

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

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**MINUTES
STATE BOARD OF FIRE SERVICES**

**Thursday, November 2, 2000
Sacramento, California**

MEMBERS PRESENT:

Michael D. Esparza, (Vice Chair, SBFS), Fire Service Labor, California State Firefighters' Association

- 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
- Mike Dougherty, Ex Officio, Office of Emergency Services
- P. Michael Freeman, California Metropolitan Fire Chiefs
- ** Scott Kenley, California Fire Chiefs' Association
- Richard Mayberry, Fire Service Labor, California Professional Firefighters
- *** Allen Rush, Fire Service Labor, California State Firefighters' Association
- Thomas J. Sullivan, Fire Districts Association of California
- Joel Varn, Insurance Industry, State Farm Insurance

MEMBERS ABSENT:

Woody Allshouse, Acting State Fire Marshal
Steven K. Barrett, Fire Service Labor, California Department of Forestry 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

CDF/OFFICE OF THE STATE FIRE MARSHAL STAFF PRESENT:

Art Cota, Division Chief, State Fire Training
Bill Cote, Chief, California Department of Forestry and Fire Protection Academy
Dave Ebert, Chief, Training and Education
Steve Hutchison, Assistant Chief, California Department of Forestry and Fire Protection Academy
Nancy Wolfe, Assistant State Fire Marshal (Acting), Office of the State Fire Marshal, CDF

GUESTS:

Pat Cooney, Office of Emergency Services
Nancy Massa-Michaels, CalPERS Volunteer Firefighters' Length of Service Award System
Brad Smith, Northern California Training Officers/Livermore-Pleasanton Fire Department
T. J. Welch, Northern California Training Officers/Alameda County Fire Department

* Arrived at 9:40 a.m.

** Arrived at 10:07a.m.

*** Arrived at 9:33 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

Vice Chair Michael Esparza 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. Vice Chair Esparza announced that Chairman Woody Allshouse was unable to be present at today's meeting because of illness.

II. ROLL CALL

Roll call was held; a quorum was not established until 9:33 a.m. with the arrival of Member Allen Rush. No action was taken by the SBFS prior to the quorum being established.

III. INTRODUCTIONS

Self-introductions of staff and guests were conducted.

IV. ANNOUNCEMENTS

Member Jeff Bowman shared information regarding the 85th Birthday Celebration for Monsignor John Sammon to be held December 10, 2000 at the Disney's Grand California Hotel in Anaheim.

V. APPROVAL OF MINUTES OF AUGUST 10, 2000 MEETING

- * Vice Chair Esparza asked for additions or corrections and approval of the Minutes of the August 10, 2000 meeting. ***It was moved by Member Coffman to approve the Minutes as submitted; motion seconded by Member Mayberry; motion carried unanimously.***

VI. PROGRAM REPORTS

A. Training and Education

1. Curriculum Development, Update

Assistant Chief Steve Hutchison, Director of Curriculum Development, State Fire Training, CDF Fire Academy, distributed and reviewed the Curriculum Status Update dated November 1, 2000. This update noted the status of incorporating more wildland urban interface training into the Fire Fighter, Fire Officer and Chief Officer certification tracks.

Assistant Chief Hutchison noted that a new CDF Academy and State Fire Training course catalog is being developed to provide a comprehensive listing of courses and descriptions. Also under development is an on-line "Request for Course Scheduling" process that will be linked to a database that includes the course title, hours, description, target audience and certification tracks.

Regarding the S-339 Division/Group Supervisor "All Risk" project, the revision of the existing Incident Command System (ICS) course was developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE). This course is designed to teach students to perform as Division/Group Supervisors while assigned to a variety of emergency incidents. This course was approved by the Statewide Training and Education Advisory Committee (STEAC) and is available through the State Fire Training Bookstore.

Assistant Chief Hutchison stated that the Rapid Intervention Crew Tactics Instructor Guide and Student Supplement course were developed by the California Fire Chiefs Association, Northern Section Training Officers, and is based on a course presented in California by fire service personnel from Illinois. The training is designed to provide methods and techniques for firefighters to save other firefighters in life-threatening situations. A final draft was submitted for STEAC approval at their October 31, 2000 meeting. STEAC requested additional revisions be made that included draft watermarks for the optional "Low-Profile Ladder Rescue" lesson plans, statements regarding Fire Chief/departments awareness and approval for this training, and requirements for instructor candidates. (A presentation by T. J. Welch and further discussion of this issue follows under Agenda Item VI.B-2 of the Minutes.)

2. Class Processing and Certification – Automation Update

OSFM Division Chief Art Cota explained that the overall goal of this automation project is to reduce the amount of staff time necessary to complete some of the processes. Access to course scheduling via worldwide web will eventually be available. At a future SBFS meeting, Chief Cota will give an electronic presentation of the database.

