



**TASK FORCE  
Dana Point, CA  
August 15-16, 2017**

**Minutes**

Sean Fraley (KRN)

Tim Kelly (LFD)

Grant Hubbell (BDC)

John O'Brien (LAC)

David Barnett (SJS)

Ken Cruz (ORC)

Shanna Kuempel (CNT)

Dan Horton (VNC)

Andrew Henning (STF)

Jenn Ricci (CalFire)

Cathy Johnson (CalOES)

Eric Holly (SFW)

**Not Present:** Nate Gogna (DOI), Elizabeth Barrera (USFS), Dave Gerboth (SND) and Woody Enos (SBC)

**Guest:** Jim Johnstone (CalOES), Dan Williams from Studiotiga and Captain Steve Hurdle (ORC)

**August 15, 2017**

**Call to order: 0900 by Sean Fraley**

**Reviewed July Minutes**

**Welcome and Logistics (Cruz/Fraley)**

Chief Pokey Sanchez and Captain Steve Hurdle (ORC)

**Moment of Silence: (All)**

Brent Witham, US Forrest Service, Idyllwild, California

Jay Hinklie, Silsbee Volunteer Fire Department, Silsbee, Texas

Richard Leonard, Perth Amboy Fire Department, Perth Amboy, New Jersey

Kevin Ramsey, Detroit Fire Department, Detroit, Michigan

Trenton M. Johnson, Grayback Forestry, Merlin, Oregon

Robert Spinner, Lynden Fire Department

Clayton Ogden, Santa Cruz Fire Department, Santa Cruz, California

Allen Charles Howard, Adrian Charter Township Fire Department, Adrian, Michigan

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

**Agenda review and Additions (Fraley)**

#11- Request from Scott Vail to review Task Force Leader, Water Carrying (TFLW) document

#12- Review of La County Fire SART document by John O'Brien

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

Reviewed July minutes made minor edits.

Chief Fraley motion to approve, 2<sup>nd</sup> Chief O'Brien

**Task Force Update (Fraley)**

Jason Loomis will replace Nate Gogna on Task Force. Discussion will occur on which specialist group he will assume responsibility for after he comes on board.

Suggestions to have chair and vice-chair discuss attendance issues with member prior to moving to next level of supervision. Discussion of attendance requirements in MACS 410-6.

Need candidate for NWCG liaison from FIRESCOPE

Waiting on feedback from Richardson on January/February meeting location

Cathy has been diligent on getting documents posted on website. Make sure logo is formatted correctly for consistency purposes. All documents approved from BOD meeting have been posted with the exception of High Rise.

All org charts and rosters updated

Confidential roster will be sent out from Cathy

Health and Welfare- link to OSHA asbestos information posted

Get meetings scheduled for specialist groups and send to Cathy and cc Fraley. Do not send documents directly to Don

Cruz will be moving to OPS team and will follow through with REMS development

**Cal OES Update (Johnson and Johnstone)**

Busy with fire activity

Jan Dunbar officially retired

Doug Nakama will come on board and get involved in hazmat specialist group

Information on UTF's for July- Fireline EMT's still high. Issue with standardization of qualifications and mnemonics in ROSS. Currently 9 different mnemonics in ROSS.

ROSS UTF data can be skewed if you do not know how to interpret data

Updated rosters and org charts have been worked on and are listed on website.

New OPS team member Van Arroyo from DOI

Formatting issues on hillside and high rise firefighting document due to inability to remove watermark. Liaison from specialist groups sending documents forward need to verify correct formatting and use proper templates. Task force needs to verify prior to releasing forward.

Bios template needed to properly recognize members serving on FIRESCOPE

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

State Board of Fire Service meets on Aug 24. They will be considering the following for approval:

AH-330 Strike Teach/Task Force Leader- curriculum update

Incident Management of High Rise Fires- revised course that was previously Fire Command 2C High-rise Fire Fighting Tactic. The curriculum was updated with subject matter experts and members of the FIRESCOPE High Rise Specialty Group.

Certified Instructor Experience Requirement Change- the hours are being proposed to be reduced to 40 hours for each level of certification, to match the current registered instructor requirements.

