

Riverside County Training Officer's Association
Meeting Minutes 1/13/2004
Norco City Hall

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

Attendance

Chris Cox	Corona
Mike Mingee	Cathedral City
Jim Snodgrass	Hemet
Ted Laycock	Riverside
Deano Esades	Pachanga
Phil Kelleher	RCC
Dennis Ellison	Dept. of Corrections
Mike Jennings	Murrieta
Holly Bow	RCC
Alex Gregg	RivCo/CDF
Michael Paulette	RivCo/CDF (ret)
Dan Wilson	Cabazon TFD
Denis Ellison	Dept of Corrections
Bob Franck	Norco
Al Lott	Idyllwild

A quorum is recognized by a count of attendees

II. A welcome was given by Chuck Scaggs, City Manager

III Motion to approve minutes of the December 2003 meeting by Jennings, with a change to reflect motion to raise RCTOA course tuition to \$200. 2nd by Ellison, Motion passed

IV. Treasurer's Report:
Checking: \$22,999.32
Savings: \$20,328.88

Cox and Franck met with Elisabeth Nigro regarding the development of the budget. They requested that a current inventory of assets be available for the February Workshop.

V. Training Calendar:

- RS-1, March 1 – 5, 2004 in Riverside
- Operations Chief in Corona March 22-26
- Haz-Mat Tech A and B April 5-16, in Cathedral City. Haz Mat Tech C and D May 17 – 28 in Corona.
- Investigation 2A March 15 -19. Investigation 2B May 3 – 7 at CTC
- Confined Space Awareness in Cathedral City, January 28 or 29 or 30

- VI. Committee Reports:
- Fire Chiefs – RCC and COD made presentations in support of their bond issues. Chief will endorse RCC’s bond.
 - Truck Academy – Need names for March Academy. RivCo/CDF is supporting the Truck Academy. Thanks to Phil Kelleher for addressing this issue.
 - Community College – COD: no report. SJC: 4 Core classes full. RCC: Letter presented requesting the Association’s endorsement of their bond. Motion to endorse following the Chiefs endorsement by Mingee, 2nd by Jennings. Motion passed.
 - FF1 Academy –March 8 begins the next Academy. 30 students graduated in December. RCTOA scholarship presented by Cox at the graduation.
 - State Fire Training – No report
 - So Cal TOs – next meeting Newport Beach 2/9. Motion to renew Board’s membership by Jennings. 2nd by Snodgrass. Motion passed.
 - EMS – Melker Kit and new MCI protocol training mandated by REMS
 - Asset Committee – Inventory needed for February Workshop
 - Curriculum Committee – Honor Guard Academy curriculum added
 - Instructor Committee – Continuing need to build cadre

- VII. Unfinished Business
- FLAG Trailer – Train the Trainer, January 26 at CTC
 - Workshop – Phil Kelleher ordered shirts. Lunch provide by the Association. Agenda items: Strategic plan, Budget and Financial Policy, Annual Report
 - Proposed Policies - Tabled

- VIII. New Business
- 2004 Administrative Budget – reviewed. Group will review draft at the February workshop.
 - Motion to approve the Operations Chief class at \$100 tuition by Jennings. 2nd by Snodgrass. Motion passed.
 - Motion to renew web site contract with Rick Vogt by Jennings. 2nd by Cox Motion passed.

- IX. Announcements
Command 1C in process. PowerPoint and final needs completion.

- X Round Table
- | | |
|-----------|---|
| Corona | Station 7 opened 1/11 |
| Pechanga | Fire Expo flyer distributed for April 8 and 9 |
| Idyllwild | Division Chief testing in process |
| Riverside | Welcomed Ted Laycock back |
| Murrieta | Hired a new PM Coordinator |
| Hemet | Recruiting for a new Chief |
| Norco | Recruiting for a new Chief |

Meeting adjourned 1200 hrs

Next meeting:

February Workshop at Pechanga Resort Casino, February 11, 2004. 0800 hrs

Minutes submitted by Secretary M. Mingee

Riverside County Training Officer's Association
Meeting Minutes 2/11/2004
Pechanga Hotel Casino

