



**State Board of Fire Services
DRAFT MINUTES
Thursday, November 20th, 2014
Office of the State Fire Marshal
Sacramento, California**



Chair/Ex-Officio
Tonya L. Hoover
State Fire Marshal

Vice Chair
Jerry Davies
Insurance Industry

Members:
Teresa Deloach Reed
California Metropolitan Fire
Chiefs Association

David Gillotte
International Association
of Fire Fighters

Steve Kovacs
Fire Districts Association of
California

Michael Lopez
CAL FIRE Firefighters,
Local 2881

Robert Magee
City Government

Patrick McOsker
California Labor
Federation

Lou Paulson
California Professional
Firefighters

Russell Rawls
California State
Firefighters Association

Michael Smith
California Fire Chiefs
Association

Anne Walker
Fire District

Michael S. Williams
California State
Firefighters Association

County Government
(vacant)

Ex-Officios:

Janet Barentson
CAL FIRE

Mark Ghilarducci
California Governor's
Office of Emergency
Services

Dan Terry
California Fire Fighter
Joint Apprenticeship
Committee

MEMBERS PRESENT:

- Tonya Hoover, Office of the State Fire Marshal
- Janet Barentson, CAL FIRE
- Jerry Davies, Insurance Industry
- Teresa Deloach Reed, CA Metropolitan Fire Chief Association
- Mark Ghilarducci, California Governor's Office of Emergency Services
- Steve Kovacs, Fire Districts Association of California *
- Robert Magee, City Government *
- Russell Rawls, California State Firefighters Association
- Michael J. Smith, California Fire Chiefs Association
- Anne Walker, Fire District
- Michael S. Williams, California State Firefighters Association

* attended via conference call

MEMBERS ABSENT:

- David Gillotte, International Association of Fire Fighters
- Michael Lopez, CAL FIRE Firefighters, Local 2881
- Patrick McOsker, California Labor Association
- Lou Paulson, California Professional Firefighters
- Dan Terry, California Fire Fighter Joint Apprenticeship Committee

STAFF:

- Paul Eck, Division Chief, Fire Engineering
- DeeDee Garcia, Administrative Assistant
- Mike Richwine, Division Chief, State Fire Training
- Ken Wagner, State Fire Training
- Joe Bunn, R/A, State Fire Training
- Kevin Reinertson, Division Chief, Code Development
- Jason C. Solich, Office Technician

I. CALL TO ORDER

Tonya Hoover, State Fire Marshal, called the meeting to order at 10:00 a.m. at the 1131 S Street, Sacramento, CA 95811.

- **ROLL Call/Determine Quorum**
Roll call of the State Board of Fire Service was conducted. Introductions were made, including over the phone. A quorum was established at 10:10 AM. Nine members present with two members on the phone, totaling 11.
- Approval of Minutes from Meeting
Motion moved to approve the August 21st, 2014 minutes; motion was seconded. Board members unanimously approved the August 19th, 2014 minutes as submitted.

- **Announcements**

II. PROGRAM and ADVISORY COMMITTEE REPORTS

A. State Fire Training (SFT)

Mike Richwine

1. Mission alignment Objectives

a. Achieving National Recognition

Approval of Fremont Fire Department Reaccreditation (*Discussion/Action*) [[Attachment 2](#)]
Seeking SBFS approval for reaccreditation of Fremont Fire Department as an Accredited Local Academy

Chief Richwine spoke about the need to keep the program in Fremont going as an accredited local academy that helps fill the void for the local South Bay. With the closest training facility in the San Jose area, this will help fill that void. Anne Walker voted for approval, with Michael Williams, seconding. Board unanimously approved by board with no discussion.

b. Curriculum Development and Delivery

Joe Bunn

i. Approval of Community Risk Educator, Community Risk Specialist, Community Risk Officer Standards & Curriculum (*Action*) [[Attachment 3](#)]

Seeking SBFS approval of the new Community Risk Educator, Community Risk Specialist and Community Risk Officer curriculum materials.

