



**State Board of Fire Services  
MINUTES  
Thursday, February 17, 2011  
Office of the State Fire Marshal, Sacramento, California**



Chair/Ex-Officio

**Tonya L. Hoover**

Acting State Fire Marshal

Vice Chair

**Mike Esparza**

California State Firefighters Association

Members:

**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

**Patrick McOsker**

California Labor Federation

**Lou Paulson**

California Professional Firefighters

**Michael S. Williams**

California State Firefighters Association

**John Winder**

CDF Firefighters

**Glenn Ziemer**

Fire Districts Association of California

**Fire District** (vacant)

**County Government** (vacant)

Ex-Officios:

**Mike Dayton**

California Emergency Management Agency

**Ken Pimlott**

CAL FIRE

**Dan Terry**

California Fire Fighter Joint Apprenticeship Committee

**MEMBERS PRESENT:**

Tonya Hoover, Acting State Fire Marshal  
Mike Esparza, California State Firefighters Association  
Steve Brown, California Fire Chiefs Association  
Jerry Davies, Insurance Industry  
Mike Dayton, California Emergency Management Agency \*\*  
Robert Magee, City Government \*  
Andy McMurry, CAL FIRE  
Lou Paulson, California Professional Firefighters #  
Michael S. Williams, California State Firefighters Association  
Glenn Ziemer, Fire Districts Association of California

\* attended via conference call

\*\* arrived to meeting at 1015 hours

# joined conference call at 1050 hours

**MEMBERS ABSENT:**

P. Michael Freeman, California Metropolitan Fire Chiefs Association  
David Gillotte, International Association of Fire Fighters  
Patrick McOsker, California Labor Federation  
Dan Terry, California Fire Fighter Joint Apprenticeship Committee  
John Winder, CDF Firefighters

**STAFF:**

Dean Cromwell, CEA, Planning and Risk Analysis  
Kirsti Fong, Staff Services Analyst, Fire Plan/CAIRS  
Ian Lyman, Office Technician, Support Services  
James Parsegian, DSFM III Specialist, Fire Engineering  
Kevin Reinertson, DSFM III Supervisor, Code Development and Analysis  
Mike Richwine, Division Chief, State Fire Training  
Diane Seiple, Staff Services Analyst, Support Services  
Mary Wilshire, Staff Service Manager I, State Fire Training

**GUESTS:**

Alicia Hamilton, Fire Service Training Specialist III (retired), State Fire Training  
Tennis Tollefson, Sierra College  
Kim Zagaris, California Emergency Management Agency (Cal EMA)

**1. CALL TO ORDER**

Tonya Hoover, Acting State Fire Marshal (SFM), called the meeting to order at 1003 hours at the Office of the State Fire Marshal (OSFM), 1131 S St., Sacramento, CA. Ex Officio member Andy McMurry was introduced and welcomed to the Board. At 1015 hours Mike Dayton was introduced and welcomed as a new Ex Officio member of the Board, as well. He was a former Chief of Staff for former House of Representative Gary Condit, and has served in the Governor's Office and at the Homeland Security Office.

**2. ROLL CALL**

Roll call of the State Board of Fire Service (Board) was conducted. Introductions were made, including over the phone. A quorum was established with the arrival of Mike Dayton at 1015 hours.

### 3. APPROVAL OF MINUTES

After a quorum was established to review the minutes, Mike Richwine stated a correction to the July 22, 2010 Board minutes was needed in the third paragraph in the Delivery Issues subsection on Page Two. Mike Richwine recommended that the phrase, “advised that Fire Fighter I Certification Training Standards will likely be presented to the Board at the December 2010 meeting,” be struck from the minutes.

**Michael S. Williams made a motion to approve the minutes with the included correction. Steve Brown seconded the motion. The Board unanimously approved the corrected July 22, 2010 minutes.**

### 4. PROGRAM and ADVISORY COMMITTEE REPORTS

#### A. State Fire Training (SFT)

##### 1. Statewide Training and Education Advisory Committee Update

###### a. Certification

###### (1) Fire Investigator and Fire-Arson Investigator

Initially Mike Esparza made a motion to approve the revised Fire Investigator and Fire-Arson Investigator certification. Michael S. Williams seconded the motion.

