

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

P.O. Box 944246  
SACRAMENTO, CA 94244-2460



(916) 445-8200  
FAX: (916) 445-8509  
Internet Address: [www.fire.ca.gov](http://www.fire.ca.gov)

**MINUTES  
STATE BOARD OF FIRE SERVICES**

**Thursday, August 10, 2000  
Sacramento, California**

**MEMBERS PRESENT:**

Woody Allshouse, Acting State Fire Marshal  
Jeff Bowman, California Fire Chiefs' Association  
Steve Brown, California Fire Chiefs' Association  
Denny Bungarz, County Government, Glenn County  
\* Dan Coffman, Fire Service Labor, California State Firefighters' Association  
\* Michael D. Esparza, (Vice Chair, SBFS), Fire Service Labor, California State Firefighters' Association  
Scott Kenley, California Fire Chiefs' Association  
Richard Mayberry, Fire Service Labor, California Professional Firefighters  
Denny McEntire, City Government, City of Willits  
Carol Ann Mitchell, Volunteer Firefighters, California State Firefighters' Association  
Glen Newman, Ex Officio, California Department of Forestry and Fire Protection  
Joel Varn, Insurance Industry, State Farm Insurance

**MEMBERS ABSENT:**

Steven K. Barrett, Fire Service Labor, California Department of Forestry Firefighters  
Mike Dougherty, Ex Officio, Office of Emergency Services  
P. Michael Freeman, California Metropolitan Fire Chiefs  
Allen Rush, Fire Service Labor, California State Firefighters' Association  
Thomas J. Sullivan, Fire Districts Association of California

**CDF/OFFICE OF THE STATE FIRE MARSHAL STAFF PRESENT:**

Louis Blumberg, Deputy Director, Public Affairs, Public Education and Legislation, CDF  
Art Cota, Division Chief, State Fire Training  
Keith Larkin, Division Chief, Tuolumne-Calaveras Ranger Unit, CDF  
(representing State Fire Training Curriculum)  
Jennifer Stanley, Chief of Legislation, CDF  
Nancy Wolfe, Assistant State Fire Marshal (Acting), Office of the State Fire Marshal, CDF

**GUESTS:**

John Brenner, Sacramento City Fire Department  
Pat Cooney, Office of Emergency Services (representing Ex Officio Mike Dougherty)  
Mark Romer, Roseville Fire Department  
Marty Sanford, Sierra College  
Diane vanRuiten, California Fire Mechanics Academy

\* Arrived at 9:35 a.m.

*(Note: Items marked with an asterisk [\*] in the body of these minutes were taken out of order during the proceedings; however, for purposes of continuity, are recorded in these minutes in agenda order. Items marked with a double asterisk [\*\*] were added during the meeting.)*

**I. CALL TO ORDER**

Chair Woody Allshouse called the State Board of Fire Services (SBFS) meeting to order at 0930 hours, at the California Department of Forestry and Fire Protection (CDF), Office of the State Fire Marshal (OSFM) Headquarters, 1131 S Street, Sacramento, California.

**II. ROLL CALL**

Roll call was held; a quorum was present.

**III. INTRODUCTIONS**

Self-introductions of staff and guests were conducted.

**IV. ANNOUNCEMENTS**

Chairman Allshouse announced there is no further information from the Governor's Office regarding the appointment of the State Fire Marshal or the Members of the SBFS. Nancy Wolfe is serving as Assistant State Fire Marshal. Dave Ebert is serving as Chief, Training and Education. Chief Wolfe shared and discussed copies of a chart showing the organization structure of OSFM.

Chairman Allshouse explained that one of the goals of CDF is to make sure OSFM delivers the services that local government expects. There was a significant budget problem within the OSFM; however, this budget year we have been able to add 20 code enforcement positions and have another Budget Change Proposal for the next fiscal year to add some additional positions. We have been studying the internal structure of the OSFM since the original consolidation. Some restructuring will occur but will not impact how we serve local government.

