



STATEWIDE TRAINING AND EDUCATION  
ADVISORY COMMITTEE MINUTES  
July 14, 2017 – Sacramento, California

**Members Present:**

David Barnett, FIRESCOPE (alternate)  
Taral Brideau, California Fire Fighter Joint Apprenticeship Committee  
Ron Coleman, STEAC Chair  
Randy Collins, California Fire Technology Directors Association (North)  
Gareth Harris, Fire District Association of California  
Sam Hoffman, California State Firefighters Association (Alternate)  
Jeremy Lawson, CAL FIRE Academy  
Gaudenz Panholzer, California Fire Chiefs Association  
Richard Rideout, California Metropolitan Fire Chiefs Inc.  
Brent Stangeland, CAL FIRE  
Rich Thomas, California Professional Fire Fighters (Alternate)  
David Winnacker, California Fire Chiefs Association (Alternate)

**Members Absent:**

Timothy Adams, So Cal Training Officers (alternate)  
Bradley Arganbright, Nor Cal Training Officers  
John Binaski, League of California Cities and STEAC Vice Chair  
Tony Bowden, Fire District Association of California (alternate)  
Robert Briare, California Professional Firefighters  
Bret Davidson, So Cal Training Officers  
Gary Dominguez, California Fire Technology Directors Association (South)  
Lorenzo Gigliotti, California Governor's Office of Emergency Services (alternate)  
Pete Jankowski, League of California Cities (alternate)  
Matthew Jewett, California Fire Technology Directors Association (North) (alternate)  
Steve Knuckles, League of California Cities (Alternate)  
Michael Lozano, FIRESCOPE  
Steve Shull, California Fire Technology Directors Association (South) (alternate)  
Daniel Stefano, California State Firefighters' Association  
John Walsh, Nor Cal Training Officers (alternate)  
Kim Zagaris, California Governor's Office of Emergency Services (Cal OES)

**State Fire Training Staff:**

Kevin Conant, Deputy State Fire Marshal III  
Brandon Erickson, Associate Government Program Analyst  
Andrew Henning, Acting State Fire Training Division Chief  
Susan Pineau, Management Services Technician  
Diane Radford, Division Support  
Dawn Robinson, Deputy State Fire Marshal III  
Kris Rose, Staff Services Manager I

**Guests:**

John Fox, Large Animal Rescue

Debra Fox, Large Animal Rescue  
Matthew Samson, South San Francisco Fire Department

## I. Introductions and Welcome

The meeting was called to order at 9:00 A.M. by Chief Ron Coleman, Committee Chairman.

### A. Roll Call/Quorum Established

A quorum was established during introductions.

### B. Member Appointment/Re-Appointment

Chief Coleman introduced new member David Winnacker, representing California Fire Chiefs Association as an alternate.

## II. Agenda Review

**Presenter: Chief Coleman**

Andrew Henning stated that State Fire Training (SFT) left off Incident Management of High Rise Fires from the agenda. This is due to the Office of the State Fire Marshal (OSFM) and SFT changed the way course curriculum is approved. Statewide Training Education Advisory (STEAC) agenda items need to come to STEAC for a first reading and then go to the State Board of Fire Services (SBFS) the following month for review. SBFS wants more information regarding this because the first reading for SBFS was not posted 10 days prior to the last meeting. A. Henning stated this was run concurrently with the FIRESCOPE approval process to get this critical information out to the fire service.

