

Riverside County Training Officer's Association
Meeting Minutes 2/12/ 2003
Pechanga Casino, Hotel, Resort

I. Meeting called to order by President Cox at 0917 hrs.

Attendance

Chris Cox	Corona
Mike Mingee	Cathedral City
Mike Kelleher	RivCo/CDF
Rick Vogt	RCC
Mike Jennings	Murrieta
Al Lott	Idyllwild
Deano Esades	Pechanga TFD
Dru Odil	Riverside
Jim Snodgrass	Hemet
Dave Fergusson	RivCo/CDF
Bill Melendez	Corona
Mike Paulette	RivCo/CDF
Eric Vogt	COD
Dan Wilson	Cabazon TFD

A quorum is recognized by a count of attendees

II. A welcome was given by Chris Cox to the Annual Workshop. Welcome and facility introduction was given by Deano Esades.

III Motion to approve minutes of the January 2003 meeting was made by Jennings, 2nd by E. Vogt. Motion passed

IV. Treasurer's Report by Eric Vogt:
Current checking and savings account balance: \$46,993.29
Asset account balance: \$33,770.40
Cash account balance: \$154.05

V. Training Calendar:

- Grant Writing class March 23, 24, in Corona
- Driver Operator series in Corona still looking at possible dates
- RS1 class in Riverside on going this week
- Public Safety Instructors Symposium in Fremont, CA, March 3 – 6
- So Cal Association of Foresters & Fire Wardens Conference in Oak Glenn, May1 & 2

Motion to sponsor a STL course once the new curriculum is approved by the State Board of Fire Services was made by Jennings, 2nd by M. Kelleher. Motion passed.

VI Committee Reports:

- Fire Chiefs – Cox had a request from the Fire Chiefs to have Training Officers list their concerns regarding the State Fire Training Office. Will discuss further in the workshop.
- Truck Academy – Starts March 10. Still researching resources to build new roof props. Discussed need for more RIC training to be offered.
- Community College -San Jacinto courses are full. COD still looking at taking on some CTC courses. M. Kelleher will temporarily be filling R. Vogt's position at RCC. RCC will continue to hold course at the same number as in the past.
- FF1 Academy – Begins March 3. Discussed the Association's position on the importance of maintaining an Academy Coordinator position.
- State Fire Training – No report.
- So Cal TOs – Met in Corona. Jennings listed the goals of Cal Chiefs for this year. They are (1) Increase membership. (2) Initiate a legislative plan and (3) Look at a reorganization of State Fire Training. Next meeting in Ventura April 1.
- EMS – EMS Conference in Palm Springs June 2 – 6 sponsored by Riverside County Fire Chief's. Terrorism Consequences Management Course being delivered throughout the state. MARK I kits should be to all departments by the end of the month.
- Dispatcher Academy – Curriculum Committee at RCC is looking at the EMD module.

Break for lunch 1102

Workshop begins 1225

Mike Paulette was honored with a life-time honorary membership. Mike was appreciative and had some words of wisdom for the group.

Continued Committee Reports on Workshop tasks

- By-Laws

Following recommendations for By-Laws amendments was made:

Article V, Section 5, shall read “ Any agency that wishes to remain in good standing within the Association shall have a representative attend at least half of the regularly scheduled Association meetings *within the previous 12 month period.*

Article VI Section 2 “ A vote can only occur during regularly scheduled meetings at which a quorum exists.

Article VI Section 2(a) “A quorum is defined as 50% of the Active members in good standing

Amendments will be posted for 30 until a vote on approval of the amendments can occur.

- Asset Committee

Motion made by Snodgrass to purchase 2 WASP Bar Code Scanners not to exceed \$1000. 2nd by Jennings. Motion passed.

R. Vogt's official resignation is 2/28. Motion to form an adhoc committee to research transferring some functions of the Treasurer to a private bookkeeper. Was made by Snodgrass. 2nd by Mingee. Motion passed. Committee will consist of Cox and R. Vogt. Committee is authorized to spend up to \$500.

R. Vogt gave a report on liquid assets. He recommended that \$10K be placed in reserves and to allocate \$35K for replacement of assets including the FLAG trailer, contract bookkeeper, insurance of assets and physical abilities test studies.

Motion made to purchase an Acrobat Writer program not to exceed \$1000 by Snodgrass, 2nd by M. Kelleher. Motion passed.

Dave Fergusson reported earlier in the meeting that he was beginning to coordinate the building of the FLAG Trailer and that he would come in under budget, which was \$7500, within the next 40 days.

- Curriculum Committee

Association Curriculum Committee should review and approve the curriculum of any course receiving a RCTOA Certification

Committee should prioritize and identify the need for courses officered. The committee handed out a list of prioritized courses. (Attached to these minutes) Paulette recommended that the courses be prioritized based on last year. Line EMT, WMD, Safety and Wellness and Auto Extrication were discussed as high priorities.

- Instructor Committee

Goal was to increase the depth of the instructor cadre. 13 new instructors were added last year. Instructor orientation occurred last year in the County. The Association needs to look at the feasibility of contracting instructors and the tax implications. Evaluations and pay rates were discussed.

The group agreed to develop an instructor evaluation form to be used first in the Truck Academy.

- Concerns with State Fire Training

All groups listed their concerns over the past few years with State Fire Training. That list consist of:

SFT is not marketing themselves
SFT is not accessible to customers
SFT has poor or no customer service

Changing staff is not productive to seeing requests through the process

6 week pre-notification is unreasonable

Instructors and staff are not updated on curriculum changes as in the past

No live voices available in Sacramento office

FFI and FFII CD are still not available

RCTOA sent over \$47K in certification fees last year. Even when CTC is processing the tests. What are we getting for the money?

