



California Department of Forestry & Fire Protection
Office of the State Fire Marshal
Two Year Work Plan
2009-2010

Revised 3/23/2009

TOP 5 PRIORITIES

ISSUE	LEAD	PROGRAM OVER LAP	DESCRIPTION	MILESTONES	TIMELINE
 Residential Sprinklers	T. Hoover	Fire/Life Safety Codes Development Fire Engineering State Fire Training Administrative Services	Successful adoption of the 2009 IRC in CA including provision for residential sprinklers in new homes starting in 2011. This includes the formation of Task Force Groups for analysis and reporting.	<ul style="list-style-type: none"> Water Purveyor Task Force Report to SFM (Formed 10/08) Residential Fire Sprinkler Installation Task Force Report to SFM, includes Cost Offset. (Formed 3/09) Building/Fire Official Education Program Requirement adopted in IRC 	May 2009 June 2009 January 2010 July 2010
 Arson/Fireworks Disposal/Enforcement Improvement	TBA/Chief of Engineering and Enforcement	HR Regions/Units	Hiring and statewide placement of funded arson investigators with responsibility for local govt fireworks education, enforcement and disposal assistance.	<ul style="list-style-type: none"> Classification Analysis and Report of Arson/Bomb Investigator Series Illegal Fireworks Committee 5-Year Plan Written Fireworks Disposal Plan Staffing Plan consistent with statutory direction 	April 2009 December 2009 June 2010 December 2010
 Wildland Urban Interface (WUI) – Fire Prevention	W. Mitchell E. Chamlee T. Hoover	Fire & Life Safety Codes Development State Fire Training Fire Engineering Admin. Services Cal Fire Communications	Develop 5-year strategic plan for WUI Fire Prevention improvements in support of CA Fire Plan, existing statewide WUI policies, and research needs.	<ul style="list-style-type: none"> Support Fire Plan Steering Committee Develop State Fire Training Defensible Space certification curricula Develop written 5-Year Plan for statewide WUI fire prevention initiatives, home loss research needs, partnerships and WUI fire prevention education Update Firesafe Planning Handbook 	December 2009 June 2010 March 2010 December 2010
 	D. Cromwell D. Tokimitsu	Communications IT	Improve existing SFM written and web-based communications, develop standard	<ul style="list-style-type: none"> Content and appearance improvements to monthly SFM Report. 	January 2009

TOP 5 PRIORITIES

ISSUE	LEAD	PROGRAM OVER LAP	DESCRIPTION	MILESTONES	TIMELINE
Information and Analysis Improvements	FRAP	Fire Protection	fire service data sharing from CAIRS/NFIRS, and improve mapping/GIS programs for fire and fuels planning.	<ul style="list-style-type: none"> • Web Page streamlining and ease-of-use • Complete GIS Feasibility Study • Develop standard report templates for CAIRS/NFIRS for easier customer use 	June 2009 October 2009 April 2010
 <p>SFM Organizational Leadership and Succession 2-year plan</p>	D. Tokimitsu	All OSFM Programs	Develop a written 2-year plan anticipating key leadership and staff turnover, leadership and staff development needs, and support systems necessary for succession consistency.	<ul style="list-style-type: none"> • Work with DPA on DSFM salary issue • Develop DSFM and DC exam • Establish internal workgroup • Identify possible turn over in key leadership and staff positions • Develop succession plan through coaching and mentoring, internal training, cross training between divisions, joint and/or combined operation tasks • Implementation 	May 2009 June 2009 June 2009 July 2009 September 2009 December 2009

OSFM EXECUTIVE OFFICE

ISSUE	LEAD	OTHER PGMS	DESCRIPTION	MILESTONES	TIMELINE
EXECUTIVE OFFICE Organizational Structure	D. Tokimitsu OSFM Executives	All OSFM HR Labor Relations	Develop and implement methodology for reorganization efficiencies and coordination of OSFM programs (testing, hiring, staff development, meet program needs).	<ul style="list-style-type: none"> • Determine classification issues • OSFM Senior Staff strategic planning and implementation • Structure programs and finalize • Duty statements and Organization charts 	June 2009 December 2009 March 2010
3 Year Budget (FY 2009-10, 2010-11 and 2011-12)	D. Tokimitsu	All OSFM Budgets	Develop rolling 3-year (FY) matrix/budget plan/projections.	<ul style="list-style-type: none"> • Review OSFM 2-year plans for budget impacts • Identify program fiscal needs • Final 3-year (2009, 10, 11Plan) 	June 2009 September 2009 January 2010
Legal Mandates - OSFM	D. Tokimitsu T. Hoover	All OSFM Legal	OSFM legal mandates relating to OSFM programs for planning and operational responsibilities/purposes.	<ul style="list-style-type: none"> • Collect/compile data • Program review/priority • Final report 	April 2009 June 2009 September 2009
Shared Program/Staffing Automated Information Systems	D. Tokimitsu K. Terrill		Need for a coordinated effort to align similar OSFM Program's automated / information and communication systems; develop FSRs, equipment needs; link accounting and/or billing systems to HQ.	<ul style="list-style-type: none"> • Identify staffing 	July 2009

SUPPORT SERVICES

ISSUE	LEAD	OTHER PGMS	DESCRIPTION	MILESTONES	TIMELINE
SUPPORT SERVICES Overhead Rate	D. Williams	Budgets Accounting Office All SFM Programs	Establish defensible Overhead Rate via established methodology and supportive back up material.	<ul style="list-style-type: none"> Submit revised cost pool O.E. estimates to the Budget Office With Budget Office concurrence, vet new overhead rate recommendations to OSFM management Finalize rate and forward to staff and constituents 	February 2009 March/April 2009 May 2009
Update SFM Administrative Manual	D. Williams Support Services staff	Various Management Services Units	Incorporate current internal and external administrative procedures into the Administrative Procedures manual for use by SFM program managers and staff.	<ul style="list-style-type: none"> Gather and research departmental and statewide procedures to use to update procedures in Administrative Manual Develop draft updated procedures for the various sections Finalize manual and distribute to SFM Program Managers 	June 2009 September 2009 November 2009
OSFM Policy and Procedures	D. Williams P. Katsifolis D. Seiple	Business Services (Issuance) Human Resources Labor Relations Region/Units Accounting	Update/develop program policy and procedures for inclusion into the appropriate CAL FIRE departmental handbook sections; develop matrix; delineate/identity statutorily driven policy; determine need for specific OSFM policy handbooks. Develop Revenue Collection Policy and Procedure.	<ul style="list-style-type: none"> Determine priorities with each program Chief Clarify and establish issuance process Finalize current policy/procedures in process: Collar Brass/Uniform, Vehicle/Radio Allocation, ICT Assignments/Training Submit finalized policies for the Policies and Procedures Manual Develop draft of SFM Internal Revenue Collection Policy and Procedure Determine next set of priority policies/procedures to complete 	March 2009 April 2009 April 2009 September 2009 January 2010 February 2010

