



STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE MINUTES

April 20, 2007 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		12/31/07
4.	Coleman, Ronny		Chair	X		---
5.	Jennings, Mary	CFFJAC	CFFJAC	X		12/31/08
6.	Larkin, Keith	CAL FIRE	CDF		X	12/31/07
7.	Martin, Bruce	Fremont FD		X		12/31/08
8.	Rayon, Howard		CSFA	X		12/31/07
9.	Romer, Mark	Roseville FD	NorCal Training Officers		X	12/31/07
10.	Rooney, Hal	Santa Clara County FD	FDAC	X		12/31/07
11.	Schoonover, Dave	San Jose 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		12/31/07
15.	Zagaris, Kim	OES Fire	OES Fire		X	12/31/07
16.	VACANT	CAL FIRE	CDF Academy			12/31/08
	Alternate	Department	Representing	Present	Absent	Term
1.	Hurley, Charley	OES	OES Fire	X		12/31/07
2.	Jennings, Mike	Murrieta FD	SoCal Training Officers		X	12/31/08
3.	Ed Foster	Carpinteria-Summerland FPD	CSFA		X	12/31/07
4.	Myers, Ron	North Co. Fire Authority	League of California Cities		X	12/31/08
5.	VACANT		NorCal Training Officers			12/31/07
	Staff	Department	Position			
	Hamilton, Alicia	OSFM – State Fire Training	Training Specialist	X		
	Owen, Christy	OSFM – State Fire Training	Staff Services Manager	X		
	Richwine, Mike	OSFM – State Fire Training	Chief	X		
	Slaughter, Rodney	OSFM – State Fire Training	Deputy State Fire Marshal	X		
	Guests	Department	Representing			
	Doug Woods	Homeland Security				
	Phil Lopez	Rocklin Fire Department				

I. Call to Order

Meeting was called to order at 9:00 a.m. by Chair Ronny Coleman.

II. Introductions and Welcome

Chair welcomed members and guests. Self-introductions were made and a quorum was established. M. Richwine introduced Ken Vollenweider, new Deputy State Fire Marshal III assigned to Northern California.

III. Approval of Agenda

H. Rayon moved to accept. D. Coffman second.

Action: *The motion carried unanimously*

IV. Approval of Minutes

Issue: Approval of the January 19, 2007 minutes.

Discussion: None

MOTION: B. Martin moved to accept. D. Coffman second.

Action: *The motion carried unanimously*

V. Consent Calendar (Explanation of Concept)

Issue: Regular addition to agenda for items of business that do not require debate

Discussion: R. Coleman discussed the addition of this item to the agenda for all future meetings. When something is put on the consent calendar anyone can take it off. Committee agreed to the addition of a consent calendar, but would like to make sure the agenda is sent out prior to the meetings.

MOTION: None

Action: *Item will be added to the agenda, and request for agenda items will be sent to members in time to add items to the consent calendar*

VI. Old Business

1. State Fire Training Workplan Review

Issue: Information on the 2007/08 State Fire Training (SFT) Workplan (handout provided)

Discussion: M. Richwine gave some examples of what is included in the workplan and stated that the number one priority for SFM is improvements to State Fire Training. Included in the workplan are the Blueprint 20/20 and the ICC code adoption training. The workplan is available on the website and it is a document that SFT is continually updating. R. Coleman requested that STEAC members maximize the distribution of the workplan by directing them to the SFT website and distributing it electronically.

MOTION: None

Action: *Receive & File*

2. Update on Fire Officer/Chief Officer Training Standards

Issue: Fire Officer and Chief Officer CTS

Discussion: B. Vandevort provided an update on the status of the Fire Officer/Chief Officer CTS. The CTS documents are very important and are considered a priority for curriculum development. The work group is rapidly nearing completion on the Fire Officer CTS. Work has begun on the Chief Officer CTS. The work group is confident they will meet the criteria by the end of June. M. Richwine: The intent is to have the CTS documents available in the bookstore for purchase. R. Coleman: both documents must be published as companion documents and must go into a cycle for regular updating. A point of discussion that has come up during the development of the CTS are the ICS classes (position paper presented). The recommendation was that ICS-100 should be required for the Fire Fighter series, ICS-200 for Fire Officer, and ICS-300 for Chief Officer. M. Romer suggested that we make the change to the requirements to come in line with the national standards. M. Jennings: to do this will mean that California is lowering its standards to meet national standards; recommends that, before any action is taken to change the way we implement ICS requirements in California, we need to give the matter serious consideration and look at the study that was previously done, approximately in 2001.