Inability of PACE Committees to travel to So Cal

Mingee experienced 18 months before he could even get an application for the PACE IV process. Check however was cashed.

No course material available for Chief Officer courses.

Meeting adjourned by President Cox at 1702 hrs.

Next meeting is a planning meeting with the RCFCA, March 13, 2003 at CTC

Minutes submitted by Secretary M. Mingee

Riverside County Training Officer's Association

Meeting Minutes 3/12/ 2003

Ben Clark Training Center

I. Meeting called to order by President Cox at 1010 hrs.

Attendance

Dennis Ellison	Dept. of Corrections-Norco
Chris Cox	Corona
Jim Snodgrass	Hemet City
Bob Frank	Norco
Dru Odil	Riverside
Daymond Center	Corona
Mike Kelleher	RivCo/ CDF
Rick Vogt	RivCo/CDF
Eric Vogt	COD
Michael Paulette	CDF Retired
Mike Mulhall	Idyllwild
Dave Ferguson	RicCo/CDF
Phil Kelleher	RCC

A quorum is recognized by a count of attendees

II. Treasurer Report by Rick Vogt

Current checking account balance:	\$1,906.80
Cash account balance:	\$154.05
Asset account balance:	\$38,560.40

IV. Training Calendar:

- Corona hosting a Driver Operator class
 - 1-A May 2, 3, 8, 9, & 10
 - 1-B June 6, 7, 12, 13, & 14
- Grant Writing Class is full March 23 & 24
- Murrieta to host New Strike Team Leader course 32Hrs.
 - May 5-8 Each member in good standing has 2 spots that must be claimed by next meeting April 9th.
- A quorum is now recognized with Dru Odil's attendance
- Motion made by Jim Snodgrass, Second by Mike Kelleher to approve the minutes as written. Motion passed.

V. Committee reports:

- Fire Chiefs – given by Ellison
 - Chiefs meeting moved to Hemet March 20th.
- Truck Academy –2 no-shows in this class, discussion on refund followed. Refunds died do to lack of motion.

- COD - Eric said same old stuff.
- MSJC – Rick Vogt announced he is now on the advisory board
- RCC – Phil said there is a big turnover in RCC staff. If classes drop below 20 students they will be cancelled.
 - Motion made by Eric Vogt, second by Jim Snodgrass to have Chris Cox draft a letter to the Chiefs Association and request it be forwarded to RCC College with our concerns for the current and future participation of RCC in Fire Training. Motion passed.
- FFI Academy – 2 vacancies last minute. Next academy is not officially on any calendar.
- SFM- Bob did not attend. He did forward F/F I & F/F II applications to those that asked for them.
- So Cal TO's – Next meeting in Ventura, Mike Paulette was unsure of the date, possibly March 31-April 1.
- EMS – no report.
- Dispatcher Academy – Rick says it is going well.
- Asset Committee - Rick Vogt reports that 2 bar code readers have been purchased. Bar code labels are being applied to our assets.
- Curriculum Committee – If anybody has classes they want T.O certificates on, please bring the curriculum to the committee for review.
 - WMD – The group consensus recommends the J.A.C. program.
 - Auto Extrication – There is very current material in the latest F/F I curriculum.
- Instructor Committee – Instructor orientation May 23 at Clark Training, info on our web page. We are always looking to recruit new instructors.

VI. Unfinished Business:

- FLAG trailer update by Dave Ferguson, We have the trailer and Pedly Propane will give us a break on the valves and hoses. The Camps will not be able to do the work. Dave recommends outsourcing most of the manufacturing to a sheet metal shop he has dealt with in the past.
 - Motion made by Mike Kelleher, second Jim Snodgrass, to approve and additional \$5,000.00 bring the total cost of the project too \$12,000.00. Motion passed.
- Rescue Boat - Rick Vogt asked the TO's for an inflatable boat to add to the swift water rescue fleet in current use. Discussion and concern over insurance and liability for TO's owning a plated or CF numbered vehicle.
 - Motion made by Rick Vogt, to purchase an inflatable boat, it did not receive a second. Motion did not pass. Dave Ferguson to investigate insurance issues.
- Treasurer's assistance - Chris Cox has contacted the accounting firm of Nigro, Nigro, & White. They are willing to handle our accounting services for \$50.00 hourly. Chris estimates the cost at \$150 per month.
 - Motion made by Dru Odil, second by Bob Frank, to enter into contract with Nigro, Nigro, and White for accounting services at \$50.00 per hour. Motion passed

- Petty Cash Account – discussion on the merits of credit cards for petty cash use within the TO’s. No action taken.
- Treasurer to be appointed by April. Look at all the help you will now have.
- Web page maintenance – Rick Vogt has been reassigned and can no longer maintain our Web site on duty. He is willing to maintain it off duty for a fee.
 - Motion made by Jim Snodgrass, second by Dave Ferguson, to enter into contract with Rick Vogt as Web site administrator for \$150.00 per month. Motion passed.
- RS-1 is in need of a coordinator.
- By-Laws – Motion made by Jim Snodgrass, second by Dennis Ellison, to approve the By-law amendments as proposed last month at our conference. Motion passed.

VII. New Business:

Plaques – plaques for outgoing members, Rick Vogt, Mike Mullhal and a golf shirt for Mike Paulette. Motion made by Mike Kelleher, second by Dave Ferguson, to purchase plaques. Motion passed.

VIII. Announcements:

None.

Meeting adjourned by President Cox at 1225 hrs.