COMMUNICATIONS

ISSUE	LEAD	OTHER PGMS	DESCRIPTION	MILESTONES	TIMELINE
COMMUNICATIONS Annual Report	K. Terrill		Annual Report will capture the significant events and accomplishments of the OSFM during the calendar year of 2008.	<ul style="list-style-type: none"> • Internal review; edits and updates • Final publication and distribution • Monthly installments of drafts for 2010 Annual Report 	January 2009 February 2009 Jan-Dec 2009 Jan-Dec 2010
Website	K. Terrill	CAL FIRE Web Coordinator	Continuing improvement process of the OSFM website to be efficient and accessible.	<ul style="list-style-type: none"> • Apply virtual tours of SFM facilities. • Post electronic version of Annual Report • Update look of home page with rotating action photos and new link icons • Weekly updates of programs and events 	February, 2009 February 2009 March 2009 Jan-Dec 2009 Jan-Dec 2010
SFM Report	K. Terrill	All programs contribute to this report	Create a new look and format for the SFM Report with updated graphics and increased content for each section.	<ul style="list-style-type: none"> • Debut new letter head and graphics. • Designate regular section for each unit • Identify monthly topics and communicate with Senior Staff the month before • Combine Fireline and SFM Report • Distribute Monthly 	January 2009 February 2009 Feb-Dec 2009 Jan-Dec 2010 Jan-Dec 2009 Jan-Dec 2010
Identify Planned Communications	K. Terrill	All OSFM Programs	Create Master Calendar to capture designated communications events. Post on website for public.	<ul style="list-style-type: none"> • Each month will be designated with a theme which will be announced in the monthly SFM Report and elsewhere as appropriate 	Jan-Dec 2009
Improve Internal Communications within CAL FIRE	K. Terrill	CAL FIRE Communications Office	In coordination with CAL FIRE Communications Office, enhance internal communication and notification systems.	<ul style="list-style-type: none"> • Purchase and install hit counter on website • Review existing email group lists and increase as needed • Distribute list of existing communication vehicles and request input from all affected programs • Develop PowerPoint for OSFM unit presentations 	February 2009 February 2009 March 2009 May 2009

CODES AND REGULATIONS

ISSUES	LEAD	OTHER PGMS	DESCRIPTION	MILESTONES	TIMELINE
<p>CODES AND REGULATIONS</p> <p>Residential Sprinkler requirements new One- and Two-Family Dwellings</p>	K. Reinertson D. Arend	Fire Engineering Fire & Life Safety State Fire Training Communications	Work with interested stakeholders to provide a code package that enhances fire protection in residential occupancies throughout California.	<ul style="list-style-type: none"> • One- and two-family dwelling residential sprinkler requirements for new construction • SFM workgroup to address concerns with water supply and residential fire sprinklers • Propose needed correlations between Title 19 and other Titles that regulate water supply • Propose revisions to model code while working with interested agencies necessary to promote residential fire sprinkler systems 	<p>July 2010</p> <p>July 2009</p> <p>January 2010</p> <p>July 2009</p>
Revenue Development for codes (SB 1473)	K. Reinertson T. Hoover	Fire & Life Safety State Fire Training Fire Engineering Support Services	This revenue development is in concert with funding from SB1473. This funding will provide the necessary personnel to continue the increased workload and activities associated with Green Bldg activities and the impact this has on the fire service.	<ul style="list-style-type: none"> • Collect information for all activities associated with Green Bldg for programs • Write and submit revenue development for funding of two PY to support activities associated 	<p>April 2009</p> <p>May 2009</p>
Reprint Title 19 Enforcement provisions into Title 24, Part 9 California Fire Code	K. Reinertson D. Arend	Fire & Life Safety Fire Engineering Law Enforcement	Work with CalChiefs/FPOs in providing all necessary enforcement regulations into one code.	<ul style="list-style-type: none"> • Promulgate regulations to reprint enforcement provisions of Title 19 into CCR, Title 24, Part 9 of the California Fire Code for the 2010 edition 	September 2009
Administrative Review-Overhead, Staffing & Budget	K. Reinertson	Administrative Services	Develop a funding source to move the program from General Funding to Special Funding and provide a funding mechanism that is supported by all programs using Codes and Regulations Division.	<ul style="list-style-type: none"> • Develop an administrative funding source to support Division • Develop a funding mechanism tied to SB1473 funding. Need to work with administrative services • Implement the method of collecting and distributing funds collected by SB 1473 (to support regulations development) 	<p>April 2009</p> <p>May 2009</p> <p>July 2009</p>
Emergency procedures and Information in buildings relating to persons with disabilities	K. Reinertson D. Arend	Fire & Life Safety	OSFM Ad-Hoc Access Fire Safety Task Force review of Title 19 Section 3.09 and the OSFM adoption of Title 24 provisions.	<ul style="list-style-type: none"> • Develop/revise and submit regulations relating to Emergency Planning and Information in buildings for persons with disabilities • Review of accessibility features relating to fire and panic safety in the CA Building and Fire Code 	<p>September 2009</p> <p>July 2010</p>

CODES AND REGULATIONS

ISSUES	LEAD	OTHER PGMS	DESCRIPTION	MILESTONES	TIMELINE
Title 24 Adoption (continues)	K. Reinertson D. Arend	Fire & Life Safety Fire Engineering Law Enforcement Communications State Fire Training Wildland-Fire Support services (CAL FIRE) Executive Office Legislation Unit Legal HQ Accounting Budget Office (Other) Resources Agency	Implement legislative mandates to develop regulations relating to fire and life safety involving various occupancies under the authority of the California State Fire Marshal. This encompasses the actual administrative processing of regulations from concept to promulgation in the California Code of Regulations (CCR). Coordinate regulatory development activities with fire service organizations, State Fire Marshal advisory committees, and numerous professional and advocacy organizations.	<ul style="list-style-type: none"> • Promulgate for adoption the 2009 edition base model codes with SFM amendments for CCR Title 24, 2010 California Building Standards Codes • Coordinate with HCD for the proposed adoption of the International Residential Code • Revisions to Title 24 Parts 2 and 9 resulting from various committee or task force works (RCFE, Ad-hoc Access, FAA, AES and RFS/WS) for the 2010 California Building Standards Codes • Participate in the National code development process/hearings and propose modifications to the model building and fire codes IBC/IFC for adoption by OSFM in future rulemakings 	July 2010 May 2009 September 2009 October/November 2009 May & October 2010
Title 19 Adoption (continues)	D. Arend K. Reinertson	Fire & Life Safety Fire Engineering Law Enforcement Communications State Fire Training Wildland-Fire Support Services (CAL FIRE) Directors Office Legislation Unit Legal HQ Accounting Budget Office (Other) Resources Agency	<ul style="list-style-type: none"> • Propose new and revisions to regulations affecting State Fire Training Policies and Procedures, Building Materials and Listing program WUI products and Laboratory Accreditation, Automatic Fire Extinguishing Systems, Flame Retardant Chemicals and Fabrics, Safe and Sane Fireworks, Flame throwing Devices and Gasoline Vapor Control Systems Update. 	<ul style="list-style-type: none"> • Propose revisions to State Fire Training regulations and various Fire Engineering regulations. • Propose new regulations for Automatic Extinguishing Systems-Type L License • Propose new regulations for Fire and Life Safety Inspection Fees • Develop and submit regulations through other state agencies (DWR) for Flood Safe buildings for the 2010 California Building Codes • Propose necessary revisions to various sections of Title 19 related to the recent adoption of the International Building and Fire Codes as well as other necessary cleanup 	March 2009 April 2009 May 2009 June 2009 December 2009