MOTION: *K. Wagner made a motion to accept the position paper for further discussion. D. Coffman second. K. Wagner withdrew the motion at the end of the discussion for the following action to occur.*

Action: *Review of the recommendation of B. Vandevort and direction to take back to committee after previous legacy documents supporting original decision regarding ICS implementation are located. The recommendation would then be contained within the CTS when it's proposed in July.*

3. Update on Rescue Systems Curriculum Workgroup

Issue: Curriculum Update Status

Discussion: R. Slaughter gave an update on the curriculum issues for Rescue Systems 1 & 2, Confined Space, and Trench Rescue. SFT is using Homeland Security dollars to complete curriculum update. We are also collaborating those dollars with funds from OES.

Status updates were as follows:

RS1 Student Manual approximately 90% complete with the Instructor Guide approximately 75% complete.

RS2 Student Manual & Instructor Guide are 75% complete.

Confined Space Student Manual is about 60% complete with the Instructor Guide 95% complete.

Trench Rescue Student Manual is 30% complete and the Instructor Guide is 20% complete.

All of the curriculum must be completed by the end of June when the funding period ends. Another issue is the Low Angle Rope Rescue Rollout (LARRO) classes; there were three classes given last year and two this year. R. Slaughter estimated that there will be 180-190 registered LARRO instructors who will then teach other instructors. C. Hurley: part of the relevancy for the June deadlines for this curriculum is that OES is working with Homeland Security to receive a \$12.4 Million grant to provide 19 medium-equipped USAR units and one additional light-equipped USAR unit, all to be placed throughout the state. In conjunction with the assignment of those units is the delivery of 168 hours of compatriot training for up to 27 students in each of the assignment destinations, which equates to an additional 500+ firefighters being trained in this discipline.

MOTION: *None*

Action: *Receive and File*

4. Review of Nevada Training Standards Matrix

Issue: **Review of meeting with Nevada (handout provided)**

Discussion: R. Coleman distributed an Excel spreadsheet of course offerings in California, except for the community college core classes, and requested members to look at the list and let him know if there is any missing information that should be added. The intent is to create a complete inventory of what the potential training and education opportunities are in California. Once this is complete, the information will be taken to other states and will be compared to their course offerings.

MOTION: *None*

Action: *Review and provide comments*

5. Update on Code Training & the Fire Prevention Series

Issue: **Update to training based on code revision**

Discussion: M. Richwine met with the Fire Prevention Officers Executive Board regarding a Fire Prevention grant that was submitted. The grant consisted of four deliverables. (Fire Prevention Fire Marshal CTS, the development of the California Amendments course, update of Statute and Regulations course, and the revision for the Fire Prevention curriculum). There has been no feedback on the status of the grant but separate conversations have occurred with ICC and they agreed to develop and deliver the California Amendments Training, which is a transition course that teaches existing fire prevention personnel what they already know about the California amendments and where to find it in the new code. The draft should be finished in May. Steve Hart has been hired as the project manager. The Model Code training is going on now through the Fall. In

July the California Amendments Code training begins, offered by ICC, and will continue through January. We are also going to put together the cadre for the CTS in the Prevention curriculum which will be Steve Hart's main focus.

MOTION: *None*

Action: *Receive and file*

6. Workgroup presentation on Accredited Regional Academy policies and procedures

Issue: **Policies & Procedures for Accredited Academies (handouts provided)**

Discussion: R. Slaughter provided an update regarding last workgroup meeting. The workgroup is recommending that the name change from Accredited Regional Academy to Accredited Regional Training Program. San Francisco has applied to be an Accredited Academy; R. Slaughter, M. Richwine, M. Romer, and K. Vollenweider will conduct the site visit. There are three additional site visits coming up for re-accreditation. M. Richwine has asked the workgroup to create a staggered schedule for the STEAC members so they can attend site visits. There will have to be a 120-day notice to the academy before a site visit is done. The change in title must be approved by the State Board of Fire Services.

