



TASK FORCE MEETING

Sacramento, CA

April 23-24, 2019

Minutes

Tim Kelly (LFD)

Ira Peshkin(KRN)

Jim Johnstone (CalOES),

Jon O'Brien (LAC)

Scott Lucas (DOI)

Andrew Henning (SFM)

Not Present: Dan Horton (VNC), Woody Enos (SBC), Matt Levesque(ORC)

Grant Hubbell (BDC)

Jim Tomaselli (USFS)

Shanna Kuempel(CNT)

Kyle Heggstrom(LNA)

Cathy Johnson (CalOES)

David Gerboth (SND)

Dave Baldwin (SCR)

Brook Spelman (Cal Fire)

Guest: Justin Short, Dan Riley, Ryan Gifford, Matt Menard

April 23rd, 2019

■ Call to order: 0900 by Tim Kelly

- Reviewed March Minutes Welcome and Logistics (Johnson)

Moment of Silence for Firefighters and Police Officers LODD:

Joel Barnes, Berwick Fire Department (Berwick, ME).....March 1, 2019

Jacob Ringering, Godfrey Fire Protection District (Godfrey, IL).....March 5, 2019

Michael Bernstein Philadelphia Fire Department (Philadelphia, PA).....March 20, 2019

Daniel Laird, USFS (Nevada City, CA).....March 27, 2019

James Woodman, West Haven Fire Department (West Haven, CT).....March 29, 2019

Sergeant Steven Licon, California Highway Patrol (Riverside, CA).....April 6, 2019

Agenda review and Additions (Kelly)

- Ryan Gifford- UAS presentation
- Justin Short- Website presentation

Review and Approval of the March Draft Minutes (Kelly)

Reviewed and approved. Minor modifications, motion to approve O'Brien , second by Spelman, minutes approved.

Task Force Update (Kelly)

- Report Ops Team Conference Call and Board of Directors Meeting
 - IROC Presentation
 - SCOUT status update presentation
 - All documents were approved by BoD

- Marketing and Messaging plan approved with recommendation to hire professional PIO that can implement plan developed by working group
- Task Force discussion regarding getting documents for approval to Ops team and BoD- timing and format/platform for delivery. Need to work with Smartsheet and determine if link still works when documents are changed
- Quarterly briefing format was updated
- All approved documents will be posted to the FIREScope website within a week
- ICS-225 and flagging white paper- discussion on timing of implementation. ICS-225 form is being worked on by Gerboth to convert the form to form fillable capable. Cal OES contractor might be able to work on converting all ICS forms to form fillable.
- CWCG Interagency Wildland Risk Management Conference in San Diego April 9-11 (Gerboth). Gerboth gave an update to symposium on form and function of FIREScope. Safety SG also gave an update on their current work and mission.

Cal OES Update (Johnstone/Johnson)

- Cal OES is currently within budget time and submitting for an additional FIREScope personnel spot in order to support marketing and messaging
- Open MST position for Yesenia who promoted. Yesenia is the new FIREScope SSA and she is now responsible for FOG sales/customer service
- 4 additional Comm operator positions are proposed
- Don Weiss will be retiring April 30th and his responsibilities will be transferred to Cal OES IT and OES FIREScope staff
- Johnstone attended CWCG IMT meetings- good discussion on lessons learned and improving overall communication and coordination. Unified Command concepts were discussed and ways to improve. Approved BoD Docs were presented to various IMT section break outs.
- Cal OES strategic plan is being updated and does include FIREScope. Looking for input on product in the future.

State Fire Training Update (Henning)

- Retired Certs: Chief Officer and Fire Inv. I, II
- Firefighter I Cert: Certification exam is mandatory through an ARTP and ALA sites. Red scantrons are discontinued
- Instructor registration process: Revamped process. Does not affect current instructors
- SFT ID Number: Students need to know their numbers before starting a class. Social Security numbers are no longer used
- Students can print their own training history report
- Hosting agency's need to abide by SFT requirements and could result in sanctions to host agency. Letters of warning have been sent out to several agencies. Most changes to courses/instructors need to be sent to SFT for approval before course starts
- Fee adjustments are being rolled out and going through approval process with a rollout of July 1st, 2020
- Some curriculum is held up in approval process with State Board of Fire Services

- New procedural manual is coming out: July 1st 2019 implementation date
- July 12, 2019 STEAC Meeting
- May 23rd, 2019 State Board of Fire Services Meeting

NOTE: FOR ADDITIONAL INFORMATION- REFERENCE APPENDIX “A” FOR COMPLETE STATE FIRE TRAINING REPORT

STEAC Update (Heggstrom)