**V. APPROVAL OF MINUTES OF FEBRUARY 3, 2000 MEETING**

Chairman Allshouse asked for additions or corrections and approval of the Minutes of the February 3, 2000 meeting. ***It was moved by Member Mitchell to approve the Minutes as submitted; motion seconded by Member McEntire; motion carried unanimously.***

**VI. PROGRAM REPORTS**

**A. Legislative Update**

Louis Blumberg, Deputy Director, CDF Public Affairs, Public Education and Legislation, introduced Jennifer Stanley, Chief of Legislation, CDF. Deputy Director Blumberg distributed copies of the current Legislative Report that includes information on bills that CDF is tracking that may be of interest to the SBFS. This report provides a summary of each measure, the bill's current location, and the last action taken.

The status of Senate Bill 1592, which would change the composition of the SBFS and limit the meetings per year, was discussed. Mr. Blumberg invited Members to submit their comments, in writing, to his attention, addressing any concerns of the organizations they represent concerning this bill.

**B. Training and Education**

**1. Marketplace Analysis, Update**

This item was discussed by Chief Art Cota under Agenda Item VI.C-1b (Regional Academies – Accreditation).

**2. Curriculum Development, Update**

Chief Keith Larkin distributed and discussed the Curriculum Development and Revision Updates dated August 10, 2000, for the 1999/00 and the 2000/01 priority projects.

Under the California Fire Service Training and Education System (CFSTES) courses for 1999/00 projects, the Course Development Guide, Fire Management 1, Fire Fighter CTS (CDG) and Fire Investigation 1B are completed and available through the State Fire Training Bookstore.

Chief Larkin noted that the Fire Command 1C I-Zone Firefighting 40-hour course outline has been approved by the Statewide Training and Education Advisory Committee (STEAC) and is, therefore, being presented to the SBFS today for their consideration for approval. This course would be an additional course in the Fire Officer series. (This item was discussed further under Agenda Item VI.C-5.)

The Fire Fighter I and II curriculum is currently being reviewed by a working group consisting of about 62 subject-matter experts.

Concerning Emergency Medical Technician (EMT) -1, the cadre is reviewing textbooks for adoption. Once the textbook has been adopted, the curriculum will be reviewed.

Regarding the Fire Instructor Certification Training Standard, a workshop has been completed and revision is underway.

The Management 2A textbook was revised and the curriculum is currently being revised.

Under the Fire Service Training and Education Program (FSTEP), the Rescue Systems I course is nearing completion; the new instructor/site requirements and task book have been approved by STEAC and will be presented today to the SBFS for action. (See Agenda Item VI.C-6.)

Chief Larkin explained that a new course, S-339 Division/Group Supervisor, has been approved by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) Operations, as well as the STEAC as a FSTEP course, and will also be presented before the SBFS for consideration. (See Agenda Item VI.C-4.)

Since Chief Larkin is in the process of transferring to another position within CDF, he shared an outline, describing the proposed priority projects for this Fiscal Year 2000/01.

**3. Sudden Infant Death Syndrome (SIDS) Training Reimbursement, Update**

Chief Art Cota recalled that, as a result of the determination that SIDS is a reimbursable training program, local governments had submitted to the State Controller claims for reimbursement. The breakdown of estimated and actual total costs, along with a list of those agencies that have filed a claim, is included in the attachment previously sent to the Members. Chief Cota stated he is unaware of any legal action taken by the Department of Finance. At this time, therefore, it appears that claims may be settled in the near future.

**4. Class Processing and Certification – Automation Update**

Chief Cota distributed samples of both the current Application for Certification, Fire Fighter I card and the newly-developed scantron card that would automate the

certification process for Fire Fighter I, II and Volunteer Fire Fighter. This scantron process is still under development and will be implemented soon.

**5. National Fire Academy – Fire Service Higher Education Conference**

Chief Cota stated that the National Fire Academy recently hosted their second conference aimed at developing a nationally-recognized two-year degree for the nation's fire service. The attendees at this conference did agree to the titles and basic course descriptions for a national degree. (Five of the six courses are from California's system.) Future conferences will be held to develop the course outlines, etc.