CODES AND REGULATIONS

ISSUES	LEAD	OTHER PGMS	DESCRIPTION	MILESTONES	TIMELINE
<p>Green Building Initiatives:</p> <p>Alternate Fuels</p> <p>Building Construction</p>	<p>K. Reinertson</p>	<p>Fire & Life Safety</p> <p>Fire Engineering</p> <p>State Fire Training</p>	<p>Develop information and short educational programs to introduce the fire service to green building initiatives.</p>	<ul style="list-style-type: none"> • Coordinate through scheduling of meetings with other state agencies and local fire officials in developing regulations and provide education on green bldg standards • Meet with other OSFM programs to develop and update presentations to support Green Building Initiatives and code development. • Roll-out short classes introducing Green Bldg Initiatives within the code to the fire service and building officials (updated PV, alternate fuels, etc.) 	<p>March 2009</p> <p>May 2009</p> <p>Jan 2010</p>

WILDFIRE PROTECTION (WUI) BUILDING CONSTRUCTION

ISSUES	LEAD	OTHER PGMS	DESCRIPTION	MILESTONES	TIMELINE
<p>WILDFIRE PROTECTION (WUI) BUILDING CONSTRUCTION</p> <p>Facilitate Implementation & Compliance with Ignition Resistant Building Construction (WUI) Regulations</p>	E. Foote	Code Development Fire Engineering Fire & Life Safety	<p>Establish Ch7A Compliance Policies to facilitate implementation of Title 24 regulations.</p> <p>Consolidate reference material for WUI Ignition Resistant Building Construction in one location on OSFM Web page.</p> <p>Seek external funding for a building code compliance and best practices reference manual.</p>	<ul style="list-style-type: none"> Complete policy concept & process Solicit stakeholder input & revise. Complete first 6 policies Establish Hot Topic Expand to include reference material Consolidate historical materials Draft concept outline and apply for grant funding Complete as funded 	<p>January 2009 March 2009 August 2009</p> <p>February 2009 May 2009 June 2010</p> <p>April 2009 May 2010</p>
<p>Improve Wildfire Protection Building Code Training</p>	E. Foote	Code Development Fire Engineering Wildfire Engineering Training Fire & Life Safety CALBO CalChiefs	<p>Update 2008 grant funded workshop presentations and create standing instructor cadre.</p> <p>Seek external funding to re-write workshop material and produce training curriculum.</p>	<ul style="list-style-type: none"> Initial collaboration with Building Officials and Fire Prevention Officers. Conduct transition workshops Establish a standing instructor cadre Apply for grant funding Develop curriculum in coordination with Training 	<p>January 2009 May-July 2009 September 2009 April 2009 As funded 2010</p>
<p>Wildfire Protection Building Construction Code Changes for 2010 Title 24 Regulations.</p>	E. Foote	Code Development Fire Engineering Fire & Life Safety	<p>Rewrite WUI related Title 24 regulations with stakeholder input to:</p> <ul style="list-style-type: none"> Codify the original goals and intent of the Wildland-Urban Interface Building Standards regulations, Facilitate cost-effective code compliance, Facilitate incorporation of wildfire protection requirements into the International Residential Code and Title 25 regulations. 	<ul style="list-style-type: none"> Establish ad hoc advisory "Ch7A Task Force" Rewrite existing CBC Ch7A & CFC Ch47 Submit initial code change proposals Complete final public review revisions Update reference materials Deliver 2010 CBC Ch7A Code Change Update Presentations 	<p>February 2009 April 2009 June 2009 October 2009 March 2010 June 2010</p>

WILDFIRE PROTECTION (WUI) BUILDING CONSTRUCTION

ISSUES	LEAD	OTHER PGMS	DESCRIPTION	MILESTONES	TIMELINE
<p>Post-Fire Building Loss “Damage assessment”</p>	<p>E. Foote</p>	<p>Code Development Fire Plan Wildfire Engineering Fire Protection CalChiefs NIST NWCG-WUI WT</p>	<p>Develop methodology to measure hazard mitigation measure effectiveness and evaluate potential for cost-effective improvements for ignition resistant building construction. Seek external funding to support national efforts.</p>	<ul style="list-style-type: none"> • Recommend consistent counting to measure and report building loss numbers. <ul style="list-style-type: none"> ○ Recommend procedures for consistent state-level disaster loss intelligence data collection. ○ Recommend minimum necessary NFIRS data collection for disastrous loss interface fires and Title 19 regulations. ○ Support national efforts on interface fire case studies. 	<p>April 2009 May 2009 February 2010 As funded 2010</p>
<p>Improve Ignition Resistant Building Construction (IRBC) Hazard Mitigation</p>	<p>E. Foote</p>	<p>Code Development Fire Engineering Fire & Life Safety NIST NWCG-WUI WT CalChiefs</p>	<p>Improve the understanding of effective and cost-efficient building construction hazard mitigation for wildfire exposure protection and provide local & national leadership to facilitate consistent progress.</p> <p>Advance the concept of, and test standard for, ignition resistant building materials</p>	<ul style="list-style-type: none"> • Participate in formal committees or groups working on IRBC <ul style="list-style-type: none"> ○ NorCal FPO WUI Committee ○ NFPA Forest & Rural Committee ○ NWCG WUI Working Team • Participate in international WUI Conferences • Seek external funding to convene a one-time summit of interface fire experts and researchers to produce a “State-of-the-Art” white paper on current knowledge, top priorities, and improvement of ignition resistant building material testing. 	<p>April 2009 January & April 2009 November 2010 As funded 2010</p>

STATE FIRE TRAINING

ISSUE	LEAD	OTHER PGMS	DESCRIPTION	MILESTONES	TIMELINE	
<p>BLUEPRINT 2020</p> <p>Quality Improvement</p>	<p>C. Owen D. Williams</p>	<p>Business Services Budgets</p>	<p>Reconcile impacts of overhead funded positions re-direct and new overhead rate.</p>	<ul style="list-style-type: none"> • Submit revenue development for two PYs/OEE and concurrent increase in overhead rate. (CFAT¹) (Consider Succession Planning) 	<p>May 2009</p>	
	<p>M. Richwine R. Slaughter</p>		<p>Develop quality assurance program for State Fire Training (SFT) delivery systems to create accountability and improve the value of SFT courses.</p>	<ul style="list-style-type: none"> • Provide quality control for courses and instructors through site visits and evaluations. Provide feedback to instructors and sponsoring agencies. 	<p>Final draft of QI Manual to be field tested by July 2009. Implementation in field in September 2009.</p>	
	<p>A. Hamilton K. Vollenweider D. Williams</p>		<p>Update Certification Standards and Course Curricula.</p>	<ul style="list-style-type: none"> • Course Outline Revisions: <ul style="list-style-type: none"> - Fire Officer (CFAT) - Chief Officer (CFAT) - Fire Marshal (as grant funds allow) 	<p>July 2009 July 2009 September 2010</p>	
	<p>R. Slaughter C. Owen D. Williams</p>			<ul style="list-style-type: none"> • In cooperation with CFFJAC, update the Trench Rescue course and make available for delivery to fire service. (OHS² Contract) 	<p>July 2009</p>	
	<p>C. Owen</p>			<ul style="list-style-type: none"> • Utilize technology to deliver SFT courses. 	<ul style="list-style-type: none"> • In cooperation with ARTPs, develop process to approve courses and register instructors to support online hybrid delivery for Level I courses 	<p>January 2010</p>
	<p>C. Owen D. Williams</p>				<ul style="list-style-type: none"> • Contract with CSU College of Continuing Education for Instructional Design Service and Support (Instructor Resource Center). (CFAT) 	<p>July 2009</p>
	<p>R. Slaughter</p>	<p>Academy</p>	<p>Develop training exercises and simulations as alternative methods for fire service to demonstrate competencies for CICC position qualifications.</p>	<ul style="list-style-type: none"> • CICC-Collaborate with Academy on the development of Advanced All Incident Management system (AAIM – Phase One). - Implement AAIM (Phase Two) (OHS) 	<p>June 2009 Ph.1 June 2010 Ph. 2 July 2010</p>	