Future SFT Instructor Requirements- instructor certification will be required after December 31, 2018, which will require applicants to complete a task book. A certified Instructor I will be required to teach Fire Fighter I and II. A certificated instructor II will be required to teach both CFSTES and FSTEP. People who are currently registered instructors, or are registered on/before December 31, 2018 will be historically recognized.

SFT working with OES to review and propose possible recommendations to STEAC regarding the future of S-234 and S-219 in California.

Conversation from Barnett about competency regarding developing and implementing a firing plan for a local government strike team leader. Strike team might support plan but not necessarily in charge of it. What is the task book that we want in CA? Prospect of adding a higher level 319 course that gives an option for a live fire component. Not requiring it across all operational areas of CA, but as an option for operational areas. Pushing it to STEAC. Staff report from Vail will provide guidelines on what path we will take. Task force does not support live fire being a mandatory requirement. Staff report not published until 10 days prior to STEAC meeting. Should the task force review staff report prior to it going to STEAC?

## **S223 Update (Barnett\O'Brien)**

STEAC and State Board of Fire Services approval prior to getting on the website. Website might need standardization across the board to help get this information presented in the best format

Approval process for qualification guide needs to happen before information is available on website.

## **REMS Draft (Cruz)**

Reviewed DRAFT of Incident Command System Position Manual- Rapid Extraction Module Support (REMS) ICS-223-12 with group and several suggestions made for edits of document. Edited document incorporating suggestions was reviewed again by group on August 16th, 2017.

## **Task Force Leader, Water Carrying (TFLW) (Fraley)**

CICCS has recommended the following for Task Force leader and Chief Vail wants the Task Force to review

Add STEN to "Other position, assignments that will maintain currency"

Change "All risk to all hazard" under Required Training Section

No position description for this leader. Need a little description on this position because it is new.

## **Presentation to discuss application and fillable forms (Dan Williams- Studiotiga)**

Chief Ralph Domanski bulldog for moving application process forward. Work smarter, not harder. Our goal is to make your job easier. Many changes made were a result of your input.

29 documents are on web site. 14 have been converted to form fillable. 15 that are not converted. Menagerie of documents on website that need to be worked through.

Our goal is to be ready for transition to an all-electronic system and get away from paper. IMT's will be driving force behind this change.

Set of forms available for the 1-3 day events that are not managed by an IMT. Ability to produce electronic documents for a smaller crowd that can be saved and archived somewhere

Goal is to present options to allow the greatest flexibility for everyone and allow for expanding incidents

What if FIREScope came up with a document management system that was the go to system over google docs or equivalent?

Staff available to develop training materials and guides for helping the good guys identifying the bad guys in the realm of domestic terrorism, international terrorism, drug cartels, gangs, etc.

Need to help pass the word about the FIRESCOPE app to increase sales

**Old Business/Projects:**

**ICS Forms Review (Cruz)**

No updates

**Standard Wildland Preplan (Ricci)**

No updates

**DINS Task book Revision (Holly/Henning)**

Meeting on the 23rd to finalize. Taskbook is one of the outstanding documents

**WUI SD Guide Revision (O'Brien)**

No updates

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

Solicited opinion from group regarding several changes made to document including a definition to REMS. Discussed definition for structure defense, structure triage. Requested language addition to introduction section to describe hyperlink capability. As new documents are added in the future, terms should be automatically added to glossary to keep it updated. Recommended that White paper should be written to BOD to request automatic addition to new terms to online glossary without approval for each new term.

**Letter of Appreciation (Kelly)**

Reviewed changes to white paper for letters of appreciation to include signatures from Cal OES representative. Received input from group and several changes were made. Will be presented to OPS Team at December conference call with presentation to January BOD meeting.

**400-2 (Kuempel)**

No consistent pattern to categorization of documents on website. There are nine different categories of documents. Easiest way is to start fresh and re-type document. MACS forms and ICS forms are fairly clean. 400-2 document will be re-written to reflect what is on website. Numbering system will remain consistent with 400-1. Draft for review in Monterey. Will become a much larger document. Goal is to standardize OSD for each position.