**Motion:** *Gaudenz Panholzer moved to add the Incident Management of High Rise Fires to the agenda under section B5.*

*Randy Collins seconded the motion.*

**Action:** *All members voted unanimously.*

## III. Approval of the April 21, 2017 Minutes

**Motion:** *Randy Collins moved to accept the minutes from April 21, 2017.*

*Rich Thomas seconded the motion.*

**Action:** *All members voted unanimously.*

## IV. State Board of Fire Services (SBFS) Update

**Presenter: Andrew Henning**

Andrew Henning advised that Chief Mathisen, Chief Richwine and Chief Collins were unable to attend today's meeting. He stated they will coordinate in the future to ensure at least one of them is able to attend. A. Henning stated that the State Board of Fire Services (SBFS) meeting was re-scheduled to June due to quorum issues. SBFS approved the Fire Service Label Management Relations Course. In addition, they had the first reading of the AH330, Incident Management of High Rise Fires and Company Officer Standards and Curriculum update. A review also included the FSTEP curriculum changes, the certified Instructor experience requirement change as well as the future of State Fire Training (SFT) Instructor requirements. Additionally, the Company Officer task book update was reviewed and approved. This was for the language to change rank to position and to allow a simulation for items that could not be easily completed. These were all approved by SBFS. SFT will be working on updating task books and notifying those who have task books in process of these changes. The next SBFS meeting is scheduled for August 24<sup>th</sup>. Chief Coleman stated that the state board is paying more attention to training than two years ago. Feedback from SBFS is that there is a comprehensive desire of working with Statewide Training Education Advisory Committee (STEAC) that justifies this committee's purpose.

**V. Consent Items**

- A. Seeking approval for reaccreditation of Butte College, Fresno City College, Los Medanos College, Imperial Valley College and Glendale Community College**  
**Presenter: Dawn Robinson**  
**(Attachment 1)**

Chief Coleman asked for a motion for all Consent Items. No discussion took place.

**Motion:** *Rich Thomas moved to accept the reaccreditation of Butte College, Fresno City College, Los Medanos College, Imperial Valley College and Glendale Community College.*  
*Gareth Harris seconded the motion.*

**Action:** *All members voted unanimously.*

- B. Curriculum Update - Company Officer and Chief Fire Officer**  
**Presenter: Andrew Henning**  
**(Attachment 2)**

**Motion:** *Rich Thomas moved to accept the Curriculum Update for Company Officer and Chief Fire Officer.*  
*Gareth Harris seconded the motion.*

**Action:** *All members voted unanimously.*

**VI. Mission Alignment Objectives**

## A. Achieving National Recognition

### 1. Livermore-Pleasanton Fire Department Accreditation

**Presenter: Dawn Robinson  
(Attachment 3)**

Dawn advised that the State Fire Training (SFT) staff recommends approval of these departments. Accreditation went very well. She stated there are no concerns or best practice issues to convey. Sam Hoffman said it was pleasant, and from a training standpoint they are a gracious and cooperative department and he recommends approval.

**Motion:** *Gaudenz Panholzer moved to accept the accreditation of the Livermore-Pleasanton Fire Department.*

*David Barnett seconded the motion.*

**Action:** *All members voted unanimously.*

### 2. Clovis Fire Department Accreditation

**Presenter: Dawn Robinson  
(Attachment 4)**

Dawn Robinson indicated the accreditation went very well. They utilized their training tower. There are live fire activities and training on site. She stated that staff recommends approval.

David Barnett asked what the count is for the number of Accredited Local Academies (ALA'S) we currently have. Andrew Henning advised he would get a count at break and advise Statewide Education Training Advisory (STEAC) of the count.

**Motion:** *Randy Collins moved to accept the accreditation of the Clovis Fire Department.*

*Gareth Harris seconded the motion.*

**Action:** *All members voted unanimously.*

### 3. IFSAC/PROBOARD Certificate Changes-

**Presenter: Brandon Erickson  
(Attachment 5)**

Brandon Erickson stated that in 2015 this committee and State Board of Fire Service (SBFS) approved the voluntary add on option to Fire Fighter certifications for International Fire Service Accreditation Congress(IFSAC) and National Board on Fire Service Professional Qualifications (PROBOARD). Our goal was to

streamline the process. We took three National Fire Prevention Association (NFPA) certifications and rolled them into one certification that included Hazmat and Wildland. We sent them mock ups of our certificates before we started issuing these and both bodies approved the combination certification approach. Later, we found that both IFSAC and PROBOARD have a policy against issuing dual certifications. As an example, a Department of Defense (DOD) Fire Fighter who already has a Fire Fighter I, Hazmat First Responder Operations and Hazmat First Responder Awareness, IFSAC, PROBOARD Certification, and they were to come to us for a Wildland Certification, we cannot issue the Wildland Fire Fighter certification, even if they meet all the requirements. This is because our Fire Fighter I certification is combined, and thus is a dual certification and against IFSAC and PROBOARD'S policy. Our goal is break these up into three independent certificates. This allows us to recognize this achievement and issue these with the IFSAC and PROBOARD seal on them as people meet those requirements for certification. Gaudenz Panholzer asked how this impacts the training programs. Can the programs separate them out as well? Andrew Henning said our issue is for out of state Fire Fighters coming in from the Department of Defense (DOD) as they must take a California Hazmat course because the Wildland is not a part of other states curriculum requirements. We will divide the Fire Fighter I curriculum into three modules. This allows for students to be taught the Wild land portion and then they still take the written and skills exam. All three will be required for the Fire Fighter I certification. G. Panholzer asked if there will not be a separate Fire Fighter I wild land certification. Andrew stated this was in discussion and the determination was what is going to be easiest for the departments and Human Resources to identify. A. Henning offered that a Fire Fighter seeking certification and only wants the California certification, will get the combined certification. If he wants the upgraded certification, he will get the three Independent certifications with the IFSAC and PROBOARD seals as well as the California combination certification. B. Erickson stated that our original goal was to streamline the process, and to eliminate having to issue four separate certifications. However, once we learned of the policy with IFSAC and PROBOARD, that required us to make the adjustment to the Fire Fighter I certification process.