¹ CFAT: California Fire Arson Training Fund

² OHS: Office of Homeland Security Funding

³ NFA: National Fire Academy Funding

STATE FIRE TRAINING

ISSUE	LEAD	OTHER PGMS	DESCRIPTION	MILESTONES	TIMELINE
	C. Owen D. Williams		Anticipate development of EMSA central registry and regulatory impacts in response to AB 2917 (Health and Safety Code).	<ul style="list-style-type: none"> Develop work plan to continue EMT certification w/EMSA (CFAT) 	January 2010
	C. Owen	Academy	Anticipate need for Emergency Medical Responder courses and training delivery as alternative to negative impact of AB 2917. Make available to fire service desiring EMR service levels.	<ul style="list-style-type: none"> In cooperation with the Academy, update Emergency Care of the Sick and Injured course to Emergency Medical Responder Develop instructor requirements and add to FSTEP training course catalog 	
National Professional Development Model	M. Richwine		To integrate SFT system with higher education in support of FESHE National Model	<ul style="list-style-type: none"> Develop cross walk for SFT courses and Fire Technology core courses as first step toward eliminating duplication of training 	September 2010
Capstone Testing	C. Owen A. Hamilton D. Williams	Contracts Communications	To develop a comprehensive position evaluation and certification testing process to replace the current system of course certification exams.	<ul style="list-style-type: none"> Develop process for capstone testing of the Training Instructor Certification 	October 2009
State Fire Training Business Processes and Training Delivery	C. Owen D. Williams	Information Tech	Update and integrate SFT data systems to provide accurate reliable data to support SFT certification and instructor registration.	<ul style="list-style-type: none"> Modify existing database to include student ID number and issue ID cards (replacing the use of Social Security Numbers) (CFAT) 	September 2009
	C. Owen	Information Tech		<ul style="list-style-type: none"> Implement certificate numbering and tracking system through modification of current database 	January 2010
	C. Owen	Information Tech		<ul style="list-style-type: none"> Implement pilot program for local accreditation of FSTEP courses through ARTP/ALA. Assess and adjust processes 	January 2010
	C. Owen		Paper reduction (Green Initiative)	<ul style="list-style-type: none"> Conduct analysis of current and projected curriculum. Begin distribution of State Fire Marshal curriculum via CD and web 	January 2010

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STATE FIRE TRAINING

ISSUE	LEAD	OTHER PGMS	DESCRIPTION	MILESTONES	TIMELINE
<p>SFT Projects to Enhance Fire Service Professional Development</p>	<p>A. Hamilton C. Owen S. Margullis</p>	<p>Fire Protection Academy Communications</p>	<p>Outside of Blueprint 2020, SFT will continue to identify new risks to firefighter safety and assist in the development of additional projects and programs to enhance professional development.</p>	<ul style="list-style-type: none"> In cooperation with Fire Protection, develop a Hired Equipment Operator Safety Awareness course to meet the needs of Emergency Equipment Response Agreements (EERA) of the department 	<p>January 2010</p>
	<p>M. Richwine R. Rodriguez D. Tokimitsu</p>	<p>All SFM Programs</p>		<ul style="list-style-type: none"> Update SFM training and career development guide 	<p>July 2010</p>
	<p>R. Rodriguez</p>		<ul style="list-style-type: none"> Assume the maintenance and currency of Fire Training Mandates course materials for future delivery 	<p>July 2009</p>	
	<p>K. Vollenweider</p>		<ul style="list-style-type: none"> Continue partnership with the National Fire Academy and provide approved courses for fire service. (NFA³ Grant) 	<p>December 2010</p>	
	<p>R. Slaughter</p>	<p>Communications</p>	<p>Professional California Green Building Technology Program.</p>	<ul style="list-style-type: none"> Develop Alternative Fuel training course for local fire agencies. Submit to CARB. (CARB Grant) 	<p>June 2009</p>
	<p>R. Rodriguez A. Hamilton</p>	<p>Wildland Fire Engineering</p>		<ul style="list-style-type: none"> Anticipate training programs for the development and implementation of the WUI program Anticipate training programs for the development of the Photovoltaic program Update Fire Control 5 (CFAT) 	<p>July 2010 July 2010 July 2010</p>

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FIRE AND LIFE SAFETY

ISSUE	LEAD	OTHER PGMS	DESCRIPTION	MILESTONES	TIMELINE
<b style="color: green;">FIRE AND LIFE SAFETY Fire & Life Safety State Owned/State Leased Building Data Base	L.T. Anderson C. Mahugh	I.T.	Create data base for all State owned/State leased building/facilities. Management review and analyze county workload, prioritize inspections and position staff accordingly.	<ul style="list-style-type: none"> • Use DGS facilities data information and compare to SFM files to gather specific building/inspection information • Verify and/or issue file number for each building • Create Excel data base and enter information • Prioritize facility inspections based on occupancy classification • Work with IT to place data base on server for statewide use • Train staff on use of data base 	December 2009 December 2009 December 2009 January 2010 March 2010 April 2010
Revenue/Billing System	E. Paez V. Sakamoto D. Williams	Finance Accounting (internal and external) SFT IT Legislation Budgets	Develop a new tracking/billing system to efficiently bill for FLS services provided to state agencies, cities, counties, and businesses, etc.	<ul style="list-style-type: none"> • Submit a revenue development to fund the new revenue/billing system • Identify and secure appropriate funding (grant or General Fund) • Contract with private agency to conduct a feasibility study report • Research and contract for a new computerized system that will be serviced by IT Unit to track our workload and process billing • Train staff on new system 	May 2009 February 2010 April 2010 October 2010 December 2010
Plan Review Procedure	S. Guarino	Web Master Business Services	Develop a statewide plan review procedure process and modify all forms.	<ul style="list-style-type: none"> • Review and compare the CSU plan review process with the State owned/leased and develop one plan review procedure • Review and modify all plan review forms • Review and approve procedure • Train all staff on the new plan review process/forms • Post the plan review process/forms on the internet • Educate other state agencies architects, stakeholders on the process by issuing an "Information Bulletin" and training 	March 2009 March 2009 March 2009 April 2009 April 2009 June 2009
Field Inspection Procedure Manual	M. Nachtmann J. Guhl	Fire Engineering Law Enforcement	Review and update the Field Inspection Procedure Manual to include all types of	<ul style="list-style-type: none"> • Modify and update manual to include 	February 2010