**Smartsheet (Kelly)**

Kelly spoke with representative from smartsheet and a quote was provided. It will provide 3 authorized administrators with a 17% discount. \$750.00 annual cost. Will provide unlimited collaboration. \$150.00 additional cost for training 3 authorized administrators. It is currently being utilized by LAFD. Better way to collaborate on projects and documents than Dropbox. Smartsheet is more interactive and live with a calendar feature that keeps things on track with projects we are working on. Chief Johnstone is very supportive of this and requested an email summary of request and benefits of smartsheet.

**Dropbox Clean-up and Organization** (Johnson)  
Progress made on project and work is continuing.

**New Business/Projects:**

**Meeting adjourned at 1700**

**August 16, 2017**  
**Meeting called to order 09:00**

Cruz conducted a final review of ICS-213-12 with group input.

Captain Steve Hurdle (ORC) gave a summary of the proposed CICCS Qualification Guide Changes (08/2017)

Authority of CICCS will be placed in new document. Cleaned up language on required and recommended training. Clarified refresher training. Language cleaned up as far as transferring of qualifications from FED to STATE. Language added about incident complexity. Clarification on who sits on Committee. OP area coordinator term changed from one year to two years. Some rarely used positions deleted from CICCS Qualification Guide. Breakdown on Qualification required for qualification cards. Some changes on I-300 and I-400 being removed or added to/from position requirements. Change from FEMT to EMTF and FEMP to EMPF due to acronyms not being recognized in ROSS. Still working on exactly on what "2 quality assignments" really means. Recommendation has been made to let regions and ops areas decide if qualified based on documentation supplied.

Discussion on ICS-225 form and importance of space for narrative. Chief Barnett has been asked to discuss with Scott Vail getting FIREScope and CICCS together to discuss design of ICS-225 form.

**Liaison Reports**

**Aviation:** (Enos/Barrera)  
No report

**Communications:** (Gogna/Cruz)  
Nothing to bring forward at this time

**Safety:** (Holly/Enos)

CAL FIRE already has a template for writing a blue sheet with instructions. Trigger for SART is lessons learned. Process is non-punitive and information gathered can't be used to open an adverse action later. OPS team viewed this project and guidelines as helping smaller or rural agencies.

Labor by in is absolutely necessary to make sure that this process works. O'Brien reviewed SIRT Manual from LA County that describes process. Guideline will be produced by safety specialist group

Next meeting set for first week of December.

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

September summary of document review to provide recommendations. Preliminary draft. Conference call in September. Physical meeting in December

**GIS:** (Horton/Gogna)

S341 course in March 5-9 at McClellan Air Force Base. Working on instructor cadre. All hazard data management best practices document. Conference call in September

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

Next meeting in November in Sacramento

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

Next meeting at continuing challenge Sept 6/7 in Sacramento. PowerPoint presentation to be given. Presentation is on Dropbox. Flier will be shared. Working on WMD section.

**US&R:** (Cruz/Kelly)

Sept 21st is tentative scheduled for the next meeting. Meeting possibly in San Diego County. Working on several items.

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

Next Meeting Oct 12/13 in Sacramento. White paper needed for FIRESCOPE apparel. High Rise position manuals done and should be posted on website soon.

**EIT:** (Ricci/Hubbell)

October 17th-19th next meeting. Flier should be posted soon. White paper being worked on for SCOUT. Updated roster done and Dropbox clean-up being worked on.

**STEAC:** (Barnett)

Coordination between work plans is important with BOD and STEAC. It is a long process and anything we can do to streamline process is important. Good example was high rise documents. Water rescue documents currently being worked on. Need for an alternate task force representative for STEAC.

**Adjourned 1130 hrs.**

**Upcoming Meetings:**

**Task Force**

August 15-16	Dana Point (Cruz)
September 19-20	Monterey (Barnett)
October 17-18	Lompoc (Enos)
November 14-15	Murphy (Holly)
December 12-13	Ventura (Horton)
January 16-19 or 23-26	TBD
February 20-21	San Diego (Gerboth)

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

October 11	Board of Directors, Burbank
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