



**TASK FORCE MEETING**

**Dana Point, CA**

**August 13-14, 2019**

**Minutes**

Tim Kelly (LFD)  
Ira Peshkin(KRN)  
Jim Johnstone (CalOES),  
Jon O’Brien (LAC)  
Andrew Henning (SFM)  
Jim Tomaselli (USFS)

Grant Hubbell (BDC)  
Shanna Kuempel(CNT)  
Brook Spelman (Cal Fire)  
Scott Lucas (DOI) Dan  
David Gerboth (SND)  
Dave Baldwin (SCR)

Dan Horton (VNC)  
Kyle Heggstrom (LNA)  
Cathy Johnson (CalOES)  
Rob Capobianco (ORC)  
Garrett Huff (SBC)

**Not Present:** Grant Hubbell (BDC)- 2<sup>nd</sup> Day

**Guest:** Darren Roberson (ORC)

**August 13th, 2019**

- **Call to order: 0900 by Tim Kelly**
  - **Reviewed July Minutes**
- **Welcome and Logistics** (Capobianco)

**Moment of Silence for Firefighters and Police Officers LODD:**

Neil Cope, North Belle Vernon VFD (Belle Vernon, PA).....July 16, 2019  
 Jeff Stroble, City of Roswell Fire Department (Roswell, NM).....July 21, 2019  
 Yaroslav Katkov, CAL FIRE (Sacramento, CA).....July 29, 2019  
 James Sommers, Suwannee Fire Rescue (Live Oak, FL).....August 6, 2019  
 Juan Diaz, LAPD (Los Angeles, CA).....July 27, 2019  
 Andre Moyer, CHP.....August 12, 2019

**Agenda review and Additions** (Kelly)

- Draft of FIRESCOPE 2019 Strategic Plan- Will be covered in Cal OES Update

**Review and Approval of the July Draft Minutes** (Hubbell)

Reviewed and approved. Minor modifications made, motion to approve Heggstrom, second by Baldwin, minutes approved.

**Task Force Update** (Kelly)

- New member of the group: Garrett Huff has officially replaced Woody Enos on the Task Force
- BoD Meeting in July: all approved documents posted on the website

- If guests are invited they should be dressed in business casual

### **Cal OES Update** (Johnstone/Johnson)

- Review of Strategic Planning FIREScope Program with TF
- Intent of Strategic Planning document is to plan for 3+ years (medium to long term plan) instead of POW that is designed to plan annually
- Both documents should be consistent and support each other
- FIREScope Strategic Plan will be incorporated into the OES Fire & Rescue Strategic Plan Designed to be a fluid document that can be revised annually
- TF members are requested to review and provide input
- Goal 1A: develop and implement a program to improve interagency coordination and cooperation with our public safety partners and allied agencies
- Goal 1B: Enhance FIREScope's Messaging and Marketing to improve the CA and national fire service awareness of its best practice initiatives and documents
- Goal 1C: Continue the preparation of the 2022 Field Operations Guide (FOG) and FOG App update
- Goal 1D: Review the Governor's 2003 Blue Ribbon Commission Report
- Goal 1E: Seek opportunities to expand the CA fire service collaborative capabilities in emerging technologies
- Goal 1F: Secure funding for additional positions within Cal OES, with the goal to meet the previously stated goals
- TF discussion about how TF POW and Strategic Plan will work together and structurally how they should be designed
- Kelly recommended that Strategic Goals in current POW need to be reviewed and make sure that they coincide with long term Strategic Plan
- Strategic Plan will go through approval process and be submitted and approved by BoD at the beginning of 2020 (Jan BoD meeting)
- Need TF review and feedback by September 13<sup>th</sup> and no later than September 16<sup>th</sup>

### **State Fire Training Update** (Henning)

- Fee increase approved by STEAC and will go onto State Board of Fire Services for approval
- Process will improve for issuance of FF I Certification
- Considerable changes for FC3 (regarding instructor update course) and FFI and FFII certification
- New Procedural Manual includes pre-approval criteria for hosting classes less than 5 students
- Next Meeting for STEAC Oct 11<sup>th</sup>
- Next Meeting for State Board of Fire Services August 23<sup>rd</sup>
- Henning reviewed approval process within State Fire Training
- New Courses in development