Kevin Conant said that from a historical perspective, the directive from the State Fire Marshal and the Cal Fire Director was that the intention was that the wild land portion of the Fire Fighter I certification would meet or exceed the Cal Fire Fire Fighter I initial training. The State of California could realize an incredible cost savings, by knowing that they could recognize that training. There has been some erosion of this. There is some Accredited Regional Training Program's (ARTP'S) that insure this occurs. There was a desire that this be modularized. It was simply a policy decision that we teach as a module and has its own certification. David Barnett asked if the current fee of \$40 for the state certification would remain, and if adding the IFSAC and PROBOARD seal would the cost be increased. Andrew Henning stated that the cost will remain as \$40 for the original state certification and an additional \$40 for the IFSAC and PROBOARD seals. D. Barnett asked about the impact if certifications are referenced in the California Incident Command Certification System (CICCS) qualifications guide. He indicated that we

need to make sure to communicate the language and intent. Andrew Henning stated the only difference will be someone who does not pay for the IFSAC and PROBOARD seals will only receive the original certification. The applicant for the IFSAC and PROBOARD seals will get the same original California certification, but they also will receive the three standalone certificates, for Hazmat, Fire Fighter I and Wild land. These applicants will receive a total of four certificates.

Brent Stangeland stated that terms and terminology can get confusing. They are working on their 40-39 which is equivalent to CICC'S. Representatives from CICC'S are looking at the format we are doing and it is basically combining task books. This also spells out the need to have the different certification levels from the National Wildfire Coordinating Group (NWCG) wild land level. Cal Fire teaches the State Fire Marshal's California Fire Fighter I at the Academy now. In the basic package this includes 58 hours of wild land. This sets them up with all the needed skills to be successful as a Fire Fighter I or Fire Fighter II. Randy Collins asked for clarification on what certificates they get. A. Henning reiterated they will receive the California Fire Fighter I combined certification and IFSAC and PROBOARD Fire Fighter I as well as the IFSAC and PROBOARD Hazmat, and IFSAC and PROBOARD Wild land if they don't hold that in any other states. Kevin Conant stated that our California certification training standards indicate that the California Fire Fighter I is inclusive of Wild land and Hazmat at the base level. This was not modularized. A. Henning offered the explanation of the difference between a course diploma issued and a certification. A course diploma is issued at the completion and passing of a course such as Company Officer. The Fire Fighter I is a certification. This is now necessary to differentiate in our new tracking system. Because of that the only way to get a Fire Fighter I certification, is that you must have satisfied all the qualifications. Richard Rideout asked whether the curriculum is changing. A. Henning stated No, it is not. IFSAC and PROBOARD requires updates to standards. The Wild land portion has changes so we did the staff reviews, and determined they were only editorial. This allows for us to break Fire Fighter I into three different modules into one course plan. We expect there will be a large volume of reciprocity requests coming. This will be a necessity for the ARTP'S to offer the individual modules.

## **B. Curriculum Development & Delivery**

### **1. Animal Technical Rescue Standards and Curriculum**

**Presenter: Dawn Robinson  
(Attachment 6)**

Dawn Robinson stated that the number of hours is all that changed with this curriculum after two pilot classes were completed. It was determined seven hours for awareness and 15 hours for technician was needed for this curriculum.

John Fox said that the National Fire Prevention Association (NFPA) trailer section comes under the technician level. The feedback was that because animal trailers are unique, the Battalion Chiefs and Fire Fighters felt that at the awareness level, they could request resources easier.

