## STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE MINUTES
16, June, 2006, Sacramento, California

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<th>MEMBER</th>
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<td>Aulisio, Michelle</td>
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<td>Richwine, Mike</td>
<td>Chief</td>
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<td>Slaughter, Rodney</td>
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<td>Smith, Andy</td>
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I. Call to Order

The meeting was called to order at 9:10 am by Chair Ron Coleman.

II. Introductions and Welcome

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

III. Agenda Review

Added online Instruction Survey – D. Senior
Added Fire Control III Task Book – M. Richwine

IV. Approval of March Minutes

Issue: Approval of the March 2006 minutes.
MOTION: D. Coffman - C. Hurley second.
Discussion: None.
Action: The motion carried unanimously.

V. Strategic Planning

1. SFT Report and Work Plan

Discussion: M. Richwine – Top 5 priorities. (Attachment A)
   1. Communication with Stakeholders
   2. SFT Business Model & Funding
   3. Certification Training Standards
   4. Improve State Fire Trainings Customer Service
   5. Currency of SFT Curriculum

M. Richwine - Eliminated PACE 1. An SFT staff member has been assigned the task of officially reviewing each certification application on a daily basis. FAST Co. will be utilized for efficiency as well.


Action Item: M. Richwine to update STEAC with periodic progress of work plan.

2. SFT Corporate Plan (Attachment B)

Discussion: B. Sager - presented proposal for a Master Plan. CFCA grant will fund this project.

Phase 1: Tactical Plan - Update and realign the current training program
Phase 2: Mid-range strategic plan - Move training program into new model

Phase 3: Long-range strategic plan - Ensure plan stays current with changing environment and cultural influences into the next decade.

B. Sager - to provide monthly status report to K. Dargan, ASF Marshal. Look down the road for next 30 years.

**Steps we need to take.**

R. Coleman - Help B. Sager define vision for SFT by completing SWOT exercise. Four Cards – Strength, Weaknesses, Opportunities, and Threats. (Attachment C)

**Action Item:** Provide feedback from your organization and serve as a technical advisor to B. Sager.

3. **FESHE Conference - (Fire and Emergency Services Higher Education)**

Discussion: D. Senior - National core courses are the same across the country for an AS degree and graduate level research for the needs of the fire service.

R. Coleman - 30 states have already adopted this national model.

B. Sager - Would like to know how many departments are utilizing certification systems for promotional uses?

VI. **Course Outreach**

1. **Old Issues**

**Issue:** Current list of Accredited Academies

Discussion: R. Slaughter presented list of accredited regional academies. (Attachment D) The academies in process of applying for reaccreditation are College of the Sequoias, Crafton Hills, Los Medanos, Sierra College, and the City of Fremont Fire Dept.

R. Slaughter - Some academies have made contact but have not followed through with their applications yet.

**Issue:** Accredited Regional Academy Workgroup update

Discussion: R. Slaughter handed out minutes to last ARA workgroup meeting. (Attachment E)

**Action Item:** R. Slaughter to get back to workgroup to set up next meeting date and will report to STEAC.

**Action Item:** R. Slaughter to process academy applications that are pending.
**MOTION:**  K. Wagner – Continue to meet, develop, and recommended changes to policy in strikeout and underline, and develop executive summary and report back to STEAC.

**Action:**  The motion carried unanimously.

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**VII: Educational Resources Roundtable**

1. **Level 2 Management Courses**

**Issue:**  Set up committee to review outside textbooks for use in Level 2 classes.

**Discussion:**  R. Coleman has collected 8 books from four publishers. Previous meetings have been cancelled due to lack of participation. A meeting will be held in August in Sacramento. Whoever shows up can express their opinion. Objective is to adopt one or more off the shelf textbooks.

**Action Item:**  Management 2 instructors list will be reviewed by STEAC for currency. A meeting will be scheduled within the first two weeks of August and participation will be solicited.

2. **Instructor Survey for Online Training**

**Issue:**  D. Senior sent a survey to all Level 1 instructors to get their opinion regarding online training. (Attachment F)

**Discussion:**  Received 28 replies out of 330 surveys. Will provide SFT with a spreadsheet of the results. D. Senior Web ex and other alternatives being reviewed. Everyone in STEAC will be an observer. Master instructor needs to be able to communicate with any other dept.

**Action Item:**  D. Senior will provide B. Sager with concept of online training for level one classes and take draft to Training Officers and then present to STEAC in January. Will also respond to all 28 people who answered the survey.

Charter committee (7 person committee) R. Cabral, D. Coffman, D. Senior, (chair) M. Jennings, M. Romer, and 2 people from the south (TBA).

M. Richwine will develop a communication matrix.
VIII. Certification

1. FFI Certification Exam

Issue: Look at implementing statewide exam.

