



**State Board of Fire Services  
MINUTES  
Wednesday, June 4, 2008  
Office of the State Fire Marshal, Sacramento, California**



**Chair/Ex-Officio**  
**Kate Dargan**  
State Fire Marshal

**Co-Chair**  
**Mike Esparza**  
California State Firefighters Association

**Members:**

**Richard Blanco**  
Fire District

**Steve Brown**  
California Fire Chiefs Association

**Jerry Davies**  
Insurance Industry

**P. Michael Freeman**  
California Metropolitan Fire Chiefs Association

**David Gillotte**  
International Association of Fire Fighters

**Robert Magee**  
City Government

**Michael Nelson**  
County Government

**Lou Paulson**  
California Professional Firefighters

**John Eric Pearce**  
California State Firefighters Association

**John Winder**  
CDF Firefighters

**Glenn Ziemer**  
Fire Districts Association of California

**Fire Service Labor (vacant)**  
California Labor Federation

**Ex-Officios:**

**Ken McLean**  
CAL FIRE

**Henry Renteria**  
Governor's Office of Emergency Services

**Dan Terry**  
California Fire Fighter Joint Apprenticeship Committee

**MEMBERS PRESENT:**

Kate Dargan, State Fire Marshal  
Mike Esparza, California State Firefighters Association\*  
Richard Blanco, Fire District  
Steve Brown, California Fire Chiefs Association  
David Gillotte, International Association of Fire Fighters \*\*  
Ken McLean, Deputy Director of Fire Protection, CAL FIRE \*  
Michael Nelson, County Government\*  
John Eric Pearce, California State Firefighters Association \*  
Mike S. Williams, California State Firefighters Association #  
Dan Terry, Chair of the California Fire Fighters Joint Apprenticeship Committee  
John Winder, California Department of Forestry Firefighters  
Glenn Ziemer, Fire Districts Association of California

\* attended via telephone conference call  
\*\* joined the meeting at 1145 hours  
# pending appointment of representative by Governor

**MEMBERS ABSENT:**

Jerry Davies, Insurance Industry  
P. Michael Freeman, California Metropolitan Fire Chiefs Association  
Robert Magee, City Government  
Lou Paulson, California Professional Firefighters  
Henry Renteria, Governor's Office of Emergency Services

**STAFF:**

Mike Richwine, Division Chief, State Fire Training  
Wayne Mitchell, Staff Chief, Fire Prevention & Planning  
Ernylee Chamlee, Staff Chief, Wildland Fire Engineering  
Tom Hoffman, Staff Chief, Law Enforcement  
Rodney Slaughter, Deputy State Fire Marshall III, State Fire Training  
Alicia Hamilton, Fire Service Training Specialist, State Fire Training  
Diane Seiple, Staff Services Analyst, Support Services  
Judy Bankert, Office Technician, Support Services

**GUESTS:**

Yvonne de la Pena, California Fire Fighters Joint Apprenticeship Committee  
Tennis Tollefson, Sierra College  
Bill Vandevort, Chair, Chief Officer CTS Committee

**1. CALL TO ORDER**

Chief Kate Dargan, State Fire Marshal, called the meeting to order at 1000 hours at the Office of the State Fire Marshal (OSFM) Headquarters, 1131 S Street, Sacramento, California.

**2. SWEARING IN AND ADMINISTERING OATH**

Chief Dargan administered the oath of office to Richard Blanco, Fire District, and welcomed him to the State Board of Fire Services (SBFS).

**3. ROLL CALL**

Roll call of the SBFS was conducted, and a quorum was established.

**4. DALLAS JONES**

Chief Dargan took a moment to acknowledge the passing of Dallas Jones, California Labor

Federation. The board had looked forward to having him as a member, appreciated very much the contributions he made, and regrets he will not be working with us in the future.

## 5. INTRODUCTIONS

Self introductions were made by the board members, staff, and guests.

## 6. APPROVAL OF MINUTES

Chief Dargan asked for any changes or a motion to approve the minutes.

**A motion was made by Steve Brown, California Fire Chiefs Association, to approve the minutes and was seconded by Richard Blanco, Fire District. The motion was passed unanimously.**

## 7. ANNOUNCEMENTS

Chief Dargan introduced Mike Williams, California State Firefighters Association and Fire Services Training Institute (FSTI), who spoke briefly about FSTI. The primary purpose of FSTI is to raise money for the training community. FSTI is a delivery vehicle and event planner and does not develop curriculum.