Glenn Ziemer stated that rural agencies wouldn't be able to meet the new standards and advised of the possible negative impacts upon rural prosecution cases. Glenn Ziemer said that between the Humboldt County District Attorney and two defense attorneys, the new standard would be an impetus for arguments for disqualification against expert witnesses. Glenn Ziemer also brought up a need for clarification for the definition of the, “fire investigation experience requirement”, found on Attachment 2B, Page 5, Section E4. The Board agreed that Section E4 should read as, “This experience should involve the full range of investigative duties, such as determining...(rest of language remaining the same).” Mike Richwine explained that such experience is validated by fire chiefs after a narrative submission by the certificate applicant. Mike Richwine stated that State Fire Training does look for any inconsistencies or red flags that require further review and follow up.

**Mike Esparza made a motion to approve the revised Fire Investigator and Fire-Arson Investigator certification requirements for adoption, inclusive of the changes made to Attachment 2B, Page 5, Section E4. Steve Brown seconded the motion. The motion passed by a vote of 8 to 1.**

###### b. Curricula Update

###### (1) Mike Richwine introduced Alicia Hamilton; she reiterated to the Board that the Company Officer, Chief Fire Officer, and Executive Fire Officer were the three tracks developed in the revision of the certification standards. She provided the following updates:

- Command 1: Command 1A's pilot occurred in the previous week in Monterey. The class was scenario intensive requiring students to review/examine slides, and then do reports on conditions for initial attack. Another pilot is taking place in March 2011 and will be instructed by Mike Jennings in Riverside. Final changes to the course will be made afterwards. Command 1A adopted the Firefighter Strategies Strategy and Tactics book, published by Del Mar. The manual has an additional 70 pages of California-specific information. In regards to Command 1B - Initial Operations & All Risk, there wasn't an off-the-shelf manual suitable for adoption so a manual was developed. Subjects added were technical rescue, high rise, and additional operations. A pilot class has been scheduled for May 2011 in Riverside, to be instructed by Ed Clark. Command 1C's (Wildland Urban Interface) committee has been identified. Bill Vandevort and Alicia Hamilton are the Command 1 cadre leaders. Command 1C's first meeting will be the last week of March 2011. The update to the Company Officer series was scheduled to be completed in 2011; the current pace is coming close to the target.
- Prevention 1: Mark Romer is the cadre leader. The course is based on the manual developed by Fire Protection Publications. A pilot class may take place soon.
- Management 1: No timelines have been established yet.
- Leadership 1: No timelines have been established yet.

**Action Item: Tonya Hoover requested that Mike Richwine forward the approved corrections for necessary updates to the Statewide Training Education Advisory Committee (STEAC) and for updated materials to be brought back to the Board.**

- (2) New Fire Service Training and Education (FSTEP) courses: Rapid Intervention Crew (RIC) Operations, Command and Control of the RIC Operation.

Mike Richwine informed the Board that these are courses two and three of a 3-course FSTEP series. The first course is pending collaboration with the International Association of Fire Fighters (IAFF) for equivalency purposes. Lou Paulson informed the Board that IAFF had just figured out the design of the props of their program. He said the Board should hear from International Firefighters within sixty days.

Alicia Hamilton provided a presentation to the Board on the Rapid Intervention Crew (RIC) Operations course. Alicia Hamilton said that Firefighter Survival is a sixteen-hour course. RIC Operations is a twenty-four hour course, including nineteen different taught skill sets and three scenario sessions. Alicia Hamilton noted the manual still needs photos for every skill set; problems were found with the initial photos. A pilot class will take place March 17-19, 2011 at Cosumnes Fire Department. The student to instructor ratio was set to be ten to one, with a maximum of forty-two students per class.

**A motion was made by Glenn Ziemer to adopt the RIC Operations courses. Steve Brown seconded the motion. The Board unanimously approved the RIC Operations courses with recognition that State Fire Training will work in conjunction with IAFF to have joint equivalencies.**

Alicia Hamilton made a presentation on the Command and Control course. The cadre for this course is lead by Steve Cavallero, Battalion Chief of Redwood City Fire Department, and Rick Bennett, Fire Chief of Clovis Fire Department. The prerequisite for this course is Command 1A and Incident Command System (ICS) 200 – Basic. It is an eight-hour course that is heavy on scenarios, including radio use and rescue. The student manual has pre-assignments of different case studies and will be available online for free. Alicia Hamilton said that one pilot class was held at the Fall Training Symposium at Fresno. It was reiterated that instructors are responsible for verification that pre-assignments were completed.