Joe starts off explaining how he didn't do much with fire prevention in his career and about how this was a new endeavor for him. The project starts with Community Risk Officer and this was last revised in 1989. In 2013 he was tasked with coming up with 3 certification training stands. The basic 1035 covers F&L Safety, Educator, PIO and juvenile fire program. The cadre process was meeting for 3 multiday time, validation and tries to represent it best by dividing up the certification into three different certification tracks. Portions from each section were taken and developed one at a time. Very few changes were made in the process, so the programs were ready to go. All was approved by STEAC in July. The second presentation was made in October. No comment or changes were made. Chief Reed asked a question regarding what validation process is. Chief Richwine spoke to the standards of NFPA standards and California laws and how each course plan is developed. He informed the group of two different sets of eyes (groups) that implement and check the courses before it's rolled out for approval from STEAC. Chief Richwine introduced Ken Wagner, who is part of the testing process. Ken spoke to how the task books work with the different levels of certification. The goal is to get implementation at January's STEAC meeting, then get the final application done at February's STEAC meeting for approval of the certification exam process. When approved, 2016 will have rollout for Firefighter 1 certification. Chief Richwine asked for approval for Community Risk Educator, Community Risk Specialist and Community Risk Specialist. Anne Walker favored the motion for approval and was seconded by Michael Williams. Unanimously approved by the board with no discussion.

ii. Approval of Fire Instructor III Standards and Curriculum (*Action*) [[Attachment 4](#)]

Ken Wagner

Seeking SBFS approval of the new Fire Instructor III curriculum materials.

Ken speaks to the staff reports on Fire Instructor 3. The cadre group was developed that worked on the curriculum, a validation cadres looked over the findings to become 36 hour course. With instructor 3, it does not require that the individual have an instructor background. Its more to the persons that are going to be managing or leading a training bureau in a fire department. Requirements do need to be met as an Instructor 1 & 2 before 3 can be met. Ken asked for approval, Anne motioned for approval with Michael Williams seconded the motion. Unanimously approved by the board.

iii. Approval of Chief Fire Officer Standards and Curriculum (*Action*) [[Attachment 5](#)]

Joe Bunn

Seeking SBFS approval of the new Chief Fire Officer curriculum materials.

Joe begins with Kevin Connick's name as a retired fire chief from San Jose Fire. Jamie Crouch is the editor from Sac State. This is the 2nd level for the new company Fire Officer. There are four tracks of the 1021 class. Chief Richwine explained that the new class has been streamlined to 92 hours, whereas currently it is at a 400 hours long. Approving this curriculum would allow a much faster process of these officers to the next level. Chief Zagaris from the Governor's office of Emergency spoke about the ICS part, one thought is by trying to meet NFPA, and it also needs to meet the Emergency Service Act. Ken informed the group that in the certification standard, the individual's will need to meet all certifications unless they complete all courses. Recommendation for approval is requested by Jerry Davies. Michael Williams seconded. Board unanimously approved with no discussion.

iv. Approval of Executive Chief Fire Officer Standards and Curriculum (*Action*) [[Attachment 6](#)]

Joe Bunn

Seeking SBFS approval of the new Executive Chief Fire Officer curriculum materials.

Joe starts off explaining this course is a new certification level. The lineage comes from the same courses as Company officer and Executive Chief fire officer. The training classes run the same timeframe for completion at 5 classes and 122 total hours that was approved by STEAC on 07/18/14. Chief Richwine asked for implementation by 07/01/15 and stated that it is vital for the brand new certification. There will be a pace 2 process which allows peer assessment's for equivalency. Also we are working with allowing HR managers to be an addition to the fire service cadre who can give their specific perspectives. Discussion was brought up by members of the group about how a person can start with this, and how does it pertain to becoming a Fire Chief? If someone is seeking a fire chief position, are they not qualified without this process? Chief Richwine

explained the portfolio and the points system and how it was identified back in the 90's. Chief Hoover gave an answer about the process and how it is similar to a portfolio to achieve an advanced degree.. Chief Richwine asked for a motion for approval for the new Chief Fire Officer. Michael Williams motioned for approval, with Anne Walker seconding the motion. All board members unanimously approved with no further discussion.

- v. **Implementation Plans and Procedures for new State Fire Training Curriculum** **Ken Wagner**
(Information/Discussion) [[Attachment 7](#)]
Report on the implementation plans and new procedures for new State Fire Training curriculum.