Also, the Volunteer Firefighter, Firefighter I and II certification through the use of the scantron system is entering a beta test with four departments participating.

3. Distance Learning Initiative with Rio Hondo College - Update

Chief Art Cota reported that the pilot project is underway with the Rio Hondo Community College to deliver three courses from the Fire Service Training and Education Program (FSTEP) series via the web. Currently, all the curriculum is loaded and more information can be obtained by visiting the website for Rio Hondo Community College (www.rh.cc.ca.us). Chief Cota further explained that ten people have agreed to serve as evaluators for this electronic delivery offering. This evaluation group consists of those that have been involved with curriculum development, instructors from the traditional method of teaching, those that have previously taken fire management courses, as well as some who have never taken any State Fire Marshal training courses. The estimated completion time for the evaluation of the classes is sometime near the end of January, 2001. Chief Cota will report on the results of this evaluation at the next SBFS meeting.

B. Statewide Training and Education Advisory Committee

1. Regional Academies - Accreditation

a. Porterville Community College – new application

Division Chief Art Cota reported that this is an application to deliver Fire Fighter I, Recruit Level Training. A course title change to comply with the uniform fire technology core curriculum had been requested and completed. STEAC has recommended approval of this application.

Motion was made by Member Rush to approve the accreditation for their Fire Fighter I, Recruit Level Training; motion seconded by Member Varn. Motion carried unanimously.

b. Yuba College – new application

Division Chief Art Cota explained that this is an application for recognition as an accredited regional academy to deliver Fire Fighter I, Fire Officer, Chief Officer and FSTEP courses. STEAC has recommended approval of this application.

Motion was made by Member Mayberry to approve the accreditation for their Fire Fighter I, Fire Officer, Chief Officer and FSTEP courses; motion seconded by Member Sullivan. Motion carried unanimously.

2. Rapid Intervention Crew Tactics

Chief Art Cota stated this is a much-needed course that had some concerns relative to the “ladder bailout” and whether this procedure should be included. The Northern and Southern California Training Officers’ Associations have conducted research on this procedure and T. J. Welch, from the Northern California Training Officers, gave a slide presentation at today’s SBFS meeting on the process and addressed the issue of providing the maximum safety possible in the delivery of the training.

Chief Cota explained that at a recent STEAC meeting, T. J. Welch gave this same presentation and distributed copies of the Draft Instructor Guide for the Rapid Intervention Crew Tactics, relating to the ladder bail, previously mailed to SBFS Members as “Attachment VI.B-2”. STEAC had recommended approval with the following additions:

- The inclusion of a statement that “low-profile ladder escape” be stressed as an optional training module;
- A sign-off sheet signed by the Chief of the department, indicating that the Chief has made a conscience decision that the individual is receiving such training; and
- A statement that the training should occur on or below the second story.

Chief Cota noted that these amendments have been incorporated into a redraft of the Instructor Guide for the Rapid Intervention Crew Tactics. One copy of this redraft was passed among the SBFS Members during today’s meeting for their review. Each Member will be supplied a copy of this Instructor Guide at a later date. Chief Cota asked for consideration of the SBFS for approval of this program with the understanding that Chief Cota will provide an update at the next SBFS meeting on the relevancy of the document and any changes that might be needed.

In regards to the sign-off sheet by the Chief of the department, T. J. Welch added that there is a training symposium scheduled for next week in Fresno that includes a “train the trainer” course in this procedure. He explained that there is not sufficient time to seek approval from each Chief before this training is offered. Member Kenley suggested that, in this particular case, the appropriate Chief could be notified after the training was received. This would inform the Chief of the training that the individual received and include a description of what that training entailed.

With the safety measures described above (the inclusion of a statement that “low-profile ladder escape” be stressed as an optional training module, a sign-off sheet signed by the Chief of the department, and a statement that the

training should occur on or below the second story), Member Kenley moved to approve the Instructor Guide for the Rapid Intervention Crew Tactics, as it relates to ladder bailout. This motion was seconded by Member Bowman.

Member Varn asked that the SBFS make it a requirement that, before an individual is accepted as a student in a class that is going to offer this technique, they must have a letter of approval from their Chief. Member Kenley responded this could be done for classes in the future, however, time restraints prevent this from happening before the training is offered next week in Fresno.

To address the courses to be held next week in Fresno, Member Kenley amended his motion: That every fire chief of each student be notified in writing after this course, explaining the maneuver they learned and what that training entailed; and attendance at any subsequent classes after next week's training would require the student to present written approval by the fire chief prior to their attendance. Member Bowman seconded this amended motion.

Member Bowman suggested it may be practical to put a sunset on this proposal, considering it is a new and very high-profile technique. Perhaps the SBFS could approve this on an interim basis with these amendments in place to make sure that we educate ourselves, at least for the next year, noting that there probably will be some departments that do and some that do not adopt this procedure. This period of time will clarify, for all departments and the State, the indications of this training evolution; then the SBFS could review it again after the first year.

