

**DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
STATE BOARD OF FIRE SERVICES**

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**MINUTES**  
**State Board of Fire Services**  
**Wednesday, August 15, 2007**  
**Office of the State Fire Marshal, Sacramento, California**

**PRESENT:**

Kate Dargan, State Fire Marshal  
Steve Brown, California Fire Chiefs Association \*\*\*  
James Espinosa, Fire Districts Association  
Daryl Osby, County Government Los Angeles  
John Eric Pearce, California State Firefighters Association\*\*  
Henry Renteria, Director, Governor's Office of Emergency Services  
Dan Terry, Chair of the California Fire Fighters Joint Apprenticeship Committee\*  
John Winder, California Department of Forestry Firefighters Local 2881  
Ken McLean, Deputy Director of Fire Protection, CAL FIRE \*\*\*\*  
David Gillotte, International Association of Fire Fighters\*  
Lou Paulson, California Professional Firefighters  
Jerry Davies, Farmers Insurance Group  
Mike Williams,\* California State Firefighters Association #  
Glenn Ziemer, Fire Districts of California #

\* attended via telephone conference call

\*\* joined the meeting at 1252 hours via telephone conference call

\*\*\* joined the meeting at 1021 hours

\*\*\*\* left meeting at 1212 hours

# pending appointment of representative by Governor

**ABSENT:**

P. Michael Freeman, California Metropolitan Fire Chiefs Association  
Emile Mack, City Government Los Angeles  
Mike Esparza, California State Firefighters Association  
Dallas Jones, California Labor Federation#

**STAFF:**

Tonya Hoover, Assistant State Fire Marshal  
Dee Tokimitsu, Assistant Deputy Director, Chief, SFM Programs and Administration  
Mike Richwine, Division Chief, State Fire Training  
Wayne Mitchell, Staff Chief, State Fire Marshal-Fire Protection  
Diane Seiple, Staff Services Analyst, Support Services  
Linda Menchaca, Office Technician, State Fire Training

**GUESTS:**

Scott Vail, Governor's Office of Emergency Services  
Kim Zagaris, Governor's Office of Emergency Services  
Yvonne De La Peña, California Fire Fighter Joint Apprenticeship Committee  
Phyllis Banks, Governor's Office of Emergency Services  
Kevin White, California Fire Fighter Joint Apprenticeship Committee  
Tennis Tollefson, Sierra College

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**I. CALL TO ORDER**

Chief Kate Dargan, State Fire Marshal, called the meeting to order at 1007 hours at the Office of the State Fire Marshal (OSFM) Headquarters, 1131 S Street, Sacramento, California.

**II. ROLL CALL**

Roll Call of the State Board of Fire Services (SBFS) was conducted. A quorum was established.

**III. INTRODUCTIONS**

Self-introductions of guests were conducted. Chief Dargan introduced Tonya Hoover, current Fire Marshal of the Orinda–Moraga district, as appointee-in-waiting to the position of Assistant State Fire Marshall. She will be sworn-in on September 4, 2007 and will begin overseeing the OSFM branch that includes State Fire Training, Fire and Life Safety, Pipeline Safety, and the Code Development and Analysis Division.

**IV. SWEARING-IN and ADMINISTERING OATH**

Chief Dargan administered the oath of office in person to:  
Jerry Davies, Farmers Insurance Group  
Steve Brown, California Fire Chiefs Association  
Lou Paulson, California Professional Firefighters

And simultaneously, via telephone conference call to:  
David Gillotte, International Association of Fire Fighters

**V. APPROVAL OF MINUTES**

Copies of the minutes from the February 28, 2007 meeting were distributed. Chief Dargan asked for any changes or a motion to approve the minutes. There were no changes to the minutes.

***A motion was made by OES Director Renteria to approve the minutes and was seconded by Ken McLean, Deputy Director of Fire Protection, CAL FIRE. The motion was passed unanimously.***

