



STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE MINUTES

January 25, 2008 Sacramento, California

	Member	Department	Representing	Present	Absent	Term Exp
1.	Boomgaarden, Marc	Yuba City FD	League of California Cities	X		12/31/08
2.	Childress, Dennis	Orange County FA	SoCal Training Officers	X		12/31/08
3.	Coffman, Dan	CSU Los Angeles	CA Fire Tech Directors	X		12/31/09
4.	Coleman, Ronny		Chair	X		---
5.	Jennings, Mary	CFFJAC	CFFJAC	X		12/31/08
6.	Olson, Kevin	CAL FIRE	CDF	X		12/31/09
7.	Martin, Bruce	Fremont FD	CFCA	X		12/31/08
8.	Rayon, Howard	Santee	CSFA		X	12/31/09
9.	Romer, Mark	Roseville FD	NorCal Training Officers	X		12/31/09
10.	Rooney, Hal	Santa Clara County FD	FDAC	X		12/31/09
11.	Gallinatti, Tom	Oakland FD	Metro Chiefs	X		12/31/08
12.	Senior, David	Allan Hancock College	CA Fire Tech Directors		X	12/31/08
13.	Thomas, Rich	Newport Beach FD	CPF		X	12/31/08
14.	Wagner, Ken	Roseville FD	CFCA and Vice-chair		X	12/31/09
15.	Zagaris, Kim	OES Fire & Rescue	OES Fire & Rescue		X	12/31/09
	Alternate	Department	Representing	Present	Absent	Term
1.	Amaral, Brad		NorCal Training Officers		X	12/31/09
2.	Hurley, Charley	OES Fire & Rescue	OES Fire & Rescue	X		12/31/09
3.	Jennings, Mike	Murrieta FD	SoCal Training Officers		X	12/31/08
4.	Myers, Ron	North Co. Fire Authority	League of California Cities		X	12/31/08
	Staff	Department	Position			
1.	Hamilton, Alicia	OSFM - State Fire Training	Training Specialist	X		
2.	Owen, Christy	OSFM - State Fire Training	Staff Services Manager	X		
3.	Pineau, Susan	OSFM - State Fire Training	Management Services Technician	X		
4.	Richwine, Mike	OSFM - State Fire Training	Chief	X		
5.	Rodriguez, Ramiro	OSFM - State Fire Training	Deputy State Fire Marshal	X		
6.	Slaughter, Rodney	OSFM - State Fire Training	Deputy State Fire Marshal	X		
	Guests	Department	Representing			
1.	Rick Bennett	Clovis FD				
2.	Tilden Billiter	Sacramento FD				
3.	Tony Brownell	CAL Fire - Butte				
4.	Steve Cavallero	Redwood City FD				
5.	Jim Hudson	Higgins Fire Protection Distr.				
6.	Nancy Koerperich	CDF Academy				
7.	Jeff Martinez	Wes Sacramento FD				

8.	Jeff Meston	Sierra College				
9.	Jerry Pera	Redwood City FD				
10.	Tennis Tollefson	Sierra College				
11.	Jon Woody	CAL Fire Placer County				

I. Call to Order

Meeting was called to order at 9:20 a.m. by Ronny Coleman, Chair.

II. Introductions and Welcome

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

III. Approval of Minutes

Issue: Approval of the October 19, 2007 minutes.

Discussion: Change the minutes to reflect when R. Coleman assumed the chair from K. Wagner. D. Coffman requests modifications of item 5 to reflect “Fire Command” instead of “Fire Management”.

MOTION: *B. Martin moved to approve with correction. M. Jennings seconded the motion.*

Action: *The motion carried unanimously.*

IV. Consent Calendar (Explanation of Concept)

- Update to State Fire Training (SFT) 2-Year work plan.
- EMT Statement of Impact.
- Level 2 Management Beta Test update.
- ARTP/ALA Accreditation update.