FIRE AND LIFE SAFETY

ISSUE	LEAD	OTHER PGMS	DESCRIPTION	MILESTONES	TIMELINE
		Business Services	inspections and investigations.	portable fire extinguisher and automatic extinguishing concerns, fire investigation, Health and Safety Code, Title 19 and Title 24 codes <ul style="list-style-type: none"> • Modify or create new forms • Review and approve manual • Post forms on the intranet for staff use • Issue new manual and provide training to all staff 	February 2010 April 2010 April 2010 May 2010
Field Training Manual	C. Moore J. Guhl	Training	Create and develop a Field Training Manual.	<ul style="list-style-type: none"> • Create and review training procedure guides to include DSFM job performance requirements in areas such as occupancies, exiting, building construction etc • Include training classes for all DSFM classifications • Review and approve manual • Provide Field Training Manual to staff 	August 2009 August 2009 September 2009 October 2009
DSFM Academy	E. Paez V. Sakamoto	All SFM Divisions	Develop and create a DSFM academy to train new staff on SFM policies/procedures and statute and regulations. Provide continued training and education to all DSFM staff.	<ul style="list-style-type: none"> • Form an internal workgroup to study the possibility of a DSFM academy • Organize and create training protocols for SFM Academy • Review and approve all training protocols. • Implement the academy 	March 2009 October 2009 July 2010 December 2010
OSFM DCFM Agreement	E. Paez V. Sakamoto D. Williams	Legal Accounting Legislation	Re-evaluate current agreements and potentially establish new agreements based on need and legal authorities.	<ul style="list-style-type: none"> • Review existing agreements for currency • Meet with appropriate individuals to re-establish or delete as needed • Establish method of meeting all needs of the agreements for quality assurance • Establish quality assurance protocols in accordance with statutory responsibility of the SFM 	April 2009 June 2009 July 2009 August 2009

FIRE ENGINEERING

ISSUE	LEAD	OTHER PGMS	DESCRIPTION	MILESTONES	TIMELINE
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FIRE ENGINEERING

ISSUE	LEAD	OTHER PGMS	DESCRIPTION	MILESTONES	TIMELINE
FIRE ENGINEERING Database Upgrade	J. Parsegian V. Raby M. Aulisio F. Mateo H. Brockenbrough	IT	Upgrade all Fire Engineering databases to better serve our clients and improve processing procedures.	<ul style="list-style-type: none"> • Work with IT to conduct feasibility study • Approval by IT • Develop program • Beta testing <ol style="list-style-type: none"> 1. BML 2. FR 3. VAPOR 4. CUPA 5. FE/AES 6. FWX • Implementation 	January 2009 January 2009 January 2009 March 2009 May 2009 June 2009 August 2009 August 2009 September 2009 October 2009
Flame Retardant Fabric/Chemicals Regulations	F. Mateo J. Parsegian H. Brockenbrough	Reg. Unit OAL	The Flame Retardant Test Standards referenced in Title 19 are outdated and need to be updated.	<ul style="list-style-type: none"> • Establish Fire Retardant Work Group • Develop revised T-19 code language to adopt national standards • Propose Regulations • Implementation 	January 2009 June 2009 August 2009 January 2010
Division's Web Page Update	J. Parsegian K. Terrill	IT Webmaster	To provide better information to our customers and stakeholders	<ul style="list-style-type: none"> • Review and identify areas of concern for all programs • Propose action plans • Work with IT/Web Master to implement changes 	January 2009 February 2009 June 2009
Update SFM Listing Categories/standards	F. Mateo M. Aulisio		With the new 2007 California Codes becoming effective; we need to correlate all new standards into our SFM Listing Program.	<ul style="list-style-type: none"> • Review existing and new standards • Make changes • Implementation 	January 2009 April 2009 June 2009
WUI Products Approval Process	F. Mateo E. Foote		To improve services to all stakeholders relative to the new WUI codes and its products. Working to move all WUI approved products to OSFM Listings	<ul style="list-style-type: none"> • Work with stakeholders to identify problems relative to BML approval process • Establish procedure of compliance • Develop action plan and timeline • Implementation 	September 2009 December 2009 March 2010 May 2010
Emerging Technology Relating to Green Building Standards	E. Foote F. Mateo J. Parsegian G. Tong	Code Development Cal EPA ARB	To deal with the new technology and issues relating to Green Building standards, the Division should be the lead to facilitate and liaison with local, state, federal, industry and the public.	<ul style="list-style-type: none"> • Identify issues • Establish Work Group • Research and develop process/action plan • Implementation 	March 2009 April 2009 June 2009 August 2009

FIRE ENGINEERING

ISSUE	LEAD	OTHER PGMS	DESCRIPTION	MILESTONES	TIMELINE
Fire Extinguisher and Automatic Extinguishing Systems Enforcement Task Force	J. Parsegian M. Waldron	Legal Code Development OAL	To improve the enforcement issue relative to our licensees, and work with local agencies in dealing with enforcement.	<ul style="list-style-type: none"> • Create task force • Identify issues • Develop action plan • Implementation 	January 2009 February 2009 March 2009 April 2009
Fire Engineering Fees Structure	J. Parsegian F. Mateo G. Tong	Code Development OAL Support Services	To ensure proper funding for all Fire Engineering Programs.	<ul style="list-style-type: none"> • Identify issues for each program • Develop action plan • Draft Regulations • Propose Regulations • Implementation 	October 2009 January 2010 March 2010 June 2010 November 2010
Fire Extinguisher/Automatic Extinguishing System Exams Update	J. Parsegian M. Waldron V. Raby		To maintain the integrity of our license, exams need to be updated to reflect changes in technology and regulations.	<ul style="list-style-type: none"> • Establish workgroup • Develop and update exams • Beta testing • Implementation 	May 2009 October 2009 December 2009 February 2010
Fire Extinguisher/Automatic Extinguishing System Regulations Update	J. Parsegian G. Tong M. Waldron	Code Development OAL	Identify and remove loopholes in regulations to improve program functions.	<ul style="list-style-type: none"> • Identify issues • Establish workgroup • Develop language to update regulations • Propose regulation • Implementation 	January 2009 May 2009 June 2009 July 2009 October 2009
Lab Accreditation Program	J. Parsegian F. Mateo G. Tong	Code Development OAL	To set up the program to accredit testing and inspection agencies who conduct testing of materials for SFM Listings and certifications.	<ul style="list-style-type: none"> • Establish workgroup • Develop actions plan <ol style="list-style-type: none"> 1. Fee structure 2. Procedures 3. Propose revenue development • Draft regulations • Propose regulations • Implementation 	June 2009 October 2009 December 2009 February 2010 March 2010 October 2010
Fire Engineering Programs Review/Assessment	J. Parsegian G. Tong		To ensure that programs are in compliance with current laws and regulations.	<ul style="list-style-type: none"> • Develop actions plan • Program review and assessment • Draft report • Finalize report • Make adjustment 	March 2009 August 2009 September 2009 October 2009 December 2009