Next meeting April 9, 2003, at the Norco Fire Department

Minutes submitted by Vice President J. Snodgrass

Riverside County Training Officer's Association
Meeting Minutes 4/9/2003
Norco City Hall – EOC

I. Meeting called to order by Past President Jennings at 0903 hrs.

Attendance

Mike Mingee	Cathedral City
Mike Kelleher	RivCo/CDF
Mike Jennings	Murrieta
Dru Odil	Riverside
Mike Paulette	Past President
Dan Wilson	Cabazon TFD
Mark Vatcher	Palm Springs
Daymond Center	Corona
Dennis Ellison	Dept. of Corrections
Phil Kelleher	RCC
Bob Lucchesi	SFT
Bob Frank	Norco

A quorum is recognized by a count of attendees

II. A welcome was given by Bob Frank

III. Motion to approve minutes of the March 2003 meeting was made by M. Kelleher, 2nd by Frank. Motion passed

IV. Treasurer's Report:
No report available

V. Training Calendar:

- STL All Risk May 5-8 Murrieta. 2 spots for all TO members
- Corona Auto Extrication course April 11 – 12
- Corona Driver Operator 1A, May 2
- Corona Driver Operator 1B, June 6
- CFFJAC Train the Trainer Terrorism Consequences available throughout the State
- Regional Instructor Orientation – 4/29 San Jose, 5/1 Redding, 5/23 CTC

VI. Committee Reports:

- Fire Chiefs – RCC issue was discussed under the Community College Committee. Chiefs discussed Smallpox Vaccinations and Mark I Kits
- Truck Academy – May Academy full. Group agreed to hold the title for the trailer at CTC offices until we have chance to speak to the accountants. RivCo/CDF Chief received a complaint about an Academy Instructor. M. Kelleher will be investigating the complaint before any action is taken.
- Community College – Discussed the issue of no designated Academy Coordinator. Ellison relayed what was said at the RCFCA meeting.

Lucchesi stated that no designated coordinator could be a violation of the academy accreditation. Odil made a motion to inform the RCFCA in the form of a letter of the possible accreditation issue caused by not having a coordinator. 2nd by Mingee. Motion passed. Letter should come from Cox.

- FF1 Academy – Graduation May 16. Other issues discussed in Community College Committee report.
- State Fire Training – Handed out flyers on NFA and Large Animal Rescue Courses. Lucchesi is available for site approval on Confined Space Ops and Fire Control III Simulator
- So Cal TOs – met in Camarillo April 1. Info from that meeting will be forthcoming. Handed out CFSTES Strategic Plan developed by the So Cal TOs. Next meeting is a planning session for Fall Symposium. Next Open Meeting in Newport Beach 8/5.
- EMS – EMS Conference in Palm Springs June 2 – 6 sponsored by Riverside County Fire Chief’s. MARK I Train the Trainer has been offered by REMS. To obtain your department allotments a representative must attend. Melker Kit reverification training must be completed by 4/30
- Dispatcher Academy – No report
- Asset Committee – No Report
- Curriculum Committee – No Report
- Instructor Committee – Work completed on instructor packets

VII. Unfinished Business

- FLAG Trailer moving along quickly. Will soon be needing a check.
- Plague being prepared for R. Vogt

VIII. New Business

- Motion to fill vacant Treasurer position with Bob Frank made by Daymond Center, 2nd by M. Kelleher. Motion passed.

IX. Announcements

- Murrieta FD Annual BBQ Saturday 4/12 at Station 1
- Muster in Riverside at the Orange Blossom festival 4/ 12 – 13

X Round Table

Cathedral City 2 FF/PM hired. 3500 gal Water Tender for sale. Fire Control III
May 3

Corona Hired 6 new FF/PM

Riverside New Division Chief, Dave Lesh, in charge of USAR Team.

Murrieta Looking for a new Fire Mechanic, CFFJAC Class completed
Meeting adjourned 1203

Next meeting: Hemet, May 14

Minutes submitted by Secretary M. Mingee

Riverside County Training Officer's Association
Meeting Minutes 5/14//2003
Hemet Fire Department

I. Meeting called to order by President Cox at 1005 hrs.

Attendance

Mike Mingee	Cathedral City
Mike Kelleher	RivCo/CDF
Mike Jennings	Murrieta
Mike Paulette	Past President
Daymond Center	Corona
Dennis Ellison	Dept. of Corrections
Bob Lucchesi	SFT
Chris Cox	Corona
Mike Mulhall	Idyllwild
Jim Snodgrass	Hemet

A quorum is recognized by a count of attendees

II. A welcome was given by Jim Snodgrass

III Motion to approve minutes of the April 2003 meeting was made by Jennings, 2nd by Mulhall. Motion passed

IV. Treasurer's Report: By Cox
Checking Account: \$23,973.18
Savings: \$35,231.04
Petty Cash \$ 174.00

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V. Training Calendar:

- STL All Risk completed with good evaluations
- Corona Driver Operator 1A, June 2
- Corona Driver Operator 1B, July 7
- Regional Instructor Orientation – 4/29 San Jose, 5/1 Redding, 5/23 CTC

VI. Committee Reports:

- Fire Chiefs – no report given
- Truck Academy – Next Academy Nov. 10. Need slots reserved by Sept. Discussion on “non participating agency” mentioned on web site. Group agreed that it should be taken from the web site. Next year Academy dates: Jan 5, March 15, May 3, and Nov 8. Discussion on letter of complaint regarding the Academy.
- Community College – San Jacinto and RCC Fire Tech goes dark during the summer. Phil Kelleher was offered the Fire Tech Director position at RCC. RCC PM Program continues.
- FF1 Academy – next Academy Oct. 6. Academy graduation this Friday, May 16.