I. Meeting called to order by President Cox at 0907 hrs.

Attendance

Chris Cox	Corona
Mike Mingee	Cathedral City
Jim Snodgrass	Hemet
Mike Fischer	Riverside
Deano Esades	Pachanga
Phil Kelleher	RCC
Dennis Ellison	Dept. of Corrections
Mike Jennings	Murrieta
Holly Bow	RCC
Alex Gregg	RivCo/CDF
Denis Ellison	Dept of Corrections
Bob Franck	Norco
Al Lott	Idyllwild
Daymond Center	Corona
Mike Kelleher	RivCo/CDF
Bill Melendez	Corona
Steve Soltz	RCC
Rick Vogt	RivCo/CDF
Heath Cohen	Hemet

A quorum is recognized by a count of attendees

II A welcome was given by Chief McOrmond.
Chief McOrmond gave an update on Pechanga Fire Department and the Blue Ribbon Committee.

Introduction of Mike Fischer. New TO from Riverside City

III Motion to approve minutes of the January 2004 meeting by Snodgrass, 2nd by Cox, Motion passed

IV. Treasurer's Report:
End of the year financial statement distributed by Franck. Discussion on report and status of scholarships. Decided to follow up on those scholarship funds that have not been used.

V. Training Calendar:

- RS-1, March 1 – 5, 2004 in Riverside
- Operations Chief in Corona March 22-26
- Haz-Mat Tech A and B April 5-16, in Cathedral City. Haz Mat Tech C and D May 17 – 28 in Corona.

- Investigation 2A March 15 -19. Investigation 2B May 3 – 7 at CTC
*Reminder to send role player names to Holly Bow
- PIO Course April 26 – 30 @ CTC cost \$50
- STL Recert Murrieta March 8
- Leadership and Ethics begins 2/13 in Corona
- Corona Auto Extrication April 24 – 25

Motion to sponsor an ICS 200 class for R.A.C.E.S. in June by Jennings, 2nd by Ellison. Motion passed.

Motion to sponsor PIO class by Snodgrass, 2nd by Center. Motion passed.

VI. Committee Reports:

- Fire Chiefs – Sent letter in support of RCC bond. No support letter for COD. Grant meeting 2/19.
- Truck Academy – Soltz distributed budget and asset list. Soltz asked to remove classroom fees and add tuition fees. March Academy full.
- Community College – COD: no report. SJC: Holding the Investigator series. RCC: Phone banks working nightly. Unit's fees increasing to \$26 July 1.
- FF1 Academy – Next academy March 8. Graduates May 21. Ask for Chiefs to inspect daily line-up. Need replacement venue for graduation.
- State Fire Training – Instructor orientation May 18 at CTC. PACE I 4/22, submit by 4/8. PACE II April 1, submit by 3/18
- So Cal TOs – Buying some AV equipment. Continuing to develop statewide training plan.
- EMS – Departments will be required to provide MCI training.
- Asset Committee – will meet at workshop. New member list. Ellison, Soltz, Franck, Laycock
- Curriculum Committee – will meet at workshop. New member list. Phil Kelleher, Jennings, Center
- Instructor Committee – will meet at workshop. New member list. Cox, Gregg, Mingee, Fischer

VII. Unfinished Business

- FLAG Trailer – Train the Trainer provided January 26. Discussion on need for new piping on the trailer. Recommended to develop a scheduling policy for the trailer. Adhoc committee to develop. Committee is Cohen, Snodgrass, Mike Kelleher, Melendez

VIII. New Business

None

IX. Announcements

Rick Vogt demonstrated the RCTOA website and asked for input

X Round Table

Meeting adjourned 1130 for lunch and regrouped for workshop in the afternoon

Next meeting:

March 11, 2004. 0900 hrs @ CTC for annual meeting with Chiefs Association

Minutes submitted by Secretary M. Mingee

Riverside County Training Officer's Association
Meeting Minutes 3/11/2004
Ben Clark Training Center

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

Attendance

Chris Cox	Corona
Mike Mingee	Cathedral City
Mike Fischer	Riverside
Phil Kelleher	RCC
Mike Kelleher	RivCo/CDF
Dennis Ellison	Dept. of Corrections
Holly Bow	RCC
Alex Gregg	RivCo/CDF
Al Lott	Idyllwild
Daymond Center	Corona
Mike Kelleher	RivCo/CDF
Steve Soltz	RCC
Bob Lucchesi	State Fire Training
Mark Vatcher	Palm Springs
Mark Avner	Palm Springs

A quorum is recognized by a count of attendees

II Chris Cox presented the Association's annual report to the Fire Chiefs at their general meeting. After the presentation the business meeting began at CTC.