MOTION: *D. Coffman moved to approve changing the title from "Accredited Regional Academy" to "Accredited Regional Training Program."*
B. Martin second. Motion included the agreement to put the change into full force within 120 calendar days of adoption by the State Board of Fire Services.

Action: *The motion carried unanimously*

7. Discussion of revised accreditation policy for FSTEP processing at ALA

Issue: **New process for FSTEP tracking at ALA**

Discussion: Tabled for future meeting

MOTION: *None*

Action: *None*

8. Education Resources Roundtable - Recommendation for Level II Management Series

Issue: **Management series curriculum**

Discussion: R. Coleman provided the committee members with an outline of research done on five different text books that lays out components of the Management series. The proposal is to take all the supplemental information collected and put it on a CD-ROM that would be available for the student instead of a student manual. Fire Management 2E was eliminated and replaced with the top level Ethics course out of the Ethics curriculum so we can incorporate the ethical consideration. What will be

included is Management 2A (Organizational Development & Human Relations), 2B (Fire Service Financial Management), 2C (Personnel and Labor Relations), 2D (Strategic Planning Module) and 2E (top level ethics course). R. Coleman would like to beta test this curriculum and get feedback from people in the field. The instructor must teach to the outline and would create their own exam using the books provided to them. A. Hamilton clarified that this development is not taking into consideration the Chief Officer Certification Training Standards until those are completed.

MOTION: *D. Coffman moved to beta test the new curriculum. B. Martin second.*

Action: *The motion carried unanimously*

9. Education Resources Roundtable - Consideration of Fire Command Series

Issue: **Formation of committee to update Fire Command Series**

Discussion: R. Coleman: suggests that a committee be formed to begin the update of the Fire Command Series. M. Romer: the word needs to be put out to the field as soon as possible. He committed to take the matter to Nor Cal Training Officers, and recommended that D. Childress take it to So Cal Training Officers. R. Coleman provided clarification that we're not finished with the Management series, but it's time to start on the Command series. This update focuses on Level II Command Series.

MOTION: *None*

Action: *M. Romer to take this issue to Nor Cal Training Officers and D. Childress to take to So Cal Training Officers to seek out individuals who are interested in participating in the update.*

10. Correspondence

Review of communications received by STEAC Chair

Issue: **Letter from Riverside County Fire Chiefs Association**

Discussion: A letter was sent to Chief Grijalva discussing concerns with SFM communications and customer care. R. Coleman stated that his communication to R.C.F.C.A. as a declaration that we are going to continue communicating with them. D. Senior suggested mass e-mailings to improve communication. M. Richwine: he recognizes that with the loss of the DSFM assigned to the South, there has been a lack of State Fire Training presence which is contributing to the lack of communication.

MOTION: *None*

Action: *Information only*

VII. New Business

1. State Fire Training Staffing Update

Issue: *Update on State Fire Training Staffing*

Discussion: C. Owen advised that SFT has three vacancies in support positions. One support position has been filled, and efforts are underway to fill the remaining positions. Ken Vollenweider is the new Deputy State Fire Marshal III (DSFM III) for Northern California and interviews for a DSFM III for Southern California will be conducted in May.

2. EMT Process Review

Issue: *Articles in the SacBee regarding SFT EMT certification*

Discussion: C. Owen: There was a series of investigative reports done by the Sacramento Bee on problems with Paramedics and EMT's. SFT was specifically mentioned as one of the certifying agencies that does not require background checks. We are seeking input from STEAC members on how to improve our EMT certification process. Some options to improve the system were discussed. The recommendation was made that we look into requiring a live scan; however, we would have to ensure that we're eligible to receive the results since SFM is not the hiring agency. The results would have to be sent to a neutral party. D. Senior: recommendation that system be revised to only accept fire fighters (those associated with a fire department vs. also allowing those associated with a fire academy, which in many instances are community college students) so they must go through the National Registry and their Fire Chief could be asked to sign the application to certify that they are not precluded from applying for EMT certification. Recommendation was made to pursue whether or not the National Registry requires background checks.