MOTION: *Motion to accept Consent Calendar was made by M. Jennings and B. Martin.*

Action: *The motion carried unanimously.*

V. Old Business

1. Fire Marshal CTS & Prevention Training Update

Issue: Update regarding the status of Fire Marshal Certification Training Standards (CTS)

Discussion: R. Coleman recused himself from any decisions made for the Fire Marshal CTS adoption due to a potential conflict of interest. He will remain involved in the discussions. B. Martin assumed the chair for this agenda item. A. Hamilton gave updates regarding the Fire Marshal CTS, 2008 Edition. She made available a list of members and provided handouts for the Fire Marshal CTS. There will still be 4 levels of certifications, with

some title changes to match ICC. The levels are Fire Inspector I, Fire Inspector II, Plans Examiner, and Fire Marshal. The Fire Inspector I involves processing permit requests and written documentation, making inspections, investigating complaints, identifying corrective actions, and ensuring deficiencies are brought into compliance. Fire Inspector II involves inspecting and evaluating public, commercial, residential structures and complex fire and life safety hazards and complaints and identifying corrective actions, issuing citations, interpreting codes, and performing basic plan reviews. Fire Plans Examiner duties are to review plans, preparing finding reports and facilitating the resolution of deficiencies, assessing alternative method to adjust occupant loads, evaluating corrective measures and compliance. The Fire Marshal is involved with administering fire inspections and code enforcement activities, analyzing code compliance alternatives, developing effective community relationships, and managing regulatory programs and investigations. D. Coffman requested that the draft CTS be posted to the SFT website. SFT staff agreed to post to website and notify Fire Prevention Officers (FPOs) for their review. The final will be sent to STEAC members for review and a phone vote will be scheduled. SFT will need input from FPO's by February 12th. M. Richwine spoke about how the current Fire Prevention (FP) training is being handled. D. Childress wanted to know whether the FP training requirements for Fire Officer are changing. M. Richwine stated that a new course for the Fire Officer series that is less code based is in the initial development stages. The Fire Prevention series is expected in January 2009.

MOTION: *None*

Action: *Information only*

2. Fire Instructor Work Group Update

Issue: Approve Fire Instructor and the policy and procedures manual

Discussion: A. Hamilton distributed handouts for the Fire Instructor 1A, 1B and 1C Course Outline and provided a list of work group members. The work group reviewed several publishers for off-the-shelf text books. A copy of the work group's position paper was distributed. SFT will still use the cognitive lesson plan format, but as instructors, other versions will be accepted. A. Hamilton reviewed the handouts and explained the similarities and differences. It was determined that the occupational analysis is obsolete and will be replaced by the CTS. The linkage to the standards is very important. Course titles may need to be modified so that they will not conflict with current courses. T. Gallinatti asked, what is the impact to the instructors? A. Hamilton stated that there will be an update class that will be required for all master instructors. M. Jennings informed us that the work group is diverse and the members are energetic with great ideas. We are trying hard to maintain the link to be able to certify our own instructors. (SFT hopes to have Level 1 ready by the fall of this year.

Community Colleges should have the course outline to start processing the updates through their curriculum committees).

MOTION: *M. Jennings moved to support the recommendation of the work group to adopt Fire and Emergency Services Instructor, 7th Edition, IFSTA as the course curriculum. B. Martin seconded the motion.*

Action: *The motion carried unanimously.*

3. Fire Control 3 Work Group Update

Issue: Update

Discussion: K. Vollenweider reported that the work group is slightly behind schedule on the delivery of the update curriculum due to members being assigned to fires. Draft documents were distributed to STEAC members and were sent to primary and senior instructors relating to Fire Control 3 for their review and input. The draft documents will also be posted to the SFT website. The final draft will be presented to STEAC at the April 2008 meeting.

MOTION: *None*

Action: *Receive and file*

4. NIMS Compliance – Adoption of Draft Policy

Issue: Accept ICS certificates

Discussion: Draft policy language and a copy of a page from the ICS Standardization Project were provided. The minutes from the October 2007 meeting did not show any action was taken. Concerns were expressed that it would be difficult to require certifications to have number of hours. D. Coffman suggested that in order for the student to receive equivalencies they would have to provide the syllabus that shows the number of hours for that class. M. Romer said that there are private contractors that are delivering training that does not meet the hour requirement. R. Coleman stated that it is acceptable for the Federal Government to set standards that must be met; however, SFT has separate issues as to what is required for certification. D. Childress stated that we recognize that there are parallel systems and if you want to advance in the fire service system, you must take the course(s) that SFT recognizes. We currently accept NWCG (all SFT, ICS classes are NWCG), CAL FIRE and SFT FSTEP. We do not accept private companies.