T. J. Welch suggested that the Northern California Training Officers could send a letter to every Chief, explaining the training that has been proposed and adopted by the State. He further added that, per STEAC's recommendation, the Northern California Training Officers has developed a draft letter to all Fire Chiefs that includes the statement that, before this training can be offered in each department, the Chief has to sign a letter stating permission for this training. Member Kenley stressed the importance of making the Chief aware of the training received by the individual. This enables the Chief to make a conscience decision and direct the individual to either use or not use this technique while working for the particular department.

Based on this, Member Kenley withdrew his amended motion and asked that his first motion be considered. For clarification, Member Kenley restated his original motion: To accept the recommendations of STEAC with the addition that, in the individual train-the-trainer course, the Chief receive a letter advising that such training was received; the motion was seconded by Chief Bowman. Motion carried, with Members Rush, Sullivan, Varn and Freeman voting no.

Members Rush and Varn expressed concern with not having all the information presented to them before asking for their decision, therefore, finding it necessary to vote "no". Considering the concerns voiced by the Members, Chief Art Cota added that he will discuss this issue with the Acting State Fire Marshal, Nancy Wolfe, and report to the SBFS regarding the Fresno course, to assure that the concerns of the SBFS are addressed to the highest degree possible. Vice Chairman directed Chief Cota to furnish each Member with a copy of the curriculum for this Instructor Guide for the Rapid Intervention Crew Tactics and this issue will be included as an agenda item at the next meeting, and include a critique from Chief Cota on the Fresno course.

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

Member Steve Brown reported that, at the last SBFS meeting, he was directed to distribute the "Draft G", developed by the California Incident Command Certification System (CICCS), to various constituent groups represented on the SBFS. He reported that this has been completed through presentations at meetings of various organizations, including the California Fire Chiefs' Association, California State Firefighters' Association, FIRESCOPE Board of Directors, as well as email messages, telephone contacts, etc. Member Brown commented that the overall feedback has been very positive.

Copies of a letter dated October 23, 2000 to Member Brown from P. Michael Freeman, Chair, Fire and Rescue Advisory Committee, FIRESCOPE Board of Directors, were distributed and discussed. This letter stated that the FIRESCOPE Board of Directors approved the California Incident Command Certification System outlined in "Draft G", dated September 22, 2000, with certain changes described in this letter.

Member Brown invited Member Freeman to speak before the SBFS concerning these recommended changes to the "Draft G" from the FIRESCOPE Board of Directors. Member Freeman explained that "page 1 of 14" of "Draft G", under the bullet point of "Voluntary Participation", the word "Voluntary" should be removed. Also, remove the first two sentences in the paragraph immediately below the bullet point labeled "Voluntary Participation". The sentences to be removed read, "Participation and implementation of these adopted standards are voluntary. Each department should have the option to decide if they went (want) to participate in the adoption or implementation of minimum training and experience standards." The bullet point and following paragraph should read:

“• PARTICIPATION

These standards would apply to those hazard risks that historically involve statewide movement of resources from one agency to another. These typically include incidents such as wildfire, floods, urban search and rescue, civil disturbances, earthquakes and major hazardous material incidents. These standards would not necessarily apply to incidents that are routine first level responses within an agency or department.”

Member Varn made a motion to accept the deletion of the word "Voluntary" and the first two sentences as recommended; motion was seconded by Member Bungarz; motion carried unanimously.

In addition, Member Freeman explained that the FIRESCOPE Board of Directors found the use of the words "certified" and "qualified" in the CICCS to be confusing; and their approval was based on using the words "certified" and "qualified" in a manner consistent with the National Wildfire Coordination Group (NWCG) PMS 310-1, Wildland and Prescribed Fire Qualifications System Guide.

Member Brown added he believes there are two issues for the SBFS to consider: (1) Should the specific language in NWCG PMS 310-1 be used in this document; and (2) is the experience component part of certification or part of qualification. This CICCS document is centered around the task book process being part of the certification. This document is currently written with the experience component as part of the certification.

Discussion of the flow chart for certification included in "Draft G" was held. For clarification, Member Coffman stated that, as he understands it, to be certified, the individual must have the prerequisites, training and the task book signed off. The peer review process states the individual has met the training and experience

requirements and now is offered to the department for qualification. Pat Cooney, Office of Emergency Services, added that there is existing language in NWCG PMS 310-1 that differs with the definition of "certified" and "qualified" in California. In terminology of federal agencies, an individual that has had the class but has not yet completed a position task book is referred to as a "trainee"; a person who has had their position task book signed off is referred to as being "qualified". Certification is the process; qualification is the outcome.