Mark Vatcher introduced Mark Avner, new BC TO from Palm Springs Fire

III Motion to approve minutes of the February 2004 meeting

IV. Treasurer's Report:
Checking \$26,238
Savings \$20,354

V. Training Calendar:

- Operations Chief in Corona March 22-26
- Haz-Mat Tech A and B April 5-16, in Cathedral City. Haz-Mat Tech C and D May 17 – 28 in Corona.
- Investigation 2A March 15 -19. Investigation 2B May 3 – 7 at CTC
*Scenarios given to TOs. Return by April 30
- PIO Course April 26 – 30 @ CTC cost \$50
- Leadership and Ethics continues 3/19 in Corona
- Corona Auto Extrication April 24 – 25

VI. Committee Reports:

- Fire Chiefs – Chiefs requested that the Association provide a list of courses and cost for classes that might qualify for Homeland Security Grant funding. P. Kelleher, Cox, Mingee and Lucchesi would provide the list
- Truck Academy – Soltz distributed letter to solicit donations for a storage trailer. Letter was approved.
- Community College – COD: Passed their bond. SJC: No Report RCC: Passed their bond. Phil is requesting input to present ideas to Grants Department and Deans.
- FF1 Academy – Academy began March 8. Researching expanding the number of students in the academy. Sponsorship letters due August 1 for next academy.
- State Fire Training – Delivering pilot Command 1C at Ione. Train the Trainers coming up for Command 1C, dates TBA. NFA Command and Control of Fire Department Operations at Target Hazards held in San Diego dates TBA. PACE I 4/22, submit by 4/8. PACE II April 1, submit by 3/18
- So Cal TOs – next meeting in Riverside County at CTC. Mingee to present “Teaching Old Dogs New Tricks” June will be symposium planning.
- EMS – Mandated updates on MCI policy training coming.
- Asset Committee –No Report
- Curriculum Committee – No Report
- Instructor Committee – No Report

Discussion on reviving Dispatch Academy and pushing for EMD Curriculum

VII. Unfinished Business

- FLAG Trailer – Tabled

VIII. New Business

- Motion to approve \$1200 expenditure for props needed in Investigation 2A class. Motion approved
- Cox suggested sending a letter of appreciation to Pechanga for hosting our workshops.
- Mingee will research purchasing plaques showing our appreciation for past members. Will check with Powers Awards in Palm Desert.
- Motion to replace broken digital camera for Alex Gregg by Mingee, up to \$400. 2nd by P. Kelleher. Motion approved

IX. Announcements

X Round Table

Meeting adjourned 1215.

Next meeting:

April 14, 2004. 1000 hrs @ Riverside City Fire Station 12, 10692 Indiana

Minutes submitted by Secretary M. Mingee

Riverside County Training Officer's Association
Meeting Minutes April 14, 2004
Riverside Fire Station 12

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

Attendance

Chris Cox	Corona
Mike Mingee	Cathedral City
Mike Fischer	Riverside
Phil Kelleher	RCC
Holly Bow	RCC
Steve Soltz	RCC
Denis Ellison	Dept of Corrections
Bob Franck	Norco
Mike Jennings	Murrieta

A quorum is not recognized by a count of attendees

II An introduction was given by Chief Dave Austin. Chief Austin gave an update on the Riverside Fire Department facilities bond.

III Minutes of the March 2004 meeting were reviewed. No motion to approve could be given

IV. Treasurer's Report:
None given

V. Training Calendar:

- Haz-Mat Tech C and D May 17 – 28 in Corona.
- Investigation 2B May 3 – 7 at CTC
*Scenarios given to TOs. Return by April 30
- PIO Course April 26 – 30 @ CTC cost \$50
- Leadership and Ethics continues in Corona
- Corona Auto Extrication April 24 – 25
- Regional Instructor Academy at CTC April 26-29

VI. Committee Reports:

- Fire Chiefs – Grant meeting April 8
- Truck Academy – Completed class 37. Next academy begins May 3. Steve will be purchasing some aerial training videos. Curriculum changed to 91 hrs.
- Community College – COD: Passed their bond. SJC: Discussion ongoing regarding expanding their Fire Tech program RCC: Dr. Condon has been reassigned. Discussion on VTEA funding and proposed purchasing. Phil is working on proposed curriculum for EMD module which is in task force

with Chiefs and REMS. Phil asked that departments complete their needs assessment. Passed their bond. Phil is requested that agencies complete their needs assessment.

