



California Fire Technology Directors Association

Meeting Minutes

November 12, 2004

2004 Executive Board

President

Tracy Rickman
Rio Hondo Community
College

Past President

Rick Vogt
Riverside Community
College

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Tim Caphart
Bakersfield College

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David Senior
Allan Hancock College

Member Colleges

Allan Hancock College
American River College
Antelope Valley College
Bakersfield College
Butte College
Chabot College
College of the Canyons
College of the Desert
College of the Sequoias
College of the Siskiyous
City College of San Francisco
College of San Mateo
Crafton Hills College
CSU Los Angeles
East Los Angeles College
El Camino College
Glendale College
Long Beach City College
Modesto College
Miramar College
Mt San Antonio College
Mt San Jacinto College
Oxnard College
Palomar College
Rio Hondo College
Riverside Community College
Santa Ana College
Santa Rosa College
Sierra College
Shasta College
Yuba City College

I. Call To Order by President Tracy Rickman at 9:05 am

In attendance: Neal Allbee, Fred Bunker, Tim Capehart, Art Cota, Alex Gregg, Jeff Julian, Phil Kelleher, Terry Koeper, Tracy Rickman, Mark Romer, David Senior, Scott Tavalero,

Welcome by Chief Ken Wagner, Roseville Fire Department

II. Approval of Previous Meeting Minutes

It was motioned by and seconded to accept the minutes of the last meeting held in Modesto on September 4, 2004. Unanimously approved.

III. Financial Report-

None

IV. Correspondence-

None

V Legislative (Committee Report)

None

VI. Roundtable-

- Allan Hancock College. We presented the first Strike Team Leader – Ambulance the First weekend in November. This was the first draft offering of the course. It was attended by Fire and Ambulance personnel and at least one member from the Firescope board. The evaluations were very positive and some changes will be made before the next two draft offerings. One will be in Sacramento and the other in Riverside. This has been developed and pushed by the State EMSA and although many of us has taken some flack, because they did not follow our protocol for keeping Firescope in the development loop, they have learned their lesson and we will end up with a good course to pass out throughout the state. We have academies 102, 103, and 104 in session now. 104 will graduate in December.
- Bakersfield College. Just graduated a Bakersfield City academy and will graduate a Kern County academy in December. January we will be starting a Bakersfield College Firefighter 1 Academy. We are

starting a new NFPA fire prevention course suited for entry level students to give a them a opportunity to get a foot in the door for Fire Prevention positions.

- Rio Hondo College. We are getting our Wildland Fire degree approved. We have been asked by the college for additional FTE. LA County is testing and they use CWH Solutions test. LA City is also testing. Our GIS/GPS program is booming. I have information on grants for Hispanic education and training that we can use for USFS training. We need to add to our website curriculum.
- Sierra College. We have a 30% increase in registration but still cannot get the college to agree with additional full-time positions. We would like to add one academy per year to give us three. Roseville is in the process of building a new training facility that will be available for Sierra College's courses. We are lucky to have such a good partnership with the Roseville Fire Department.
- Santa Rosa. We have a four-hour block on ethics in the fire academy. This is our 55th fire academy. We have had to put into effect a code of conduct procedure for the academies. We do three academies a year. We have created more pre-requisites for the academy. We are starting an new EMT Academy in Spring 2005 modeled after the Allan Hancock College academy. We have started a 40-hour pre-academy class that we call "Introduction to the Fire Academy" for students that may not be able to pass a regular academy. IT gives them insight into what is expected in a fire academy.
- College of the Siskiyous. The new training tower is finished and we are very pleased with outcome. I was surprised at the lack of ethical decisions made by our new students. I am having trouble with the discipline in the Academy.
- Riverside College. Graduation for our academy is December 10th. We are adding additional days to some of our academy learning domains. We have an academy discipline program that works well for us as well as an academy "pass down" book. We are looking at a "Middle College" set of courses for High School students to be taking classes at the college. We are moving our Fire Academy to a 19 unit 12 week program. Our first 40-hour "Honor Guard Academy" was accepted very well and we had a great turnout and wonderful course critiques. We may do our next one in May. We are getting involved with the Bio-Terrorism group in Riverside County. Training toys are being bought but the training is not being given.
- Crafton Hills. The 27 week, one day a week, "Inspection Academy" will be reworked into a modular format. There will soon be a Fire Prevention CD – virtual reality type program/game that once finished will be sent out to all fire departments. Leadership and Ethics courses are going very well. We teach two courses per semester, one program per year. 61st Academy graduates in December.