Ken starts off that when past curriculum was approved, implementation plans were provided to show the new procedures. What is in the staff reports are staffs plans for these new levels of certification. Some instances will show competing levels of certification that run concurrently. We will allow new candidates to move forward with the new implementation for the new curriculum. The existing levels will need to be completed with associated fire officer by 12/31/2016. New candidates will start with the new curriculum and training. Chief Reed asked if the individual took classes in the old Company Officer track, and cannot finish by the due date, is the courses transferable? They are not transferable Ken replied. The old program was Fire Officer and the new program will be Company Officer. If they cannot finish by the due date, they will have to start a new track. All the campuses are aware of this and have relayed the info on to the students. Existing certifications will allow them to be used for the new tracks for moving forward. Mike Williams asked how the date was decided and if this is attainable. Ken said that it is attainable for students and that they had a much aggressive date for ending the current curriculum and the colleges said they needed more time in order to get the curriculum published and have programs running for teaching. Chief Richwine stated they completed the Instructor update with over 2500 instructors using the new curriculum for free. It was a 2 ½ year process to complete. Russell asked about fire prevention officer and how it correlates to the deadline. Ken and Chief Richwine stated that Fire prevention officer 1a, 1b and 1c should be retired this year. Ken then goes into the implementation of these plans and how the instructors will implement these classes and qualify them. If you are an instructor for management, you will be teaching your same peers in the same classes and so forth. Anne walker asked if the unions re on board with this new certification processes. Ken said he has heard no blowback regarding these processes. Chief Reed has two questions in how this asked how this will come into an active role. Ken said the candidate completes the course associated with the classes, and then they need to have a signature signing off stating courses have been completed in order to receive their task book. Her second question is in regards to communication and how we can send out this order to let everyone know the timelines for completion. Chief Hoover said that they could very well in fact send out a bulletin giving this information to your respected organizations. Mike Williams said he can see a cultural change in how this will relate to the emergency organizations. The bigger agenda will be more than just answering calls.

- B. CAIRS** **Kirsti Fong**
1. **Quarterly Reporting Update** (Information) [[Attachment 8](#)]

Kirsti Fong works within the CAIRS unit that works with fire department reporting systems, there is an area that they can add to their reports at later dates such as property values and damage. In their reporting manual, there is a standard on how to report to the best of their abilities as first responders. These officers collect the data on scene from the officer such as square footage and values at a later time. They are not expected to give anything but a good approximation of these values. Chief Hoover gave info on how they can go to our website to get the proper links to track and update these reports. She stated that Kirsti estimated that 65% of all departments report their findings. Kirsti stated that she believes it is higher in the 70% range. At any given time, we don't get reports from over 300 different fire departments. The first table shows it is categorized by over 100 different incident types they can choose from main categories. In July through September, it shows a higher above the average, roughly 10%. Most of this is from the wild land fires. One particular event was an ocean rescue with a fatality of fire service member. The individual was participating in the rescue and subsequently drowned. The next table shows the deeper looks into building fires and whether detectors were present, sprinklers and civilian casualties. And finally in regards to fireworks, she added the 2014 information and cautions that even though the numbers are low; it's that at any given time the reporting can be slow as there is still active ongoing reporting. Chief Hoover went on to inform the group of the OSFM website you can click the CAIRS link to get more information regarding the reporting incidents. If you're looking for specific reports for an incident, Kirsti will be the contact for these specifics. It is mandatory that each and every department report per statute report in to the state fire reporting system. Federal grants require you to report in during the requirement period. Kirsti is the lone person in the program and we are working towards getting her help in the office as opposed to keeping her tied to a computer.

- C. Code Development and Analysis** **Kevin Reinertson**
1. **Flammability Standards for Building Insulation Materials (AB127)** (Information) [[Attachment 9](#)]

On behalf of Chief Reinertson, Chief Hoover speaks to the updates for AB127 that they broke into two different subgroups and now have come back together to deliver their findings and final reports with their recommendation's and determine their next direction for the flammability standard in the building codes. There should be testing of products for requirements without it being treated to meet the building codes.