- FF1 Academy – Academy began March 8. Next academy begins September 27. Sponsorship letters due August 1.
- State Fire Training – No Report
- So Cal TOs – met at CTC April 6. Next meeting August 3 in Orange County, location TBA. Fresno symposium Nov. 15
- EMS – Mandated updates on MCI policy training on going. SFT EMT-1 course will only be allowed for current firefighters.
- Asset Committee – Still researching bar code scanner
- Curriculum Committee – Working on EMD, Truck Academy and adding 1 week to FF 1 Academy.
- Instructor Committee – Reviewing cadre

VII. Unfinished Business

- FLAG Trailer – Tabled
- Proposed Polices. – Tabled to Board meeting

VIII. New Business

- RivCo/CDF staff and RCC needs
Will contact Christy Pollard to develop a contract for assisting in processing classes. Discussion to allow for \$200 a month.

IX. Announcements

X Round Table

Meeting adjourned 1250.

Next meeting:

May 12, 2004. 1000 hrs @ Hemet Fire Department

Minutes submitted by Secretary M. Mingee

Riverside County Training Officer's Association

Meeting Minutes May 12, 2004
Hemet Training Facility

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

Attendance

Mike Mingee	Cathedral City
Mike Fisher	Riverside
Phil Kelleher	RCC
Holly Bow	RCC
Denis Ellison	Dept of Corrections
Mike Jennings	Murrieta
Dan Wilson	Cabazon TFD
Deano Esades	Pechanga
Al Lott	Idyllwild
Jim Snodgrass	Hemet
Mike Jennings	Murrieta

I. A quorum is recognized by a count of attendees

II An introduction was given by Jim Snodgrass

III Minutes of the April 2004 meeting were reviewed. Motion to approve with the correction that a quorum was recognized. Motion by Jennings, 2nd by Mingee. Motion passed.

IV. Treasurer's Report:
None given

V. Training Calendar:

- Haz-Mat Tech C and D May 17 – 28 in Corona.
- Leadership and Ethics continues in Corona
- Corona Auto Extrication April 24 – 25
- Regional Instructor's May 18 @ CTC

Letter received from Doug Allen thanking the Training Officers for their participation in the Investigation 2 courses. Group agreed to sponsor the course again when needed.

VI. Committee Reports:

- Fire Chiefs – Motion to approve the needs assessment matrix and adding the term “Non Safety” to the “Admin Staff” column, and adding the term “Haz-Mat IC” for the “Fire Officer / Chief Officer” column. Motion by Jennings, 2nd by Snodgrass. Motion Passed.
- Truck Academy – Began May 3. Requests coming from San Pascual Fire for spots.
- Community College – COD: Met with Coachella Valley Chiefs for input into facility development. SJC: Fire Tech dark this summer. RCC: Riverside City Tower certified by SFT. Morongo TFD requested to use smoke generator. Discussion on RCC Allied Health’s presentation to County Bio-Terrorism Department.
- FF1 Academy – Graduation 5/21. Fall applications available in July. Haz-Mat decon class added bringing a total of 19 units of credit to the class.
- State Fire Training – No Report
- So Cal TOs – Planning meeting June 6 in San Simeon.
- EMS – Mingee met with RCC Paramedic Program Advisory Board. Discussed their seeking terrorism training grants.
- Asset Committee –No report
- Curriculum Committee – Added 4 hours to the Truck Academy. Working on EMD curriculum
- Instructor Committee – Developing an Instructor Workshop

VII. Unfinished Business

- Proposed Polices. – Motion to approve by Jennings, 2nd by Ellison. Motion passed

VIII. New Business

- Honor Guard Academy – Presentation by Capt. Bart Chambers. Motion to support the concept and develop a budget by Mingee, 2nd by Esades. Motion passed.
- New Class Fees – Holly Bow recommended to increase fees to \$130 / class. Motion to raise Level I and Level II classes to \$130 by Jennings, 2nd by Snodgrass. Motion passed.