MOTION: *None*

Action: *C. Owen to research National Registry process and report back*

3. Ways and Means of Communicating with the Fire Service

Issue: **Seeking better ways to communicate with the Fire Service in the field**

Discussion: (This topic was discussed under the agenda item of Correspondence)

MOTION: *None*

Action: *None*

4. Firefighter Safety Initiatives: National Fallen Firefighter, Near Miss Reporting Courage to be Safe, Fireman's Fund "Into the Fire"

Issue: *Information only*

Discussion: R. Coleman discussed the efforts being made to get information out on public education. The Fireman's Fund movie "Into the Fire" has a fund raising kit that goes with it which is used to raise funds for the National

Fallen Firefighter foundation. California was host for the National Fallen Firefighters “whistle stop tour”. Most of the information is for educational purposes and is handed down to the Fire Academies and Community Colleges.

5. Visit to Oregon Department of Public Safety-Information Only

Discussion: M. Richwine: Oregon has already been doing things that we are striving to do in our Blueprint 20/20. They are doing level certification testing, they have converted their database from using social security numbers to student ID’s, they have implemented a program called “Designated Liaison Instructor” where they use their Senior or Master instructors and they empower them to go out and do work on behalf of training. M. Richwine & R. Coleman will be going to Oregon to see how they are doing these things and hope to learn how we can improve our system.

6. Community College Chancellor’s Grant

Issue: Request for Public Safety grant

Discussion: (Item discussed during presentation from guest, Phil Lopez. Detail of discussion provided in Section X.)

MOTION: *See Section X*

Action: *See Section X*

7. Instructor generated post-course exams for Fire Officer Series courses being offered under the Beta Presentation at Hancock College

Issue: Proposal to deliver instructor generated post-course exams

Discussion: D. Coffman: I plan to give 7 quizzes based on reading assignments, and, at the end of the course, those questions would be put into a test bank and would be randomly selected so each student would get a different test online. In the classroom the student would have to do situations and forums. The question is whether or not we can do the instructor generated post-course test. It was agreed that we do not want SFT exams online. The plan is for Alan Hancock to offer everything except I-300 online, because NWCG does not recognize I-300 online delivery. Clarification provided that the online offerings are actually a hybrid delivery with some in-class participation and interaction with the instructor. D. Coffman also clarified that he is not requesting an instructor generated exam for all future classes, but it is needed for the online beta deliveries. After the beta test deliveries, D. Senior and D. Coffman to come back to the committee and present their recommendation, and it would then be up to the committee to recommend that courses be delivered in the online format in the future.

MOTION: *D. Coffman moved that instructor generated post-course exam be allowed and would be equivalent to the SFM generated exam. D. Senior second.*

Action: *The motion carried unanimously*

8. IFSTA Fire & Company Officer book for Management 1 class

Issue: **On-line Management 1 class**

Discussion: Dan Coffman would like to do a beta test for an on-line delivery of Fire Management 1 course using the IFSTA fourth addition book. Two documents on the IFSTA book were handed out. One advantage of using the IFSTA book is that IFSTA provides the test bank, while with the SFT manual the instructors have to make up their own test bank. Another advantage is that all the lecture material is there. If this is not possible, then Dan would like to put the SFT Manual on a CD so this can be put on-line. There were several concerns with using just the IFSTA book and not the SFT manual, so the committee suggested using the IFSTA as a supplement to the SFT Manual.

MOTION: *C. Hurley moved to authorize D. Coffman to use the existing Fire Management 1 curriculum supported by the IFSTA fourth addition to conduct a beta test for an on-line course delivery. H. Rayon second.*

Action: *The motion carried unanimously*

9. Need for revision of the “All Risk Strike Team Leader” training course

Issue: **Need for revision of the “All Risk Strike Team Leader” course**

Discussion: Item was tabled until the next meeting.