**VI. GENERAL DISCUSSION:**

1. Chief Dargan welcomed Jerry Davies, Vice President in charge of Marketing at Farmers Insurance Group. She stated that he has worked many years in the Personal Insurance Federation here in Sacramento, and that he has been a board member of the State Fire Safety Council for over ten years. He is familiar with Sacramento politics and will be a very valuable addition to the Board. Chief Dargan explained that the SBFS itself primarily sits as a final recommendation body to the State Fire Marshal primarily for training and certification issues, and every now and then will get into some code issues that are under the scope of the Board. The body that sits beneath SBFS is the Statewide Training and Education Advisory Committee (STEAC) that is chaired by retired State Fire Marshal Ronny Coleman. It has much of the same members, but they are more into the fundamentals of the training program. That Board serves as a final vetting body to catch any last minute conflicts or policy concerns before it goes to the State Fire Marshal for certification and approval.
2. Chief Richwine briefly reviewed Attachment #1, the Training Officer certification standards that Alicia Hamilton presented at the February SBFS meeting. This is the instructors' certification series which links to the National Fire Protection Association (NFPA) standards and the California Minimum Requirements.
3. Chief Richwine reviewed Attachment #2, the Fire Officer certification standard. The primary change at this point will be to take out the Fire Prevention 1A and Fire Prevention 1B courses which currently exist and have a more relevant engine company fire prevention course that deals with water supply, system status, pre-fire planning and similar responsibilities. The code work that was in Prevention 1A and Prevention 1B will be moved into the Fire Marshal series. Also, changes will be made to the Instructor 1A and Instructor

1B courses. The goal is to remove the responsibilities for lesson plan development and job breakdowns into the instructor track within the Training Officers series.

4. Chief Richwine reviewed Attachment #3, the Chief Officer certification standards which are still in a comment draft and out with the stakeholders. The goal is for the standards to be back for the next STEAC meeting on October 19, 2007. The main goal with the development and completion of the certification training standards is to transition out of the curriculum development business and begin to look more to off-the-shelf publications, mainly in the Chief Officer course, where many of the responsibilities and tasks that are required for Chief Officers already exist through the Fire Chief's handbook, the Chief Officer's handbook, and related documents that are available off-the-shelf. Again, the Chief Officer standards are linked to the NFPA standards and the California Minimum Requirements. This issue will come back to STEAC and after further action on STEAC; it will be put on the agenda for an upcoming State Board of Fire Services meeting.

Lou Paulson asked a question of Chief Richwine regarding the Fire Officer instructor changes: Part of the past Instructor series was to be able to allow the company officer to understand the techniques through a technical lesson plan and a manipulative training for his or her engine company crew. Are there still parameters within the new course structure that will help the student? Chief Richwine said that it will still be included, but it won't be the full emphasis of the course.

Chief Dargan stated that OSFM is moving away from curriculum development and toward a curriculum approval process. One problem was that the course work was too out-of-date and not relevant. To keep course work fresher, OSFM felt the answer was to work within the Fire Service educational publishing system. Published course work that is already available could be incorporated into a California style, and the publishers will keep it updated and current for the firefighters. Alternatively, a description of the course work could be given to a publisher to develop through a State Fire Marshal private partnership or contractual process. Both processes are in motion right now. The Fire Service will still be used as a steering committee to look at the targets, goals, and objectives for a course; then a publishing entity would develop that course. Next it would go to the steering committee and then to STEAC to verify it meets course needs. STEAC would recommend it; then OSFM would adopt it as a course. As a result, published handbooks, student manuals, and textbooks would be reviewed and/or approved by STEAC and SBFS.

Chief Richwine explained that it is his intent to use the California firefighter's subject matter expertise and link them with the publishers. Before a publication can be taken off-the-shelf, we want to make sure it has California and West Coast flavor throughout, and it's the practice of the California Fire Service. For example, OSFM currently adopts the code enforcement book from the International Fire Service Training Association (IFSTA), and feels it's a good book for the application and code; however, there are a few things OSFM would need to supplement. The supplement would support, not rewrite, the whole course. Chief Richwine added that we have completed a workload analysis internally, and that we have sixty-eight courses that support the certification system across the board. The raw data out of that analysis reveals that if we were to update our courses every three to four years, it would take 12,000 hours annually or seven personnel years (PYs) to keep our curriculum up to date.

Chief Richwine answered Glen Ziemer's question regarding whether the publishers' economical success can be sustained over a long period of time by stating "yes". Chief Richwine explained that informal meetings with publishers are occurring, and that they understand the market portion of California and that California leads the way. If the publishers can provide the courses that meet the California specifics, they'll likely be able to sell the same throughout the rest of the nation. But, it is still a contracting bid process.

Chief Dargan mentioned that the copyright issue could arise. The curriculum that first came from OSFM was created and printed solely for the State Fire Marshal's Office.

Unfortunately, it was being reproduced and used for other class work, which caused a financial loss for OSFM. With a publisher involved, the copyright rules would be more strictly enforced.