- Updated CA219 curriculum
- Fire Inv. Updates
- Executive Chief Fire Officer now has a degree requirement
- Instructor requirements are being evaluated and alternative process for peer review are being examined
- Updated strategic plan are being worked on
- Technical rescue curriculum being updated

FIRESCOPE Website Redesign Presentation (Justin Short, Dan Riley)

- Presentation made to TF and website design was previewed
- Website design started from scratch and was driven by AB434 and ADA compliance
- Currently 60% done with project
- June 30th launch date to meet ADA compliance deadline
- Organize and “surface” content is main goal in order for users to find important content
- Content, photos, links are much easier to access
- Contractor is working on converting historical documents to ADA compliance and they will be eventually posted on website

UAS Working Group Presentation (Ryan Gifford/Matt Menard)

- Presentation made to TF on UAS use in fire service
- Exponential growth of UAS in fire service and becoming more and more commonplace
- UAS White Paper was presented to TF
- NWCG terms were utilized for four UAS positions and position manuals were developed with the goal to mirror NWCG
- Concern is no deployment standards for UAS are available
- Course plan was also built out
- End goal is to make sure that there is a vetting process to ensure all UAS operators that are deployed to an incident with the equipment and training to safely and effectively integrate into the ongoing aerial operations
- DOI documents are part of course plan
- Organizational chart is completed
- CICC documents were developed and reviewed

- ICS 220 form was developed and changes to document were discussed
- Discussions on Org chart and placement of dashed coordination lines in regard to having the coordination line going directly to the unmanned aerial systems module leader or pilot
- Direction for TF to review all the UAS documents and have further discussion in May meeting
- Projected deadline in June to present to Ops team
- All courses need to be directed to and hosted by State Fire Training. FIREScope no longer hosting any courses

Specialist Groups POW, Charters and Roster Review (All)

- TF discussion regarding template format (Excel vs. Word). Microsoft Word was chosen as the preferred template.
- EIT SG
 - POW reviewed: No dates on assigned to column and projected completion date column; concept of disposable website was discussed and feasibility on new FIREScope website.
 - Charter reviewed: minor editing/revisions suggested
 - Roster reviewed: minor editing/revisions suggested
- Safety SG
 - POW reviewed: minor editing/revisions suggested. Suggestion to add an action word to all POW items. Such as develop, review, provide, etc. Projected completion dates need to change to April 2020. Remove Task Force from assigned to column.
 - Charter reviewed: no changes recommended
 - Roster reviewed: discussion regarding which template is being used to standardize across the board. Kelly will make sure one template is being posted for use for continuity and distribute to all TF members for Roster, Charter, and POW
- The rest of the SG's will be reviewed at the next TF meeting

Old Business/Projects:

Behavioral Health Working Group (Gerboth)

- White Paper deadline next month for possible presentation to Ops Team in June
- All agencies engaged in process
- Discussion regarding if Behavioral Health should be a SG, or rolled into the Safety SG. This concept could be included in the White Paper

CAD to CAD Interoperability (Spelman)

- Had conference call three weeks ago
- Subcommittee that works under EIT and managed by EIT. Several EIT members are involved
- Develop an outline for work
- Develop a roster and determine who SME's are going to be involved
- Developing a list of which CAD companies they want to talk with
- First face to face meeting will be May 22nd or 23rd, 2019 in Ventura
- Suggestion to have them tie in with National Interagency Computer Aided Dispatch (NICAD) Group. Tomaselli will provide contact for this group

Resource Typing Decontamination Unit and Rehab Unit (Tomaselli/Enos)

- No Report or Update

Standard Wildland Preplan (Heggstrom)

- Work in progress
- Looked at ICS209 and looked at conforming to a preplan
- Will be configured in a Microsoft Word document
- Need to further define end user of product

SCOUT Procedural Manual (Spelman)

- Working with several people
- Programmers are working on several functionality changes to SCOUT
- Should have something in the next month

FIRESCOPE Website Redesign Update (Johnson)

- Presentation by OES Webmaster Justin Short

ICS 010-1 Glossary of Terms (All)

- Draft completed; review as Task Force

Incident Communications Advisory Council (Johnstone)

- Met in San Diego in early March, 2019
- Comms personnel across the nation think that this is a good move to establish a Comms Section Chief
- ITSL position could be established under Logistics as a compromise
- ITSS is the FIRESCOPE solution. Johnstone to discuss with Marshall
- Task Force to continue to monitor
- Next Meeting in June 2019

