



**TASK FORCE  
San Diego, CA  
February 20-21, 2018**

**Minutes**

Tim Kelly (LFD)  
Elizabeth Barrera (USFS)  
Dan Horton (VNC)  
Jon O'Brien (LAC)  
Andrew Henning (STFM)

Grant Hubbell (BDC)  
Cathy Johnson (CalOES)  
Woody Enos (SBC)  
Jenn Ricci (CALFIRE)  
Shanna Kuempel (CNT)

Sean Fraley (KRN)  
David Barnett (SJS)  
Matt Levesque (ORC)  
David Gerboth (SND)  
Kyle Heggstrom (LNA)

**Not Present:** Jason Loomis (DOI)

**Guest:** Jim Johnstone (CalOES), Derrek Hartman (DOI), Pete Lawrence (Comms Specialist Group Chair), Steve Hawks (CALFIRE), Matt Scarpuzzi (SND)

**February 20, 2018**

- **Call to order: 0900 by Sean Fraley**
- **Reviewed January Minutes**

**Welcome and Logistics** ( Gerboth)

**Moment of Silence:**

Derrick R. Webb Hardy's Chapel Volunteer Fire Department January 17, 2018  
Dwayne "Yogi" Thomas U.S Virgin Islands Fire Service January 24, 2018  
Richard Jenks Pascoag Fire Department, Rhode Island  
Jason Dicky Lawrence Fire Department

As well as all law enforcement officers killed in the line of duty throughout the United States

**Agenda review and Additions** (Fraley/Kelly)

**Election of Officers** (Fraley/Kelly)

Jon O'Brien nominated Chief Tim Kelly, Woody Enos second motion for Chair Tim Kelly

David Gerboth nominated David Barnett, Jon second motion for Vice Chair Dave Barnett

Sean Fraley nominated Grant Hubbell, Shanna Kuempel second motion for Secretary Grant Hubbell

**Specialist Group Liaison Assignments (Fraley/Kelly)**

Aviation-Woody Enos/Sean Fraley

Communications-Jason Loomis/Shanna Kuempel

Safety-Sean Fraley/Woody Fraley

EMS-Elizabeth Barrera/Jon O'Brien

GIS-Dan Horton/Jason Loomis

PS-Jon O'Brien/Jenn Ricci

HazMat-Shanna Kuempel/Dan Horton

US&R-Dave Gerboth/Matt Levesque

High Rise-Matt Levesque/Dave Gerboth

EIT-Jenn Ricci/Grant Hubbell

STEAC-Dave Barnett/Kyle Heggstrom

**Review and Approval of the January Draft Minutes** (Barrera)

**Task Force/Ops Meeting Update** (Fraley/Kelly/Johnstone)

ICS 900 review –July 2018 for revision pending CFMA

Ops team CISM-On Task Force agenda and 2018 Plan of Work

DINS/DINTS task book-looking at a conference call for Ops team March 29<sup>th</sup>

Ops Team requested FIREScope EIT specialist group to meet with Caroline Thomas-Jacobs , CAL OES SCOUT

Ops Team Member Chief Mike Miller concerned about the duplicate work from CAL Chief Operations group and FIREScope. FIREScope Ops will continue to reach out to Cal Chief Ops to ensure we minimize duplication of effort and maintain mutual open communications on operational issues.

Marketing of FIREScope and improved distribution of approved documents - on Task Force agenda-on-going issue and we need to start with the WEB page.

First Net-Chief Johnson will be attending the WUI conference and will report back to Task Force

ICS 701-no revision need.

G191 considered in order to address EOC/IMT needs. Input from past attendance rated class value as limited, but improvements may be found with instruction.

MACS exercise and Area Command- on the agenda and the 2018 Plan of Work

Resource ordering- on agenda and the 2018 Plan of Work

CAD-CAD - on agenda and the 2018 Plan of Work

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

CISM

Interview for Region 2 this week and Region 6 was last week

Smartsheet- has been approved Hubbell, Kelly and Johnson for train the trainer

Integrations from CAD to CAD 2 weeks ago it was tested from ROSS Laurie Fornie attended

Chief Johnson participated on a conference call - it is a stand-alone product. They asked what top 3 items are needed to get the bid. Chief Johnson stated inoperability top 3.