**C. Statewide Training and Education Advisory Committee**

**1. Regional Academies - Accreditation**

**a. Reaccreditation of Chabot Community College**

Chief Cota explained that this is an application for reaccreditation. There had been an issue relative to their adoption of all the California Community College fire technology courses as well as an issue concerning their work experience program and what is applicable to firefighter certification. These issues have been addressed, corrected and STEAC recommends approval for Fire Fighter I program for a period of five years.

***Motion was made by Member Kenley to approve the reaccreditation for their Fire Fighter I program for a period of five years; motion seconded by Member Varn. Motion carried unanimously.***

**b. New Application for Porterville Community College**

Chief Cota explained that this is an application for Fire Fighter I, recruit-level training. This application is being pulled for consideration at today's SBFS meeting because of an error in the title of one of the core courses. The college has been notified and this change will be made and presented before the curriculum committee in September when it reconvenes.

\* Concerning the Marketplace Analysis (Agenda Item VI.B-1), Chief Cota stated that the application from Porterville Community College includes an example of the standard format for presentation of information for the labor market. This standard format is available on the OSFM web site.

Regarding the labor market information submitted by Porterville Community College, through the Chancellor of Public Safety Education Advisory Committee, Chief Cota has suggested they need to update their information, as the information submitted does not represent the substantial growth in 1995 and does not represent the enhanced retirements.

\*\* Member Mayberry asked if this Marketplace Analysis format takes into consideration the legislation that was passed in addition to serving the SBFS policy. Chief Cota asked if Member Mayberry was referring to the requirement where they have to submit program approval to their board of trustees every three years for validation, etc. Chief Cota explained this labor market information is a part of that submittal, however, not its entirety. Member Mayberry asked if this is something that should be included. Chief Cota replied that, during the reaccreditation process, OSFM is requesting copies of their last program reviews in their application; but is finding that many times this information is unavailable.

Member Mayberry asked that this issue be reviewed by staff and then presented to the SBFS to decide if there is information that should be incorporated into the SBFS approval process. Chief Cota will bring this piece of legislation before the SBFS at the next meeting for their consideration, along with examples of that information, if available. (*Action Item for Division Chief Art Cota.*)

Member Coffman added that information such as programs provided, resources and faculty, is required during the program review for accreditation.

Chief Cota stated he believes the legislation states that every program within a community college, (either every two or three) years, must be submitted to the board of governors with their particular district. The board of governors will then determine whether the program is still needed and it shall also make the determination as to whether that education can be provided through out-sources or continue to be provided through the college. This information would then be made public.

**c. New application for Sierra College**

Chief Cota introduced Marty Sanford, Fire Technology Program Coordinator (Academy Director) for Sierra College, and Mark Romer, Roseville Fire Department. Chief Cota explained that this is an application for Fire Fighter I and Level II and III (Fire Officer/Chief Officer) courses. The application is complete and STEAC has recommended approval.

***Motion was made by Member Mitchell to approve the accreditation for their Fire Fighter I, Level II and III programs; motion seconded by Member Brown. Motion carried unanimously.***

**d. Policy Change**

Chief Cota stated that this item is being presented to the SBFS for approval to amend the accreditation policy: A site visit at the **beginning** of the application process; and to specifically identify those entities the OSFM would request to participate in their interview process.

***Motion was made by Member Mayberry to approve these amendments to our accreditation policy; motion seconded by Member Varn. Motion carried unanimously.***

**2. California Fire Service Incident Management Training, Certification and Qualifications System Task Force, Update**

Member Steve Brown reported that on April 19, 2000 a meeting of the SBFS's Task Force was held. From the input of this meeting, the Task Force created "Draft G" (copies distributed during the meeting). This handout included the background of the California Incident Command Certification System, a chart showing the process of the 300-600 level of certification, recognition of National Wildfire Coordinating Group (NWCG) course equivalencies, and the current 310-1.

Member Brown stated that it is the recommendation of the Task Force that this material be widely distributed to the constituent groups the Members represent, and any comments be forwarded to the Task Force (c/o Member Steve Brown) in sufficient time to allow the Task Force to address these concerns before the next SBFS meeting. Chairman Allshouse directed Chief Nancy Wolfe to assist Member Brown in the distribution of this draft document for comment.