IX. Announcements

X Round Table

Pechanga – Fire Expo went well. 130 Students. Hired a second BC

Idyllwild – New Deputy Chief Steve Kunkle started. Annual Spaghetti Dinner held last week

Cabazon – Hotel project continues. Ordering a new Truck Company

Cathedral City - Advised of the Death of Palm Springs BC Paul Kerns
Murrieta – Budget ongoing. Hoping to add 6 new FF/PM positions

Dept of Corrections Norco – Inmate population is increasing

Meeting adjourned 1200 (exactly).

Next meeting:

June 9, 2004. 1000 hrs @ Corona Fire Department

Minutes submitted by Secretary M. Mingee

Riverside County Training Officer's Association
Meeting Minutes June 9, 2004
Hemet Training Facility

I. Meeting called to order by **President** Chris Cox at 1009 hrs.

Attendance

Phil Kelleher	RCC
Steve Soltz	Truck Academy
Mike Mulhall	Idyllwild
Jim Snodgrass	Hemet
Chris Cox	Corona
Mike Jennings	Murrieta
Dave Austin	Riverside
Bob Franck	Norco
Dan Wilson	Cabazon
Bill Melendez	Corona
Doug Allen	RCC
Alex Gregg	RVC
Mike Kelleher	RVC
Daymond Center	Corona
Mark Avner	Palm Springs

- I. A quorum is recognized by a count of attendees
- II. Minutes of the May 2004 meeting were reviewed. Approved as read.
- III. Treasurer's Report:
Discussion on capital improvement funds.
- IV. Training Calendar:
- V. Committee Reports:

Honor Academy - Charge \$125.00 per student for Honor Guard Academy.
The TO's to foot the remainder cost. Motion made by Bob Franck, 2nd by
Mike Mulhall, motion passed.

PIO Class – Getting lots of interest. Phil Kelleher will try and run it through the college.

Swift Water Class – Posted on web site. September 13th start of 6 consecutive classes.

Web Site Changes – To sign up for class you must complete the college application form. All students must complete college applications to attend college classes.

Truck Committee – Soltz – Lumber cost remain high. Budget presented with recommendation to increase student fees to absorb costs. Motion made by Mike Kelleher to raise Truck Academy student fees by \$100.00. 2nd by Bob Franck, Motion passed. Steve has purchased 2 smoke machine generators. They need repairs, Steve is working on it. Next Truck Academy is November 8-19.

Community College - COD: Nothing new to report. MSJC: Nothing new to report. RCC – Working on maintaining a list of current and active instructors.

FF1 Academy – 31 students graduated on May 21st. Next class is September 27th. Open enrollment July 6-August 6th. Email in your sponsorships to Alex Gregg.

State Fire Training - No report.

So Cal TOs - Just completed planning meeting for ? Conference. ? Conference is November 15-19th. Next meeting is August 3rd.

EMS – RCC programs are working together.

Asset Committee – No report.

Curriculum Committee – No report.

Instructor Committee – No report.

Flag Trailer - ? Fittings to be replaced. All valves are Gas related. Trailer is to be stored at Clark. The use of the flag trailer requires a senior, primary and safety officer minimum. Driver operator classes require a license prior to participation.

VI. New Business:

We will try a new meeting time, 9:30-12:00 pm.

VII. Announcements

VIII. Round Table

Murrieta – Captain test June 22nd.

Riverside – Budget approved bond measures and has weathered a few media storms.

Norco – New Interim Fire Chief, Jack Faye.

Cabazon – Nothing new to report.

Palm Springs – Chief resigns, Interim Chief is Blake Gohetz.

Corona – (Daymond) Just back from vacation, 4 new hires in orientation.

Doug Allen – Back to work at CDF for a short time.

Mike Kelleher – Lots of hiring, and running out of applicants.

Phil Kelleher – Riverside City Tower approved for rescue systems.

Idyllwild – Nothing new to report.

Hemet – New recruitment for Fire Chief. Something bid for Fire Station 4.

Corona – Chris may be going back to shift work.

Meeting adjourned 1226 hours.