- State Fire Training – May 28 – 30, San Bernardino RU bump and run drill. Remember 8 week pre notify on SFT Courses.
- So Cal TOs – August meeting in Newport Beach.
- EMS – EMS Conference in Palm Springs June 2 – 6, sponsored by Riverside County Fire Chief’s.
- Dispatcher Academy – An Academy will be scheduled for Spring 2004
- Asset Committee – No Report
- Curriculum Committee – No Report
- Instructor Committee – Work on Instructor’s contract almost complete

VII. Unfinished Business

- FLAG – Construction almost complete. Discussion on offering a Train the Trainer for the Training Officers.
- Rescue Boat – Discussion regarding insurance and ownership. The group agreed that it would best be purchased by the RivCo/CDF Fire Department using TOs funds

VIII. New Business

- Policy and Procedures – Cox handed out a draft of Chapter 1, “Financial Systems and Class Coordination”. Cox stated that all contracted instructors will receive an IRS 10-99.
- Scholarship – Motion to provide a \$500 scholarship to the FFI Academy #1 student, and a \$250 scholarship to the FFI Academy #2 student was made by Jennings, Second by Mingee. Motion passed.

IX. Announcements

- Volunteer Firefighter curriculum committee will meet in June
- Firefighter IC curriculum meeting next week

X Round Table

Corona	5 new FF/PM hired. New station under construction.
Murrieta	Looking for an approval of an EMS Coordinator position
Idyllwild	Received 12 MSA SCBAs from Fire Act grant Using PDAs for lot inspections
Hemet	Expecting to obtain a breathing Support Trailer
RivCo/CDF	Capt. Groom has left training. Received 2 new tiller trucks

Meeting adjourned 1300

Next meeting: Corona, June 11 @0900 hrs

Minutes submitted by Secretary M. Mingee

Riverside County Training Officer's Association
Meeting Minutes 6/11/2003
Corona Fire Department

I. Meeting called to order by President Cox at 0903 hrs.

Attendance

Mike Mingee	Cathedral City
Mike Kelleher	RivCo/CDF
Mike Jennings	Murrieta
Daymond Center	Corona
Dennis Ellison	Dept. of Corrections
Chris Cox	Corona
Mike Mulhall	Idyllwild
Phil Kelleher	RCC
Dru Odil	Riverside
Steve Soltz	RCC
Mark Vatcher	Palm Springs
Rick Vogt	RivCO/CDF
Dan Wilson	Cabazon TFD
Elizabeth Nigro	Nigro, Nigro and White

A quorum is recognized by a count of attendees

II. A welcome was given by Chris Cox

III Motion to approve minutes of the April 2003 meeting was made by Jennings, 2nd by M. Kelleher. Motion passed

IV. Treasurer's Report:

An introduction was made by Cox of Elizabeth Nigro, of Nigro, Nigro and White. Discussion of process and procedures and goal of inventorying all assets. Discussion regarding cost increase of RCTOA classes to reflect unit cost increase at RCC. Motion to increase per unit cost to \$13 by Mingee, 2nd by M. Kelleher. Motion passed.

Checking: \$25,589.42

Savings: \$25,265.78

\$10,000 was transferred from savings to checking on June 12, 2003

V. Training Calendar:

- Corona Driver Operator ongoing
- S-290 June 30 – July 4 in Corona

Question form Mingee on need in County for Haz-Mat Tech training
Discussion on need for instructors in the CFSTES Level 2 courses

Cox discussed if the Association was interested in bringing the Leadership and Ethics courses to CTC. More information to follow.

VI. Committee Reports:

- Fire Chiefs – Spending meeting time on grant distribution
- Truck Academy – Soltz requested to roll unused petty cash to next class. Soltz requested specific filing area for Truck Academy at CTC offices. Academy requests needed by September. Rebuilding roof pros will cost approx. \$3,000 this summer. Motion to approve up to \$3,000 for roof props by M. Kelleher, 2nd by Mingee.
- Community College – P. Kelleher new Director at RCC. RCC Paramedic program has a new director. Phil looking for the possibility of delivering a stand alone RIC class.
- FF1 Academy – Dru Odil was presented with a plaque in recognition of his contributions to the Academy. Congratulations Dru.
- State Fire Training – If there are concerns regarding CICCIS direct them to Chief Esparza at Riverside City. Mingee brought up that one of CCFD Firefighters is unable to get a response from Sacramento or Bob Lucchesi on the status of a FF II application sent in November of last year.
- So Cal TOs – August meeting in Newport Beach. Update given on Fresno Symposium
- EMS – So Cal EMS Conference occurred last week
- Dispatcher Academy – No report
- Asset Committee – No Report
- Curriculum Committee – Cox will forward information to committee members to deliver “Emergency Response to Natural Gas Vehicles” for approval.
- Instructor Committee – Work on Instructor’s contract almost complete

VII. Unfinished Business

- FLAG Trailer – No new info
- Rescue Boat – Request to have RivCo/CDF own the boat needs to be delivered
- By-Laws – Changes accepted. Will be adopted next meeting. Suggestion to develop a new section in the member handbook for policies and procedures

VIII. New Business

No new business

IX. Announcements

None

X Round Table

Corona Firefighter Apprentice test being conducted

Murrieta Took delivery of a new truck

Cabazon TFD New construction on parking structure and Arena

Cathedral City City allowing sale of Safe and Sane Fireworks for next two years.
Fire Department supports the ordinance.

Dept of Corrections Dealing with the State Budget

RivCo/CDF Hiring 40 seasonal firefighters. Hiring 50 Paramedics

Riverside Adding a logistics position over the USAR team. Bond issue
passed for a new training facility. Working on recertifying the RS1
site.