VII. State Report- Art Cota

- Personnel in the State Fire Training office are in a state of flux. We are doing interviews for our Course Approver/Auditor Position and our Curriculum Development Support Position.
- State Fire Training has undergone an internal audit that resulted in approximately 36 audit findings/recommendations. One of which includes determining where State Fire Training fits into the CDF/CSFM organization. They looked at everything and recently came out with 36 recommendations. Some things such as invoicing "after the fact" have already been implemented and many more are in the works. The new State Fire Marshal Ruben Grijalva is an advocate of the CA Fire Service

and State Fire Training in particular. One of his priorities includes providing resources to State Fire Training that will enable it to be the force in California it should be and provide a higher level of service to the CA fire service.

- Curriculum development has been folded back into State Fire Training so we are once again a single unit.
- Curriculum projects that we have identified to work on this year include: All four Fire Investigation courses. We are partnering with the California Conference of Arson Investigators to update these courses. Fire Command 2E, Wildland Firefighting Tactics for Chief Officers. This course will be updated to a higher level as a result of the rollout of Fire Command1C.
- EMT, this course and certification criteria are in the process of being updated to meet the new regulatory changes. Our EMS Advisory Committee met this week and they are recommending that we go to a single curriculum package. All courses will be giving the National Registry certification test. We are heading in the direction where SFM will only be certifying firefighters. Pre-service students can get a certificate from the college.
- Fire Command 1C is now in the implementation phase. It is critical that community colleges hire instructors that are well versed in a elements of this course. That means the instructor needs to be someone out there doing the job as this course has several topics where the instructor needs to be an expert in each area. This course lends itself to team-teaching very well and it is in fact recommended.
- Please make sure your instructors in driver operator and other courses are keeping their student evaluation and grade sheets. We don't care where records are maintained (instructor or college) but they must be accessible by the instructor. If we have questions we would go to the instructor for records.
- We have sent some of our Rescue Systems I, II, Confined Space Rescue Operations and Trench Rescue courses to ODP for approval and they have received conditional approval. Costs for these courses, such as travel, overtime and backfill can be paid for with Homeland Security funds. Note: we do not have final approval so things could change, contact State Fire Training for an update prior to scheduling these courses.
- Emergency action plans are required for all community colleges in the state of California. It has been pointed out at one of our Homeland Security workshops that many colleges do have one or even know how to put them together. If you have one that is up-to-date and working for the college please send it to Art with an explanation of any ongoing training that goes with it.
- We will be doing several Regional Academy reviews next year and we would like FT Directors to participate. If you are interested and were not at the meeting send an email to Art. Those who signed up at the meeting were: Neal Albee, Terry Koeper, Phil Kelleher, Alex Gregg, Scott Tavalero, David Senior, Tim Capehart, Tracy Rickman and Fred Bunker.
- The Public Safety Advisory Committee has Industry Collaborative monies for Instructor training workshops. If you have any ideas contact Art.
- Class visits and evaluations by State Fire personnel may be implemented in the near future. This will of course be predicated on us hiring some new positions.
- A new online newsletter for State Fire Training will soon be put on the website.