Chief Dargan mentioned that, at future meetings, she would like to provide presentations that illustrate OSFM functions and programs that would be of interest to the board members. She encouraged the board members to bring up agenda items for future discussion or policy input that would help the board be a cohesive voice for the fire service.

## 8. SPECIAL PRESENTATION

### A. Local Responsibility Area (LRA) Fire Hazard Severity Zone Adoption Process (Information)

Chief Dargan informed the group that approximately 200 California cities will be receiving letters designating the LRA zones within their LRA boundaries—city or county—for very high fire hazard severity zones. She also stated some of the legislature's proposals on State Responsibility Area (SRA) fees, the governor's proposal for emergency response initiatives, and the other discussions relative to fire service legislation have piggybacked onto fire hazard severity zones as part of the fee-setting process.

Chief Dargan then introduced Wayne Mitchell, Staff Chief, Fire Prevention and Planning, and Ernylee Chamlee, Staff Chief, Wildland Fire Prevention. Each of these staff members oversees different aspects of this project as it is rolling out to local governments across the state.

Chief Mitchell stated that in the fall of 2007 maps were put out for review, and one such map was on display for the group to view. There has been much interaction between the local jurisdictions and the science staff at OSFM's Fire Resource and Assessment Program (FRAP), and changes have been made to the maps based on the feedback received. May 15, 2008, was the cutoff date for input so that the final recommendation for very high fire hazard severity zones could be issued by the director to each jurisdiction. The recommendations will be transmitted via letter and a compact disc containing a map and the underlying data. Those letters will be sent to the city managers and county executives with copies also going to the local fire chief and local CAL FIRE unit chief. This will then trigger an ordinance process at the local level with a 120-day window. The goal is to have all the letters sent out by August 2008.

Chief Dargan interjected that under the Health and Safety Code, the local jurisdictions must adopt the maps upon notice from the director of CAL FIRE.

Chief Ziemer had a question regarding legislation and the structuring of fees in connection with moderate, high, and very high fire hazard severity zones. Chief Dargan responded that the policy of the OSFM is that the fire hazard severity zones are not designed to be used for fee structuring, and the OSFM does not advocate or support the use of those zones for fee structuring.

Chief Brown commented that many of the local entities are very interested in also seeing the moderate and high fire hazard zones on the maps that are being sent out. Chief Mitchell responded that OSFM's priority is to get the very high fire hazard zone maps distributed now, and later maps which depict the moderate and high zones will be distributed to those local jurisdictions requesting them. Those additional maps should be out by fall 2008.

Chief Chamlee spoke to the group about the new building codes that work in conjunction with the fire hazard severity zone designations. The new California building codes went into effect in January 2008. Chapter 7A is the Wildland zones within the jurisdiction of local government. The building code process began in 2005 with an emergency regulation. A Wildland Urban Interface (WUI) advisory committee was formed made up of many different entities

including representatives from the insurance industry, local governments, fire services, and the building community. The committee went through this process to adopt the two-page building code requirements based on scientific studies on why structures burn during wildland fires. Educating the community of building departments and fire departments has been a large part of this process. A curriculum was developed, and the classes began August 2007 and will probably continue through October 2008. In an effort to assist home owners, industries, designers, and local fire and building officials, the OSFM Building Materials Listing Program put together a “WUI Products Handbook.” The handbook contains the code itself, the testing standards that have to be met, and a listing of those materials that have been through the testing standards approval process.

## **9. PROGRAM and ADVISORY COMMITTEE REPORTS**

### **A. Arson & Bomb Investigator Update (Information)**

Chief Hoffman reported staff conducted a review of statutes and regulations to determine what arson and bomb Services the OSFM is required to do by statute. He also had staff complete an analysis of what services we have traditionally been providing, what is “nice” to do, and what the needs of local governments are in this area. Since 9/11, there has been a significant increase in arson and bomb—primarily bomb—tools, technology, and deployment of people. Therefore, there no longer is the demand for bomb squad services that there was when the statutes were originally written. For some time now, there have been no requests for bomb tech services in the southern part of the state; however, there still are periodic requests from the northern part of California. The OSFM’s intent is to fill some bomb tech vacancies—primarily in the Redding area—in order to service the northern part of the state. Chief Hoffman also noted that although the OSFM has the authority to render safe bombs, we are not required by statute to do so. However, in state-owned or state-occupied buildings, providing post-blast investigation and fire investigation is required.