Regarding the make-up of the Peer Review Committee, Vice Chairman Esparza asked under what category the Native American Fire Agencies would qualify.

The membership of the Operational Area Review Committee was then discussed. For clarification, Member Brown was directed to revise the "Federal Fire Agency or Native American Reservation Fire Agency" to include three separate categories: "Native American Reservation Fire Agency"; "Federal Wildland Fire Agency"; and "Other Federal Fire Agency".

### **3. Fire Mechanic Certification Curriculum Revision**

Chief Cota distributed updated draft certification documents regarding Fire Mechanic I, II and III (Master Mechanic) and introduced Diane vanRuiten from the California Fire Mechanics Academy. Chief Cota explained that this is a proposal to modify Fire Mechanics I, II and III to include recertification and to make some changes in language. It had been found there was a need to move some courses as well as an increasing need to recertify, based on new technology.

Ms. vanRuiten explained that Level III (Master Mechanic) is a new level and is the result of a request from CDF to remove the Aerial Apparatus from the educational requirement of Level II. State Fire Training has recommended the inclusion of the Aerial Apparatus in the new Level III. The other changes are to realign some of the Automotive Service Excellence (ASE) classes; there is a new Preventative Maintenance Inspection class that replaces the Engine Performance class.

Level I certification became effective in 1984 and, although technology has changed, no revisions have taken place since then. Recertification would be required every five years.

Regarding recertification at each level, Chief Cota noted this would require, within the five-year period after attaining the level of certification, completion of at least 36 hours of Continuing Education or complete the courses identified and approved by the California Fire Mechanics Academy. The recommendation and awarding of Continuing Education courses would be done by the California Fire Mechanics Academy. Ms. vanRuiten added that the California Fire Mechanics Academy has a list of about 100 classes on their master list and have identified which courses would be applicable to Level I, II or III for recertification. The process of issuing continuing education units will be finalized by State Fire Training in conjunction with the California Fire Mechanics Academy.

Chief Cota mentioned the implementation for this process would be January 1, 2001; the recertification fee would be set at \$50. Recertification would be required every five years **after** January 1, 2001.

Member Coffman noted it is important to approve the class prospectively for continuing education; before the class is offered, to ensure applicability to meeting the requirements.

***Motion was made by Member Coffman to approve the three levels of Fire Mechanic certification and recertification; motion seconded by Member Brown. Motion carried unanimously.***

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### **4. S-339 Division/Group Supervisor Curriculum**

Chief Keith Larkin stated there is a new Incident Command System (ICS) S-339 Division/Group Supervisor course developed through FIRESCOPE. This was discussed and approved by STEAC on July 13, 2000. This would be an all-risk FSTEP course. This 24-hour course meets all the criteria of the current NCWG curriculum, and incorporates wildland, hazardous materials and structural incidents.

***Motion was made by Member Brown to approve this course in FSTEP and make it available to the fire service; motion seconded by Member Bowman. Motion carried unanimously.***

**5. Urban Interface Training Recommendations**

Chief Keith Larkin discussed the I-Zone Firefighting Course Outline previously mailed to Members. He explained that STEAC has recommended approval of this new FSTEP Fire Command 1C course and would be a requirement for Fire Officer Certification. This is being brought forward at the recommendation of the SBFS that we incorporate more urban interface training into our certification tracks. At this time there is 32 hours of urban interface training added to the Fire Fighter I certification. This new 40-hour course would incorporate this ninth course into the fire officer certification and create an urban interface program for fire officers. This course was developed by CDF for their employees, based on the need for statewide standardization.

***Motion was made by Member Bowman to approve this Fire Command 1C course; motion seconded by Member Varn. Motion carried unanimously.***

Member Brown asked what the intended effective date for this ninth-course requirement for fire officer certification would be. It was the consensus of the SBFS to implement this requirement July 1, 2001.

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**6. Rescue Systems I Instructor Site and Task Book Requirements**

Chief Keith Larkin introduced John Brenner from the Sacramento City Fire Department, who was present to support any technical questions the Members may have regarding this course. Changes include site, equipment and instructor requirements.