The feedback was that because animal trailers are unique, the Battalion Chiefs and Fire Fighters felt that at the awareness level, they could request resources easier. They felt this was a better fit at the awareness level than at the technician level. Debra Fox also stated that through the process and experience some techniques needed added where there was no choice but to do the correct strapping application as well as other minor adjustments. Additional feedback received was these changes were helpful and appreciated. David Barnett asked for clarification on the motion. Were we only approving the change from awareness to technician, or were we approving the entire curriculum. The motion is for approving the entire standards and curriculum, which includes the changes from the technician level to the awareness level.

**Motion:** *Gaudenz Panholzer moved to accept the Animal Technical Rescue Standards and Curriculum changes.  
Brent Stangeland seconded the motion.*  
**Action:** *All members voted unanimously.*

## 2. FSTEP Instructor Curriculum

**Presenter: Andrew Henning  
(Attachment 7)**

Andrew Henning indicated that Jim Eastman spoke about this at the last Statewide Education Advisory Curriculum (STEAC) meeting. This is the old Fire Instructor 2A, 2B, and 2C courses that were retired on December 31, 2016. This has come back as a Fire Service Training and Education Program (FSTEP) course. Although these classes did not fit in the state's CFSTES curriculum anymore. The cadre felt these classes were still valid and needed in the state. These courses will be required to teach the Instructor I and II curriculum.

**Motion:** *Sam Hoffman moved to accept the FSTEP Instructor Curriculum.  
Gaudenz Panholzer seconded the motion.*  
**Action:** *All members voted unanimously.*

## 3. Certified Instructor Experience Requirement Change

**Presenter: Andrew Henning  
(Attachment 8)**

Andrew Henning stated Jim Eastman brought this information previously with the Instructor changes when we started looking at the new Instructor certification requirements to teach California Fire Service Training Education System (CFSTES) and Fire Service Training and Education Program (FSTEP) courses. This required the Instructor to have 160 hours of instructional time, which is twice

what is currently required to be a Registered Instructor. SFT felt this was going to be very difficult for an Instructor to accomplish. This would be especially difficult for anyone teaching the prevention course, if they do not have an academy where they could be at for 160 hours to qualify. This change does not impact the requirements that a task book is completed reduces the number of hours from 80 hours for Instructor I and 80 hours for Instructor II down to 40 hours each. In the future Instructor II will be required to teach CFSTES and FSTEP courses.

Sam Hoffman asked about instructional requirements and if this was fire service related. Kris Rose stated it is Emergency Medical Technician (EMT) or Fire Service related. David Barnett asked if this was effective immediately and if State Fire Training (SFT) can adopt this right now? A. Henning says this must go to the State Board of Fire Service (SBFS) then we always discuss that it would be retroactive after approval is received. So, if someone currently has an open task book, they would not be held to the original hours.

**Motion:** *Gaudenz Panholzer moved to accept the Certified Instructor Experience Requirement Change.  
Gareth Harris seconded the motion.*  
**Action:** *All members voted unanimously.*

4. **AH-330 Strike Team/Task Force Leader Curriculum**  
**Presenter: Andrew Henning**  
**(Attachment 9)**

Andrew Henning discussed this at the last Statewide Training Education Advisory Committee (STEAC). This is revised curriculum developed by FIREScope. He stated they have designed power points, Instructor plans as well as the student booklet. This curriculum was approved this morning by the FIREScope Board of Directors. This replaces the All Risk 330 as well as the S330. Once implemented, this will be the only 330 course available. FIREScope currently has the power point; student plan and course plan are still in a final draft process with FIREScope. They currently have this with an editor and are anticipating it will be finalized later this month, with some editorial changes. It is not expected to require any content changes. This is how it was presented to the Board of Directors. David Barnett asked if the current S course can be taught thru the end of the year. A. Henning stated yes, this is correct. D. Barnett offered that anyone taking the old course, under the California Incident Command Certification System (CICCS) qualification guides, it does not become invalid for 5 years.