MOTION: *M. Jennings moved to accept ICS certificates from the USFA, EMI, etc. as long as they meet NWCG hour standards, and the appropriate logo must be present on the certificate. B. Martin seconded the motion.*

Action: *The motion carried unanimously.*

C. Hurley joined the meeting at 10:45 a.m.

5. Status of Review of High Rise Ops Curriculum

Issue: Adoption as an FSTEP Class

Discussion: The documentation was submitted to STEAC for feedback; however, no feedback was received. D. Childress said that there was only positive feedback received from the Training Officer's (TO's) in the South. M. Richwine stated that there is work to be done. ~~The curriculum needs work because it currently contains photo copies of documents and some are copyrighted.~~

MOTION: *C. Hurley moved to acknowledge that TO's North and South have agreed that course is viable as a SFT FSTEP, and table final approval of course until such time that curriculum copyright issues have been resolved. M. Romer seconded the motion.*

Action: *The motion carried unanimously.*

6. Level 1 Online Beta Test Update

Issue: Updates

Discussion: D. Coffman provided handouts with article. It was determined that all classes other than I300 could be offered on-line. He reported that he taught Management 1 last June and it did remarkably well. He just completed the 2nd presentation earlier this month. The responses from students have been positive, but he still needs to review the surveys and forward them on to SFT and STEAC. In the fall, Command 1A and 1B were taught by Kevin Taylor of Paso Robles. Positive comments were received from these classes also. All of the classes seem to be filling up quickly. There have been minimal errors in the delivery. The committee will meet again in June and will return with recommendations to STEAC. M. Richwine reminded the committee members that all requirements of SFT classes must be met and requests that all evaluations be submitted to SFT. M. Jennings: the on-line classes were approved for only 1 delivery and the results were to be compared to classroom results. This cannot happen if the instructors are not using the same materials as the standard class delivery. We need to do what the committee originally agreed to do. We should see the data and not go by only what the students say in their evaluations. Analysis should occur. D. Coffman does not agree that we addressed the amount of deliveries that were included. He states that classes have been offered more than once (twice for many). He has collected all the motions from the past meetings and could not locate the motion for this. R. Coleman said that he can only act on what members vote on. SFT Staff provided the minutes from past meetings. R. Coleman stated that per the committee, Alan Hancock College has a year to conduct the classes and bring back the analysis (based on previous votes). He proposes that the committee members should pay close attention to what Alan Hancock College is doing, so that they are prepared when the time comes up at the end of the year period. There will be nothing that will change at this time. R. Coleman is seeing new and similar programs

increasing in volume nationwide, and can see that Mary Jennings is maintaining the focus on quality control.

MOTION: *None*

Action: *Information Only*

VI. New Business

1. Quality Improvement Program

Issue: **Priorities/Strategic Issues**

Discussion: Jeff Meston was requested by SFT to serve as a consultant to develop the (Quality Assurance) QA program. J. Meston presented framework of his proposed QA program. He will need to refine the student evaluation process. There will be a development of a post course evaluation. He will develop a feedback model, an investigation model and evaluations based on complaints, student evaluations, etc. M. Richwine expressed his appreciation to J. Meston for taking on this project. There was a discussion of a subcommittee being established. R. Coleman would like to be involved in a dialog. M. Jennings is also interested with the involvement of the subcommittee. There are currently 5 open investigations now. J. Meston hopes to make presentation for further developments at the next STEAC meeting in April.

MOTION: *None*

Action: *Information Only*

(After adjourning for lunch at 11:50 a.m., Chief Coleman returned at 1:20 p.m. B. Martin started the meeting at 1:00 p.m. in absence of Chief Coleman.)

2. Rapid Intervention Crew (RIC) Rewrite

Issue: **Increase a 16-hour course to a 40-hour course**

Discussion: N. Koerperich and instructors of interest which included Jon Woody, CAL FIRE (Group Head), Jim Mathias, Rick Bennett (Clovis Fire), Steve Cavallero, Jerry Pera (Redwood City FD), Glen McGuire, Jeff Seaton, Drew Odil, James Hudson, and Jerry Good, briefed STEAC on the need to provide a better RIC class with more hands-on drills. The group wishes to expand the existing 16-hour class to 40 hours in the interest of fire fighter's safety. The 16 hours only gives enough time for an overview of the class and often does not allow enough time for all students to go through a drill. The group is seeking approval to move to a new 40-hour format. C. Hurley reported that he attended this proposed class as an observer. The strength of this program is that it takes actual events where fire fighters have lost their lives. These are the types of situations that students learn from. He puts a tremendous amount of value on this course. C. Hurley supports the expansion from 16 hours to 40 hours, and made it a mandatory requirement at his department. Discussion of motion: B. Martin clarified that the committee was not adopting the course as