Daryl Osby asked if there is a process to ensure that the instructors will also be updated in order to be qualified to teach the new materials as they are updated. Chief Richwine responded that we always provide the instructors a “roll-out” when new curriculum is developed and will continue to do so. Ken McLean then asked if it is a requirement for the instructors to teach the new curriculum, and Chief Richwine answered that it is. To Glenn Ziemer’s question regarding evaluating the competency of instructors, Chief Richwine stated that part of OSFM’s quality improvement process is to evaluate instructors and course curriculums, and that it is difficult to accomplish without an adequate amount of staff. One of the goals is to have additional personnel in the field and to partner with Community colleges, training officers, and other state personnel to do evaluations and keep the instructors current. Kim Zagaris of OES reminded the group that the Code of Ethics must be stressed and that the instructors must sign the agreement. Chief Richwine said that the classes for Ethical Leadership in the classroom are free statewide and that the deadline to complete this course has been extended to Dec.31<sup>st</sup>. He also said that in order to teach, an instructor must have occupational experience, have gone through a class and been certified for the course they want to teach, have gone through the Ethical Leadership In the Classroom training, and signed the Code of Ethics agreement.

Lou Paulson said that he liked the overall concept, but saw a potential for a conflict-of-interest due to some individuals’ being on multiple boards and possibly affirming the curriculum as well as developing the curriculum. Chief Dargan stated that this was not a legal issue, because the standard-setting steering committee could make recommendations to the State Fire Marshal, but they could not sign the contract.

5. Chief Richwine reported on the status of the following issues: the Fire Arson Investigator Certification training standard has been completed, and a group that includes Fire Marshals and Fire Officers met on August 15 to work on the State Fire Marshal’s series; some grant funds have been received from the Chancellor’s office to update the Public Education Officer Certification training standards and curriculum; and there is a review underway for the Driver/Operator 1A & 1B that involves a new standard from IFSTA.

Chief Dargan said that if SBFS was ready, an action to approve the Training Officer and the Fire Officer curriculums would move these two items off the table.

***Steve Brown made the motion to approve the Training Officer package and Lou Paulson seconded the motion. The motion was passed unanimously.***

***Ken McLean made the motion to approve the Fire Officer package and Director Renteria seconded the motion. The motion was passed unanimously.***

6. Chief Richwine reviewed Attachment #4 which involves curriculum and delivery issues. To infuse technology into delivery, the Fire Technician Directors and the Training Officers created a workshop to do an analysis of level 1 Fire Officer courses and to see if an online hybrid format could be developed. So, Attachment #4 is an analysis of the learning domains and the recommended hours for a combination of online and classroom training. So far, Fire Management 1 is the only course to report on. There were approximately sixty students involved in a Beta test. Access was provided to classrooms for the exams and some exercises in San Francisco, Santa Barbara and San Diego. We are in the early stages of testing this delivery method. The student evaluations have not come back yet. We are working with the Fire Chiefs, Training Directors and Fire Technician Directors to develop FAQ’s to address questions regarding access, distance learning formats and the evaluation process. Chief Richwine asked the group to forward any questions or concerns to him so that he can make sure they get addressed in the process. He will make regular reports at the SBFS meetings during the 12-18 months expected for the beta testing.

Chief Dargan asked the group for opinions or experiences of distance-learning. Steve Brown said that most of the experience in the fire departments is related to actual degree curriculums. Lou Paulson expressed that there will always be firefighters that try to get around the system, so, he wanted to know how to verify that the distance-learning student is who they say they are and that the correct person is tested and certified.

Chief Dargan expressed her own personal reservations about going too far with distance-learning. She believes that most firefighters are like her in that they were not born in the computer age and must physically learn in the environment. Director Renteria concurred with Chief Dargan by stating that nothing replaces hands-on learning, responding to real events and performing drills and exercises. He also said, though, that we have to acknowledge that the new technology exists, and that we must involve our I.T. people to avoid being misled by vendors selling CD ROMs, etc. that won't provide interactive involvement of the students.

Glen Ziemer expressed concern for what would be gained and lost by distance learning, because the instructors and students would lose a lot of the face-to-face interaction. He questioned how the evaluation of the process will be done after the 12-28 month beta testing period is over. Chief Richwine stated that the details for the method of evaluating are not yet complete, and that he would welcome any ideas from the group. In addition to the written evaluations, he would also like to see a process for verbally engaging students for their opinions.

Daryl Osby spoke of his experience with distance-learning at Harvard, where there was dialog between students and faculty after they logged into their computers. He would like to see a similar system used. Director Renteria suggested looking into a video conferencing program that is used on the County level. He said that this method is also online, but you're interacting with live people rather than using a diskette. Jerry Davies said that they effectively use the same video conferencing method at Farmers Insurance Group, and that at the end of the session the students go to a designated classroom for a quiz. Chief Richwine would like to make a login and password available to the State and the SBFS members so they could go online and observe for themselves.