**Motion:** *Randy Collins moved to accept the AH-330 Strike/Team Task Force Leader Curriculum  
Brent Stangeland seconded the motion.*  
**Action:** *All members voted unanimously.*



## 5. Incident Management of High Rise Fires

**Presenter: Kevin Conant  
(Attachment A)**

Kevin Conant stated this is the replacement of the old Command 2C curriculum which was written in 1995. By the direction of the State Fire Marshal's office, it was determined that anything we did with High-Rise would be in direct concert with the specialty group, within FIRESCOPE. Members of this group developed all the content that is in the mid field operations guide, which included the rapid descent team and the intervention group. This is a 40-hour course and is confined within the National Fire Prevention Association (NFPA). Two additional highlights to be aware of, is if you look at the old Command 2C lesson plans, it gave very little direction on how that could be standardized. While we did not want to restrict the agencies from being able to deal with both risk specific and agency specific issues, we wanted to require the utilization of a building if they were going to give a diploma in this course. This emphasizes the need to procure High-Rise buildings to meet the course objectives. And to facilitate a walk thorough of the High-Rise with a Fire Protection or Building Engineer so they understood the systems that were in place to ensure the survivability until evacuation occurred, and how to utilize those for command and control of a High-Rise. Richard Rideout asked where it goes from here. K. Conant responded that the content goes to the State Board of Fire Services (SBFS) in August 2017, and then the State Fire Marshal will review and approve. Some folks are using this as a pilot now in direct concert with FIRESCOPE.

**Motion:** *David Barnett moved to accept the Incident Management of High Rise Fires Curriculum*  
*Richard Rideout seconded the motion.*  
**Action:** *All members voted unanimously.*

## 6. NFA Update

**Presenter: Dawn Robinson  
(Attachment 10)**

Dawn Robinson stated this is an Information Only item and the information is posted on the website for National Fire Academy courses. This will be on the website in September for students throughout the state as there is a large demand for management and leadership courses.

## **7. Fire Marshal Standards & Curriculum**

**Presenter: Andrew Henning  
(Attachment 11)**

Andrew Henning stated this is the new Fire Marshal curriculum. This is one of the last California Fire Service Training Education Standard (CFSTES) certifications to transition to the National Fire Protection Association (NFPA) standard. This will require a total of 5 new specific fire marshal courses, which total 106 hours. In addition, this requires taking the Chief Officer 3A course, Instructor I, as well as the Public Information Officer G 290 and Statutes & Regulations course, which totals 114 hours of Instructional time. Because of the way, the old fire management courses were taught, all new instructors for fire marshal courses will need to go through the pace two review. One additional item required is the International Code Council (ICC) Fire Inspector II certification. A. Henning stated that he talked to the cadre at length regarding this additional certification as it could be a barrier for someone coming from operations, as they need substantial code knowledge. A Fire Marshal did transition from Operations, and his perspective was that this was a fair requirement and could be achieved within three years. This will allow them to obtain the necessary historical background. All the old fire marshal courses retired 12/31/2016. This is the first reading of the curriculum, and will be brought back in October for a Motion and then this goes on to the State Board of Fire Services (SBFS) for review in November.

Randy Collins, Gareth Harris, Jeremy Lawson, David Barnett and A. Henning participated in a discussion surrounding the details of the process and whether the process is reasonable. A. Henning responded that the changes for Fire Marshal are as a stand-alone certification. This does not require Plans Examiner and Inspector. The requirements are to take the 5 Fire Marshal courses plus the four standalone courses as well as the ICC task book. It also requires you to serve in the Fire Marshal position for one year. Someone who is currently a Fire Inspector 2 should be able to pass the exam without issue. Someone transitioning in from operations into the Fire Marshal position may find it more difficult to do within one year. Kris Rose made a clarifying point that the ICC certificate is required prior to certification, not prior to opening the task book. Just the completion of the classes is required to open a task book.

David Barnett stated that the one item that stands out is the lack of a text book. The Instructor needs reference documents to develop the course. What did the cadre feel about moving forward without a solid reference text book? A. Henning offered that the last paragraph in the staff report references this. The cadre wanted to reference a text book that is currently out of print. There are only about 10 out there, and the price ranged up to \$500 which is not reasonable for either the Instructor or a student. The cadre was in contact with the author. He is working on a transition to a 2nd edition with Jones and Bartlett. The discussion is surrounding whether there should be any changes. A. Henning proposed to the cadre, to remove the textbook requirement, and when the text book is available, make that a requirement. A. Henning stated that the Cal Chiefs Fire Prevention Officers are a

big force behind this and are supporting this. Currently the way State Fire Training procedures work, if you were on the cadre you are automatically allowed to teach this course. We also have people who apply through the pace two process. Chief Coleman stated that there are many ways to become a Fire Marshal. A. Henning advised that he have a couple of cadre members attend the next Statewide Training Education Advisory Committee (STEAC) meeting to advise further on this subject.