presented during this meeting. M. Jennings: we are voting to support the expansion and express our understanding of the importance of this course. M. Romer stated that the Nor Cal Training Officer's board supports the rewrite, but there are some concerns. First, the So Cal TO's were involved from the beginning and Nor Cal TO's would also like to be involved in this process. Second, he received concerns over large area search. The air management issue was a concern also. He proposed that the group look at making this class modularized, so that they can look at existing training to incorporate. M. Romer has a group of individuals who are interested in being involved, as they are primary stakeholders. R. Bennett: when training, they try to emphasize competence as a team, so the students go back and continue to practice at their station. As a member of the original development team, he knew it was a prototype. As they taught, they learned that additional time was needed and that certain items needed to be changed. He would like to make the class larger. M. Richwine: we [SFT] have 25 projects currently in development; therefore, it is key that the work group function independently from SFT. I am willing to support the group as long as they understand that they are committing to rolling up their sleeves and getting the work done. They will have to coordinate with Alicia so she can attend the kick off meeting to provide direction. D. Childress would like to be contacted as the rep for So Cal TO's. He can provide additional folks for the work group.

MOTION: *M. Jennings moved to agree with the emphasis to expand the class and support the development of the curriculum. M. Romer seconded the motion.*

Action: *The motion carried unanimously.*

3. Public Education Work Group

Issue: **Information regarding Public Education work group**

Discussion: R. Rodriguez: the first meeting was January 22, 2008. All members are new to CTS development. They identified NFPA 1035 as the appropriate standards. The deadline for Public Education is June 30th and future meeting dates have been set. An update will be provided at the April 2008 STEAC meeting.

MOTION: *None*

Action: *Information only*

4. SFT Regulations Package Information

Issue: **Update**

Discussion: R. Slaughter gave an update on SFT's proposed rule making package. M. Richwine went to OAL in September to begin the process. CAL FIRE's Legal Office has also reviewed this package. The package will be submitted next week to OAL. The notice is scheduled to be posted on February 8th. There will be a hearing room in case there are comments received during the 45-day comment period. The fee structure is included

and will go to OAL for any changes. SFT will post the regulation package to the website as soon as it is submitted to OAL and STEAC members will be notified so they can give their constituents the word. The most important word to spread is that this will not change any of the services we have been offering to our customers.

MOTION: *None*

Action: *Information Only*

5. Proposal to Change Requirements for Level 2 Instructor Application

Issue: *None*

Discussion: This item was tabled to the next STEAC Meeting.

MOTION: *None*

Action: *None*

6. Restructuring of Pace II

Issue: **Update on Pace II**

Discussion: S. Margullis made an update regarding the plans that will change the PACE II process. The PACE II work group gets together on a quarterly basis. PACE II will be restructured so that regular review will be done by staff and the committees will instead be used to look at the more complex applications and utilize their expertise to make recommendations to Chief Richwine. The restructuring will provide more efficient processing of applications for registration. Summary: There is still a PACE II and the focus will be changing from regular review to appeals.

MOTION: *None*

Action: *Information only*

VII. Announcements

R. Coleman will be drafting a letter to Fire Service Training publishers to send samples of texts. STEAC was reestablished in October of 2005. M. Boomgaarden suggested that all documents should be provided prior to the meetings, so that they can review it in advance. SFT will make an effort to get the materials packaged earlier. D. Childress stated that this committee has been a link to the Training Officers. M. Richwine shared all of the accomplishments of 2007 which will be included in the SFM Annual Report.

R. Coleman would like to get more items on the Consent Calendar and get down to strategic planning. He would like to request to spend time at the next meeting to develop strategic initiatives that are in line with SFT's Strategic Plans.

VIII. Items not on the Agenda

Sprinkler Ordinance: R. Coleman handed out dvd's to all STEAC members.

IX. Future Meeting Date

Office of the State Fire Marshal

Sacramento

1131 S Street

Sacramento, CA 95814

Future STEAC meeting date: Friday, April 18, 2008

X. Adjournment

The meeting was adjourned by R. Coleman at 2:00 p.m.