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

### **STEAC Update** (Heggstrom/Baldwin)

- Oct 11<sup>th</sup> next meeting
- No other update
- Letter submitted to STEAC identifying Dave Baldwin as alternate liaison

## **Old Business/Projects:**

### **Behavioral Health Working Group** (Gerboth/Huff)

- Update on work group progress
- Review of Implementation Plan, OSD, and White Paper
- Reviewed position descriptions (pneumonic in ROSS except for CICL)
  - Critical incident team coordinator (CICO)
  - Critical incident stress team leader (CISL)
  - Critical incident peer supporter (CISM)
  - Critical incident clinician (CICL) CA Only
- Recommendation to have working group stay together to work on implementation plan
- CA only CICL added to ROSS will present an uphill battle for approval
- Concern that without agreements how can clinicians be activated and paid for
- How they are mobilized across the county and how would payment be issued.
- How can Cal OES manage this?
- CISM team actually works with agency administrator not necessarily the IC
  - Recommendation that wire chart be revised
- Clinicians are not put into the system because that is their daily job and we are not in the business to mandate to a doctor a set of requirements
- Federal agencies do not want restraints on what clinicians they use and that the system is already working
- Agreement amongst the TF that clinicians are critical, but not to establish training requirements
- Recommendation to establish a CA list of “approved” clinicians that agencies are using
- Replace word- REQUIRED with SUGGESTED or RECOMMENDED on the DRAFT CICC clinician document
- Discussion regarding wire chart, chain of command, who does CITL report to and is it a recommendation that we change the ICS structure to accommodate this. This needs to be reconciled
- TF members need more time to review with further discussion at Sept meeting
- Behavioral Health Smartsheet page needs to be shared to entire TF
- Working group needs to be reconfigured with new lead and adding several new SME’s
- Motion to have Gerboth removed from being the project liaison due to Huff now being that Huff is now a TF member

### **CAD to CAD Interoperability** (Spelman)

- Shanna appointed Liaison to SCOUT project manager to discuss integration and timing of Task Force projects related to SCOUT. Discuss alternative liaison.
- Have not had an additional meeting
- Common operating platform seems to be the new focus of group. White Paper already written on this about 2-3 years ago. ICS1401
- Trying to have deliverables by the end of the year
- Baldwin is now the new liaison

### **Resource Typing Rehab Unit** (Tomaselli/Enos)

- Status of project
- Team is still struggling with project thinking that project belongs under EMS
- Heggstrom will discuss with chair of EMS SG that group might consult with them when they have a finished product

### **SART Checklists** (Tomaselli)

- Status of project
- 3 different checklists developed- refer to IRPG and/or expand on IRPG
  - Serious Accident Field Operations Checklist
  - Command Staff and/or Agency Administrator- serious accident investigation and near serious accident investigation
  - Serious accident checklist with a firefighter fatality
- When project was assigned, 4 different checklists were requested
- Checklists reviewed by TF and several revisions were suggested that were added to documents
- Recommendation to condense 3 checklists to 2 and separate the near miss criteria out
- Direction for TF members to review checklists further
- Discussion about merits of Agency Administrator checklist and reasons to include it

### **Standard Wildland Preplan** (Heggstrom)

- Ops Team directed Task Force to produce White Paper with options (e.g.; hazard mitigation funds to develop statewide wildland preplans for state, fillable document only, etc.) Projected timeline September 18, 2019. Rob and Kyle volunteer to work on White Paper. August meeting update.
- Question on end state of project and POW. Who is the audience of the preplan?
- Goals developed: Valuable tool, tool that is accessible and is standardized which can also be maintained
- Discussion on target audience. Recommendation that it should be based on Strike Teams and their leaders. That was there is a nexus to preposition/hazard mitigation reimbursement funds.
- Tool is ultimately situational awareness and intel that could be valuable to any user