**Action Item: Alicia Hamilton said that the term, “May Day” would be replaced with, “Firefighter emergency” in the course materials, which Kim Zagaris said he saw twice.**

**Steve Brown made a motion to adopt the Command and Control of the RIC Operation. Glenn Ziemer seconded the motion. The Board approved the motion unanimously.**

c. Delivery Issues

- 1) Accreditation of Miramar College

Mike Richwine informed the Board that Miramar College originally applied for accreditation in 1998 with SFT, but it didn't complete its accreditation application for a variety of reasons. Mike Richwine stated Miramar College submitted its self assessment. A site visit was made by Tracy Rickman (Rio Hondo College FF1 Fire Academy Coordinator), Dennis Childress (STEAC member, Orange County Fire Authority [retired]), and Mike Richwine. Miramar's Fire Technology program is located at Camp Nimitz, Naval Training Center and utilizes the Heartland Training Center. It is breaking ground on a new training center that will be very technologically equipped.

**Mike Esparza made a motion to approve Miramar College as an Accredited Regional Training Program. Jerry Davies seconded the motion. The Board passed the motion unanimously.**

Mike Richwine summarized that Miramar is State Fire Training's 41<sup>st</sup> accredited academy and that classes have remained steady with just a small dip in 2010. Mike Richwine noted that curriculum projects are ongoing. STEAC is doing a reassessment of Capstone testing metrics. SFT has also attained budget approval authority for a records management system. Lastly, Mike Richwine said that progress is being made on SFT's Blue Print 2020 (Strategic) Plan. June 2011 will be the five year anniversary of the plan. The plan will be reviewed at that time.

## **B. Code Development and Analysis**

### **1. 2010 Annual Code Adoption Cycle**

Kevin Reinertson described that SFM's rulemaking package is moving forward with few significant changes. He said such rulemaking packages are viewable on the OSFM website, <http://osfm.fire.ca.gov/>.

Kevin Reinertson noted that the biggest change involved a 250-foot (originally 400-foot) exit access travel distance that was adopted via the International and National Fire Code adoption. This quickly impacted private industry as there are large warehouses in the Bay Area and Inland Empire. This change nearly prevented the construction of such large buildings without the construction of tunnels. A 400-Foot Task Force was developed. A resolution was developed and inserted into the regulation package, which included a combination of smoke and heat vents, sprinkler systems, and a 30-foot ceiling.

Kevin Reinertson described the cooperation that has taken place recently between the fire service, building owners, and building management associations, concerning high-rise buildings and tenant separation walls. Flexibility was made for buildings for large floor plates. These changes are moving forward.

According to Kevin Reinertson, the fire sprinkler requirement for new residential buildings in freezing climates will have a reduced limit for the percentage for anti-freeze concentrations on a permanent basis.

Kevin Reinertson informed the Board that elevator safety requirement conflicts are being resolved between California Fire Code and the Department of Industrial Relations (DIR). DIR had adopted an older version of American Society of Mechanical Engineers (ASME) elevator safety orders.

Kevin Reinertson explained there is a level of efficiency in regulation adoption, because Building Standards Law requires any fire and panic safety provision must go through the Office of the State Fire Marshal. He stated that there are two code adoption cycles – an eighteen-month and a triennial cycle. Kevin Reinertson explained that the triennial cycle is meant for adoption of the next edition of national code (next edition is 2012); review is done prior to the next edition to ensure conformity.

Tonya Hoover stated that she anticipates informing the Board of more current issues in the realm of code adoption. She states she has seen a level of success in the last two code cycles of OSFM working to share information early in regulatory processes amongst other agencies and stakeholders.

Kevin Reinertson distributed a timeline handout showing the code development process; to view the document please click on link <http://osfm.fire.ca.gov/codedevelopment/pdf/2010interimcodeadoption/2010-Interim-Cycle-Timeline.pdf>. First draft language is presented to the Code Advisory Committee hearings at the Building Standards Commission. OSFM has representation in the Building, Fire & Other Committee at the Building Standards Commission. Provided passage, the code language then goes to a forty-five day public comment period. If changes are made after the comment period, it goes back to a fifteen or forty-five day public comment period again. OSFM goes to the Building Standards Commission for action (approval and adoption) on rulemaking packages. The process used to be a twenty-four-month period. It now has been reduced to eighteen months or less.