Chief Dargan pointed out that over the next two years this group will have a lot of important discussions regarding how to balance distance-learning.

7. Chief Richwine explained Attachments #5 and #6 which deals with the new twenty-four hour Low Angle Rope Rescue Operational (LARRO) course which was developed after working with OES Fire and Rescue to revise the outdated rescue curriculum. The new course is focused on perishable skills and rescue techniques. At the same time the courses for Confined Space Rescue, Trench Rescue, Rescue Systems 1 and Rescue Systems 2 are being updated, and all are nearing into final draft. After some discussion of the new LARRO course, Chief Richwine announced that 190 instructors have completed the rollout, and the LARRO program is ready for the Board's approval.

***John Winder made the motion to approve the LARRO program and Scott Vail seconded the motion. The motion was passed unanimously.***

8. Chief Richwine reviewed Attachment #7 which deals with the Fire Management level 2 series in the Chief Officers series. The curriculum group, lead by Chief Coleman, addressed the current outdated or incomplete curriculums for Fire Management 2A – 2E. The new curriculums will include a desk set comprised of the Fire Chief's Handbook and the Chief Fire Officer's Desk Reference. The new course outlines and references have been approved through STEAC. The first field trial will be Fire Management 2A, taught by Chief Bruce Martin this coming semester. As the field tests are completed, the Board will be asked to endorse the curriculum as part of the Chief Officer's standard.

9. Chief Richwine reviewed Attachment #8, which is a revision to the existing Policies and Procedures Manual with regard to the Accredited Regional Training Program. Redundancy was eliminated, local academy requirements were separated and are now moved toward the back of the document, and the Accredited Regional Academy was renamed the Accredited Regional Training Program. The new procedures have been approved by STEAC. Chief Richwine also discussed some of the details in Attachment #10 (*note: attachments were reviewed out of order*) by explaining that during the past eighteen months we have researched the files to establish the original accreditation date and established new reaccreditation dates. The new applicants will receive a site visit from the accreditation team. Visiting a site is not a new procedure; the team is just trying to get back on schedule.

***John Winder made the motion to approve the accreditation program and Steve Brown seconded the motion. The motion was passed unanimously.***

10. Chief Richwine briefly reviewed Attachment #9 that lists the new applications for accreditation. He then reviewed Attachment #11 which refers to the accreditation of the City College of San Francisco. In Partnership with the San Francisco Fire Department and the South San Francisco Fire Department, the City College of San Francisco has made tremendous commitments to become an accredited regional training program. They have some curriculum and paper issues to clarify, so they have received a conditional accreditation approval. After those issues are clarified, and with the Board's endorsement, they will become the 36<sup>th</sup> accredited academy.

***Director Renteria made the motion to accept San Francisco City College for accreditation pending the approval recommendations for compliance. Steve Brown seconded the motion. The motion was passed unanimously.***

11. Steve Brown asked if there was anything to report regarding the EMT certification issues reported in the Sacramento Bee. Chief Richwine said there were no changes since the last meeting. OSFM's position hasn't changed, and we are continuing discussions with the Bee and cooperating with public record requests.
12. Chief Richwine touched on the 2020 Strategic Plan by saying that we are currently working on version 4.0 to make it more inclusive. We're hoping to work with CAL JAC and California Fire Chiefs to: include some recommendations on data management, address CICC and access to Incidents to get task books signed off, to create a sense of urgency for training, to create a flow diagram of all the different training partners, and to map out a career path from Firefighter to Fire Chief. The 4.0 draft will be updated and will be ready for the November SBFS meeting. Copies will be sent out to the Board members at least a month in advance of the meeting.

***Action: add review of 2020 Strategic Plan 4.0 to agenda for November 2007 meeting***

13. Lou Paulson asked if anything new arose from the February 28, 2007 meeting's discussions regarding instructor qualifications for ethical training. Chief Richwine asked to table this subject for New Business at the next meeting.

***Action: carry this item to agenda for New Business at November 2007 meeting***

14. Wayne Mitchell gave an update of the Fire Hazard Maps and Wildland Interface Standards rollout project and said that all the fine-tuning should be completed by mid-September and the project will be ready to rollout. He also stated that state law required us to hold a minimum of one public hearing in all the 56 counties where we are changing or updating the hazard maps. Comments are coming back from those hearings and we are drafting responses that will go to the Director next month for his decision on the hazard map for state responsibility lands, and that will go into Title 14 regulation. He said the completion date for everything on the state side is December '07 and that it will be in place on time for

the January building codes. The strategy is to rollout first as a draft and work with the local jurisdiction in validating it. Then, in the January-February timeframe, the director's recommendations will be formally issued to the local jurisdiction. They will have 120 days to make the maps available to the public, conduct a hearing and adopt the ordinance. Chief Dargan added that there was little controversy at the 56 public hearings. She also said that it seemed like California understands that they have a wildlands problem and that they are accepting that land use planning, building standards, mapping, etc. are all a part of the solution.