- D. Planning and Risk Analysis (PRA)** **Dean Cromwell**
1. **Program Update**

Chief Hoover gives a brief update of what Planning and Risk Analysis does and informs the group of Dean Cromwell's impending retirement coming in December. Dean Cromwell gives his update starting with CAIRS and how it relates to his programs. He introduces Matt Lee the Deputy Chief of Wildland Fire Prevention Engineering. Matt goes on to explain how he and his program are trying to reduce risk and fire hazards. His current project is to capture pre-fire data through Pfis, by capturing pre-fire and post-fire data through a mobile application. With this data, we want to make a standardized consistent and reliable data. He also informs he works with the Department of Insurance, defensive of space. He is on several committees' such as underwriter's laboratory of large wind turbines and NFPA 1141 & 1142.

Dean introduces Pete Munoa is the Deputy Chef of Land Use Planning Program. Senate Bill 1241 was passed in 2012 and that requires specific components within safety elements of general plans. CALFIRE was tasked with adjusting the levels for appropriate staffing levels. There are 10 Field staff; 2 Battalion Chiefs, 8 Fire Captains. There are 2 locations, North & South California. One Battalion Chief and three Fire Captain's in the north and one Battalion Chief and 5 Captain's in the south based on workloads. These folks are the boots on the ground staff to meet the government code. There are 56 counties that contain state responsibility areas and 230 local jurisdictions that have high fire hazard zones. The opportunity now allows better conversations with concerns to the fire services. The program is poised to go full functioning January 1st, 2015.

E. Fire Engineering Division

Paul Eck

1. Introduction/New Staff/Program Update

Chief Richwine introduces Paul Eck, the new division chief of Fire Engineering. Some new additions to the team are the hiring of a new Arson & Bomb Investigator Bryon Gouge'. With regards to duties for the program, there is an Approximate Audience class starting on December 4th. It will be held at Sleep Train Arena and should have a large turnout for the safety perspective it is necessary for operators to know and how to put on shows properly. With a recent show in San Diego, they had a fire mishap with a controlled shoot. There was one injury, a minor who was treated on the scene. This has been ongoing for 25 years. So with the investigation on how they show went, we are continuing to find the cause of the fire. Another issue we have in our division is the champagne sparklers. These are not to be confused with the same and sane fireworks we endorse. These have metal cores and burn hotter than the normal sparklers. They are illegal in California, without a proper display permit. The last update is a situation in Hayward, the fire safety inspection scams. People are showing up and conducting illegal inspections. The situation was an apartment complex that had been getting notices of past due monies from these inspections. We are conducting the investigation to see if it is an isolated incident or more of a complex scam. Teresa asked if there was a difference between a fire cause investigator or arson investigator. Chief Eck went into detail about how they are the same in how they conduct their investigations. Teresa also noted she has seen how a Arson investigators carry sidearm's versus fire cause investigators do not. Chief Eck explained how Fire and Life Safety investigators will do initial cause inspections to determine what the causes were for the fire, and based on this, will turn over the investigations to the right agents. Teresa also asked if there was an actual training track for these individuals. Chief Richwine spoke to how to there is a fire arson investigation track for this class. 2015 is the projected start for this particular class. Teresa asked if the state has a universal formula for determining fire laws. Chief Hoover informed that CAIRS is next up and Kirsti Fong will be able to better inform on this type of question.

III. OLD BUSINESS

No discussion items to report.

Chief Richwine begins with his follow up with CHP from on highway incidents and that he is working to get appropriate contact and get this going. Michael Williams stated that Santa Barbara has started a program to better the relations between the Fire and Police groups to better relations.

IV. NEW BUSINESS

Michael Williams asked about the NFPA participant list and was looking for an update. Chief Hoover has reached out and they are in their appointment cycles and she will have an update per the next meeting.

V. ROUNDTABLE DISCUSSION

Jerry Davies spoke that he will be taking over the helm of the California Fire Safe Council. The board has 12 people working with the fire service that helps distribute fire grants to local fire safe councils. He will be working to include the illegal fireworks issues in regards to disposal with insurance companies.

VI. PUBLIC COMMENT

No public comment took place.

VII. SET MEETING DATES

Meetings for the SFB meetings are set on February 19th, May 21st, August 20th and November 19th of 2015

VIII. MEETING ADJOURNMENT

State Board of Fire Services
Meeting Announcement and Tentative Agenda
November 20, 2014

Motion –Chief Reed moved to adjourn the meeting; motion was seconded by Anne Walker. The motion to adjournment was unanimously approved by the members.