SB 839 was passed which established a fund from the proceeds of civil and criminal fines for possession and transportation of dangerous fireworks. That funding is earmarked for the enforcement of dangerous fireworks laws. The OSFM has the statutory responsibility to collect and dispose of dangerous fireworks seized by local governments. The only facility where OSFM employees can receive the training necessary to safely handle and dispose of dangerous fireworks is the Federal Bureau of Investigation’s (FBI) Hazardous Device School in Huntsville, Alabama. Chief Hoffman’s recommendation to Chief Dargan is that any employees whose duties include disposing of dangerous fireworks be sent to the FBI school for training.

**Chief Dargan added a request for the board to have input at the next meeting regarding a policy decision on what level of service the OSFM should provide to the fire service as a whole in the arson and bomb investigation area, what level of training is necessary for our dangerous fireworks disposal units, and how available do we make those units at the local level in view of SB 839.**

### **B. Review of Vetoed SB 828 – Accelerant Detecting K-9 Project (Information/Discussion)**

Chief Hoffman informed the group that Chief Dave Hillman, Deputy Director, OSFM, and Chief Esparza have been working together to form a task group that is meeting this month to hammer out the details regarding accelerant detecting dogs. Chief Esparza went on to explain there was a proposal to have OSFM—with guidance from the SBFS—set up standards for accelerant detecting canines and their team leaders/investigators. The goal is to establish a California state-of-the-art standard that will meet any court challenges. Inquiries from other states have already been received, because they want to follow California’s lead. After the task group meets, Chief Esparza would like to continue to update the SBFS, share any standards developed by the task force, and make sure those standards become part of the training curriculum for fire investigations.

### **C. Chief Fire Officer Certification Training Standard (Discussion/Action)**

Chief Richwine introduced Alicia Hamilton, Fire Service Training Specialist III, and Bill Vandevort, former Fire Service Training Specialist and Chair, Chief Officer CTS Committee. Ms. Hamilton advised that a task force was put together in 2007 to develop and/or update the Chief Fire Officer Certification Training Standards using the National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications 2003 Edition as the base document. Mr. Vandevort told the group that prior Chief Officer Certification Standards have been drafts only and never were formally adopted. Chief Richwine noted that Chief Brown had expressed concern regarding EMS management in the Chief Officer role in fire service management. Therefore, Chief Brown had recommended the Chief Officer Certification Standards be adopted and afterwards EMS management be looked at, and the Standards can then be amended. Chief Richwine further explained that State Fire Training (SFT) has grant funds to work on course objective and outlines for the new Fire Officer and Chief Officer curriculum.

**After some further discussion, John Winder moved to adopt the Chief Fire Officer Certification Training Standards, and Steve Brown seconded the motion—with the caveat that the EMS portion will later be brought back before the board. The motion was passed unanimously.**

**D. State Fire Training Regulations Update (Information)**

Chief Richwine introduced Rodney Slaughter, Deputy State Fire Marshal III. Mr. Slaughter informed the group SFT has a Procedures Manual that has been in effect for a couple of decades and has been periodically amended and updated. The OSFM has statutory authority to develop regulations relative to the processes in SFT and also to charge fees. SFT has been taking the Procedures Manual and turning the procedures within into regulations. Those regulations went out for a 45-day comment period; one comment was received, and minor adjustments were made. The regulations will go out soon for a 15-day comment period and should be adopted by September 2008.

**E. Accredited Regional Training Programs and Accredited Local Academies (Discussion/Action)**

Mr. Slaughter distributed to the group a list of accredited regional academies that have had site visits since the last board meeting and have been approved for reaccreditation by the State Training and Advisory Committee (STEAC). He also gave an update on the following academies based on the recent site visits:

- El Camino College, Inglewood, California
- Crafton Hills College, Yucaipa, California
- Sierra College, Roseville, California
- Santa Ana College, Santa Ana, California
- Riverside Community College, Riverside, California
- Modesto College, Modesto, California

All of the listed academies meet or exceed SFT's standards, and Mr. Slaughter recommended the board approve reaccreditation.