Evacuation/Repopulation and LELO WG (Johnstone)

- Meeting in early March 2019
- Standardized terminology developed
- White Paper is being shared with law enforcement
- White Paper will be shared with Ops Team in June and BoD in July
- Document will be placed in SmartSheet
- Terms developed are Evacuation Order, Evacuation Warning, and Shelter in Place

MACS 409 Review (All)

- Change ICS 900 to MACS 409. MACS 400-2 discussion. Develop revision implementation plan. Jim Johnstone to have Yesenia change ICS 900 to MACS 409 on posted doc.
- Recommend to remove from agenda until CFAA provides further direction

Channel Load Survey (Kuempel)

- Process of finalizing data and cleaning up data
- Overall 21% of total agencies that were sent survey responded
- Request to have TF members review recommendations and offer any suggestions
- Recommendation will be submitted to Ops team in June and then BoD

Aviation Air to Ground Communications White Paper (Enos)

- Update on discussions between Brook and Woody. Bring back update at April meeting. Postpone sending to Ops Team; more work needed.
- Document will be covered during next agenda
- CAL FIRE agrees to evaluate on an incident by incident basis. CAL FIRE email given to Enos
- Enos to present findings at next meeting in May

Mud and Debris White Paper (Gerboth)

- Dave brought to TSRG and group will look at developing new white paper after completing work on OSD and hearing back from PrePo group.
 - Not covered due to time constraints. Mud and Debris Flow PrePo Group meeting May 21-22
 - Information will be gathered to update White Paper
- Work to Be Implemented:**

ADA Document Compliance Requirements (Johnson)

- Compliance date July 1, 2019. Cathy provided tutorial on building ADA document February. Resources: YouTube videos, ADA instructions in SmartSheet. Shanna to research steps for

Mac Devices.

- Documents sent to contractor for conversion:
 - AHA-330 curriculum
 - 223 course curriculum
 - ICS/MACS files that are currently available in the “Free Download” section of the FIRESCOPE website published from the present, all the way back through year 2000
 - All currently posted BOD Minutes (126 files)
 - All currently posted Ops Team Minutes (152 files)
 - All currently posted Task Force Minutes (505 files)
- Contract is up to 50,000 pages

ITSS-COML Position White Paper (Lucas)

- Review Implementation Plan - 2019 IMT Briefings (Review schedules), 2019 Position Description, 2021 FOG Update.
- Discussed during CWCG meeting April 16-17
- Johnstone will solicit comments from teams and review with TF

Preparation for 2019 North and South MACS Exercises (All)

- Spelman to bring coaches cards to March meeting. Confirm Kendall and Masevero, Ricci and Matarazi as SMEs for groups and to facilitate the Group discussions after exercises.
- Shanna- Kyle, Dave- Ira Gerboth (Primary Team), Brook-James (Primary Team), Jon-Scott, Cathy-Rob C., Dan Horton Photos and coordinating filming. Will review the coaches’ cards.
- Johnson reviewed FIRESCOPE PowerPoint presentation for MACS exercise
- Agenda for exercise was reviewed by TF
- Johnson reviewed paperwork that will be used at exercise. A total of three incidents are being used for exercise
- Tour of SOC is scheduled for after exercise
- TF reviewed evaluation

2021 FOG 420-1 Revision (All)

- Task Force members to track 2021 FOG revisions for their projects. Finalize FOG submittal dates.

US&R Specialist Group Title Change (Gerboth)

- Review Implementation Plan
- All documents are starting to be moved over
- Org chart needs to be changed
- Gerboth working on a plan consistent with White Paper

Fire-line Flagging Tape White Paper (Tomaselli)

- Review Implementation Plan

- ICS910 changes already made
- ICS204 and special instructions need to be emphasized to teams and planning section
- TF discussion of document coming from CWCG to teams that emphasize this flagging tape change
- Importance of joint message from CWCG and FIREScope to emphasize this change

BoD Orientation Document (Gerboth/Hubbell)

- Review Implementation Plan
- Need to post to website
- Johnstone will coordinate delivery of this document with new BoD members

ICS 225AH Review (Gerboth)

- Review Implementation Plan
- Gerboth to send PDF document to Shanna to have it converted to fillable document

Messaging/Marketing (Horton/Enos)

- Review Implementation Plan
- No further report
- Waiting to hear back from BoD on PIO position

New Business/Projects:

FIREScope Vehicle Stickers (Johnstone)