- Suggestion that project focus on targeted areas that have a historical history of catastrophic fires
- Recommendation that preplan include identified safety zones, especially for IA crews that have limited situational awareness
- Recommendation to draft a white paper that details scope of project
- Goal would be to use preposition/hazard mitigation funds and hire a contractor to complete project
- Ultimately need to decide what elements we want in the preplan and can include all hazard application including mud and debris flow
- Recommendation to use the GIS SG as coordination body to work on project
- Recommendation to make the project all hazard
- Recommendation to establish a working group in order to accomplish project

### **SCOUT Procedural Manual** (Spelman)

- Brook working with Caroline on SCOUT development and timing of SCOUT Manual. In holding pattern until more information becomes available. Brook to report back during August meeting.
- SCOUT still ingesting data including data from the military and national guard
- Discussion regarding utilities sharing data to assist with early warning of fires
- Could be a segway to enhance the 911 system to detect fires early
- Goal is to fix connectivity issues that can share data as well
- Working on awarding contract to a company with the purpose of enhancing SCOUT
- Video conference training (1hr) on SCOUT occurs monthly
- SCOUT is not going away and is the designated common operating platform for CA

### **FIRESCOPE Website** (Johnson)

- Discuss any needed action items or issues. Confirm Specialist Group Liaisons sent reminder to Chairs regarding biographies due date of January 2020.
- SG's need to send flyers and minutes for all meetings including conference calls so they can be posted on the website

### **Incident Communications Advisory Council** (Johnstone)

- Monthly Update. Discuss final recommendation from ICAC product. Task Force to develop White Paper at direction of Ops Team on what ITSL, COML, ITSS entire package looks like when final recommendation decided. Determine who will write White Paper and establish due date.
- Letter from Chief Osby to the ICAC and Ford from FEMA
- FIRESCOPE supports 3 out of the 4 options, including ITSL
- Recommendation to share the letter from Chief Osby to all the SG's
- ICAC has asked for letter of concurrence signed by FIRESCOPE

### **Evacuation/Repopulation and LELO WG** (Johnstone)

- Review Task Force white paper for consideration of next action items for WG.
- According to Sherry Sarro recommendation is still being vetted with law enforcement partners
- Should be a statewide standard by next fire season
- Agreed upon terms being proposed:
  - Evacuation order
  - Evacuation warning
  - Shelter in Place

### **Aviation Air to Ground Communications White Paper** (Enos)

- White Paper on hold until all stakeholders get together and discuss further.
- Cal Fire not using A/G Tac's
- Due to differing policy issues, unknown if it can be completely resolved

### **Mud and Debris Working Group** (Gerboth)

- Progress report on target date for M&DF Preposition Packet to be completed by October BoD. 2014 Mud and Debris Flow white paper review on hold until after preposition project complete.
- August 20<sup>th</sup> next meeting
- DRAFT should be completed at August 20<sup>th</sup> meeting and review by TF in September and presentation to BoD in October

### **ICS 215C Contingency Form** (Barnett/Spelman)

- Status on development
- Document is ready
- Waiting for final feedback from Cal Fire and should be ready for review by the TF in September

### **UAS White Paper, Task Book, Operations Guide** (Enos)

- Status on NWCG UAS Train-the-Trainer course for FIRESCOPE UAS working group. Kelly reached out to DOI contact; no response; discuss contact options with Scott Lucas.
- Course dates November 18-22 Location TBD
- Looking for 2 participants from the UAS group

### **Use of Non-Public Radios on Incidents** (Lucas)

- Progress report and confirmation of timeline of CSG White Paper; due date October 2019
- No additional report

## **FIRESCOPE Expense Projections-Excel Spreadsheet** (All)

- Spreadsheets due by September meeting.
- This will include all levels of FIRESCOPE
- Travel and per diem costs for FIRESCOPE participation for 2018 (calendar year or fiscal)

## **Work to Be Implemented:**

### **2021 FOG 420-1 Revision** (All)

- Kelly and Kuempel to work on plan and tracking sheet. Rewrite set for end of 2021 with publish date of 2022. Add general FIRESCOPE document review to project objectives.
- Discussion of FIRESCOPE website forms and review tasks spreadsheet and how all the forms will be updated and how the work will be distributed
- SG POW's will be updated to include review and updating of the forms they are responsible for