Next meeting:

July 14, 2004, 0930 hours at Idyllwild Fire

Riverside County Training Officer's Association
Meeting Minutes July 14, 2004
Idyllwild Fire Department

I. Meeting called to order by **Past President Mike Jennings** at 0940 hrs.

Attendance

Mike Jennings	Murrieta
Daymond Center	Corona
Mike Mingee	Cathedral City
Robert VanNortrick	Cathedral City
Allen Lott	Idyllwild
Mike Fisher	Riverside
Denis Ellison	CA Dept of Corrections
Holly Bow	RCC
Christy Pollard	RCC

I. A quorum is recognized by a count of attendees

II. Minutes of the June 2004 meeting were reviewed. Approved as read.

III. Treasurer's Report:

No Report

IV. Training Calendar:

- I-200 and I-300 courses moving from RivCO/CDF to RCTOA
- Honor Guard Academy begins in September
- Swift Water Rescue in Blyth September 13

V. Committee Reports:

Fire Chiefs - Discussion on status of the training matrix

Truck Committee – No Report

Community College - COD: Staff meeting with Coachella Valley Chiefs regarding Public Safety Academy Facility. MSJC: Nothing new to report. RCC: Discussion on cost for printing in RCTOA courses. Advised Holly to bring a revised budget back for review next meeting. New class registration forms distributed.

FF1 Academy – Need sponsorships by August 6. Academy begins September 27

State Fire Training - No report.

So Cal TOs – next meeting August 3 in Irvine. Speakers on near miss incidents

EMS – 3rd Annual EMS Conference was successful with 250 attendees

Asset Committee – No report.

Curriculum Committee – No report.

Instructor Committee – No report.

VI. Unfinished Business:

Flag Trailer – Need date for next Train the Trainer

D/O 1A, 1B – Tests and manuals at CTC

VII. New Business:

Training Officers Association plagues of appreciation given to Mike Mulhall and Department reps for Dave Austin, Dru Odil, Rick Vogt, and Mark Vatcher

VIII. Announcements

IX. Round Table

Murrieta – Hiring 6 new firefighters looking at annexations to the district

Riverside – Burning a building to demonstrate the effectiveness of Automatic Fire Sprinklers

Corona – Building FLAG props at Training Center

Cathedral City – Mingee will be leaving for a new position in Port Townsend WA.

CTC – Old surplus items given to bomberos

Meeting adjourned 1130 hours.

Next meeting:

August 11, 2004, 0930 hours at Pechanga Fire

Riverside County Training Officer's Association

Meeting Minutes September 8, 2004
Norco City Hall

- I. Meeting called to order by President Chris Cox at 0930 hrs.
- II. Attendance
 - a. Phil Kelleher, RCC
 - b. Chris Cox, Corona
 - c. Mike Jennings, Murrieta
 - d. Alex Gregg, RVC
 - e. Mike Kelleher, RVC
 - f. Mike Fisher, Riverside
 - g. Dave Shoemaker, Corona
 - h. Daymond Center, Corona
 - i. Holly Bow, RCC
 - j. Dennis Ellison CRC Norco
 - k. Bob Lucchesi, State Fire Training
 - l. Robert Van Nortrick, Cathedral City
- III. A quorum is recognized by a count of attendees
- IV. Minutes of the August 2004 meeting were not available.
 - a. They will be reviewed at the next meeting.
- V. Treasurer's Report:
 - a. Presented and reviewed.
- VI. Training Calendar
 - a. Honor Guard
 - i. Class begins September 27, 2004.
 - ii. A flyer for the class is on the website.
 - b. Command 1C
 - i. Class scheduled for October 21 thru 29, 2004 at Murrieta Fire Dept.
 - ii. Flyer for this class is almost completed.
 - iii. Enrollment limited to 24 persons.
 - iv. T.O.s are paying instructors this time. (The curriculum is not yet approved by RCC)
 - v. Cost is \$50.00 per student.
 - vi. Each member Department has 2 spots reserved.
 - c. Serial Arsonist Class
 - i. Coming in March to Corona
 - d. PIO Class
 - i. Coming in February
 - e. Rescue Systems 1
 - i. Class is Pending
 - ii. We are looking for instructors (Senior)