Palm Springs Taking delivery of 2 new ARFF vehicles

Meeting adjourned 1236

Next meeting: Fantasy Springs Casino, Cabazon TFD, July 9 @1000 hrs

Minutes submitted by Secretary M. Mingee

Riverside County Training Officer's Association
Meeting Minutes 7/9/2003
Fantasy Springs Casino

I. Meeting called to order by President Cox at 1005 hrs.

Attendance

Mike Mingee	Cathedral City
Mike Jennings	Murrieta
Daymond Center	Corona
Dennis Ellison	Dept. of Corrections
Chris Cox	Corona
Al Lott	Idyllwild
Phil Kelleher	RCC
Dru Odil	Riverside
Deano Esades	Pachanga TFD
Bob Frank	Norco
Bob Lucchesi	State Fire Training
Jim Snodgrass	Hemet
Holly Bow	RCC
Christy Pollard	RCC

A quorum is recognized by a count of attendees

II. A welcome was given by Chris Cox

III Motion to approve minutes of the June 2003 meeting was made with and amendment to Riverside City Roundtable section to reflect bond issue **approved** by Council, not yet sent to voters. Motion by Mingee, 2nd by Jennings, Motion passed

IV. Treasurer's Report:

A discussion regarding accepting POs for class registration. The group agreed not to. Cox will have R. Vogt post on the web site.

Checking: \$25,556.20

Savings: \$25,286.17

V. Training Calendar:

- Discussion and agreement to go forward with hosting Level 2 and 3 Investigator series.
- Again discussed need for Haz-Mat Tech series in our County. Will get back with solid numbers next month.

The group agreed to link other agency's web sites with ours if they offer classes we are not offering

VI. Committee Reports:

- Fire Chiefs – Spending meeting time on grant distribution

- Truck Academy – No report. Reminder truck academy position requests are due by September meeting
- Community College – P. Kelleher will be updating class flyers. Discussion on adding prerequisites to flyers and what they should be.
- FF1 Academy – Abilities on 8/2 and Sponsorship by 8/22
- State Fire Training – Reminder on 8 week course request. PACE II to meet in So Cal in October
- So Cal TOs – 8/5 meeting in Newport Beach. Lucchesi will call Schoonover for status of Training mandates CD
- EMS – Eisenhower Medical Center to host 12Lead EKG course in October
- Dispatcher Academy – Will try to run course in fall. Unknown if it will occur
- Asset Committee – Question on status of bar code process
- Curriculum Committee –No Report
- Instructor Committee – No Report

VII. Unfinished Business

- FLAG Trailer – Trailer available for viewing at Cabazon TFD Station
- By-Laws – Motion to adopt amendments by Snodgrass, 2nd by Ellison. Motion passes. New by-laws will be distributed next meeting.

VII. New Business

- Cal Chief’s White Paper – Process and purpose discussed by Jennings. So Cal TOs needs input.
- Logo- Motion to approve \$100 for creating black and white logo file and re-digitizing color logo by Snodgrass, 2nd by Frank, motion passed.

IX. Announcements

Cox distributed CICC application CDs.
 P Kelleher looking for a missing LCD Projector
 Lucchesi looking for missing Fire Control 4A, 4B curriculum

X Round Table

Corona	Firefighter Apprentice test being conducted
Murrieta	Looking for truck SOPs
Cathedral City	Firefighters Association collecting funds for a member’s sick child.
Dept of Corrections	Dealing with the State Budget
Pechanga	New Truck in service by end of the month
Norco	Will be breaking ground on new station

Hemet

Starting two new firefighters by end of the month

Meeting adjourned 1205

Next meeting August 13, 2003 Pechanga FD @1000 hours

Minutes submitted by Secretary M. Mingee

Riverside County Training Officer's Association
Meeting Minutes 8/13/2003
Pechanga TFD

I. Meeting called to order by President Cox at 1010 hrs.

Attendance

Mike Jennings	Murrieta
Daymond Center	Corona
Dennis Ellison	Dept. of Corrections
Chris Cox	Corona
Al Lott	Idyllwild
Dru Odil	Riverside
Deano Esades	Pachanga TFD
Bob Frank	Norco
Bob Lucchesi	State Fire Training
Holly Bow	RCC
Mark Vatcher	Palm Springs
Mike Kelleher	RivCo/CDF
Steve Soltz	RCC
Elizabeth Nigro	Nigro & Nigro

A quorum is recognized by a count of attendees

II. A welcome was given by Deano Esades

III Motion to approve minutes of the July 2003 meeting by Jennings, 2nd by Ellison,
Motion passed

IV. Treasurer's Report:
Elizabeth Nigro provided a handout of reconciliation of accounts and expenditures. Balances were attached.

V. Training Calendar:

- S-290 at Corona was completed
- D/O new curriculum should be out this fall
- M. Kelleher and Jennings will be working on getting Al risk STL curriculum for RCC
- Names for Truck Academy students needs to be to Soltz by 9/1
- Ops Chief class coming up from Mike Paulette
- Plans Chief class pending
- Discussion on Control 4A/ B. Class is already included in the FFI Academy. M. Kelleher will provide further info.

VI. Committee Reports:

- Fire Chiefs – No Report

- Truck Academy – Bar Coding in progress. Rebuilding the roof prop. No current equipment needs. Nov. Academy is ready to go. Academy schedule for 2004: 1/5, 3/15, 5/3 (all lottery), 11/8
- Community College – COD: Discussion on request for support from Fire Departments. SJ: All classes full. RCC: CDF Contract position is Alex Gregg
- FF1 Academy – P. Kelleher needs names by 8/22
- State Fire Training – Strategic Plan Draft comments from RCTOA go to Cox. Individual comments go to Jennings. Survey of academy and class needs sent to all FDs
- So Cal TOs –next meeting in Bakersfield. Topic will be probationary Firefighter Manuals. Check the web site for Fresno dates. Command IC should be available by 3/04
- EMS – No report
- Dispatcher Academy – No classes scheduled. Contact Holly for more info.
- Asset Committee – Bar coding will continue on other assets as soon as Truck Academy assets are completed
- Curriculum Committee –Discussion to move Natural Gas Vehicles Emergencies to FSTEP
- Instructor Committee – No Report