**Mike Esparza moved to accept all academies as reaccredited, and Glenn Ziemer seconded the motion. The motion was passed unanimously.**

**F. Instructor Requirements for the Ethical Leadership in the Classroom (ELIC) Course (Discussion/Action)**

Chief Richwine reminded the board that this issue was discussed at the last SBFS meeting, but no vote was taken due to the lack of a quorum. The recommendation from STEAC for rank and experience requirements was as follows:

1. *Minimum of five (5) years full time, paid experience in a California fire department as a fire fighter.*
2. *Held the rank of chief officer for a minimum of two (2) years.*
  - a. *Two letters of recommendation from current Ethical Leadership in the Classroom Instructors will waive this requirement.*
3. *Minimum of five (5) years experience with SFT as a registered instructor in good standing.*
4. *Taught a minimum of three (3) certification classes within the last five (5) years.*

Some members at the previous board meeting had expressed concern with the requirement of two letters from current ELIC instructors. Due to the small cadre of registered ELIC instructors, requiring letters from two current instructors could be a barrier to gaining the required rank and experience to qualify to teach this course. After lengthy discussion among the members, the following were the suggested changes to recommendation 2 and 2.a. above.

2. *Held the rank of chief officer for two (2) years or company officer for five (5) years, and a letter of recommendation from the supervising fire chief who has reviewed the Fire Chief Recommended Guidelines for Ethical Leadership Instructor (guidelines listed below).*
  - a. *(Delete)*

The Fire Chief Recommended Guidelines for Ethical Leadership Instructor were enumerated by Chief Richwine and read as follows:

- Heightened awareness of ethical issues—past and present
- A keen insight to instructor values and roles in the classroom
- To have professional instructor delivery skills

- The ability to be an active listener
- An understanding of ethical decision making and philosophy
- To have high character and credibility
- To be a person of integrity
- Education on ethical decision making
- Life experiences related to ethical dilemma
- An understanding of emotionally charged and factually based opinions
- Facilitation skills
- To demonstrate an aggressive approach to continuous learning and education.

**John Winder moved that the board accept the Instructor Requirements for the Ethical Leadership in the Classroom Course with the changes to recommendation 2 as outlined above. Dan Terry seconded the motion. After some brief discussion, the motion was passed unanimously.**

**Chief Dargan requested SFT give an overview update at the next SBFS meeting of all the different curriculums in process now and where each one stands.**

## **10. OLD BUSINESS**

### **A. California Incident Command Certification System (CICCS) Task Force Update**

#### **(1) Adoption of 2006 Version of NWCG Document 310-1 as Interim Standard (Discussion/Action)**

Note: This agenda item was discussed at the last board meeting, but it could not be voted on due to lack of a quorum. Chief Esparza stated that the CICCS Task Force has recommended the SBFS adopt the National Wildland Coordinating Group 2006 version of NWCG 310-1 as an interim standard until a California version is developed. The federal wildland community has already adopted the 2006 version, however the SBFS is using the 2000 version. Adopting the newer version is important, because all operational area coordinators need to know which version to use for qualification and certification. Also, the 2000 version is not compatible with the computer programs used to insure personnel have the proper classes and experience. The members briefly discussed whether to have future updates adopted automatically, but they decided against it.

**John Winder moved that the board accept the 2006 version. Dan Terry seconded the motion. The motion was passed unanimously.**

A question was asked about cards, and Chief Esparza said there were standardized cards available that meet all the NWCG requirements. To effect better distribution of the cards, Chief Esparza suggested a joint letter be sent out from the OSFM and the Office of Emergency Services (OES) informing agencies of the availability of the card. He also suggested the websites for the OSFM and the OES feature the template for the card.

#### **(2) CICCS Task Force to Replace OSFM PACE V Committee for Level 500/600 Reviews (Discussion/Action)**

Chief Esparza said there has been much discussion about trying to make sure we have a good method for certification at the 500/600 level. It was felt the best way to accomplish that was through the PACE V Committee, and that committee would be identical to the CICCS Task Force.

**Ken McLean moved that the committee membership for PACE V be identical to the CICCS membership. John Winder seconded the motion. The motion was passed unanimously.**

## **11. NEW BUSINESS**

Chief Dargan asked if there were any agenda items members would like to have for the next meeting. **Chief Richwine said he would like to revisit the NIMS equivalencies. Chief Dargan stated there would be an informational update concerning Title 19 and the fire code. Chief Ziemer asked for an update on the status of the NFPA 25 implementation.**

## **12. ROUND TABLE DISCUSSION**

Chief Dargan brought up AB 288—Automatic fire extinguishing systems certificate of registration. She wanted to set the record straight that the OSFM had not crafted the bill or participated in it in any capacity.

## **13. PUBLIC COMMENT**

There was no public comment.

**14. SET MEETING DATES**

A tentative date for the next meeting was set for Wednesday, September 10, 2008, with the possibility of offering an alternate date also.

**15. MEETING ADJOURNMENT**

The meeting was adjourned at 1245 hours.