### **2. Update on the SFM outreach for the Residential Fire Sprinkler Awareness Training Course**

Kevin Reinertson provided a review of OSFM educational efforts in 2010 in advance of the fire sprinkler requirement for new residential buildings that went into effect January 1, 2011. He said that a major educational effort was made across the state in 2010. Twenty-two classes took place across the state. The average class size was forty-nine students totaling 985 with a wide array of stakeholders. Kevin Reinertson mentioned that the course's eighty-six page handbook, titled, An Awareness Level Course on the 2010 California Residential Code (CRC) (Title-24, Part 2.5), is available online via OSFM's website, <http://osfm.fire.ca.gov/index.php>; it can be found via the Residential Sprinklers link found in the Hot Topics section on OSFM's homepage. Tonya Hoover stated that the state already had 160 local ordinances concerning residential sprinklers and that this set a statewide minimum standard.

## C. Fire Engineering (Information)

### 1. State Fire Marshal Listing Procedure

James Parsegian provided a synopsis on a number of regulation efforts. He noted that the Fire Engineering Division primarily handles licensing and listings, as well as regulations that amend NFPA 25: Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems.

The subject of gas can listings was discussed. James Parsegian stated that OSFM required a child safety latch standard to prevent children from pouring gas. It is being taken out of regulation as federal law has pre-empted state law. Voluntary listings can still take place. James Parsegian noted that the vapor recovery containment component of gasoline nozzles is still effective per the Air Resources Board. One area of concern includes temporary gasoline cans for one time use that are composed of plastic coated cardboard.

James Parsegian stated that SB 183 mandated that carbon monoxide detectors be listed with OSFM. Prior to the bill these alarms were listed voluntarily.

James Parsegian provided one example of regulations being cleaned up. A standard from 1949 concerning flame retardant was removed, deferring to national standards. He also said that Fire Engineering is looking at the classification of fireworks and the standards that classify them. A regulation package is being put together that will put in requirements for a device to be tested and certified as a safe and sane device.

James Parsegian provided a synopsis concerning the Fire Extinguisher program. AB 1773 passed in 2010, allows OSFM to implement a fine versus a suspension. An implementation package is being developed. A bail schedule is being drafted, which specifies the penalty for each type of offense. He also said that work is being done to update regulations found in California Code of Regulations, Title 19, Public Safety to come close or meet national standard, National Fire Protection Association (NFPA) 10: Standard for Portable Fire Extinguishers. A section being added to the regulations package allows local fire authorities to inspect licenses in their jurisdiction. Another section requires fire service vehicles to be clearly marked to differentiate them from fire authorities. Another section being added will allow a license be revoked for impersonation of fire officials upon conviction. Elimination of the use of the OSFM seal in private advertising will take place via the regulations package, as well.

## D. Fire Plan/CAIRS (Information)

### 1. California All Incident Reporting System (CAIRS)

Dean Cromwell introduced Staff Services Analyst, Kirsti Fong. Kirsti Fong provided an update to her July 22, 2010 Board presentation on CAIRS incident reporting by fire agencies. Kirsti reiterated that the challenge is that OSFM only collects data from reporting agencies.

Assembling a complete list of active agencies, including volunteer departments, has been problematic. Merging several lists has improved the effort. Kirsti displayed the list of known agencies, reporting and non-reporting. The report organized agencies by county. The February 8, 2011 results of this report show approximately 1,000 active fire agencies, 466 of which reported incidents in 2010.

Kirsti noted that statistics can trickle in. For example, 2010 incident data may not be submitted until five years from now. She also noted that thirty-two agencies started reporting since the July 22, 2010 Board meeting, including the cities of San Diego, Roseville, and San Jose. Statistics from this report are included in the Office of the State Fire Marshal: Year in Review Report 2010. Kim Zagaris suggested that reporting challenges may persist due to administrative cuts at many fire agencies. He also stated that active Fire Department ID's (FDID's) need scrubbing and centralization. Board members reiterated the need for an improved fire agency list and incident reporting. Glenn Ziemer mentioned that Fire Districts Association of California (FDAC) recently paid a consultant to create a special district list; he thinks it could be utilized when it's ready. Steve Brown suggested that statutory changes may need to be considered to incentivize agencies to report. He suggests that counties and/or Local Agency Formation Commissions (LAFCO's) can be a resource for updating our active agency list. Tonya Hoover noted that Chief Glenn A. Gaines of the United State Fire Administration Agency (USFA) is conducting a review of agencies that misrepresent National Fire Incident Reporting System (NFIRS) reporting.