### **US&R Specialist Group Title Change** (Gerboth)

- Progress on update of FIRESCOPE documents and organizational chart.
- Done and approved

### **Channel Load Survey** (Kuempel)

- Discuss/review implementation plan; Comms group to develop contingency communication plan following establish criteria for channel plan. Prepare MACS 44-1 Radio Communications Guidelines language.
- SG starting to discuss plan and three levels of channels (must have, nice to have, contingency group)

### **ICS 225AH Form** (Gerboth)

- Status of ADA contractor conversion and posting to website and cover letter for distribution through Cal OES, including training officers, IMT Training staff.
- Letter should go out through Cal OES by Chief Marshal after grammar/content review

### **Messaging/Marketing** (Horton/Enos)

- Status OCFA video of MACS exercises. Status on formal notification to WG disbanding working group and inviting them to October BoD meeting for formal recognition of work.

Letter of Appreciations completed. Ops Team directed Task Force to develop White Paper on internal marketing and messaging strategies for FIRESCOPE agencies (e.g.; Vehicle stickers, SFT training orientation, integrate into promotional processes, FIRESCOPE meetings invite agencies/regions, events, annual brush training, etc.). Assigned to Kelly and Horton.

- DRAFT video will be ready in September for review
- Initial DRAFT of white paper completed with review in September
- Email being written to disband and thank working group
- Letters of recognition completed
- Working group will be invited to October BoD meeting for recognition
- **New Business/Projects:**

### **REMS Task Book, CICCS Qualifications REML, REMH** (All)

- Update on discussions between Rob, Ken Cruz, and Dave G. on plan moving forward after 2-year evaluation period. Review CICCS qualification guideline place-holders provided by Cal OES.
- Will move forward with Task Book now that qualifications have been changed from 2 to 4 personnel and requirements for 4 personnel to have high angle certification
- Discussion about how changing requirements will affect Federal agencies
- Need to get input from NWCG
- Need to formalize process and work with CICCS

### **SFT Water Rescue Curriculum Review** (All)

- TSRG reviewed SFT curriculum. Dave to put together summary of changes to provide to Chief Marshall and Andrew Henning.
- Went to STEAC and then will go to the State Board of Fire Services for approval
- OSD in progress
- Qualifications will match the new curriculum
- FIRESCOPE documents are in line with new curriculum

### **Cal OES Type 6 Staffing** (All)

- Marshall discussed having minimum of 3 personnel to staff. Differs from current FOG typing. Discuss action by Task Force.
- Discussion regarding conflicts with NWCG standard regarding this change
- Discussion regarding conflicts and limiting factors for agencies
- Intent from BoD and Chief Marshall that during a Mutual aid response is that Type 6 staffing is a minimum of three personnel
- Need to discuss with Ops Team on direction
- Forward any concerns through chain of command to BoD members
- Will be added to TF agenda at next meeting for further discussion

### **NFPA Incident Within an Incident** (All)



- 5.3.1 The incident commander shall have overall authority for management of the incident. A.5.3.1 The practice of “an incident within an incident” (which sometimes occurs in wildland incidents) is not consistent with the National Incident Management System in regards to the incident commander managing the entire incident. This does not prohibit the incident commander from delegating responsibilities when appropriate and in accordance with NIMS. The most important tasks in any emergency situation are to rescue and treat the member in a life-threatening situation that triggered the emergency. 5.3.1.1 The incident commander shall have the responsibilities and duties of all unassigned ICS positions.
  - OPS Team Member discussion from NEAMY and RUEDA.
  - IWI: Protocols and variation among teams in the state and national. Divert and replace resources.
  - Team Meetings to discuss the practice of identifying an incident within an incident. IC versus another name change.
  - Creating a group similar to commanding the MAYDAY.
  - RIC Group Supervisor as an example Look to NIMS and NFPA compliance.
  - Point of contact assigned to new incident OPS TEAM Review
  - Look at NIMS Verbiage and compare to the IRPG Reach out to NEAMY.
  - **Specialist Groups POW, Charters and Rosters** (All)
  - Task Force agreed to transition POW, Charters, and Rosters to November and December review and finalize period each year. Kelly and Kuempel to write white paper; requires project to go through Decision Process, since changes to MACS 410-4 and MACS Group Orientation is required.
  - Ready for September meeting for review
  - Upon approval liaisons will need to communicate change
  - Request that SG Chairperson send biographies and updates directly to Smartsheet instead of personal emails
- Meeting adjourned at 1700**