MOTION: *None*

Action: *None*

10. FFI Experience Requirements

Issue: **Clarification of definitions**

Discussion: There are issues regarding what “full time” means in the Policies & Procedures Manual under the experience requirement for Fire Fighter I certification. R. Coleman: the problem is that we lack clarity in our definitions, so they’re being misinterpreted or misapplied resulting in a reduction of credibility in our program. Background must be conducted, and our definitions must be examined with a definition section being added to the Policies and Procedures.

MOTION: *None*

Action: *M. Richwine and M. Romer to prepare an issue paper*

IX. Announcements

The FESHE conference is coming up in June; R. Coleman and C. Owen will represent SFT. The Fire Mechanics Academy was held two weeks ago and had approximately 350 attendees. The PACE III meeting will be held in April.

X. Items not on the Agenda

Guest: Phil Lopez, Rocklin Fire Department

The committee welcomed guest, Phil Lopez from Rocklin Fire Department. Captain Lopez is an instructor at Sierra College, and teaches public education. He was asked to teach the course in the upcoming semester and he declined due to outdated curriculum. Captain Lopez believes that Public Information Officer should be included in the curriculum. He recommends that people in the field be contacted to see who would be interested in participating in an update. M. Richwine: correspondence has been received from the Fire Tech Director at Sierra College requesting that STEAC consider putting together a workgroup to revise and update the Public Education curriculum. SFT has been approved in concept to receive a grant from the Community College Chancellor's Office to have the funds to put together a workgroup and update the curriculum. M. Richwine invites Phil Lopez to be a part of that workgroup. SFT plans to go the route of using an off-the-shelf textbook through IFSTA or a similar provider. R. Coleman: The U.S. Fire Administration has information regarding public education that's done at the national level, and it would seem appropriate that now would be the time to embrace the new textbooks, incorporate the Public Information Officer functionality into the curriculum, reevaluate the training standards and see what is commercially available. D. Senior: the Public Safety Advisory Committee meets next week to discuss the grant and it appears that it will be approved.

MOTION: *None (not an agenda item)*

Action: *Group agreed with the concept presented by the Chair*

Guest: Doug Woods, Homeland Security

Presentation made by Doug Woods from Homeland Security. Homeland Security is looking for new ways to communicate with the fire service to provide information on grants. California was selected as a pilot project. California has had a decline in grant applications over the year. R. Slaughter: part of the problem is the cost-share requirement which is difficult for most fire stations. Statewide training organizations are not eligible for the OHS grants – you must have one eligible fire department

to receive the grant. M. Richwine: not aware of an outcry in California for grant training, and there is a limitation to what SFT can do because of all the other work commitments at this time. The state of Kansas was another pilot project. Kansas is conducting 10 grant writing workshops at \$500 per class. In order for California to do the same thing, it would require a proposal to be written and approved by Homeland Security Headquarters in Washington D.C. M. Richwine: if we're provided with the artwork or the advertisements for grants training, we can add links on our respective websites. The information can be sent directly to the STEAC members. D. Coffman suggested that Train-the-Trainer courses be delivered and then the trainers can go on to train students in their local areas. C. Hurley: registration could be handled through the Joint Powers Authority. D. Woods: can take 90% of the workload. A workplan to be developed by D. Woods, returned to M. Richwine for review and then forwarded to Brian Cowan (D. Wood's supervisor) for approval. D. Senior agreed that Train-the Trainer courses would be a good approach. R. Coleman: as a group we have a gameplan to communicate any needs to D. Woods. D. Woods will then compile into a workplan and submit to M. Richwine for review/approval.

MOTION: *None (not an agenda item)*

Action: *STEAC members to communicate needs directly to D. Woods. He will compile those needs into a workplan and forward to M. Richwine for review.*

XI. Roundtable

None

XII. Future Meeting Date

Office of the State Fire Marshal

Sacramento

1131 S Street

Sacramento, CA 95814

Future STEAC meeting date: Friday, July 20, 2008

XII. Adjournment

The meeting was adjourned by R. Coleman at 2:30pm