Discussion: K. Larkin - Passing score and experience to apply for FFI. Opportunity for revenue source by charging to test. One exam offered statewide 80% standard. Maybe for all cert levels. Certifying training.

D. Childress - Do academy students take exit exam? Yes, and they are all different.

R. Coleman - Is there a final exam and block exams? Are they pass or fail? 80% to pass. All using diff standards.

K. Larkin - We need a standardized exam for each class but we a need a comprehensive learning exam for all modules.

Discussion: K. Larkin - Minimum didactic exam that tests to NFPA hosted by SFM.

B. Sager - Utilizing accredited academy input - written exam format for FFI.

D. Senior - “this proposal is opposite of where I feel we need to go”.

MOTION: Consider the creation of a statewide exam for FFI based on California standards which are linked to NFPA.

Action: Motion failed. B. Martin -. Call the vote. Four Ayes – 8 No's. M. Romer not present for vote.

2. Fire Instructor III certification

Issue: The limited availability of Fire Instructor III Certification

Discussion: D. Childress – Challenge levels restricted to individual within organization. A. Hamilton stated it was in minutes and changed in 1993, but was not being upheld by PACE committee.

B. Martin – First part of meeting – strategic plan now we are into tactics. I think we should wait until we see what the vision for SFT works like.

D. Schoonover – Position specific rather than task specific. There is a difference between instructor training and teaching.

D. Childress - Don't isolate to individual in an organization. Clarify Fire Instructor III does not have to be "the" training chief.

MOTION: K. Wagner – Training Officers to come back with recommendation of changes to Fire Instructor III policy for certification. B. Martin second.

Action: Motion carried unanimously
Action Item: D. Childress - will send recommendation to Training Officers and then to M. Jennings.

3. Confined Space Rescue Operations required for Fire Fighter II

**Issue:** Eliminate Confined Space Rescue Operations, M. Revere

**Discussion:** Handout presented for recommendation and solution M. Revere (Attachment G)

D. Coffman – RSI is inappropriate.

A. Hamilton – FFI is a probationary period.

K. Larkin – Title 8 (industry focus) find out where it impacts before eliminating. To be done by Training Officers and OSHA interpretation and verification.

D. Schoonover - Do fire fighters need Confined Space Rescue Operations? If you do or have the potential to work in a confined space, then you do need the training.

*MOTION:* H. Rooney - Eliminate Confined Space Rescue Operations from FF2 certification requirements. B. Martin second.

*Action:* Motion carried. Chief Keith Larkin opposed.

Action Item: M. Richwine to get info from C. Hurley and then provide update on that info to STEAC.

IX. Policies and Procedures Manual

1. Distribute Policy and Procedures

**Discussion:** A. Hamilton – Handed out second issue of Policy and Procedure manual. Page 2 is summary of the changes. (Attachment H)

2. Finalizing STEAC’s Recommendations to SFM

**Discussion:** Chief Ruben Grijalva agreed with all of STEAC’s recommendations regarding policy manual.

**Action Item:** M. Richwine - Timeline and process for presenting STEAC recommendations to Chief Grijalva will be created.

3. Instructor Requirements Matrix

**Discussion:** A. Hamilton - Handout provided. (Attachment I)

Instructor requirements Matrix – Handout explained by A. Hamilton
Action Item: M. Richwine – Matrix will be posted on our website.

X. Roundtable
Childress, Dennis: Approached to buy Fire Officer high rise class – What is process and how is it submitted? Review curriculum guidelines, will try to have Training Officers review.

Coffman, Dan: Uniform fire science curriculum original on PDF with R. Coleman.
Definite decision for meeting date two weeks out so members don't lose airline money.

Coleman, Ron: Tannenburg statewide distribution "Speed of ideas to keep fire trucks in fire houses" Project Fires – 400 sets of virtual on shelf so get involved.

Foster, Ed: We need an Ad hoc committee for training to coordinate for code.

Hurley, Charley: Nothing to report.

Martin, Bruce Can we format all this communication into a matrix as to how and when we use it so that everyone has the same amount of information to figure out the best way to communicate.

Jennings, Mary: Nothing to report.

Larkin, Keith: Nothing to report.

Romer, Mark: Nothing to report.

Rooney, Hal: Update on Fire Control III request to Mike for next meeting.

Senior, David: Can we have copy of minutes without draft written across when posted? I will respond to all 28 people that received the survey.

Wagner, Ken: Nothing to report.

Richwine, Mike: We need to focus this group on strategic planning.

Aulisio, Michelle: Nothing to report.

Hamilton, Alicia: Action items are being forgotten or not followed up on. Put action item list on agenda for each meeting from now on.

Slaughter, Rodney: Nothing to report.

XI. Future Meeting Date
August 18, 2006
Sacramento
XII. Adjournment

Meeting adjourned at 2:00pm.