rooney assigned)

May 19, 2006
Orange County (D. Childress assigned)

XI. Adjournment

Motion to adjourn meeting at 1505 by D. Childress, D. Senior second.

DRAFT