## STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE MINUTES

Friday, March 24, 2006, San Diego, California

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<th>MEMBER</th>
<th>DEPARTMENT</th>
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<td>1. Boomgaarden, Marc (A)</td>
<td>Yuba City FD</td>
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<td>2. Childress, Dennis (A)</td>
<td>Orange County FA</td>
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<td>3. Coffman, Dan</td>
<td>CSU Los Angeles</td>
<td>SoCal Fire Tech Directors</td>
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<td>4. Coleman, Ron</td>
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<td>5. Cone, Rob</td>
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<td>6. DeClercq, Frank</td>
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<td>7. Donnelly, Jay</td>
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<td>8. Foster, Ed</td>
<td>Carpinteria-Summerland FD</td>
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<td>9. Hurley, Charley (A)</td>
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<td>10. Jennings, Mary</td>
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<td>11. Knapp, Chuck (A)</td>
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<td>13. Meston, Jeff</td>
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<td>16. Senior, David</td>
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<td>17. Stornetta, Anthony (A)</td>
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<td>19. Wagner, Ken</td>
<td>Roseville FD</td>
<td>CFCA and Vice-chair</td>
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<td>20. Zagaris, Kim</td>
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<td>21. Vacant</td>
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<td>Aulisio, Michelle</td>
<td>Mgt Services Technician</td>
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<td>Hamilton, Alicia</td>
<td>Training Specialist</td>
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<td>Lucchesi, Bob</td>
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<td>Richwine, Mike</td>
<td>Chief</td>
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<td>Slaughter, Rodney</td>
<td>Deputy State Fire Marshal</td>
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<th>GUEST</th>
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<td>Terrell, Karen</td>
<td>CDF</td>
<td>OSFM/State Fire Training</td>
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### I. Call to Order

The meeting was called to order at 0925 by Chair Ron Coleman.

### II. Introductions and Welcome

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

No new agenda items.

IV. Approval of Minutes

Issue: Approval of the February 17, 2006 minutes.

MOTION: D. Childress, D. Coffman second.

Discussion: None.

Action: The motion was carried unanimously.

V. Course Development

1. Fire Control 3 Instructor Task Books

Issue: What comments were received on the draft document distributed at the last meeting?

Discussion: D. Childress: No comments received.

MOTION: Recommend the SFM adopt the Fire Control 3 Instructor Task Book and implementation plan. J. Meston, K. Wagner second.

Discussion: If this is adopted, how will this information get out to the fire service? Website, meeting minutes, The Fireline, rollout of the task book through update classes.

B. Lucchesi: Adoption requires changes in the policy manual because we will be eliminating the Fire Control 3 Train-the-Trainer requirement. In addition, there will be mandatory update classes for Fire Control 3 Senior Instructors to show them how to evaluate potential instructors and use the task book.

R. Coleman: Where would these update classes be held? Anticipated that there will be a minimum of three distributed statewide depending on the location of the senior instructors.

Action: The motion was carried unanimously. M. Jennings and J. Donnelly absent during the vote.

2. Level 2 Management courses

Issue: Status of the meeting to discuss possible textbooks to use in the Level 2 Fire Management classes.

Discussion: R. Coleman: Sent a letter to approximately 30 Level 2 Fire Management instructors requesting their input. No one responded, so no meeting could be scheduled. What should be the next step? Schedule the meeting and see who comes? We need a definitive answer from CFCA if they will be willing to support travel expenses.

J. Meston: The President of NorCal TOs is talking with the President of CFCA.

R. Coleman: Meeting would display the five course outlines. First step would be to determine these are working and, if so, identify textbooks that could be used. A copy of the Chief Officer CDG and current NFPA standards must be sent to the participants prior to this meeting. The Chief Officer CTS committee needs to be involved also.

D. Childress: Make sure the people on the list the TOs gave to M Richwine are invited.
**Action Item:** SFT staff to send copies of current Chief Officer CDG and current NFPA Fire Officer Standards to those coming to the meeting (in advance). Meeting has not been scheduled.

3. Low Angle Rope Rescue Operational Course

**Issue:** Update the committee on the status of the Low Angle Rope Rescue Operational course, including a proposed implementation plan.

**Discussion:**
A. Hamilton passed around the most recent draft of the student manual and indicates it needs to be published in color.

R. Coleman: We could send this document to fire service publishers to see if they will publish.

M. Jennings: Concerned with the developers not getting proceeds if published this way. How would the money get back to curriculum development?

A. Hamilton: Developers sign a release to publish and copyright before each project.

**Action Item:** R. Coleman will take a copy of this text to his next meeting with a publisher in approximately three weeks. SFT will send it to IFSTA for their review. A. Hamilton will let the curriculum development committee that SFT is pursuing formal publication.

4. Educational Resources Roundtable

**Issue:** Same agenda item as the Level 2 Management courses.

VI. Policies and Procedures Manual

1. Requiring Ethics course for all SFT instructors.

**Issue:** Lou Paulson's letter from CPF disagreeing with this requirement.

**Discussion:** F. DeClercq, CPF's representative, is absent from this meeting.

K. Wagner. CPF's concerns are referencing an older version of the policy. If Chief Grijalva has not been updated on the latest recommendation from STEAC, then he should be given all the information before addressing CPF's issues.