VIII. Old Business

None

IX. New Business

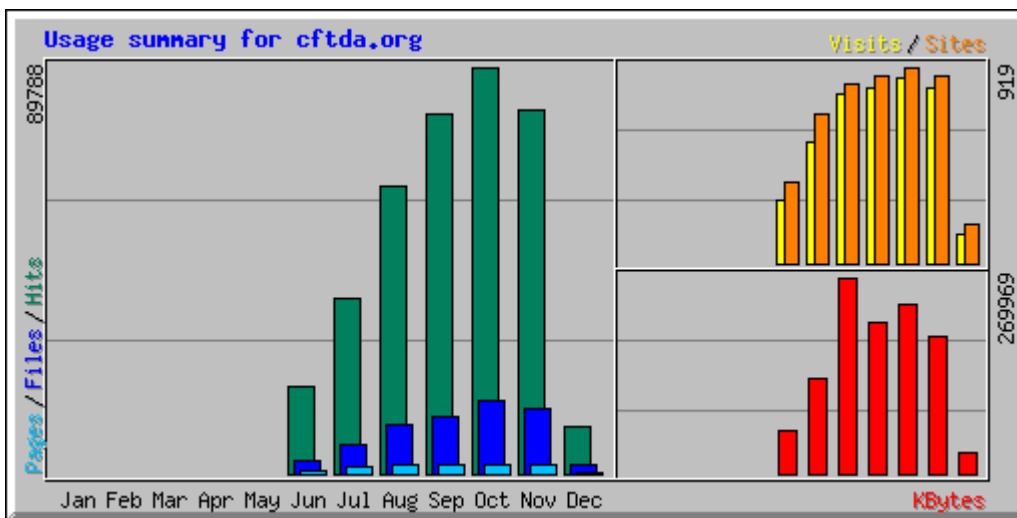
- Phil Kelleher was approached to be the liaison for Southern California Training Officers.

A motion was made to formally appoint Phil as our representative. It passed unanimously. We will need a representative for Nor. Cal. Training Officers.

- Website

Usage Statistics for cftda.org

Summary Period: Last 12 Months
Generated 06-Dec-2004 17:59 PST



Summary by Month										
Month	Daily Avg				Monthly Totals					
	Hits	Files	Pages	Visits	Sites	KBytes	Visits	Pages	Files	Hits
Dec 2004	1735	322	45	23	180	29485	139	271	1933	10412
Nov 2004	2673	476	68	27	875	187529	822	2047	14299	80196
Oct 2004	2896	515	70	28	919	234045	868	2189	15973	89788
Sep 2004	2646	420	67	27	879	209053	818	2010	12629	79406
Aug 2004	2042	346	62	25	837	269969	791	1936	10738	63308
Jul 2004	1253	208	44	18	696	129603	569	1381	6454	38849
Jun 2004	880	124	28	13	378	59392	297	621	2749	19361
Totals						1119076	4304	10455	64775	381320

- We are getting tens of thousands of hits a month. We should have two information blocks for FF. One with the academy and college they graduated from and another for where they got their degree. We should move this outside the restricted area. We have added back a discussion page. The Needs Assessment will be moved to the Public Safety Training and Education Advisory Committee web site and a link will be attaching our to theirs. The “Fire Programs” list needs to be updated. Sierra College will be the next “Training in Action” program for the website. We will be assigning a new college to be featured on the website at each quarterly meeting.
- Nominations:
 - Tim Capehart moved up to President.
 - Phil Kelleher was nominated and elected as Vice-President.
 - David Senior was nominated and elected as Secretary
 - Steve Dixon was nominated and elected as Treasurer.

ACTION ITEM-

Next Meeting: February 1, 2005 in the San Diego area . See Website for details. Plan on attending.

- **Art Cota – David Senior – Tim Capehart – Tracy Rickman. Put together a survey for community colleges about their Emergency Action Plan and put the survey on the web page.**
- **Please send any updated evaluation you use in your academies to David Senior**
- **Neal Allbee will put together a draft survey to see what classes are being taught at each college.**
- **All Directors are asked to send to Tim Capehart a list of past graduates and where they are working. Ask your Training Officers Associations for their department members that graduated from a Community College academy in California. Where they graduated and the year.**
- **Anyone interested in hosting the instruction and testing for the CSFM for portable fire extinguisher certifications contact Art.**
- **David Senior will update the list of fire programs in the state.**

Respectfully Submitted by,

David E. Senior
Secretary CFTDA