- VII. Committee Reports
 - a. Chiefs' Association
 - b. Truck Committee
 - i. Steve needs current NFPA 1901 Document.
 - ii. Discussed procedure for sponsoring students and the cost for un-sponsored students from member departments.
 - c. Community Colleges
 - i. College of the Desert, Fire Technology coordinator, Rick Post would like to start attending our meetings. He is invited and welcome.
 - ii. R.C.C – Has curriculum approval for ICS 200, 300 and the leadership & ethics class.
 - iii. County Fire will provide the Fire Control, S-390 and Operations Section Chief Classes.
 - iv. Firefighter 1 Academy
 - 1. Starts September 27, 2004 and Graduates on December 10, 2004.
 - 2. Graduation will be at Landis Auditorium.
 - 3. Attempting to increase course to 19 units.
 - v. State Fire Training
 - 1. As of November 1, 2004 the Fire Officer program requires Command 1C.
 - 2. Contact Lucchesi directly for State Fire Training issues rather than going to Sacramento.
 - 3. Pace 2 meeting will be held on October 7, 2004. Submit packets by September 15, 2004.
 - 4. Pace 1 meeting will be held on October 28.
 - vi. So. Cal. T.O.s
 - 1. Next meeting is October 5, 2004 in San Diego. Topic is "Fire Service Succession Planning" Contact Deputy Chief Jon Handley at (619) 692-4983.
 - vii. EMS
 - 1. Reviewed the recently issued ambulance diversion policy (REMS)
 - viii. Asset Committee
 - 1. Recently purchased photocopiers.
 - 2. The missing photocopier has been located.
 - 3. Discussed how to handle surplus equipment, Mike, Phil and Steve will develop a proposal.
 - ix. Curriculum Committee
 - 1. Leadership and Ethics program needs to be increased to 5 days.
 - x. Instructor Committee
 - 1. We need senior RS1 instructors.

- VIII. Unfinished Business
 - a. Flag Trailer
 - i. We need to develop a policy for usage. (Lucchesi will obtain sample policies from Barstow and Upland.)
 - ii. We may need a train the trainer class. Instructors must work as primary instructor for one year before becoming a senior instructor.
- IX. New Business
 - a. Board Vacancy (Secretary)
 - i. Mike Kelleher made a motion to appoint new member Dave Shoemaker of Corona Fire to serve as Secretary until the next elections. The motion was seconded by Mike Fisher and passed unanimously.
 - ii. Upcoming Elections – Ellison, Center and Gregg have been appointed to serve as the nomination committee. Nominations are to be prepared by October 13, 2004.
 - iii. Elections will occur in November, 2004.
 - b. Webpage
 - i. We need a policy/procedure for updating the webpage. Holly Bow, Chris Cox and Phil Kelleher will develop a proposal.
- X. Announcements
 - a. Clark Training center now has 4 type 1, and 1 type 3 engine.
 - i. Chris Cox will check into the availability of these engines for the Driver/Operator course.
 - b. Craig Anthony is the new Chief of Riverside/CDF
- XI. Round Table
 - a. Jennings
 - i. Murrieta has a new water tender in service.
 - ii. FF/PM recruitment underway.
 - b. Fisher
 - i. Riverside is in the process of replacing their City Manager.
 - ii. Riverside is starting a preceptor program.
 - iii. Presented the idea of a personnel swapping program to allow FF/PM students to get their field shifts.
 - iv. Riverside is looking for a portable sump, Corona offered up theirs.
 - c. Gregg
 - i. Seeking equipment donations from L.N. Curtiss.
 - d. Center
 - i. Gave an overview of Corona's new EMS subscription program.
 - e. Van Nortrick
 - i. Cathedral City is have a Captain's test next month.
- XII. Meeting adjourned 11:25 hours.
 - a. Next meeting, October 13, 2004, 0930 hours at Cathedral City

Riverside County Training Officer's Association
Meeting Minutes October 13, 2004
Hemet Public Library

I. Meeting called to order by President Chris Cox at 10:16 hrs.

Attendance

Mike Jennings	Murrieta
Daymond Center	Corona
Holly Bow	RCC
Alex Gregg	Riv Co/ CDF
Mike Kelleher	Riv Co/ CDF
Phil Kelleher	RCC
Mike Paulette	Safety Consultant
Steve Soltz	RCC
Jim Snodgrass	Hemet
Dan Wilson	Cabazon Tribal