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

#### **A. New State Fire Training Staffing (Jan 2018)**

- Chris Fowler is the new DSFM III Supervisor heading up our Field Operations Branch.
- Caryn Petty is the new DSFM working out of Sacramento and will be covering operations for Northern California.

#### **B. Retiring Certifications (Jan 2018)**

- Chief Officer – certification retires 12/31/2018
- Fire Investigator I and II – certification retires 12/31/2018
- Fire Marshal –retires 12/31/2018
- Training Instructor, Plans Examiner, and Fire Fighter I/II/Volunteer (2001) retired in December 2017.

#### **C. Fire Fighter I Certification Update (Jan 2018)**

- Certification exam requirement will be required for all applicants starting January 2019
- IFSAC and Pro Board reciprocity and upgrade procedures have been implemented
- A Steering Committee has been set up through STEAC to evaluate the further expansion of our National Certification process. The committee will take an in depth

look at the current Fire Fighter I examination (written and skills) process, SFT Procedure Manual, ARTP and ALAs requirements, Certification Examination and National Recognition Procedures, and look at how and when to expand to other levels of National Certification (i.e. Fire Fighter II). The committee will make its recommendations to STEAC.

#### **D. Fire Investigator Certification Update (Oct 2017)**

- The new Fire Investigator curriculum was approved by the State Board of Fire Service in 2017. New certification will have one level to align with the NFPA professional qualification standards.
- Expert Witness requirement for the old Fire Investigator II (1988) can be met through the following courses:
  - i. CCAI- Expert Witness Testimony
  - ii. IAAI- Expert Witness Courtroom Testimony
  - iii. NFA- Interview Interrogation Techniques and Courtroom Testimony
- Please see the informational bulletin on SFT's website

#### **E. Instructor Certification vs. Instructor Registration (Oct 2017)**

- Instructor Registration will continue in the same way through December 31, 2018
- Instructor Certification will be required beginning January 1, 2019
- Existing Registered Instructors and Instructors who apply for registration on/before December 31, 2018 will not be required to become certified.
- Please see the informational bulletin on SFT's website

#### **F. New Curriculum (Jan 2018)**

- *AH-330 Strike Team/Task Force Leader* is an updated FSTEP course. Updated curriculum from FIREScope. The S-330 and AR-330 retired on December 2017.
- *Techniques of Evaluation, Group Dynamics and Problem Solving*, and *Employing Audiovisual Aids* are three new FSTEP courses that were based off the retired Fire Instructor 2 courses. These three new courses, or the retired Fire Instructor 2 courses, will be required to teach the new Instructor I and Instructor II courses.
- Incident Management of High Rise Fires is updated curriculum based off of the retired Fire Command 2C.

#### **G. STEAC / SBFS**

- Next SBFS Meeting- February 23, 2018
- Next STEAC Meeting- April 13, 2018

3 new courses; 1 Ethical leadership course. 2 -water rescue cadre, swift water and surface course. March 2<sup>nd</sup> is the deadline to register.

**STEAC Update** (Barnett)

No update- will meet in April.

**Communications Specialist Group Report** (Pete Lawrence)

Task Force Discussion- Development of ITSS position was designed to be a technical specialist for internet, database networking and other IT needs on the incident that continue to grow in scope. Question on whether ITSS and COML positions are both necessary.

ITSS-COML Position White Paper- Issue of where ITSS position should live within ICS. This position has evolved into internet connectivity, bandwidth, Wifi and other networking issues. Consensus amongst specialist groups (Communications, EIT, and GIS) was to move it to Logistics and work under COML. Should work directly for COML.

Task Force Discussion- Is a position description needed? Changes can be captured in next FOG update. There will be changes that would need to be made to ICS wire chart in FOG. Would this create discrepancies with NIMS? What other documentation is affected with this change? Action items would need to be created to facilitate this change. Is a position description and OSD needed for ITSS? Direction given to COMMS specialist group to write a white paper that discusses recommendation and steps to proper implementation.