- Cal OES vehicle services stickers available for agencies. Kelly to discuss at BoD as part of marketing and messaging with Fire Chiefs. Available for cost \$9.00. Johnstone to share photo with Task Force.
- New stickers have updated web address
- Purchasing methodology needs to be worked out. Johnstone to coordinate
- Will be put on agenda for July BoD

ICS 215C Contingency Form (Kelly/Enos)

- Federal IMT Joint Ops and Plans Breakout meetings April 17th in Sacramento. Dave Gerboth and Scott Lucas to coordinate introduction and review with teams. Brook to send to CAL FIRE teams for review and input. Dave Barnett to work with Scott and Dave Gerboth. Report back at April meeting.
- Johnstone provided an overview of Dave Barnett's presentation

- Barnett waiting to hear back from Brook Spelman
- No negative comments were made so far
- Spelman forwarded to CAL FIRE IMT Ops Team. Waiting on comments from CAL FIRE IMT Teams
- Spelman will bring back for May meeting
- Barnett plans on coming to June Ops meeting to present and potentially will do presentations for CAL FIRE

UAS White Paper, Task Book, Operations Guide (Lucas)

- Refer to presentation by Working Group on product development.

Use of Non-Public Radios on Incidents (Lucas)

- Scott Lucas to discuss with Comms Group to identify issue and have them develop white paper as necessary.
- No further discussion- Next Comms Group SG meeting is next week and will be put on agenda

Specialist and Working Group Reports:

Aviation: (Enos/Peshkin)

Next Meeting in June at OCFA.

Communications: (Lucas/Spelman)

No further report. Next meeting next week April 30-May 1st

Safety: (Tomaselli/Enos)

No further report. Next meeting June 18th.

EMS: (Heggstrom/O'Brien)

Meeting in April and discussed OSD's. NFPA 3000 and comparison to ICS701 White Paper is being worked on. Next meeting June 27th in Lake Tahoe. TF Discussion about EMS SG's involvement in the concept of Ambulance strike teams.

GIS: (Horton/Lucas)

No report

Predictive Services: (O'Brien/Tomaselli)

Next Meeting is May 21/22 at McClellan

Haz Mat: (Peshkin/Horton)

Met a few weeks ago. Updating biographies and roster. Finalizing POW. Moving forward on SEL. Next meeting July 9/10 in Santa Barbara.

Technical Search & Rescue: (Gerboth/Levesque)

Still reviewing OSD and plan to have a DRAFT at the May meeting. Working with Chief Marshall to refine strategic plan. Mud and debris flow Cal OES AdHoc meeting on May 20/21 in Orange County.

High Rise: (Levesque/Gerboth)

Change in Chairperson- Brian Price from Fresno. Next meeting is May 23/24 in San Diego. Desire for SG to refresh and look at any new big changes in High rise procedures

EIT: (Spelman/Hubbell)

Conference call May 16th. Working on CAD to CAD. Presented FIREScope EIT Fire Technology Map to TF. Focus for group is to look into what technology is being used in fire service and display it under FIREScope logo and leverage it the best they can. Disposable website will be used as a funnel source to show all this emerging technology. They would like to make a short presentation to TF regarding technology map.

Roundtable:

Meeting adjourned at 1700

April 24th, 2019

Meeting called to order 08:00

MACS Exercise

Meeting Adjourned at 1200 hrs.

UPCOMING MEETINGS:

Task Force

May 14-15, 2019*	Riverside (Spelman) South Ops MACS Exercise *Uniform Req.
June 4-7, 2019	San Francisco (Velo)
July 16-17, 2019	Lake Arrowhead (Hubbell)
August 13-14, 2019	Orange County (Levesque)
September 17-18 2019	Monterey (Kuempel)
October 15-16, 2019	Santa Barbara (Enos)

Future Board of Directors and Operations Team Meetings

June 6-7, 2019	OPS Team Meeting, San Francisco
July 10, 2019	Board of Directors, Burbank FD
September 18, 2019	Conference Call- 2 nd Day of Task Force Meeting
October 9, 2019	Board of Directors, Cal OES Headquarters

APPENDIX

CAL FIRE – Office of the State Fire Marshal

State Fire Training Report

April 2019

A. Retired and Retiring Certifications (April 2019)

- Chief Officer and Fire Investigator I/II certification retired 12/31/2018. People who did not complete tracks will need to complete new Chief Fire Officer of Fire Investigator (single level)
- Fire Marshal – certification retires 12/31/2019

B. Fire Fighter I Certification Update (April 2019)

- Certification exam **mandatory** for all applicants who apply for certification.
- No more red Scantron's (stopped Dec 31, 2017)
- Please see the [Fire Fighter I webpage](#) for more information
- Updated curriculum is in development for Fire Fighter 1, Fire Fighter 2, and Wildland Fire Fighter 2(new) with implementation in 2020.