VII. Unfinished Business

- FLAG Trailer – Will be ready by Nov Academy.
- Rescue Boat – Motion to purchase boat up to \$4700 by RCTOA and donate to RivCo/CDF by Jennings, 2nd by M. Kelleher. Motion passed
- Cal Chief’s White Paper – Input needs to go to Jennings

VII. New Business

- Remaining meeting locations:

Sept.	Idyllwild
Oct.	Cathedral City
Nov.	Murrieta
Dec.	Palm Springs
- Cancel Fire Engineering magazine

IX. Announcements

Corona Fire Chief is Acting CM
 Bill Wieser is a new TO with CDF at CTC

X Round Table

Murrieta Training on the new ladder truck
 Will purchase a new Type III soon
 Flyer for full-time EMS Coordinator coming out soon

Norco Holding a large animal rescue class
 Getting a new brush engine

Pechanga

Adding sq. ft. to station. Hired 12 FFs. Getting a new Truck company

Corona

Corona PD helicopter has a bucket available within 100 mile response. Engineer and Captain test next month. Station 7 under construction. New truck and Type I ordered.

Meeting adjourned 1205

Next meeting Idyllwild FD. September 10, 2003

Minutes submitted by Secretary M. Mingee

Riverside County Training Officer's Association
Meeting Minutes 9/10/2003
Idyllwild Fire Department

I. Meeting called to order by President Cox at 1010 hrs.

Attendance

Chris Cox	Corona
Mike Mingee	Cathedral City
Mike Mulhall	Idyllwild
Dru Odil	Riverside
Deano Esades	Pachanga TFD
Bob Lucchesi	State Fire Training
Mark Vatcher	Palm Springs
Phil Kelleher	RCC
Alex Gregg	RivCo/CDF
Dan Wilson	Cabazon TFD
Dr. Condon	RCC

A quorum is recognized by a count of attendees

II. A welcome was given by Assistant Chief Mike Norris. Phil Kelleher introduced Dr. Condon RCC Provost. She spoke to her agenda for RCC Public Safety Training

III Motion to approve minutes of the August 2003 meeting by Snodgrass, 2nd by Cox, Motion passed

IV. Treasurer's Report:
Checking: \$18,444
Savings: \$20,305
Zodiac Rescue Boat was purchased for \$4,680

V. Training Calendar:

- Ops and Plans Chief class tentative for Corona in December
- Regional Instructor Orientation Oct. in San Diego and at Fresno Symposium
- I-400 @CTC Sept. 15, 16, 17
- ICS for WMD at Cathedral City sponsored by REMS Oct. 14, 15, 16
- EMS Officers sponsoring a 12 lead orientation class in November at EMC. Looking for RCTOA Sponsorship also. Motion to co-sponsor by Snodgrass, 2nd by Mulhall. Motion passed.

VI. Committee Reports:

- Fire Chiefs – No Report
- Truck Academy – Phil needs names now. Discussion on specific aerial training at the Truck Academy. Group agreed that more aerial Ops training is needed but it should be a separate class.

- Community College – COD: No new info on Bond issue. RCC: Dr Condon is looking for alternative funding sources. Some Discussion.
- FF1 Academy – Begins Oct. 6. Need to replace some helmets, ladders and nozzles.
- State Fire Training – PACE II meets at Rio Hondo 10/2. Lucchesi will be auditing some classes. PACE Meeting at Fresno Symposium.
- So Cal TOs – Preparing for November Symposium
- EMS – PCAC September 22
- Dispatcher Academy – Discussed need to continue on agenda. No action taken.
- Asset Committee – Need to put Truck Academy inventory into tracking system.
- Curriculum Committee – Still working on Natural Gas Vehicles Emergencies to FSTEP
- Instructor Committee – Continuing to update status of instructor cadre.

VII. Unfinished Business

- FLAG Trailer – Completed and tested last week. Discussion to hold 4A/B class for TOs on October 29, 30 at CTC. RCTOA will pay lodging and 2 meals for 2 from each agency. TOs could assist in instruction at the FFI Academy class in December. Gregg will check with CHP regarding placarding of the trailer.

VII. New Business

- Nomination committee formed. Mingee and Odil. Mingee will e-mail request for nominations.

IX. Announcements

Vatcher asked if the group would be interested in sponsoring the statewide Explorer Academy. Vatcher will bring the Palm Springs Explorer advisor to the October meeting.

X Round Table

Meeting adjourned 1255

Next meeting Cathedral City FD. October 8, 2003

Minutes submitted by Secretary M. Mingee

Riverside County Training Officer's Association
Meeting Minutes 10/8/2003
Cathedral City Fire Department

I. Meeting called to order by President Cox at 1000 hrs.

Attendance

Chris Cox	Corona
Mike Mingee	Cathedral City
Mike Mulhall	Idyllwild
Dru Odil	Riverside
Deano Esades	Pachanga
Mark Vatcher	Palm Springs
Phil Kelleher	RCC
Dan Wilson	Cabazon TFD
Bob Allison	Cathedral City
Dennis Ellison	Dept. of Corrections
Bob Frank	Norco
Mike Jennings	Murrieta
Jim Snodgrass	Hemet
Doug Allen	
Holly Bow	RCC

A quorum is recognized by a count of attendees

II. A welcome was given by Fire Chief Steve Sowles

III. Motion to approve minutes of the September 2003 meeting by Mingee, 2nd by Snodgrass, Motion passed

IV. Treasurer's Report:
Checking: \$16,977.45
Savings: \$20,312.59
Petty Cash: \$2,256.70

A discussion on invoices due. These invoices are related to TR 7 forms and will be paid. Further discussion on better defining expenditures in the budget.

