



**OFFICE OF THE STATE FIRE MARSHAL
STATE BOARD OF FIRE SERVICES
DEPARTMENT OF FORESTRY AND FIRE PROTECTION**

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Date: December 10, 2012

To: State Board of Fire Services

From: Mark Romer, Fire Service Training Specialist

Subject/Agenda Action Item: Reference Manual for Training Instructor 1 Series of Courses

Recommended Action:

Staff recommends that the SBFS approve the Jones and Bartlett, Fire Service Instructor Principles and Practices as a secondary reference manual for use in the Training Instructor 1 series of courses. This recommended action was approved by STEAC on April 20, 2012.

Background Information:

In 2008 STEAC approved the course information and required materials for the Training Instructor 1 series. When this series of courses was adopted, the 7th edition IFSTA Fire and Emergency Services Instructor Manual was also adopted as the reference manual for this program. Recently NFPA updated the standard for instructor qualifications (1041). Subsequently, IFSTA has updated their Instructor manual to the 8th edition, meeting the latest standard. The availability of the 7th edition manual will end in August, thus leaving State Fire Training and its instructor's and students without a reference manual. Starting in July a task order through Sacramento State started the updating of the certification training standard for the Training Instructor series but this process will take us well beyond August.

Analysis/Summary of Issue:

For State Fire Training to ensure an uninterrupted delivery of the Training Instructor series of courses we need to look at other reference manuals. Jones and Bartlett has provide us with a correlation guide which ties each lesson plan in the series to a specific page within their manual (see attached documents). These correlation documents ensure that there is complete coverage of all materials within the program.

One of the identified strategic goals of the Mission Alignment team and the Blueprint 20/20 plan is to move towards publisher developed reference manuals and to identify multiple manuals to meet the needs of our programs as well as our instructors and students. Adopting this manual is in alignment with these goals.