- Fire Fighter Certification Exam Registration fee is going to \$75 per certification for testing on 2020 Fire Fighter 1 curriculum.

C. Instructor Changes (April 2019)

- Instructor Certification is now required (beginning January 1, 2019)
 - i. Fire Fighter Instructor: Instructor 1 Certification
 - ii. CFSTES/FSTEP Instructor: Instructor 1 and 2 Certification
- Existing Registered Instructors and Instructors who applied for registration on or before December 31, 2018, will not be required to become certified.
- Please see the [Instructor Changes Information Bulletin](#) for more information
- Please see the [Fire Fighter I/II Instructor Historical Recognition Information Bulletin](#) for more information

D. SFT User Portal (Jan 2019)

- SFT launched a new Records Management System that includes a SFT User Portal.
- This portal allows personal access to professional certifications and training history.
- Starting January 1, 2019, students will be required to have their SFT ID's to complete SFT courses. SFT will no longer be using SSNs to track students. SFT ID's can be found using one of the look up tools.
- SFT now requires electronic course returns for all courses (started on January 1, 2019). Informational guides will be available later this month to provide an overview on the process for instructors. Instructors will return the course materials through the SFT User Portal, and students will be able to print their training history and course completion diplomas directly from the portal
- Please see the [SFT ID Number Information Bulletin](#) for more information on the different ways to look up your SFT ID.
- Please see the [Records Management System Online User Portal Information Bulletin](#) for more information on the SFT User Portal.

E. SFT Instructor and Host Agency Accountability (April 2019)

- The Registered Instructor, Evaluator, accredited facility, or the host agency shall provide written notification to SFT of any changes in course delivery prior to the first class meeting. These changes can include: start or end date, facility or location, primary or senior instructor, shipping or billing contact information, hosting agency

- The Registered Instructor, in conjunction with the accredited facility and/or host agency, shall: verify student eligibility for course enrollment, ensure the maximum student limit for the course is not exceeded (listed in CIRM and Course Plan), ensure the minimum course hours are met, ensure the appropriate instructor-to-student ratio is maintained, ensure the safety of all students participating in the course
- If a Registered Instructor, accredited facility, or a host agency does not obtain SFT approval for a course, a student will not receive recognition (i.e. a diploma) for the course.

F. SFT Fee Adjustment (April 2019)

- SFT is special funded and is funded 100% by user fees. The last fee adjustment was in 2008. SFT contracted with Sacramento State to provide an independent review of the current fees, and to set up Activity Based Costing for the new fee structure. STEAC has formed an Ad-Hoc working group to review the fee adjustment.
- STEAC had its first hearing of the proposed fees in April 2019. The fee adjustment will then go to STEAC/SBFS for approval in July/August 2019. The fee increase goes through the Office of Administrative law rulemaking process. The anticipated implementation of the fee adjustment is July 2020.

G. New and In-Development Curriculum (Sep 2018)

- Aircraft Rescue & Firefighting Awareness- new FSTEP course for non-ARFF fire fighters responding to aircraft and airport incidents. *Seeking SBFS approval in May 2019.*
- Two new Open Water Rescue Boat Operator FSTEP courses. One is for Small Vessels and the other is for Large Vessels. *Seeking SBFS approval in May 2019.*
- Wildland Firefighting – Firing Operations (CA-219)- uses S-219 as baseline but requires live fire component. *Seeking SBFS approval in May 2019.*
- River/Flood Rescue Technician- new FSTEP course. Going to SBFS for the first reading in May 2019 and SBFS Approval in August 2019.
- Ethical Leadership in the Classroom- curriculum update. Going to SBFS for the first reading in May 2019 and SBFS Approval in August 2019.

H. Office of Administrative Law Proposed Rulemaking – Title 19

- The State Fire Marshal (SFM) is providing notice to adopt proposed regulations related to revisions to the certification and training standards for the California fire service.

- Updates to the Procedure Manual, CIRM, forms, CTS, and title 19 language.
- The new proposed regulations will be implemented in July 1, 2019.

I. Statewide Training and Education Advisory Committee (STEAC) / State Board of Fire Service (SBFS)

- Next STEAC Meeting- July 12, 2019. [STEAC Website](#).
- Next SBFS Meeting- May 23, 2019. [SBFS Website](#).

J. Stay Engaged

- For new information see the Latest News section on the [SFT Website](#):
- Subscribe to [SFT E-News](#).