15. Glenn Ziemer asked about the consequences of insurance availability. Chief Dargan responded that the insurance industry has three fire behavior models and that most insurance retailers are purchasing a model that is already predicting the kinds of things that we are predicting. OSFM doesn't expect any unintended consequences to insurance rates.

## VII. OLD BUSINESS

Item A: Scott Vail reviewed the CICCIS task force report that he presented at the February 28, 2007 SBFS meeting in which there was no quorum. He said that FIRESCOPE accepted the recommendation for a statewide qualification card and a gradual adoption of a higher incident qualification system as a statewide database. This database will eventually be tied to the Resource Ordering Support System (ROSS), which is currently kept by the Forest Service.

Scott Vail also said that the task force wants the Board to adopt the 2006 version of 310-1 or to develop a California-specific qualifications guide. The task force felt that the SBFS should adopt a California-specific qualifications fitness guide that focused on some of the emergents in hazardous materials, rescue-systems, etc., as well as wildland fires. Also, CAL Fire just adopted their 4039 guide on incidents and qualifications, and the Forest Service and Federal agencies have come up with their own version of a 310-1. They are parallel, but not the same. Also, CICCIS has issues such as how peer review committees work and how fitness is maintained. The task force would like to use materials from all these sources for a California-specific guide.

***Steve Brown made the motion for the Board's concurrence and support of the FIRESCOPE board's recommendation of a standardized format qualifications card for the State Fire Service and the gradual adoption of a statewide data management system for the qualifications and certifications. John Winder seconded the motion. The motion was passed unanimously.***

Item B: Chief Dargan mentioned that the nomination of a Vice Chair was tabled from the November meeting due to the lack of a quorum. She reminded the group that one of the Board members previously suggested that Michael Esparza should continue and/or be re-nominated.

***Daryl Osby made the motion to nominate Michael Esparza, even though Mr. Esparza was absent. Dan Terry seconded the motion and the motion was passed unanimously.***

## VIII. NEW BUSINESS

1. Round Table Discussion:

OES Director Renteria briefly discussed collaborative matters and issues concerning Assembly Bill 35, terrorism, surveillance and training, and that the Federal Government is leaning toward all hazards training rather than just terrorism. He also said that the Lt. Governor has a project (that is fully backed by the Governor) to have cell phone technology taken to the level of the emergency alerting system so that the government can rush a message out to anyone, anywhere in regard to an imminent threat. A workshop was held in San Francisco and one will be held in Los Angeles next week. This is being cosponsored by the California Public Utilities Commission (CPUC) and two bills have already been passed that also target this arena. At the San Francisco workshop some obstacles were presented and will have to be overcome if a statewide early warning system is developed through cell phone technology.

Chief Dargan spoke briefly of the fireworks enforcement bill (Senate Bill 839). She said that the fireworks and arson/bomb units were merging and that they are in line with law enforcement. She also said that OSFM hopes to have eight bomb disposal experts in 2-3 years. This will occur if SB839 becomes law and pending Budget Change Proposals (BCPs) are approved.

Chief Dargan stated that the Arson and Bomb Investigator Update would be carried over to the agenda for the November meeting.

***Action: Add Arson and Bomb Investigator Update to the agenda for the November meeting***

David Gillotte requested a discussion concerning the issues regarding building structures under power lines. The main fire concerns are smoke and water arcing and that the cable lines are under the CPUC jurisdiction. Chief Dargan noted to review/discuss the issues with interested persons at a later date.

Chief Dargan talked briefly about the State Fire Marshal meeting with the solar industry to set standards. More and more buildings have solar panels covering their roofs, and this hinders the firefighters venting the roofs and is a safety concern.

**IX. SET MEETING DATE(S)**

All members present agreed that due to holidays/schedules, the next meeting date will be Wednesday, November 7, 2007.

**X. MEETING ADJOURNMENT**

Chief Dargan closed the meeting at 1356 hours.

**Meeting Minutes Developed by:**

**Linda Menchaca**

**CAL FIRE - Office of the State Fire Marshal – State Fire Training Unit**

**P. O. Box 944246, Sacramento, CA 94244-2460**