## **8. Confined Space Rescue Awareness**

**Presenter: Kevin Conant  
(Attachment 12)**

Kevin Conant stated this is the first hearing and is a rewrite of the legacy 1995 Confined Space Rescue Awareness course (CSRA). This has been brought into alignment with the National Fire Prevention Association (NFPA) standards. This has been put in a course plan format. K. Conant stated that on a personal and professional note, he wants to lobby that this should be in the Fire Fighter curriculum for certification. This is an 8-hour class. Chief Coleman, Randy Collins and K. Conant discussed the approach to require this in the Fire Fighter curriculum will require reaching out to the Northern and Southern California Training Officer's as well as the California Fire Technology Directors Association (CFTDA) and at staff level. This course is currently all classroom training.

## **VII. Reconfiguration of State Fire Training**

### **A. Future Instructor Requirements**

**Presenter: Andrew Henning  
(Attachment 13)**

Andrew Henning stated this is also an item that Jim Eastman brought up at the last Statewide Training Education Advisory Committee (STEAC) meeting. This will require Instructor Certification instead of having the Instructor Certification and Instructor Registration requirement. This indicates that after 12/31/2018 you must be an Instructor II to teach Fire Service Training Education Program (FSTEP) and California Fire Service Training Education Standard (CFSTES). There will still be historical recognition for current Registered Instructors. Anyone wishing to can apply to become a Registered Instructor prior to December 31, 2018. After that point, they must go through the certification task book process. What this means for an Instructor is that they must teach the same number of instructional hours whether certified or not, but must go through the task book process after 12/31/2018. Current Registered Instructors are grandfathered in, if in good standing. This only impacts someone who wants to teach, and is applying after December 31, 2018. They must become a Certified Instructor I to teach at the

academy, and a Certified Instructor II to teach FSTEP and CFSTES courses. A. Henning indicated this information will be sent out via SFT-ENEWS as well as through partnership with STEAC and the State Board of Fire Service (SBFS).

Randy Collins stated there are so many moving parts to this, that he suggests putting together a fact sheet outlining the information. A. Henning said there is an Information bulletin SFT has that can be used as another means to distribute the information, as well as the State Fire Training (SFT) website. David Barnett said that because the grandfathering applies to Fire Fighter Instructors and SFT does not have a database for the academy, Accredited Local Academies (ALA'S) or Accredited Regional Training Programs (ARTP'S) instructors, he suggests that a list be provided to SFT of individuals who can teach. This would be for their files for the grandfathered process. This is an opportunity to communicate to the ALA's and provides validity to the program. A. Henning said he appreciated the input and would bring this up with the steering committee. Chief Coleman asked how many ALA's and ARTPS do we currently have. Dawn Robinson stated we have currently 15 ALA'S, and with the two that are scheduled to go to SBFS for approval we will have 17 ALA's.

Randy Collins asked about clarification of procedures for experience. An issue occurs where people can teach at his academy and this is only where their training hours come from. They are not training back at their departments, so their Training Officer's cannot speak to their training, but he can. Jim Eastman had suggested this could be identified and looked at. Andrew said unofficially we have accepted it. Kris Rose said we were accepting from either the technical director or the Fire Department. This requires the Chief or authorized signatory to sign off on the task book but the Job Performance Requirements (JPR'S) could be signed off by someone at the college. The issue now is going to be that they may not be affiliated with a Fire department anymore, so we would open this up for the technical director to sign off. A. Henning said for the short term, this was to be added as an Interim procedure and to be added to the procedure manual.

After a spirited discussion, and the inclusion and subsequent removal of an amendment to the verbiage, it was determined that additional information would be added to the implementation plan and be brought back to Statewide Education Advisory Committee (STEAC) at the October 2017 meeting. A. Henning stated this would list the verbiage changes and details of what a Fire Tech Director can and cannot sign off on. This needs to be outlined and agreed to prior to putting this up for a vote at the October 2017 meeting. All members unanimously agreed.