Member Kenley suggested that cross-referencing could be added to this flow chart for clarification of language. Under “course work”, an asterisk could be added with the footnote, “equivalent to NWCG certified” and a double asterisk after “experience” with the footnote, “equivalent to NWCG trainee”.

Motion was made by Member Bungarz to approve the flow chart for certification, as amended by Member Kenley to include the asterisks noted above for cross-referencing; seconded by Member Varn. Motion carried unanimously.

Regarding the “grandfathering in” process, Member Brown explained that the language includes a two-year historical recognition period following the adoption of these standards.

With the SBFS approval of the changes to “Draft G” of the California Incident Command Certification System, dated September 22, 2000, as stated above, Vice Chairman Esparza entertained the motion for approval of this document. ***Member Bungarz moved for approval of this document; seconded by Member Sullivan. Motion carried unanimously.***

Member Varn commented, on behalf of a person who is a fire layman, the need was recognized a long time ago for the training, certification and qualification of the Incident Management System and expressed his thanks to the Members of the Board who spent a lot of time on this undertaking. Vice Chairman Esparza added that individuals such as T. J. Welch, Brad Smith and Pat Cooney as well as cooperating organizations such as FIRESCOPE, Office of Emergency Services, CDF/OSFM and many others not on the Board, spent a lot of their own time assisting the Board on this issue and need to be thanked as well. Member Coffman asked that this document be emailed to him. Member Brown will email this document to him and any others upon their request.

C. Fire Chiefs Certification, Update

Member Kenley reported there are currently three candidates ready for the PACE IV Committee and a Committee will soon be convened for the process.

VII. OLD BUSINESS

A. SBFS’ Authority for Accreditation of Academies Outside California

Chief Art Cota advised that this issue has been submitted to the CDF Legal Office for their study.

VIII. NEW BUSINESS

A. Firefighter I, Firefighter II Certification/Work Experience

Chief Art Cota distributed copies of a draft letter addressed to Fire Chiefs and Fire Technology Directors, relative to the work experience/intern programs being offered in a collaborative effort between fire agencies and community colleges or regional occupation programs. This letter would provide clarification relative to these programs as they relate to Firefighter I and II certification and finalization and distribution of this letter is soon planned.

Discussion was held regarding the Firefighter II certification and the actual written standards. Member Bungarz asked that this issue be agendaized for the next SBFS meeting and that the proposed letter not be finalized and distributed until after this discussion. This draft letter will be held until discussion at the next SBFS meeting regarding the Firefighter I and II qualifications and how they relate to interns/volunteers.

Chief Cota will work with Members Coffman and Brown, regarding this issue and bring any recommendations to the SBFS at the next meeting.

B. U.S. Fire Administration Reorganization

Chief Cota shared a transformation document dated August 23, 2000 from the U.S. Fire Administration (USFA). Chief Cota explained that this document is an overview of their program. He added that more information is available on USFA's website.

* **C. California Public Employees' Retirement System Volunteer Firefighters' Length of Service Award System, Update**

Nancy Massa-Michaels, Administrator for California Public Employees' Retirement System Volunteer Firefighters' Length of Service Award System, gave a brief presentation and distributed information regarding the program. In 1974, the California State Firefighters' Association set into motion the legislation to establish a program that would enable fire departments to offer their volunteers an incentive as well as monetary acknowledgment for their steadfast service. In 1979, the State of California passed the Volunteer Firefighters' Length of Service Award Act in Chapter 114 and the program went into effect January 1, 1980. If further information is needed regarding this program, Nancy Michaels is reachable at (916) 326-3685, or email: Nancy_Michaels@calpers.ca.gov.

IX. PUBLICATIONS AND INFORMATION DISTRIBUTION

Chief Art Cota mentioned, for the Members' information, a separate source of funding is now available through the Chancellor's Office. Equipment grants in the amount of \$800,000 is available for prior-year funding for community colleges considering purchasing equipment.

X. OPEN FORUM

Member Kenley announced that this is the last SBFS meeting he will be attending and stated that his serving on this Board has been a pleasure. He added that he has written a letter to the Governor expressing his thanks for vetoing the proposed reorganization of the membership of the Board; as he feels this Board has worked very effectively as it is currently organized.

Member Coffman stated that he has recently held a seminar and will soon conduct a CWH test for Los Angeles area fire chiefs. Similar to the agility test, participants will be able to take this written exam and will be part of the application process.

XI. SET MEETING DATES FOR 2001

Considering the absence of Chairman Allshouse, it was proposed by Vice Chairman Esparza that only the next meeting be set, rather than setting dates for the entire year. The next meeting was set for Thursday, February 22, 2001.

XII. MEETING ADJOURNMENT

The meeting was adjourned at 12:15 p.m.

Respectfully submitted,

Penny Nichols

Penny Nichols
Secretary, State Board of Fire Services

