



**TASK FORCE
Camarillo, CA
December 6-7, 2016**

Minutes

Jeff Birchfield (BDC)	Sean Fraley (KRN)	David Barnett (SJS)
Brad Darbro (CNT)	Tim Kelly (LFD)	Eric Holly (SFW)
Steve Winter (VNC)	Woody Enos (SBC)	Anthony Whittle (LAC)
Shawn Newman (CalFire)	Andrew Henning (SFM Trng)	Ralph Domanski (CalOES)
Mike Lozano (SAC)		

Guest: Jon O'Brien (LAC)

Not Present: Nate Gogna (DOI), Elizabeth Barrera (USFS), Ken Cruz (ORC)

December 6, 2016

Call to order: 0900 by Sean Fraley

Welcome, Introductions and Logistics (Winter)

Moment of Silence:

Ardythe "Ardy" Hope, Wilmington Fire Department, Wilmington, DE
Michael Curry, Savannah Fire Department, Savannah, GA
Rodney Collett, Bell County Volunteer Fire Department, Clay County, KY
Merle Nell, Volunteer Fire Company of Vernon, Vernon, NY
Darryl Vielle, Blackfeet Forestry and Fire Management, Browning Montana
As well as all law enforcement officers killed in the line of duty throughout the United States.

Reviewed November Minutes

Review of the High Rise Specialist Group Application (Fraley)

Discussion took place for a new member request for the High Rise Specialist Group. The Task Force will reach out to the Specialist Group to see how the application process took place for this vacant position. At this point in time, the Task Force decided to disapprove the applicant, until a revised Chief's letter is submitted with current information (date, Chair name, etc.).

In addition, the Task Force discussed how recruitment/announcements should be advertised to increase the applicant pool for Specialist Groups. The group further discussed if a generic letter should be posted annually that advertises that FIRESCOPE is continuously accepting applications for Specialist Groups; this will allow the Specialist Groups to expand or contract based on the planned Plan of Work.

MACS 405 (In MACS 400-3) update (Fraley)

Postponed to January Task Force Meeting.

Task Force Update (Fraley)

Chief Richardson and Chief Fraley talked about coordinating the Safety Group meetings. BoD Meeting minutes are not posted on the What's New section on the FIRESCOPE website, this has been standard due to bogging down the website and due to items being removed after 6 months.

Cal OES Update (Domanski)

A \$20 million Budget Change Proposal (BCP) for Type 3 and Type 6 apparatus for next fiscal year has been submitted to support the Blue Ribbon Report. Seven Engines will be in later this year from last year budget. Twelve more replacement engines for Type 1 have been ordered. Fourteen Command, two Mechanic, and a Chiefs vehicle have also been ordered. Three Haz Mat apparatus have been received. By end of next year there will be twelve vacancies in CAL OES Fire and Rescue.

After Chief Domanski retirement later this month, Scott Vail will be the Task Force contact.

The FIRESCOPE website is currently hosted on a private third party site (GoDaddy). OES is currently paying for the service. For the time being the site will stay on GoDaddy. In the future, the Task Force will need to look at who has site ownership, paying for the site, website changes, etc. Currently the site is registered to Don Weiss.

A service award was presented to Chief Domanski for his contributions to FIRESCOPE.

State Fire Training Update (Henning)

Retiring Certifications- On December 31, 2016 Fire Instructor II and III, Fire Officer, Fire Apparatus Driver/Operator I, Public Education Officer will retire. All certification applications must be postmarked by December 31, 2016. If an applicant has not received their certificate for a recently taken course, the student should submit a note with their application package. The note should indicate: training provider, SFT course number, course dates of the certificates that they are waiting for.

ICS Fillable Forms (Birchfield)

The EIT Specialist Group Chair will be meeting December 19/20 in Visalia to finalize the Fillable Forms. Chief Domanski will see if OES new Management Service Technician MST would be able to set up the fillable forms.

FOG Manual (Domanski)

The new FOG manual (printed, e-version, and app) is finalized. The printed version needs to be assembled and boxed. The app will also need to be updated, and the goal is to use the same vendor. The goal is to have all three completed by the end of the year.

HAZ Mat (Operational Systems Descriptions (OSD) and Lesson Plans (Darbro)

The OSD's and lesson plans will be worked on Thursday. The goal is to present the work to the Task Force at the January meeting.

Operational Area Boundary White paper (Winter)

The Task Force reviewed the Operational Area Boundary Issue Paper from the GIS Specialist Group. The Issue Paper proposed developing a standard symbol/lines to represent the different operational area boundaries for divisions, branches, and zones. The use of this line is optional. A discussion took place if the Ops Section Chief *Should* or *Shall* approve the boundary location.

The Task Force recommended to approve the Issue paper with the changes:

- The Symbology is optional
- All operational area boundary symbology is completely optional and shall be implemented with the Operations Section Chief approval.

DINS Symbology White Paper (Winter)

The Task Force reviewed the DINS Symbology Issue Paper from the GIS Specialist Group. The Issue Paper proposed to adopt a standard set of symbology that identifies basic structure categories by symbol shape and their level of damage by color. The use of these symbols would be optional and only used for Damage Inspection Maps. There was also some discussion of the colors, and if there would ever be black and white maps. The Task Force deferred to the GIS Specialist Group for knowing what their needs are, and recommended to approve the issue paper.