**Action Item: Mike Williams requested that the Board receive a copy of the presentation report. As well, Mike Esparza requested that Lou Paulson relay the importance of reporting to California Professional Firefighters' (CPF) membership.**

**5. OLD BUSINESS**

No discussion items to report.

**6. NEW BUSINESS**

No discussion items to report.

**7. ROUNDTABLE DISCUSSION**

Tonya Hoover mentioned a booklet that was put together by the International Code Council with the help of OSFM. It is titled, Bridging the Gap: Fire Safety and Green Buildings, and is authored by Jim Tidwell and Jack Murphy. The document is a fire safety and building guide to green construction, including topics such as: alternative fuel systems, energy conservation for Heating, Venting and Air Conditioning (HVAC), windowless buildings, green rooftops, solar photovoltaic panels on roofs, guidance on organizations that promote green energy, and guidance for fire departments that do plan checks on green buildings. The document is obtainable on the International Code Council's website, [www.iccsafe.org](http://www.iccsafe.org) and the National Association of State Fire Marshals (NASFM) website, [www.firemarshals.org](http://www.firemarshals.org).

The OSFM became greatly involved in the alternative energy realm as a result of Governor Schwarzenegger's green initiative and the burgeoning installations of photovoltaic panels on rooftops. A task force headed by OSFM Division Chief, Vickie Sakamoto developed guidelines that were adopted in the last code cycle. In the International Fire Code there are provisions for photovoltaic panels on buildings. Tonya Hoover stated that California is having discussions as to whether or not such guidelines shall be adopted at the state level. If adoption took place, local code adoption could only be more restrictive. The Building & Fire Advisory Committee is looking at this subject; this entity includes representation by the California Fire Chiefs Association, Fire Prevention Officers, California Building Officials, California Building Industry Association, Division of the State Architect, and OSFM. Tonya Hoover related that building officials are well aware of operational considerations concerning photovoltaic installations, in respects to the fire service. Mike Richwine announced that SFT will be presenting a photovoltaic operations course at the next Board meeting. It will be debuting as a draft at a trade meeting at the National Fire Academy later in February 2011; the course was first tested at the Fall Training Symposium in Fresno in November 2010.

**Action Item: State Fire Training will present a photovoltaic operations course at the next Board meeting.**

Tonya Hoover informed the Board that fire safety for installed wind turbines is being reviewed. OSFM's Wildland Urban Interface unit and Fire Engineering Division are working with stakeholders to put together information for review. Tonya Hoover noted that fire protection systems for wind turbines are emerging.

Tonya Hoover reminded the Board effective July 1, 2011, carbon monoxide detectors will be required for all single family dwellings. All other dwelling units are required to be equipped with carbon monoxide detectors by January 1, 2013. Enforcement is deferred to the agency that has jurisdiction over such devices. Tonya Hoover noted that an educational campaign is being lead by the Home Safety Council to educate the public about carbon monoxide detectors. There soon will be public safety announcements in four large media markets in California. Subsequently, there was some discussion that due to the impending widespread installation of such devices, the fire service is likely to face increased challenges resulting from an anticipated higher call volume.

Lastly, Tonya Hoover stated the Office of the State Fire Marshal: Year in Review Report 2010 was recently released. It includes OSFM division updates, highlights, statistics, and accomplishments for the year 2010. It can be found on OSFM's home page; the link to the report itself is [http://osfm.fire.ca.gov/fromthechief/pdf/OSFM\\_FIRELINE\\_Year\\_in\\_Review\\_2010.pdf](http://osfm.fire.ca.gov/fromthechief/pdf/OSFM_FIRELINE_Year_in_Review_2010.pdf).

**8. PUBLIC COMMENT**

No public comment took place.

**9. SET MEETING DATES**

It was announced that it is OSFM's preference to distribute meeting agendas and materials electronically for efficiency and savings purposes, effective for the next Board meeting. Attachments will be posted online to help avoid clogging email accounts since some attachments can be large. Members may opt out in favor of the traditional hard copy method by contacting Diane Seiple.

The next three SBFS meeting dates and locations were established:

May 19, 2011 – Riverside, California (site to be determined and announced)  
August 18, 2011 - Office of the State Fire Marshal, Sacramento, California  
November 17, 2011 - Office of the State Fire Marshal, Sacramento, California

**10. MEETING ADJOURNMENT**

Mike Esparza motioned to adjourn the Board meeting. Jerry Davies seconded the motion. Adjournment was passed by the Board unanimously.