Channel Limitations in the Statewide Group3 Load White Paper- Since narrow banding in 2012, multiple frequencies have been added. This has put additional pressure on the statewide group 3 load. Issue revolves around older mobile radios, not portables. Standard CALFire load in 2020 will be about 3,000 frequencies. Goal is to have CFAA document be the guiding document for a VHF radio that has a minimum of 400 channels with a recommended capacity of 500 channels with a definitive time deadline for implementation. This approach could help an agency being awarded grant money by having a requirement tied with a deadline. The Kenwood TK-790 mobile radio is the radio causing the main space limitation. If MACS-441 language is changed to mandate a higher channel capacity, being this document is ultimately referenced in CFAA as the standard statewide radio load, it can create momentum as an alternate method to create change. MACS441 only has teeth because of CFAA. This approach can be used to create a change vs. making a revision of the next CFAA document. A deadline of 2020/2021 was discussed for implementation.

Task Force Discussion- Stating an implementation date is important. Should be a long implementation date and 2020/2021 might be too soon. MACS-441 should be the focus for change. To get language incorporated into CFAA creates a host of additional hurdles. Direction given to Comms specialist group to work on MACS-441 revision and draft a white paper that can be forwarded to OPS with specific direction from Task Force. Question on whether mandating a

500 channel capacity is enough for future growth. Suggestion to invite Pete Lawrence to BOD meeting to answer any questions and present changes.

**NMAC Memo Clarification (Stewart attendance not confirmed)- Discussion by Pete Lawrence**

NMAC memo discusses frequency distribution requirements and the need to add “Controlled Unclassified Information//Basic” to the top and bottom of each page. This labeling change would need to be added to at least four documents: ICS 205, 204, 220, 217. Could be an issue for IMT teams that publicly post IAP’s to FTP sites. Frequencies will need to be redacted before public distribution. Standard will be “need to know”.

**UAS Presentation- Matt Scarpuzzi (SND)**

Presented PowerPoint on overview and capabilities of UAS program in San Diego

**Old Business/Projects:**

**ICS Forms Review (Cruz-Reassign project)**

Levesque to check with Cruz and obtain a briefing on status of project. Deliver report in March meeting. Gerboth volunteered to assist Levesque.

**Standard Wildland Preplan (Ricci)**

One-page standard preplan that you could link into SCOUT is the focus of the project. Format brought to Task Force prior by Shawn Newman. Past input recommended possible two page format with map on one side and content on the other. Need to adopt a standard format. Some concern putting this information onto SCOUT regarding security issues.

**DINS Task Book Revision (Henning)**

FF1, S130, Incident safety for hired vendors classes and safety training added in DINS course and should provide enough training to provide for safety. Discussion regarding DINS and DINT naming terminology to ensure consistency with other specialist positions and identify new ROSS designator. Revisions will be ready for March Task Force Meeting. Request made for all Task Force members to review DINS and DINT documentation prior to March meeting.

Update (post San Diego meeting) – Supervisor of Damage Inspectors to be named DINM (Damage Inspector Manager). Damage Inspectors to remain as DINS.

Damage Inspection numbering:

Designate 1900 as Technical Specialist and DINM/DINS Position Manual is ICS 1910  
Damage Inspection Training: Course Plans are ICS 367-1 for DINM and 367-2 for DINS

Course titles for courses are AH-221 for DINS and AH-321 for DINM

**ICS 010-1 Glossary of Terms** (Holly-Reassign Project)

Fraley to take over project.

**400-2 Update** (Kuempel)

Two basic headings of documents are ICS and MACS within the MACS 400-2 Documents and Forms Descriptions. Handed out summary of document changes and listed the key changes of the numbering system and any renumbering that is a result of the process. Reviewed NIMS and FEMA to determine if there was a conflict with proposed changes. Proposal to reserve 2000 series for technical specialist / miscellaneous category. Recommendation to start DINM / DINS at 1910.

**MACS 410-1 Revision** (Johnstone)

Intent is to be consistent with CA Mobilization Guide and Cal MAC Guide. Combination of personnel on OPS Team and Task Force will work together to make changes. Should have changes ready for July BOD Meeting and approval by OPS Team before that in June. Part of revision process will be to invite area commanders to April and May Task Force meeting to observe MACS process and provide input on improving process.

**Document Implementation Checklist** (Johnson, Barrera, Ricci)

Problem with information being distributed properly. Should Chief Zagaris' communications and memo's be archived on platform for viewing for those that missed initial release? Distribution checklist is currently being worked on that will define process for document and information release.