**August 14th, 2019**  
**Meeting called to order 08:00**

## **Specialist and Working Group Reports:**

**Aviation:** (Enos/Peshkin)

- Task Force approved the ICS 800. Letter’s of Support and BIOS are on Smartsheet. Next Meeting LA County Camp 2 November

**Communications:** (Lucas/Spelman)

- None

**Safety:** (Tomaselli/Enos)

- Next Meeting depending on Flier. December 10-12, PISMO, Conference Call October 16<sup>th</sup>
- **EMS:** (Heggstrom/O'Brien)
- Status on ICS 704-NFPA 3000. CAL FIRE intel on EMSA's efforts to staff basecamp medical.
- Next Meeting is September 26<sup>th</sup> in Manhattan Beach.
- Agreement found and was clear on the use of EMSA.

**GIS:** (Horton/Lucas)

- July 18<sup>th</sup> Horton to send notes NFDRS Integration of risk analysis.

**Predictive Services:** (O'Brien/Tomaselli)

- Nov 20-21 Next Meeting
- **Haz Mat:** (Peshkin/Horton)
- Continuing Challenge meeting September 22-26<sup>th</sup>
- 
- **Technical Search & Rescue:** (Gerboth/Capobianco)
- Mud and Debris Flow meeting scheduled for next week. Draft to TF September .
- USAR Regional Task Force is seeking clarity on the current model of deployment Interstate and 45 min response time. Working on footprint and a convoy plan. OSD revision is depending on this piece.
- **High Rise:** (Capobianco/Gerboth)
- Next Meeting is in FRESNO at the Training Symposium
- **EIT:** (Spelman/Hubbell)
- Conference Call tomorrow. New technology conference in LA to use Live streaming Data and IR

Roundtable:

**Meeting Adjourned at 1200 hrs.**

**UPCOMING MEETINGS:**

**Task Force**

September 17-18 2019	Monterey (Kuempel)
October 15-16, 2019	Sacramento (Lucas)
November 19-20, 2019	Santa Barbara (Enos)
December 10-11, 2019	Ventura (Horton)
January 28-29, 2020	Pismo Beach (Combined Ops Team – Task Force Meeting)
February 18-19, 2020	San Diego (Gerboth)

### **Future Board of Directors and Operations Team Meetings**

December 11, 2019	Ops Team Conference Call
October 9, 2019	Board of Directors, Cal OES Headquarters
January 30-31, 2020	Ops Team, Pismo Beach

## **APPENDIX**

### **CAL FIRE – Office of the State Fire Marshal**

#### **State Fire Training Report**

#### **August 2019**

##### **A. SFT Fee Adjustment (July 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 formed an Ad-Hoc working group to review the fee adjustment.
- STEAC has approved the proposed fee adjustment. The fee adjustment will now go to SBFS for approval in August 2019. The fee increase will then go through the Office of Administrative law rulemaking process. The anticipated implementation of the fee adjustment is July 2020.
- Please see the [draft SFT Fee Report](#).

##### **B. Office of Administrative Law Proposed Rulemaking – Title 19 (July 2019)**

- Changes were made to incorporated references ([Procedure Manual](#), [Course Information and Required Material](#)), Certification Training Standards (CTS), and

accountability. Additionally, editorial changes were made throughout to reflect SFT current business processes.

- Changes went into effect on July 1, 2019

### C. SFT Instructor and Host Agency Accountability (August 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, and 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
- A registered instructor and/or host agency is required to obtain SFT approval prior to the delivery of a SFT course with less than 5 students.

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

- Next STEAC Meeting- October 11, 2019. [STEAC Website](#).
- Next SBFS Meeting- August 23, 2019. [SBFS Website](#).