IT rostered under Communication (Winter)

IT Specialist is typically located under the Planning Section. The Ordering of bandwidth is through Communication. In order to streamline the ordering, the GIS/Communication/EIT would like to move the IT Specialist to under Communications. Chief Whittle discussed the Coast Guards Communication layout which reflects this proposed change.

Specialist Group Orientation Paper (Winter)

Chief Winter drafted an Orientation document that was based off the Task Force Orientation. This document will be distributed to new Specialist Group members when they are brought onto a group to help familiarize them with the FIRESCOPE history, organization, processes, and responsibilities.

Chief Fraley suggested adding specific website sections to the *Further Information and Research* section (i.e. What's New, Popular Content, etc.). Chief Barnett recommended to send the document to the Specialist Chairs for review and input to ensure it fits their needs. The group concurred.

S223 Update (Barnett)

No Update from last meeting. Next meeting December 15 and 16 (San Francisco). The plan is to complete and present the update to the Task Force and Ops Team in January.

Joint Chair Meeting (Fraley/Winter)

The main goals of the joint meeting are:

- Share Plan of Works
- Reduce overlap of work between Groups
- Discuss IT under Communications leader
- Specialist Group Orientation Group document review

OLD BUSINESS/PROJECTS:

REMS Working Group Update (Cruz)

Second conference call Friday this. Changes should be ready by January Task Force meeting.

Meeting adjourned at 1600

December 7, 2016

Meeting called to order 0900

ICS Forms Review (Fraley)

An update will be provided to Ops Group in January. The completed package will be submitted to Operations Team June meeting.

DINS Task book Revision (Holly)

Chief Henning will reach out to Chief Holly to get DINS moving.

DINS Task Book Revision (Holly)

A group will be set up to develop the DINS task book and training program. The goal is to keep the program all hazard, but will need to be further evaluated by the group. A damage inspection leader or manager position will also be developed (task book and training) that will oversee the DINS. During the discussion, it was recommended that an issue paper be developed by the group that will explain what DINS is as well as promote the program/position. Another recommendation was to develop a standard or baseline form for DINS to use. This form would have a section for windshield counts as well as detailed counts.

ICS 010-1 Glossary of Terms (Holly)

Chief Holly is currently working on the task, and will upload to Dropbox soon. He has a track changes document, but there are several changes. There are also other documents and training manual that will need to be evaluated and correlated. The group further discussed if a database/master glossary should be maintained or if they should live within each respective document. The Task Force decided that a core document be created as the primary glossary for FIRESCOE documents. The also discussed the need for terms to only be defined in the master glossary as well as the FOG. Terms should not be defined within other documents; the documents need to refer to the master glossary for definitions.

NEW BUSINESS/PROJECTS

Social Media (Birchfield)

The Task Force reviewed the document. A discussion took place regarding who would review/approve posts and comments posed on social media sites. The Task Force felt that Social Media accounts and content should be managed by the Task Force instead of the Board of Directors. The *standard template* language section was recommended to be deleted. The Task Force also felt that it was the responsibility of the Specialist Group, who maintains the social media account, to monitor the content/comments of the account.

LIASON REPORTS

Aviation: (Enos/Barrera)

Next meeting is February 15 and 16 in Camarillo. Most agencies don't have drones, but they can access them law enforcement.

Communications: (Gogna/Winter)

Nothing to report on.

Safety: (Fraley/Enos)

Next meeting is December 13-14 in Solvang. Will be working on Suicide Prevention on for the website. Also will be looking at flagging.

EMS: (Whittle/Barnett)

Meeting in December 15 and 16 in San Francisco. Will be working fire line EMT.

GIS: (Winter/Birchfield)

The Chair Lorri Peltz has stepped down as a member of FIRESCOPE. Tiffany Meyer is the new chair. Next meeting is May 2017, with conference calls every other month,

Predictive Services: (Barrera/Newman)

No information.

Haz Mat: (Darbro/Barnett)

Next meeting is in Camarillo December 8th. The goal is to finalize the OSD and lesson plans.

US&R: (Cruz /Kelly)

Next meeting is in January. The Chair is stepping down, so they will elect a new chair at the meeting.

High Rise: (Kelly/Whittle)

The next meeting is December 7th-8th in San Pedro. See minutes on Page 1 for notes about the High-Rise application. Several documents have been updated they need to be reviewed and placed into the correct format. A detailed discussion of the High Rise Ground Support Leader took place. The updates also need to match the new numbering system; this will be an agenda item for the January meeting.

EIT: (Birchfield/Darbro)

No report.

STEAC: (Lozano/Barnett)

Next meeting January 13th 2017.

Round Table

Task Force board elections and realignment of liaison positions will take place at the January meeting.

UPCOMING MEETINGS

Task Force

January 17-18	Shell Beach (Domanski)
February 22-23	San Diego (Barrera)
March 14-15	Half Moon Bay (Darbro)
April 18-19	Redding (Gogna)
May 16-17	Riverside (Newman)

Future Board of Directors and Operations Team Meetings

January 11	Board of Directors, Burbank
January 19-20	Ops Team Meeting, Shell Beach
April 12	Board of Directors, Sacramento
July 12	Board of Directors, Burbank
October 11	Board of Directors, Sacramento

Adjourned 1145 hrs.