**Bio White Paper and Template Update** (Johnstone)

Intent for approval by BoD on April 11<sup>th</sup> and by OPS Team before that. Reviewed FIREScope biography white paper, biography template, and received input from task force members and several changes were made. Johnstone will prepare his bio for presentation purposes to the OPS team and BoD.

**MACS Orientation 209's** (Johnstone)

Discussed in new business

**SmartSheet Orientation Update** (Johnson/Johnstone)

Training was approved. Kelly, Hubbell, and Barnett to attend training.

## **New Business/Projects:**

### **2018 Plan of Work** (Fraley/Kelly)

Discussion on Task Force Plan of Work and if it encompasses Plan of Work for Bod and OPS Team as well as proper placement on website. Review of Plan of Work by Task Force and several revisions were made.

CAD to CAD Interoperability Task Force/EIT SG White Paper Development- OPS was looking for an Operational perspective to improve resource ordering and allocation. EIT specialist group can provide a specification sheet for the feasibility of CAD to CAD, but doesn't have the expertise to advise on establishing CAD to CAD. Fraley will take the lead on this.

CISM/Peer Support Guidance Document Development- Tab has been created on FIREScope website for CISM/Peer Support. Discussion on providing a guidance document on the website to help a smaller organization organize a CISM/Peer Support program. Can possibly be designed as an OSD. Where does it live and what does it look like?

Resource Ordering: An Ops Team/Task Force Working Group has been established and Chief Dustin Gardner (VNC Ops) will be the Chair. The group will be comprised of Local, State and Federal FIREScope members.-

**Meeting adjourned at 1700**

**February 21, 2018**

**Meeting called to order 08:00**

### **S-219 Follow Up** (Barnett)

SFT S234 Transition Proposal PowerPoint presentation delivered. Three options available for Task Force to recommend to STEAC. Option #2 was already not supported by Task Force. Conversation and recent focus, especially with CICC has focused on Option #3. Task Force to finalize recommendation to STEAC in Santa Cruz.

### **MACS Exercises Plan** (Fraley/Kelly/Johnson)

Johnson met with GACC manager to work on and plan for MACS exercise. Area commanders will be present for exercises in North and South OPS. 209's will be selected for rating process and discussed at March meeting. New room selected that will give us more room at North OPS. Johnson will work on FIREScope powerpoint presentation and Johnstone will deliver. Focus is to keep presentation to 20-25 minutes.

### **FIREScope Messaging and Marketing** (Johnstone)

Our Plan is to have a FIREScope booth at Firehouse 2019 in Los Angeles. Need to do a better job on outreach. Need ideas on ways to accomplish this. Some outreach can occur at the local level during training meetings and county Chief's meetings. FIREScope and Task Force have



a Facebook page, but last post was over a year ago. Maintenance of social media accounts is an issue. Social Media is a good way to push out information. Several ideas on marketing were discussed, -but need a plan to manage. We don't have a PIO shop, and after initial consultation is CAL Fire's or OES's PIO available? Question was raised if we need a PIO Specialist group. Should a PIO working group be established to develop a social media plan for us? Specialist groups can be utilized to put a product together to showcase their specialty and then post on social media each month. Might need to use a template from CAL Fire to provide structure for posting. Another idea is to create another executive position within the Task Force as a PIO to focus efforts. Suggestion to invite a CAL Fire or OES PIO to an upcoming Task Force meeting to give a presentation as a consultant to provide direction to the Task Force. Several Task Force members will reach out to see if they can have someone come to Task Force meeting for presentation.

### **National Engagement for Draft NIMS Job Titles/Position Qualifications & Resource Typing Definitions** (Fraley/Kelly/Johnstone)

Reviewed by several members and no substantial feedback was provided. Any recommendations need to be submitted on required forms by February 26<sup>th</sup>. Issue was raised that FIREScope is being consulted in the review phase after product has already been developed.

### **FIREScope Polo Shirt Procurement Process Discussion** (All)

Discussed at OPS team and Zagaris supported. High rise specialist group was tasked with writing a white paper regarding Polo Shirt. Cal OES has a vendor available in Sacramento. Centralized vendor would avoid conflict of interest and maintain continuity.