V. Training Calendar:

- Ops and Plans Chief class still tentative in Corona
- Level II Investigation classes at CTC. Doug Allen explained needs of the course. Investigation 2A March 15, 2B May 1.
- EMS Officers sponsoring a 12 lead orientation November 18 & 19 at EMC.

VI. Committee Reports:

- Fire Chiefs – Chiefs have a need for Haz – Mat training. Mountain area safety task force web site launched

- Truck Academy – Phil distributed an inter office memo from RivCo Division Chief Harris to Chief Tinker regarding the inadequacies of the Truck Academy. The subject has already been discussed by the Chiefs. Need for a standard student allotment from Training Officer’s Departments are needed. Phil will draft a policy.
- Community College – COD: Clayton Mays from COD Public Safety Academy was introduced by Mingee. Mays discussed what the vision was for the COD Campus. San Jacinto: Offering core classes. RCC: Offering the Level II Command and Investigation series.
- FF1 Academy – began 10/6. New equipment has been ordered.
- State Fire Training – No report
- So Cal TOs – Jennings distributed information from Bakersfield meeting regarding Probationary Firefighter programs
- EMS – RCC has put together a paramedic program advisory board. Frank and Mingee have been asked to be members.
- Asset Committee – No report
- Curriculum Committee –Curriculum changes have been completed
- Instructor Committee – RCC is removing some non active adjunct faculty names from their records

VII. Unfinished Business

- FLAG Trailer – No placarding is needed if the trailer propane tanks are empty. Train – the – Trainer for TOs will be 10 /27. Motion to cover all instructor costs and food by Odil, 2nd by Mingee. Motion passed.
- Nominations – Committee received no new nominations from the group over the last month. Nominations were made to keep the current board in place for next year. Motion to close nominations by Odil, 2nd by Frank. Motion passed.

VII. New Business

- Explorer Academy – Tabled by Vatcher until next meeting

IX. Announcements

None

X Round Table

Norco	Hiring new Chief and CM. New Station has broken ground
Corona	Chief German retired. Promotions in progress
Cabazon	Starting construction on new Hotel
Pechanga	Request to take TFD from Department name
Hemet	Chief Stacey to retire at the end of the year
Cathedral City	Hired one new FF/PM (from RCC Academy)

Meeting adjourned 1255

Next meeting Cathedral City FD. October 8, 2003

Minutes submitted by Secretary M. Mingee

Riverside County Training Officer's Association
Meeting Minutes 11/12/2003
Murrieta Fire Department

I. Meeting called to order by Vice President Snodgrass at 1010 hrs.

Attendance

Daymond Center	Corona
Mike Mingee	Cathedral City
Dru Odil	Riverside
Deano Esades	Pachanga
Phil Kelleher	RCC
Dennis Ellison	Dept. of Corrections
Mike Jennings	Murrieta
Jim Snodgrass	Hemet
Holly Bow	RCC
Alex Gregg	RivCo/CDF
Steve Soltz	RCC
Mary Kaylor	RivCo EMSA

A quorum is recognized by a count of attendees

II. A welcome was given by Mike Jennings

III. Motion to approve minutes of the October 2003 meeting by Odil, 2nd by Jennings,
Motion passed

IV. Treasurer's Report:
Checking: \$18,562.12
Savings: \$20,312.59
Petty Cash: \$4,881.05

Elizabeth Nigro met with RCC staff. She feels that an RCTOA credit card would be beneficial. Another meeting with her will take place on Nov. 15.

Phil Kelleher passed out a new verification of expense form

V. Training Calendar:

- RS 1 Cancelled
- Trench Rescue at Colmac Jan. 8 - 9
- EMS Officers sponsoring a 12 lead orientation November 18 & 19 at EMC.
- Still finalizing dates for Haz-Mat Tech course in county

Discussion regarding allotted spots for Academies and RS 1 for RCTOA Agencies.
Motion to allot 2 spots to all Departments including TFDs, and 4 spots for RivCo/CDF by Mingee, 2nd by Esades. Motion passed.

- VI. Committee Reports:
- Fire Chiefs – Meet 11/13
 - Truck Academy – Current academy going well. January academy full. Pitch roof prop is completed. Invoices will be coming from Elizabeth Nigro.
 - Community College – COD: No report. SJC: No report. RCC: Looking at a bond issue. Preliminary poling is favorable.
 - FF1 Academy –Lost one student. Otherwise going well.
 - State Fire Training – No report
 - So Cal TOs – Next meeting in San Diego 12/2. Some no shows at Fresno Symposium.
 - EMS – PCAC meeting 11/24. Mary Kaylor, Assistant EMS Director, introduced herself. Discussion on new MCI policy and accompanying training.
 - Asset Committee – No report
 - Curriculum Committee –Curriculum for STL All Risk, Prevention 2 series and RIC approved
 - Instructor Committee – no report

VII. Unfinished Business

- FLAG Trailer – Phil Kelleher will look for another date for the class
- Nominations – Motion to elect the slate by Jennings, 2nd by Odil. Motion passed. The Board for 2004 is:

President	Chris Cox
Vice President	Jim Snodgrass
Secretary	Mike Mingee
Treasurer	Bob Frank
Past President	Mike Jennings

VII. New Business

- February Workshop – February 11, 2004, 0800 – 1700, at Pechanga. Buffet lunch provided. Discussion on agenda. Items will be:
 - Strategic Plan Update
 - Annual Report
 - Develop a Budget Policy
- Meeting Calendar – Same as this year. Riverside will host April meeting, and Norco will host January meeting. Mingee will provide calendar next month