### E. Stay Engaged

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

### F. Future and In-Development Curriculum (July 2019)

- Ethical Leadership in the Classroom – seeking SBFS in August 2019. Please see the [STEAC Staff Report and attachments](#) for more details.
- Fire Fighter 1 / 2 – new curriculum is coming online on January 1, 2020. SFT will be seeking IFASC/Pro Board Accreditation for Fire Fighter 2 and will be phasing in certification testing. Please see the [STEAC Staff Report and attachments](#) for more details and proposed implementation.

- River / Flood Boat Technician– seeking approval October STEAC / November SBFS. Please see the [STEAC Staff Report and attachments](#) for more details and proposed implementation.
- Rope Rescue Operational and Rope Rescue Technician (replacing LARRO)- SFT will be running pilot courses. Curriculum validation will occur in Spring of 2020. Please see the [STEAC Staff Report and attachments](#) for more details.
- Fire Control 3 – seeking approval October STEAC / November SBFS. Please see the following STEAC Staff Report and attachments for more details and proposed implementation:
  - [Fire Control 3: Structural Firefighting \(2018\)](#)
  - [Instructor: Live Fire Training – Fixed Facility \(2018\)](#)
  - [Instructor: Live Fire Training – Acquired Structure \(2018\)](#)
- New ICS 300 and ICS 400 courses- SFT is adopting the new FEMA ICS 300 and ICS 400 courses. There is a required instructor update requirement to teach the new courses. Please see the [STEAC Staff Report and attachments](#) for more details.
- Behavioral Health/Cancer Awareness Curriculum Cadre – cadre is finalizing the module for Fire Fighter 1. The cadre will continue to meet over the next 6 months to build modules that will
- Command of Expanding All-Hazard Incidents Cadre – will be going to STEAC for a first reading at the October 2019 meeting.
- Burn Boss Certification (SB 1260)- cadre meets in July and September. Implemented on or before January 2021.
- The following courses are new FSTEP courses that are now available. Course material can be found on [SFT's FSTEP webpage](#):
  - Aircraft Rescue and Firefighting (ARFF) Awareness FSTEP Course
  - Open Water Rescue Boat Operator — Small Vessel FSTEP Course
  - Open Water Rescue Boat Operator — Large Vessel FSTEP Course
  - River and Flood Rescue Technician Course

#### G. Retired and Retiring Certifications (April 2019)

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

## H. Fire Fighter I Certification Update (July 2019)

- Certification exam is **mandatory** for all applicants who apply for FF1 certification.
- Red Scantron's were discontinued in Dec 31, 2017
- Please see the [Fire Fighter I webpage](#) for more information
- Fire Fighter 1 academies need to continue using textbooks listed in the course plan. SFT's test banks are only validated to these editions, and not the new editions.
  - Fundamentals of Fire Fighter Skills, Jones and Bartlett Learning, Third Edition; or
  - Essentials of Fire Fighting and Fire Department Operations, IFSTA, Sixth Edition

## I. Steering Committee

- The steering committee is comprised of 2 ARTP reps, 2 ALA reps, 2 TOs, and a labor rep. They provide guidance Fire Fighter 1 implementation, as well as several other special projects. Currently working on:
  - Open Task Books- initiating task books like CICCIS. Proposal approved by STEAC. SFT is now seeking SBFS approval. Please see the [STEAC Staff Report and attachments](#) for more details and proposed implementation.
  - ALA's Testing Non-employees- would allow ALA's to test employees from neighboring agencies. Please see the [STEAC Staff Report and attachments](#) for more details and proposed implementation
  - Mid-Career- modifying course prerequisites to allow mid-career persons into SFT courses who do not have the lower level courses. Proposal was discussed with STEAC at the July 2019 meeting and SFT is working on modifications based on STEAC feedback.
  - IFSAC/Pro Board Reciprocity Process for all SFT CFSTES levels. Proposal was discussed with STEAC at the July 2019 meeting and SFT is working on modifications based on STEAC feedback.

## J. 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 24/7.
- 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 now requires electronic course returns for all courses. 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