PIPELINE SAFETY

ISSUE	LEAD	OTHER PGMS	DESCRIPTION	MILESTONES	TIMELINE
PIPELINE SAFETY Recruitment and Retention of Pipeline Safety Engineers	B. Gorham D. Tokimitsu D. Williams	HR DPA Resources Agency	To fill the high number of vacancies and anticipated retirements in the pipeline safety engineer classification, an improved salary structure is needed to attract applicants.	<ul style="list-style-type: none"> Meet with HR to discuss strategies regarding timing of scheduling pipeline exams with or without a new salary structure Conduct PSE Exam Post notice of vacancies Interview and make offers to qualified candidates Continue working with DPA to obtain appropriate salary compensation package 	<p>March 2009</p> <p>July 2009 September 2009 October 2009</p> <p>Dec 2010</p>
5 – year report to legislature covering years 2004-2008	B. Gorham	Legislative Office	The Elder Pipeline Safety Act of 1981 requires the State Fire Marshal to issue a report every five years identifying pipeline leak incident rate trends, reviewing current regulatory effectiveness with regard to pipeline safety, and recommend any necessary changes to the Legislature.	<ul style="list-style-type: none"> Develop work plan Gather data Prepare report Submit to Legislature 	<p>May 2009 September 2009 December 2009 March 2010</p>
Local Training Account	L. Zigler	State Fire Training Legal Budgets	The Elder Pipeline Safety Act of 1981 specifies that all civil penalties assessed shall be placed in the Local Training Account in the CHLPS Fund. This work plan will develop a process for distribution and allocation of civil penalty monies designated for providing hazardous liquid fire suppression training to local fire departments.	<ul style="list-style-type: none"> Identify stakeholders Develop work plan Develop process Implementation 	<p>May 2009 August 2009 October 2009 July 2010</p>
GIS Mapping Database	L. Duan	IT	Update and improve our mapping and inspection database capability to meet increasing demands of staff and stakeholders.	<ul style="list-style-type: none"> Identify needed improvements Develop action plan Evaluate applicability of third party databases Conduct Beta testing Implementation 	<p>Mar 2009 May 2009 Dec 2009</p> <p>March 2010 Dec 2010</p>
Open Bakersfield field office	B. Gorham D. Williams	HR DGS	A central valley office is needed to provide adequate pipeline leak response times	<ul style="list-style-type: none"> Determine space and location needs Request DGS to locate and lease office 	<p>July 2009 August 2009</p>

PIPELINE SAFETY

ISSUE	LEAD	OTHER PGMS	DESCRIPTION	MILESTONES	TIMELINE
			and to accommodate an increased inspection workload in this area.	space in Kern County • Office opening	January 2010
Provide Hazardous Liquid Pipeline Data and Maps to Local Agencies and Fire Departments	L. Dowdy D. Allen	IT	This project would evaluate the feasibility of providing local fire service and agencies access to a secure SFM website to obtain real-time pipeline data and map information for their communities.	<ul style="list-style-type: none"> • Consult with IT to determine software and hardware requirements • Survey local agencies and fire departments for interest in receiving or obtaining information either in print, electronic or web-based • Review survey results • Based on IT recommendations and survey results, decide on feasibility to implement 	June 2009 August 2009 December 2009 March 2010

WILDLAND FIRE PREVENTION

ISSUE	LEAD	OTHER PGMS	DESCRIPTION	MILESTONES	TIMELINE
<b style="color: green;">WILDLAND FIRE PREVENTION Defensible Space Inspection Training	E. Chamlee	State Fire Training CALFIRE Training Fire Protection Ops Coop Fire for Fed	Establish a curriculum for CAL FIRE personnel, local government, private contractors, insurance companies	<ul style="list-style-type: none"> • Write grant for funding • Research all available training • Develop templates for PowerPoint presentations and training classes • Peer review and vetting • Find funding for CAL FIRE classes • Pilot start date 	June 2009 January 2009 April 2009 May-November 2009 November 2009 Spring 2010
Field Guide Updates - Fire Hazard Zone - Property Inspection Guide	E. Chamlee	Pier Review: Fire Protection Ops Regions/Units Life Safety CALFIRE Training State Fire Training	Blend the two guides into one and update information to current standards and regulations.	<ul style="list-style-type: none"> • Review all guides • Form committee/funding source • Develop project plan • Guide development • Peer review • Release on web 	January 2009 June 2009 September 2009 September 2010 December 2010 January 2011
Policy Updates	E. Chamlee	Law Enforcement Communications	Update Prevention Handbook 9200. Update Prevention Handbook 9000 and delete Planning element for separate handbook.	<ul style="list-style-type: none"> • Scan existing handbook • Form Committee • To Units and Regions for input • Complete rewrite and post on internet 	January 2009 April 2009 December 2009 May 2010
Defensible Space Education and Communications	E. Chamlee	Communications Prev. Education	Website updates Chief to Chief messages	<ul style="list-style-type: none"> • New handouts for defensible space • Guideline review 	December 2009 December 2009
Powerline Inspection Program	E. Chamlee	Fire Plan Law Enforcement Education	Develop inspection program similar to pipeline inspection program.	<ul style="list-style-type: none"> • Research – Problem statement Data collection problem • Region/program reviews • Draft Issue Paper & vetting • Find funding • Write Fee Regulations with revenue development 	January 2009 February 2009 March 2010 December 2009 December 2010

FIRE PLANNING AND RISK ANALYSIS

ISSUE	LEAD	OTHER PGMS	DESCRIPTION	MILESTONES	TIMELINE
FIRE AND RESOURCE ASSESSMENT PROGRAM (FRAP) CEA Approval/Hire	K. Dargan		Go through approval process with DPA, interview and hire CEA.	<ul style="list-style-type: none"> Go through approval process Interview and hire 	<p>April 2009 June 2009</p>
Forest and Range Assessment Work	R. Walker D. Tokimitsu M. Rosenberg D. Tokimitsu	Fire Protection Resource Mgmt OSFM IT	<p>Prepare legislatively mandated Forest and Range Assessment Update consistent with Federal Farm Bill. The Farm Bill requires the assessment for establishing State priorities for future grant funding requests.</p> <p>Track indicators under Board of Forestry and Fire Protection Forest Policy Statement.</p> <p>Refresh fuels and vegetation maps with USFS Remote Sensing Lab.</p>	<ul style="list-style-type: none"> General assessment outline Chapter work plans USFS Coop grant agreement Stakeholder outreach plan Executive briefing Writing and publishing guidelines Draft detailed outlines Draft assessment document <ul style="list-style-type: none"> Publishing plan Final draft <ul style="list-style-type: none"> Agreement let Agreement finished 	<p>February 2009 February 2009 March 2009 March 2009 March 2009 April 2009 May 2009 October 2009</p> <p>November 2009 March 2010</p> <p>March 2009 July 2009</p>
SRA and DPA Boundary Update	R. Marose J. Luis D. Tokimitsu	OSFM Fire Protection Mgmt Services Contracts	<p>Support DPA review and transition DPA to USFS data stewardship.</p> <p>SRA update automation using parcel data. SRA/DPA statistics published to web Conduct 5 year SRA review</p>	<ul style="list-style-type: none"> Updated DPA data posted by USFS <ul style="list-style-type: none"> Let contract for FRA parcel info Complete contract for FRA parcel info Create and post SRA//DPA data to web Develop/refine process <ul style="list-style-type: none"> Conduct statewide review <ul style="list-style-type: none"> Post statewide results of SRA boundary review by CAL FIRE 	<p>March 2009</p> <p>April 2009 December 2009 March 2009 August 2009</p> <p>July 2010</p> <p>December 2010</p>
LRA Very High Fire Hazard Severity Zone Maps	D. Cromwell D. Sapsis	OSFM, Fire Protection	Finish recommendations for Very High FHSZ in Local Responsibility Areas	<ul style="list-style-type: none"> Process input from cities and counties 	<p>April 2009 July 2009</p>