IX. Announcements
None

X Round Table

Corona	Started new Apprentice Firefighters. Hiring FF and FF/PM positions
Pechanga	Temporary station on hotel ground staffed with 4. New WT available for mutual aid.
Hemet	Chief Stacey retirement party 1/8 at the Anchor

Murrieta: Hiring an EMS Director. Council to approve 2 new engines and a WT
RivCo EMS: Working on EMD issues. More info coming to RCTOA

Meeting adjourned 1150

Next meeting Palm Springs Fire December 11, 2003. (Note day change)

Minutes submitted by Secretary M. Mingee

RIVERSIDE COUNTY TRAINING OFFCIERS ASSOCAITION

MEETING SCHEDULE

2004

JANAURY 14	NORCO
FEBRUARY 11	PECHANGA ANNUAL WORKSHOP
MARCH 10	CTC PALNNING MEETING WITH CHIEFS
APRIL 14	RIVERSIDE
MAY 12	HEMET
JUNE 9	CORONA
JULY 14	CABAZON FANTASY SPRINGS
AUGUST 11	PECHANGA
SEPTEMBER 8	IDYLLWILD
OCTOBER 13	CATHEDRAL CITY
NOVEMBER 10	MURRIETA
DECEMBER 8	PALM SPRINGS

Riverside County Training Officer's Association
Meeting Minutes 12/11/2003
Cathedral City Fire Department

I. Meeting called to order by President Cox at 1010 hrs.

Attendance

Daymond Center	Corona
Mike Mingee	Cathedral City
Dru Odil	Riverside
Deano Esades	Pachanga
Phil Kelleher	RCC
Dennis Ellison	Dept. of Corrections
Mike Jennings	Murrieta
Holly Bow	RCC
Alex Gregg	RivCo/CDF
Steve Soltz	RCC
Al Lott	Idyllwild
Michael Paulette	RivCo/CDF ret
Dan Wilson	Cabazon TFD
John Aman	Cathedral City
John McLaughlin	COD

A quorum is recognized by a count of attendees

II. A welcome was given by Chief Steve Sowles

III Motion to approve minutes of the November 2003 meeting by Jennings, with a change of the 2004 March meeting date to March 11. 2nd by Esades, Motion passed

IV. Treasurer's Report:
Checking: \$17,308.80
Savings: \$20,328.88
Petty Cash: \$3,944.68

There is a need for the Association to forward a letter to RivCo/CDF regarding the donation of the rescue boat

Discussion on the invoices due for the Truck Academy

V. Training Calendar:

- RS 1 changed to March 1 – 5, 2004
- Trench Rescue at Colmac Jan. 8 - 9
- Haz-Mat Tech course in Cathedral City and Corona April and May. Flyer available at the next meeting
- Investigation 2A March 15 -19. Investigation 2B May 3 - 7

Discussion to raise tuition to \$200 per class. No motion taken

Reminder to provide role players for Investigation 2 series. Names from Association Departments needed by next meeting for Investigation 2 classes.

VI. Committee Reports:

- Fire Chiefs – New Board elected in November
- Truck Academy – Lumber needed. Steve Soltz will purchase. Request to have the Association cover Steve Soltz's cell phone costs. Names for January academy needed now. RivCo/CDF has requested a 5th yearly Academy for RivCo/CDF employees. Association would support the idea, but wanted to know if instructors could be available. Another idea is to eliminate the open enrolment academy.
- Community College – COD: Requested needs of the Training Officers. Mingee will provide e-mail address for COD to arrange a meeting of Training Officers within the COD district. SJC: 5 Core classes this semester. RCC: Bond issue also in March. Needed for facility improvements at CTC.
- FF1 Academy – Graduation on December 19. Need names for March Academy. New ladders arrived.
- State Fire Training – No report
- So Cal TOs – Met in San Diego. Presentation on Cedar Fire given. Next meeting in Newport Beach.
- EMS – Mingee and Frank appointed to the RCC EMT-P Advisory Board. MCI training will be mandated by REMS. SO CAL EMS conference in Cathedral City June 2004
- Asset Committee – Discussion on stocking text books vs student purchases. Motion not to continue to stock books by Center, 2nd by Jennings. Motion passed.
- Curriculum Committee – Adding a curriculum for an Honor Guard Academy.
- Instructor Committee – RCC continuing to work on hosting a Leadership and Ethics Academy.

VII. Unfinished Business

- FLAG Trailer – Will get back to the Association regarding a Monday in January for train-the-trainer.

Workshop – Phil will order shirts. Lunch provide by to Association.

VII. New Business

None

IX. Announcements

Command 1C pilot released at Fresno Conference

X Round Table

Corona Opening Station 7

Pechanga April 8 and 9 scheduled for a Fire Expo. Flyers coming out
Idyllwild Chief retires in March. Taking applications for Division Chief
RivCo/CDF Taking delivery of 25 new engines
Cabazon TFD Hotel construction continues. Buying new apparatus with Fire Act Grant

Meeting adjourned 1200 hrs

Next meeting Norco Fire Department, January 14, 2004

Minutes submitted by Secretary M. Mingee

RIVERSIDE COUNTY TRAINING OFFICERS ASSOCIATION

MEETING SCHEDULE

2004

JANUARY 14	NORCO
FEBRUARY 11	PECHANGA ANNUAL WORKSHOP
MARCH 11	CTC PLANNING MEETING WITH CHIEFS
APRIL 14	RIVERSIDE
MAY 12	HEMET
JUNE 9	CORONA
JULY 14	CABAZON FANTASY SPRINGS
AUGUST 11	PECHANGA
SEPTEMBER 8	IDYLLWILD
OCTOBER 13	CATHEDRAL CITY
NOVEMBER 10	MURRIETA
DECEMBER 8	PALM SPRINGS