**Motion:** *Gareth Harris moved to accept the course of action of an Interim procedure being written for the details of what a Fire Tech Director can do for the Future Instructor Requirements.*

*Gaudenz Panholzer seconded the motion.*

**Action:** *All members voted unanimously.*

## **VIII. Announcements/Correspondence**

### **A. SFT Staff Update**

**(Presenter: Andrew Henning)**

Andrew Henning provided staffing updates. Rodney Slaughter retired at the end of June 2017, making Dawn Robinson the sole Regional Coordinator for State Fire Training (SFT). He indicated that we are in the process of hiring two Deputy State Fire Marshal III Specialists (DSFM). There is one in for Human Resource(HR) review and the interviews will take place for 2<sup>nd</sup> position. This will be the first time since 2010 that SFT will have three DSFM'S. Randy Collins stated that at the next Fire Tech Directors meeting they will be recognizing Rodney Slaughter for his accomplishments in the Fire Service.

Andrew Henning offered that Brandon Erickson has been recently promoted to Associate Governmental Program Analyst (AGPA) and is a dedicated and important part of our team.

Henning advised that SFT is also adding a temporary Office Technician position. This need was due to the new database which also caused a delay in the records management system course processing. With the transition to our new database, this position will be working to ensure our back log of FSTEP courses is brought current. This will then enable us to have accurate data when we open the student portal portion of our system to allow students to log in and view their records online.

Randy Collins asked A Henning, as we move forward delivering CFSTES courses, will course processing be the same using the scantron. A. Henning advised that the evaluation of this process is under review and changes will be announced when any changes are made. Ideally, we would like the Instructors to log into our records management system and type in the student roster. Once the course is completed, our staff will graduate the students from the course and when this is completed, the student would be able to print their diploma for CFSTES courses. Instructors implementation is taking longer than expected. We are still moving data from our old database. We also are trying to eliminate the use of Social Security Numbers. Sacramento State is building us a website that would allow the student to log into and after validation, they would be provided their SFT ID#.

An HR package was sent over for a new Staff Services Analyst (SSA) position which evolved from a Management Services Technician position. A. Henning also advised that the department is currently undergoing some growing pains but ultimately, we expect to have a better product for the Fire Service. Jeff Seaton is

now consulting with us through our contract with Sacramento State college. We are bringing the Accredited Regional Training Programs (ARTP'S) and Accredited Local Academies (ALA'S) and the Training Officer's (TO's) together to form a committee to review the Fire Fighter I process, and J. Seaton will be working on this project. They will be reviewing how to expand national accreditation and the certification tracks.

Andrew Henning also advised that we have several requirements regarding our Fire Fighter I program and testing, from the International Fire Service Accreditation Congress (IFSAC) and National Board on Fire Service Professional Qualifications (PROBOARD) that we are working on with them. We will be looking at legislation mandates and what we are open to modify. There is representation in the steering committee, and all decisions will be made collectively. The representation consists of Tim Palmer from Sierra College representing the Fire Tech Directors, North, Darren Hall representing the Fire Tech Directors South, Andrew Murtagh from the San Francisco Fire Department, representing the Accredited Local Academy (ALA) North, Percy Jones from the Los Angeles City Fire Department, representing Los Angeles(South), Ty Labelle, CALFIRE Representative, Tim Adams, Training Officer Representative(South) and Mike Taylor, Training Officer representative(North).

Andrew Henning also stated that the Training Officer's(TO'S) came to assist SFT with the Instructor registration backlog. Instructor registration mis- information and confusion regarding curriculum retirement at the end of 2016 caused a back log with the process. Lynne Gibboney had 400 applications that required review. The TO's sent 6 people to assist. They processed 75 applications in one day. It was an eye opener for them to be advised of the information necessary to not prohibit streamlining the application process. A. Henning expressed appreciation to those who assisted.

Also, discussed at the last STEAC meeting was several people did not apply to be registered instructors by December 31, 2016. The question was asked whether we should extend the dates or request they go through the pace process. SFT said we would evaluate this. There is not currently enough information yet, so the monitoring will continue.

Chief Coleman asked about the airport driver operator curriculum. A. Henning said there was not a need for this curriculum, as only the San Bernardino airport teaches this. The curriculum is completed for driver operator, and we did not want to put in airport curriculum since there is not a need. The validation committee can be formed now. Our airport driver operator curriculum is twice as long as other states. The cadre will need to look at this. A brief discussion

entailed with participants, Gareth Harris, David Barnett, Kevin Conant and Andrew Henning. A. Henning indicated that Joe Bunn was the expert on this subject and he would reach out to him to get more clarification.