This item is being brought before the SBFS for approval; it would then be distributed to all currently-approved instructors and sites throughout the state for their curriculum to follow these procedures.

***Motion was made by Member Bowman to approve these requirements; seconded by Member Esparza. Motion carried unanimously.***

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Regarding the Two In/Two Out policy and its significant impact on the fire service and the needs of the Rapid Intervention Team (RIT) activities that are federally mandated, Member Mayberry asked if these changes have been incorporated into the curriculums. Member Kenley responded that there is a two-day class being developed by the Training Officers' Association. Chief Larkin stated that, in addition, the Fire Fighter I and II curriculum is being reviewed and the RIT as well as the Two In/Two Out issues are being addressed in that curriculum. Member Mayberry expressed concern that this essential policy, in terms of certification, needs to be incorporated as soon as possible.

**D. Fire Chiefs' Certification, Update**

Member Kenley distributed handouts that included revisions and additions to the policies and procedures for the Performance Assessment for Chief Executive (PACE) IV, for consideration by the SBFS for approval. Discussion and explanation of these revisions was conducted. One addition was suggested; concerning the applicant's petition for certification, "...D (1) Application shall be in writing to the State Fire Marshal or designee..." Member Kenley then asked if it was the desire of the SBFS for him to move forward with these proposed changes, including the addition of the phrase "or designee" under Item D(1). ***Motion was so moved, with that addition, by Member Coffman; seconded by Member Mitchell. Motion carried unanimously.***

## **VII. OLD BUSINESS**

### **A. California State Fire Marshal Informational Bulletins**

This item was included in the discussion of Agenda Item VIII.A (Local Fire Service Recommendations to the State Fire Marshal).

### **B. SBFS' Authority for Accreditation of Academies Outside California**

Chief Cota stated the staff work has not been completed to make a presentation at today's meeting and will need to be carried over to the next SBFS meeting.

## **VIII. NEW BUSINESS**

### **A. Local Fire Service Recommendations to State Fire Marshal**

- \* Chief Nancy Wolfe noted a California State Fire Marshal Informational Bulletin concerning this subject was previously distributed to Members, as well as a number of Informational Bulletins of various code enforcement issues. These Informational Bulletins have been widely distributed through coordination with the California Fire Chiefs Association and their "Fan Outs" and will continue to be distributed through this method until the implementation of a web page for the OSFM for this purpose. The SBFS Members will also be included in the distribution list for future Information Bulletins.

## **IX. PUBLICATIONS AND INFORMATION DISTRIBUTION**

Regarding Distance Learning, Chief Cota commented the State Fire Training has entered into an agreement with Rio Hondo Community College and the greater Los Angeles Regional Academy to deliver three courses over the Internet. Those courses include Fire Control 1 (Basic Fire Chemistry), ICS 200 (Introduction of Basic Incident Command) and Fire Management 1/Supervision for Company Officers. The college has approved the Fire Management I curriculum for delivery in the Fall, 2000; however, OSFM approval of the course presentations is necessary before it can be approved for SFM credit. The SBFS agreed that State Fire Training would determine if curriculum and supporting processes are ample. A status report will be given at a future SBFS meeting concerning this pilot project.

Chief Cota distributed a matrix tracking the delivery and cancellation of Level II and III courses. He explained that a committee is being formed to review the process and methodology for approving and allocating the delivery of these courses, and provide recommendations for improvement to STEAC and the SBFS. The issue is that many Level II and III courses are cancelled due to a lack of student enrollment. The current system of accrediting and approving courses allows for any course to be approved for delivery, provided that a registered instructor and approved curriculum is used. There is no consideration given for the number of students available to attend these courses prior to approval.

## **X. OPEN FORUM**

Member Mayberry announced that the Fallen Firefighter Memorial Dedication that was scheduled in Sacramento on October 11 and 12, 2000 has been cancelled, but will be rescheduled sometime in March or April of 2001.

## **XI. MEETING ADJOURNMENT**

The next meeting of the SBFS will be held in Sacramento on Thursday, November 2, 2000. The meeting was adjourned at 1:00 p.m.



Respectfully submitted,

Penny Nichols

Penny Nichols  
Secretary, State Board of Fire Services