

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

P.O. Box 944246  
SACRAMENTO, CA 94244-2460  
Website: [www.fire.ca.gov](http://www.fire.ca.gov)  
(916) 445-8200



**MINUTES**  
**State Board of Fire Services**  
**Wednesday, October 25, 2006**  
**Office of the State Fire Marshal, Sacramento, California**

**PRESENT:**

Ruben Grijalva, Director, California Department of Forestry & Fire Protection/Acting State Fire Marshal  
Kate Dargan, Assistant State Fire Marshal  
Steve Brown, California Fire Chiefs Association  
P. Michael Freeman, California Metropolitan Fire Chiefs Association\*  
Mike Esparza, California State Firefighters Association\*\*  
James Espinosa, Fire Districts Association\*  
Dallas Jones, California Labor Federation  
Emile Mack, City Government  
Daryl Osby, County Government  
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, California Department of Forestry & Fire Protection  
David Gillotte, International Association of Fire Fighters  
Lou Paulson, President, California Professional Firefighters

\*attended via telephone conference call

\*\*attendees arrived at 11:55 am due to flight delays

**ABSENT:**

Insurance Industry Representative

**STAFF:**

Dee Tokimitsu, Assistant Deputy Director, Chief, SFM Programs and Administration  
Bob Gorham, Division Chief, Pipeline Safety  
Ben Ho, Division Chief, Fire & Life Safety-Northern Division  
Vickie Sakamoto, Division Chief, Fire Engineering  
Penny Nichols, Associate Governmental Program Analyst, CAIRS Program  
Steve Guarino, Supervising Deputy State Fire Marshal  
James Parsegian, Supervising Deputy State Fire Marshal  
Vikkie Raby, Office Technician, Support Services  
Karen Terrill, Communications Officer  
Dorothy Williams, Administrative Officer  
Mike Richwine, Division Chief, State Fire Training

**GUESTS:**

Judy Cabral, Governor's Office of Emergency Services  
Curry Mayer, Governor's Office of Emergency Services  
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

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**I. CALL TO ORDER**

Chief Kate Dargan, Assistant State Fire Marshal, called the meeting to order at 0958 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.

**III. INTRODUCTIONS**

Each attendee gave a brief description of their background and the organization they represent. A number of members/organizations are in process of requesting new appointments through the Governor's Office; therefore it was understood/agreed this meeting was to re-establish and acquaint participants; discuss the SBFS meeting process; and officially institute the SBFS upon having a fully appointed membership (anticipated by February 2007).

**IV. APPROVAL OF MINUTES**

Copies of the minutes from the May 29, 2003 meeting were distributed; Chief Dargan asked members present at the last meeting if they would like to revisit previous items or if they would prefer to move on and deal with current issues. The suggestion to start fresh was accepted and agreed to by all members present.

**V. GENERAL DISCUSSION:**

1. The decision that meetings will be held quarterly within 2-3 weeks following the Statewide Training and Education Advisory Committee (STEAC) meetings was agreed upon.

**Action:** SFM SBFS Coordinator to monitor member appointments; and coordinate/schedule quarterly meetings.

2. Chief Dargan asked for any additional discussion items that should be added to the agenda before addressing existing items. It was decided that the California Incident Command Certification System (CICCS) Task Force meeting should be discussed. The item was then added to the agenda.
3. Scott Vail and Kim Zagaris from the Office of Emergency Services (OES) distributed copies of the CICCS Task Force Status Report. The report detailed the outcome of the meetings held on April 12, 2006 and June 6, 2006. The intent of this committee is to reassess current and future needs for qualified Incident Command System personnel by improving record keeping, maintaining currency of personnel, position management, improving the peer review process and developing a statewide qualifications card; re-evaluate the CICCS program and adjust it as necessary through education with the intent to maintain statewide consistency; establish a system to communicate CICCS decisions, facts and opportunities to the fire service community and provide a conduit for user input. To achieve these objectives, the committee reviewed the successes, challenges, needs and tasks necessary to reinvigorate CICCS and to make it viable into the future. Chief Dargan invited Scott Vail to attend the next meeting to give another update on the CICCS.

**Action:** Add CICCS update to next agenda.

4. Chief Dargan gave a brief overview of the purpose of the Board and outlined the general objectives. A copy of Health & Safety Code 13140 was distributed for all attendees to read. This Section explains the purpose of the Board, as well as a layout of the organizations that are to comprise the voting members. Chief Dargan reviewed the process of appointing a representing member or to renew an existing appointment. This is also detailed in Health & Safety Code 13140.5. Please follow this link to view the Health & Safety Code Section 13140.5: <http://www.leginfo.ca.gov/calaw.html> Select the Health & Safety Code box; then type 13140 in the Keywords box. This will take you directly to the Section pertaining to the State Board of Fire Services.

5. Mike Richwine, Division Chief, State Fire Training, presented the Statewide Training and Education Advisory Committee (STEAC) report. Questions/concerns were raised regarding qualification changes for Ethics Instructors. This was determined to be a large-scale discussion, and it was decided that it should be revisited for more in-depth discussion during the next meeting. Chief Richwine then distributed copies of the draft California State Fire Service Training and Education Strategic Plan “Blueprint 20/20.” Members’ comments on the strategic plan should be sent to Chief Richwine by November 20, 2006.

**Action:** Add to the next SBFS agenda; date/time to be determined.

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

All members present agreed to the month of February, either the 1<sup>st</sup> or 3<sup>rd</sup> Wednesday. It has been agreed that Sacramento will be the main location for all future meetings.

**VII. MEETING ADJOURNMENT**

Chief Dargan closed the meeting at 1320 hours. A notice will be sent out with the date and time of the next meeting sometime during the month of January.

**Meeting Minutes Developed by:**  
**VIKKIE RABY**  
**CDF - Office of the State Fire Marshal**  
**P. O. Box 944246, Sacramento, CA 94244-2460**