FIRE PLANNING AND RISK ANALYSIS

ISSUE	LEAD	OTHER PGMS	DESCRIPTION	MILESTONES	TIMELINE
	R. Marose	Regions	(LRA). Design FHSZ maintenance program.	<ul style="list-style-type: none"> • Develop Director's VHFHSZ recommendations • Develop issue paper on FHSZ maintenance strategies • Develop a Significant Issue Report • Develop FHSZ maintenance program concept and funding proposal • Revise Fire Hazard Severity Guidelines document and publish on the website 	<p>June 2009</p> <p>July 2009 Mau 2009</p> <p>March 2010</p>
Develop GIS Capacity	J. Spero D. Cromwell R. Marose R. Marose M. Rosenberg	All Units	Incorporate ARC 9 Architecture. Serve on Resource Agency Enterprise GIS Task Force. Participate in FIREScope GIS. Develop Python scripting capacity.	<ul style="list-style-type: none"> • Complete transition • To be determined • To be determined • Enhance Python script 	<p>June 2009</p> <p>Monthly meetings</p> <p>To be determined</p> <p>December 2009</p>
Climate Change Analysis	C. Keithley T. Robards D. Tokimitsu	OSFM Fire Protection Resource Mgmt Mgmt Services	Conduct Climate Change (CIC) Work.	<ul style="list-style-type: none"> • Serve on CAL FIRE Climate Team • Draft website presence • Executive briefing on climate website • Climate chapter for assessment • Climate briefing papers or reports for Board of Forestry (climate impact, fire, AB 32,) • GHG Inventory • Vulnerability assessment prototype grant • GHG development impact grant • Western Climate Initiative 	<p>Monthly meetings</p> <p>January 2009 February 2009 March 2009 Monthly or as required</p> <p>June 2010 December 2009 December 2009 Weekly meetings</p>
Urban Greening	T. Robards D. Tokimitsu	Resource Mgmt OSFM	Support urban forestry program and assessment.	<ul style="list-style-type: none"> • Urban forest chapters for forest assessment • Monitor use of urban forest protocols • Study on extent of urban forest industry • New urban vegetation layer contract 	<p>June 2009 December 2009 September 2009 Bond funding on hold</p>
Bark Beetle Assessment	M. Rosenberg	Resource Mgmt	Conduct Bark Beetle Assessment and GIS Support.	<ul style="list-style-type: none"> • Continue Bark Beetle Assessment 	Periodic Reports
Emergency Incident Capacity Support	D. Passovoy	Fire Protection	Enhance incident response capacity.	<ul style="list-style-type: none"> • Update fire perimeters • Reload data suitcases 	<p>April 2009, 2010 May 2009, 2010</p>

FIRE PLANNING AND RISK ANALYSIS

ISSUE	LEAD	OTHER PGMS	DESCRIPTION	MILESTONES	TIMELINE
Watershed Assessment Manual Update	C. Keithley	Fire Protection Resource Mgmt	Refine California Watershed Manual (CWAM).	<ul style="list-style-type: none"> Amend contract Publish revisions 	Bond funding on hold
Sierra Watershed and Fire Project	C. Keithley	OSFM Fire Protection Resource Mgmt Units w/pilot watershed	Examine interaction of Fuel reduction and watershed factors in pilot watersheds.	<ul style="list-style-type: none"> UCB Contract Do outreach contacts Conduct watershed research Award fuel reduction grants to pilot projects 	Bond funding on hold
FIRE PLAN Fire Plan Framework	K. Dargan W. Mitchell J. Luis		<p>Serve on Board of Forestry Fire Plan Steering Committee.</p> <p>The Board of Forestry and Fire Protection's Resource Protection Committee is continuing their review of the California Fire Plan.</p>	<ul style="list-style-type: none"> Attend monthly Steering Committee meetings Develop/revise assessments Train Unit Fire Plan staff on new fire plan procedures 	<p>Monthly, finish January 2010</p> <p>November 2010</p>
Fire Safe Planning	J. Luis W. Mitchell	FRAP Code Dev Wildland Fire Eng. Regions CalChiefs FPOs	Develop a Fire Safe Planning support program for local fire service and CAL FIRE Units.	<ul style="list-style-type: none"> Charter a OSFM Advisory Committee for Fire Safe Planning. Develop OSFM guidance for developers on Wildfire Protection Plans Update Fire Safe Guide Design and construct a web based tool kit focused on Fire Safe Planning information and tools Develop policy and procedures for Fire Safe Planning Develop and conduct a series of workshops on Fire Safe Planning tools and techniques. 	<p>April 2009</p> <p>October 2009</p> <p>October 2009</p> <p>March 2010</p> <p>November 2009</p> <p>May 2010</p>
Risk Assessment	W. Mitchell J. Luis FRAP	OSFM Admin Fire Protection Resource Mgmt Regions Mgmt. Services	Develop a Risk Map based on formula(s) that considers severe wind events, the ember environment and asset vulnerability. Coordinate risk mapping products with insurance industry risk mapping efforts.	<ul style="list-style-type: none"> Secure funding Develop a contract with appropriate research center Research & development Implementation plan 	<p>July 2009</p> <p>September 2009</p> <p>May- June 2010</p>
Risk Assessment (continued)			Apply Risk assessment tools and techniques to the various fire planning processes.	<ul style="list-style-type: none"> Revise fire plan assets at risk 	May 2011