R. Coleman: Will update Chief Grijalva with the final policy recommendation for the ethics class and instructor requirements. If after reviewing all the information, STEAC will put this item on the next agenda if Chief Grijalva still sees the need.

R. Coleman: Will be asking CPF to nominate a different person to represent them since Mr. DeClercq has yet to come to a meeting since being appointed.

**Action Item:** R. Coleman: Update Chief Grijalva and discuss representation with CPF.

2. Procedures for proposing changes to the manual.

**Issue:** Standardize a procedure for proposing changes to State Fire Training's Policies and Procedures Manual.

**Discussion:** First draft of the flow chart was reviewed and edited by STEAC.
MOTION: Adopt the revised flow chart as a draft proposal for consideration at next meeting. M. Jennings, D. Childress, second.

Action: The motion was carried unanimously.

VII. Certification

1. Certification track for Rescue Systems

Issue: Tabled for a future meeting.

2. Fire service credentialing

Issue: National credentialing system for national emergencies.

Discussion: M. Richwine handed out the USFA Final Report dated October 7, 2005.

No STEAC member has seen this document.

Action Item: Make an electronic copy for all members and distribute to their constituents. Include this topic as a regular agenda item. Add the National Professional Qualifications Pro Board on a future agenda.

VIII. Course Outreach

1. ARA/ALA workgroup update

Issue: Update the requirements for ARA/ALA accreditation and reaccreditation procedures.

Discussion: R. Slaughter: The committee had a conference call and then met to edit to the policies and procedures manual. Another meeting is still needed. Considerable time was spent on the need for some of the documentation that is currently required.

M. Richwine: The committee needs to ensure that the system gets back on track to have staggered expiration dates and site visit procedures.

Action Item: Subcommittee to meet again to continue the revisions. Draft document for Chief Richwine to review before presenting to STEAC.

2. Online instruction

Issue: Online instruction for portions of Level 1 courses.

Discussion: D. Senior will survey SFT's Level 1 instructors regarding this topic. M. Jennings and D. Coffman will assist.

Action Item: SFT staff to send a list of Level 1 instructors to D Senior so he can survey them on this topic.

IX. Strategic Planning

1. Position paper draft #2

Discussion: R. Coleman: Not developed yet. Table for next meeting. Is investigating funding sources for fire fighter training.

X. Partnerships

Training and education matrix

R Coleman presented an updated matrix and passed it around.
XI. Roundtable

Childress, Dennis: General membership meeting April 4 in Santa Ana presenting their entrapment program.

Coffman, Dan: Email from Bill Long (SFFD retired) and does not have a qualified person at San Francisco City College to teach Fire Command 1C. He needs to propose an official change if he wants the requirements changed in State Fire Training's Policies and Procedures Manual.

Coleman, Ron: Does anyone have an objection to putting STEAC logo on publications that we support? Wants the fire service to know of STEAC's involvement. Will discuss with M. Richwine and Chief Grijalva.

Will be asking Metro Chiefs to nominate Dave Schoonover (San Jose) to represent Metro Chiefs.

National Fallen Fire Fighter's Foundation Nationwide Initiative (Courage to Stay Safe). They will give us an instructor to deliver an 8-hour program three times and cover all charges to teach instructors on this program.

CD with a virtual reality training program for Level 1 fire prevention officer. Many similar topics are available through the federal government.


DVD of Damrell's Fire documenting the Boston fire of 1872. Will be on public television this spring.

Concerned that no stakeholders showed up for this meeting in San Diego. Do we need to continue to hold these meetings statewide if no one other than the members attend?

Donnelly, Jay: I-100 meets IS-700 and I-200 meets IS-800. In FY 07, NIMS is making changes to the Command and General staff. Has put together a NIMS compliance package for the CDF units and will get this information to STEAC.

Will be retiring April 30, 2005.

Foster, Ed: CSFA is putting together a foundation to fund fire fighter structural collapse injury training for local fire departments.

CSFA/FPOs awarded the first annual Bill Goss award to Bill Goss. Will be awarded each year to a Fire Prevention Officer.

Hurley, Charley: Trying for a statewide initiate grant for $13 million a year for 5 years for USAR training.

Meston, Jeff: Retiring next week.

Romer, Mark: NorCal TO Board meeting April 4, membership meeting April 5 in Roseville.
Rooney, Hal:  
Next STEAC meeting in San Jose.

Senior, David:  
April 28, 2006 Fire Tech meeting in Riverside. Discussing IFSAC and ProBoard.

Richwine, Mike:  
OSFM/Pipeline Safety Division and National State Fire Marshal Association are hosting a one-day Pipeline Safety meeting in Monterey April 18, 2006. Spin-off of this conference will be a Pipeline Emergencies class and SFT will help deliver train-the-trainers for this class. Looking for two sites in Northern and two sites in Southern California that can hold up to 150 students.

Slaughter, Rodney:  
Homeland Security Conference has been cancelled.

XII. Future Meeting Date

April 21, 2006  
San Jose  
Location TBD  
Dave Schoonover will be doing a presentation on California training mandates.

May 19  
Orange County

June 16, 2006  
Sacramento

October 20, 2006 starts bimonthly meetings  
San Maria (unless stakeholders do not show up, then all meetings will be in Sacramento.

December 15, 2006  
Novato or Sacramento

XIII. Adjournment

Motion to adjourn meeting at 1240 by J. Donnelly. Second by M. Romer.