### **Decision Process Schedule** (Barnett)

Draft Spreadsheet Document reviewed. Goal is to identify and share FIREScope work with stakeholders. Current scope is to identify stakeholders and possible use. Chief Johnstone to reach out to NIMS and federal stakeholders to identify.

### **ICS 225 White Paper Report** (Barnett)

Recommendation from Barnett that ICS225 discussion gets punted to CICCIS. Reviewed several 225 form options and presented white paper with recommendations that any change shall not impact the current CICCIS Qualification Guide revision currently under review by STEAC. Request CICCIS to evaluate with Cal Fire and possibly CWCG an updated all-hazard ICS 225 form(s) that support the needs of the California Fire Service with the minimum number of versions. If a change to the form is recommended by CICCIS, the FIREScope TF will determine an implementation plan if approved. Forms will be sent to TF and white paper recommendations will be reviewed.

### **CICCIS 2018 Qualification Guide and Revisions** (Barnett)

Draft 2018 CICCIS Qualification Guide

## 2018 Revision of the 2014 CICCIS Qualifications Guide

Barnett's recommendation is that TF approve moving forward with recommendations with a yes vote. Vote is in April. Bring any concerns to Barnett by March. TF members will review documents before March meeting.

### Liaison Reports

#### **Aviation:** (Enos/Barrera)

Next meeting is March 7/8 in Solvang. Goal to finish hoist guidelines. Add UAS typing to plan of work. New chair is Chuck McFarland and Vice chair is Craig Koby.

#### **Communications:** (Loomis/Kuempel)

Met in February. Propose changes to MACS 441 in 2019 regarding local channels.

#### **Safety:** (Fraley/Enos)

Met in February. Reviewed and updated plan of work and charter. Continuing to work on flagging tape white paper. Working on SART. Health, hazard, wellness and cancer prevention regarding best practices in fire station design. Next meeting is April 9<sup>th</sup> (Joint CWCG Meeting). Following meeting in June.

#### **EMS:** (Barnett/O'Brien)

Zeller is retiring. Clayton Thomas is the chair. Randy Black is the secretary. Plan of work and charter paperwork is complete. Roster is being worked on. There is no representation from Cal Fire or DOI. Will start working on OSD's.

#### **GIS:** (Horton/Loomis)

New chair Tom Gikas. Vice chair is Chris Ingram. GIS update/meeting in May 15/16 in Sacramento. Will focus on year in review, lessons learned, and hot topics. Collaboration meeting with SCOUT and EIT will happen in late March/April. Conference call scheduled for March 13<sup>th</sup>.

#### **Predictive Services:** (O'Brien/Ricci)

Next meeting is May 9/10 in Sacramento.

#### **Haz Mat:** (Kuempel/Horton)

Next meeting March 14/15 in Camarillo. Plan to update plan of work, roster and charter.

#### **US&R:** (Gerboth/Kelly)

February 6<sup>th</sup> was last meeting. Roster and Plan of work is done. OSD and typing revisions being looked at. Mud and debris flow has been pulled back and being looked at to see if it is still relevant. May 21<sup>st</sup> is next meeting (conference call).

**High Rise:** (Kelly/Gerboth)

Next meeting is March 5/6 in Sacramento. Elections will be completed at that meeting. Plan of work, charter and roster are being worked on. White paper will be completed for Polo Shirt.

**EIT:** (Ricci/Hubbell)

Joint meeting being planned with GIS. EIT's next meeting is first week of April with location TBD. Plan of work, charter, and roster being worked on. SCOUT project is primary task.

**Adjourned 1200 hrs.**

**UPCOMING MEETINGS:**

**Task Force**

February 20-21	San Diego (Gerboth)
March 20-21	Santa Cruz (Barnett)
April 24-25	Redding (Johnson)
May 15-16	Riverside (Ricci)
June 12-13	San Francisco
July 17-18	Lake Arrowhead (Hubbell)
August 14-15	Dana Point (Levesque)

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

March 29	(Pending) Ops Conference Call
April 11	Board of Directors, Mather
June 14-15	Ops Team/Task Force, San Francisco
July 11	Board of Directors, Burbank
October 10	Board of Directors, Mather