FIRE PLANNING AND RISK ANALYSIS

ISSUE	LEAD	OTHER PGMS	DESCRIPTION	MILESTONES	TIMELINE
			Coordinate other local and federal risk assessment systems to reduce conflict as systems are implemented in California.	<ul style="list-style-type: none"> Monitor and/or assist with the Western State Foresters West Wide Risk Assessment Monitor and/or assist with the federal Fire Planning and Analysis program 	2009-2010 2009
Grants Management	J. Luis	Mgt. Services FAST Fire Protection Regions	Develop a Fire Plan grant template to move federal funds from CAL FIRE to local government.	<ul style="list-style-type: none"> Assist Department Grants Coordinator in defining grant authorities and administrative process. Develop policy and procedures Train Unit Pre-fire project managers on new grant process 	April 2009 August 2009 November 2009
	J. Luis D. Tokimitsu	FRAP OSFM Admin OSFM Pgms.	Develop a strategic Wildland Urban Interface initiative.	<ul style="list-style-type: none"> Identify WUI oriented projects and funding needs Prepare Post Disaster Mitigation Grant justification package Complete projects 	February 2009 April 2009 June 2010
Community Fire Plans	W. Mitchell K. Fong	Regions CA Fire Alliance	Fire Safe Council – Firewise Community Liaison responsibilities.	<ul style="list-style-type: none"> Develop speaking material for the Firewise program in California Discuss Fire Safe Council and Firewise concepts with various fire management groups and other stakeholders Continue state liaison responsibilities for Firewise community recognition 	February 2009 May 2009 August 2009
“STATISTICS” CAIRS/NFIRS CAIRS Management Structure	K. Fong	Regions CalChiefs CAL FIRE - Communications	CAIRS Task Group.	<ul style="list-style-type: none"> Charter a CAIRS Task Force and identify membership Prepare incident reporting policy and procedures Develop and conduct workshop focused on local fire and Unit personnel custom access to incident data Develop an Award program to recognize quality incident reporting efforts 	March 2009 December 2009 July 2009 November 2009
Fire Prevention Law Enforcement Module	W. Mitchell T. Hoffman	OSFM Law Enforcement Information Tech Region Fire Prev. Bureaus	Develop a CAL FIRE Fire Prevention Law Enforcement module (LE 66) to the incident activity reporting system.	<ul style="list-style-type: none"> Feasibility Study Identify data needs and define budget plan Contract with vendor to create data structure and data entry/edit system Develop standard and ad hoc reporting 	July 2009 March 2010 June 2010

FIRE PLANNING AND RISK ANALYSIS

ISSUE	LEAD	OTHER PGMS	DESCRIPTION	MILESTONES	TIMELINE
				system <ul style="list-style-type: none"> • Write policy and procedures and training material • Train field officers on the new reporting system 	June 2010 October 2010
FDID Database Management	K. Fong	Cal EMA CalChiefs OSFM Admin	FDID Database Management and fire department census.	<ul style="list-style-type: none"> • Research legal authorities for FDID issuance • Inventory extra databases • Develop a shared data access system on the OSFM LAN or intranet • Brief OSFM Senior Staff • Develop the Fire Department Census • Update form and send to local Fire Chiefs • Update the FDID database structure • Conduct the survey, update database • Publish FD Census on OSFM Web page and establish link to CPF, CSFA 	February 2009 March 2009 May 2009 May 2009 September 2009 December 2009 January 2010
Next Generation Red Book	B. Gordon	Communications	Update the format and content of the CAL FIRE Annual Fire Activity Report (Red Book).	<ul style="list-style-type: none"> • Prepare the 2008 Red Book • Develop an issue paper discussing the Red Book, alternatives, and recommendations for the 2009 Red Book • Brief executive team on the Red Book. Determine desirability of a new format • Use the CAIRS Steering Group to research and define the content, design, and layout of a next generation Red Book 	March 2009 July 2009 August 2009 September 2009

LAW ENFORCEMENT

ISSUE	LEAD	OTHER PGMS	DESCRIPTION	MILESTONES	TIMELINE
LAW ENFORCEMENT, ARSON AND BOMB, AND FIREWORKS Rebuild ABI	T. Hoffman M. Durham	Personnel Labor Relations	Rebuild ABI.	<ul style="list-style-type: none"> • Complete issue paper • Executive discussion • Hire Personnel • Training 	February 2009 February 2009 August 2009 December 2010
Field Training Program (FTP)	M. Durham	Academy	Implement POST-required FTP.	<ul style="list-style-type: none"> • Train Field Training Officers (FTO) • Train Supervisory Administrative Coordinators (SAC) 	January 2009 March 2009
LE Policy Manual	M. Durham		Contract with Lexipol Services. Revise 9400 Law Enforcement Policy Manual. Peace Officer Allocations.	<ul style="list-style-type: none"> • Contract in place • Draft complete • Present recommendations to Director 	August 2009 April 2009 March 2009
Accelerant Detection Canines	M. Yarbrough		Work with interested stakeholders to review, update and amend the current standards.	<ul style="list-style-type: none"> • Circulate draft report for public comment • Finalize report and publish on SFM website 	February 2009 August 2009
Civil Fire Cost Recovery	T. Hoffman	Regions Legal Office Accounting Office HR Legislation Budgets Contract	Update and implement 9428 Civil Cost Collection policy and procedures.	<ul style="list-style-type: none"> • Present draft policy to Executive Team for approval • Hire all authorized personnel • Prepare the BCP-required report to the Department of Finance and the Legislature on the status of the Civil Cost Recovery BCP <ul style="list-style-type: none"> ○ Complete Draft ○ Submit Report • Develop Statewide Civil Cost Recovery Database <ul style="list-style-type: none"> ○ Identify data fields ○ Have beta test ready and deployed to regions ○ Have all current civil cost recovery entered into data base • Develop data base for expert witness payment process 	April 2009 March 2009 May 2009 June 2009 February 2009 April 2009 June 2009 March 2009
Civil Fire Cost Recovery (continued)	T. Hoffman			<ul style="list-style-type: none"> • Develop process for tracking and reporting 	March 2009

LAW ENFORCEMENT

ISSUE	LEAD	OTHER PGMS	DESCRIPTION	MILESTONES	TIMELINE
				Civil Cost Recovery payments <ul style="list-style-type: none"> ○ Meet with Accounting Office staff ○ Develop and beta test coding procedures ○ Develop written policy for coding all cost recovery payments 	June 2009 December 2009
General Fireworks Advisory Committee	T. Guevara	Code Development	Review and vet proposed revisions to Safe and Sane Title 19 regulations.	<ul style="list-style-type: none"> ● Make recommendation to SFM 	March 2009
			Develop model ordinance for fireworks civil penalties.	<ul style="list-style-type: none"> ● Publish on OSFM website 	February 2009
			Develop cost reimbursement mechanism for collection and disposal of fireworks seizures from local government.	<ul style="list-style-type: none"> ● Draft rules submitted to Advisory Committee ● Submit rules to OAL 	March 2009 April 2009
			Work with DMV to develop regulations pertaining to Vehicle Code changes specified in SB 839.	<ul style="list-style-type: none"> ● Draft regulations complete ● Submit rules to OAL 	December, 2009 February 2010
	T Hoffman	Code Development CAIRS	Work with Advisory Committee to develop fee increases for import/export, wholesale, and retail fireworks licenses; <i>for the purposes of:</i> <ul style="list-style-type: none"> ○ Enforcement, prosecution, disposal, and management of seized fireworks ○ Public safety agency education ○ Data collection ○ Public safety and education 	<ul style="list-style-type: none"> ● Draft rules submitted to Advisory Committee ● Submit rules to OAL (Note: progress was halted pending OSFM overhead rate calculations)	June 2009 September 2009
Special Effects Advisory Committee	A. Adams	Code Development	Develop regulations for "Proximate Audience pyrotechnic.	<ul style="list-style-type: none"> ● Agreement with Advisory group 	September 2009
			Update operator licensing regulations for pyrotechnic, special effects, and theatrical classes.	<ul style="list-style-type: none"> ● Agreement with Advisory group 	September 2009