**IX. Future Meeting Dates:**

October 13, 2017 & January 12, 2018 & April 13, 2018.

**X. Roundtable**

Gaudenz Panholzer advised that Stuart Roth of the Monterey Fire Department is retiring on August 2<sup>nd</sup>. He has had 34 years with the Fire Service.

David Barnett stated that FIRESCOPE was asked to do a review of the National Incident Management System (NIMS) qualifications guide draft, last quarter. In effect this is the all hazard qualifications procedures. The potential, is that Fire Service personnel for ICS qualifications that came out of the state, may have a qualifications guide on how to become an Incident Command System(ICS) position and that doesn't necessarily match some of the California Incident Command Certification System (CICCS). As an example, you could become a type I Section Chief without having been in the lower positions. You can start as a planned Section Chief 3, then 2 then 1, and not have had to do the lower positions. That is the summary right now, with the NIMS All Hazard qualifications guide in draft. This is something to keep an eye out on because it talks about training experience and task book requirements on a NIMS level. So now there will be 4 systems in the country-- there will be National Wildlife Coordinating Group (NWCG), the California Incident Command Certification System (CICCS), CALFIRE'S, then the National Incident Management System (NIMS) guide. There is the potential with ICS people coming in, that have gone through a different all hazard class. The reason this is impactful is the All hazards classes you go to now, there will be Police Department people and Fire Service and Public Works people in the room, and they are all asking how I become qualified. The law side does not have that answer, and we are the Fire Service but the whole qualifications system nationally is something he wants to relay from a FIRESCOPE standard. The Nims is up and running when it comes to establishing their qualifications and procedures nationally for ICS positions.

Brent Stangeland stated that they have been working closely with Bill Bonshuon the Wildland Urban Interface (WUI) guides and helping with some curriculum at the academy level. He just received an email that their WUI guide will be a part of this curriculum moving forward. This will get us all on the same page as far as terminology is concerned.

David Winnaker advised he is gaining a better understanding of the process through which curriculum is submitted to this body. He stated that those who do not have a personal relationship with a representative of this group, have a lack of

understanding on how a good idea is vetted, researched and developed. He looks forward to educating those who need to understand that this body works for them. Chief Coleman advised that everyone should be communicating information from this body. Communications have improved in the last ten years but should continue to do so.

David Barnett stated there is a level of accountability. The difficulty of an Accredited Local Academy (ALA) with the accountability is having the mentorship and guidance from State Fire Training (SFT) to advise if they are doing things right. With the number of ALA'S and Accredited Regional Training Program's (ARTP'S), there needs to be a staff here that can come alongside the training chiefs, and create a true partnership with them as well as continuing to audit their process. The unfortunate occurrence is that the accreditation process is usually done every 5 years, and the Training Officers(TO'S) are typically in position for two years.

Chief Coleman stated this has some interesting budget implications. A. Henning stated that our quality control has been very limited. Part of our International Fire Service Accreditation Congress (IFSAC) and National Board on Fire Service Professional Qualifications (PROBOARD) requirement is to perform an audit and create at least one skills test examination and one written examination for the Fire Fighter I certification. Through our contract with Sacramento State College we plan to have them evaluate our fee structure. This has not been updated for ten years. The concern with having to justify a fee increase to the stakeholders was what prompted the best-case scenario of having a third party complete the evaluation. A. Henning and Kris Rose will be working on what needs should be met for the Fire Service. This will be a review of quality control, staffing

Andrew Henning stated State Fire Training (SFT) is in the process of updating the curriculum guide. There is one chapter that was never written, which is how to update the guide, how the curriculum gets vetted, prioritization, and the best way to utilize funding to develop programs. He and Kris Rose will be working on this review.

Sam Hoffman asked about the State Fire Marshal office move to the new building. Andrew Henning stated it could occur as early as next February. The site does have a parking garage, as well as surface parking behind the garage. There should be more information available at the staff update next week.

Curriculum development:

Andrew did an overview of the meeting content and future curriculum course updates with Sacramento State.

David Barnett asked about the S219 and S234. A. Henning stated it would be on the radar for review now.

## VII. Adjournment



Meeting was adjourned at 11:48.