- I. Call to Order: A quorum was **not** recognized by a count of members in Attendance.
- II. Minutes of the September 2004 meeting were submitted. A change was noted by Mike Jennings. Section VIII, a, ii should read "Primary instructors wishing to be Seniors have up to one year from the class to achieve that status." August minutes will be forwarded to members via e-mail.
- III. **Treasurer's Report:**
Submitted to the membership.
The refund policy seem to be working well.
Text book inventory should start to deplete very soon.
- IV. **Training Calendar:**
- Honor Guard Academy received exceptional feedback. 30 students went through the course. Many students requested the class be longer. Next class will add 8 hours. Next Academy – May 2005 (possibly).
 - Command 1C was canceled due to lack of enrollment. Instructor M. Paulette expressed his disappointment. Next 1C class scheduled at CTC is in Feb. 2005. Cost for members will remain \$50.
 - Training Technical Specialist Class (S-445) scheduled for March 8 - 11 2005.
 - PIO Class is scheduled for Jan. 24 – 27 2005
 - Serial Arsonist Class scheduled for March 2005 in Corona.
 - Investigation 2A& 2B are coming around again. 2B cost needs to include extra building materials if a site cannot be found.

- RS1 Program needs more Senior Instructors.

V. **Committee Reports:**

Fire Chiefs – New Riverside County Chief was introduced and elected new Area Co-coordinator. New EMT curriculum was discussed as well as the Helicopter Use Policy.

San Diego Burn Institute desires to establish an Inland Empire chapter. They are looking for interested people to be on the board. Burn Institute will be hosting a fund raising banquet on Nov. 18, 2004. Cost is \$1,000 per table or \$85 per person. The possibility of hosting a Burn Camp was discussed.

Truck Committee – A proposed budget was submitted. The class is currently operation over the per class budget due to increased lumber costs. Will probably end the year within budget. Checks for \$9,756 and \$1,000 were issued to cover costs incurred. The upcoming class will be full. 35 requests for 15 spots. Everything seems to be going well. FYI, San Bernardino Co. F.D. is offering Truck Operations 1A and 1B, however this class is not CSFM Certified.

Community College - COD: Staff requested to be involved with RCTOA. No one attended. MSJC: Fall Classes are going well. RCC: Someone is trying to come up with an Ambulance Strike Team Leader class – problem is ambulances don't come in strike teams. RCC would like information from all local departments: From which Academy's have your personnel graduated?

FF1 Academy – Down to 31 students. Graduation scheduled for 10:00 Dec. 10, 2004 @ Landis Auditorium, RCC
Sponsorships for Spring Academy due Dec. 30, 2004 and it will be expanded to 12 weeks. Extra time will include HM Decon and Vehicle Fires.
4A & 4B Instructors can assist October 29, 2004 in the evening.

State Fire Training - No report.

So Cal TOs – October meeting was on Succession Planning. November 15 -19 Training Symposium in Fresno. December 7 – in Bakersfield on Conflict Resolution.

EMS – will be stricken from future agendas.

Asset Committee – No report.

Curriculum Committee – No report.

Instructor Committee – No report.

VI. Unfinished Business:

Flag Trailer – Lucchesi to gather training information from other departments.

Nominations- Cox did most of the work for the nominations committee. The following names were submitted for consideration for 2005 Executive Board:

President – Jim Snodgrass (Hemet FD)

Vice President – Tedd Laycock (Riverside City FD nominated by D. Austin)

Treasurer – Deano Esades (Pechanga FD)

Secretary – Dave Shoemaker (Corona FD)

The elections will take place in November.

VII. New Business:

Management and other classes are going to require extra expenses whenever we bring in out of the area instructors.

Web Site Proposal was submitted, discussed, and modifications suggested.

VIII. Announcements

IX. Round Table

Cabazon Tribal – Casino nearing completion. Station will be moving to accommodate expansion.

Murrieta – Testing for FF/Paramedic. Almost 50% no shows for practical. Hurricanes have delayed delivery of new E-1 engines. New Station due to open July 2005

Riv. Co.- Nothing new. Waiting for fire season to kick in.

Corona – Testing for Engineer. Members should look for letters of invitation to assist.

Hemet – Thanks to Hemet FD for last minute hosting. New Station due to open July 2005. Looking for Haz Mat policies from other departments.

Truck Academy – Names for next Truck academy (January 10, 2005) need to be submitted BEFORE Nov. 8, 2004. Open enrollment starts Nov. 8. Other academies begin March 7, 2005 and May 2, 2005

Meeting adjourned 1210 hours.

Riverside County Training Officer's Association
Meeting Minutes November 10, 2004
Murrieta Fire Headquarters

- I. Meeting called to order by President Chris Cox at 1010 hrs.
- II. Attendance

Phil Kelleher, RCC	Chris Cox, Corona
Alex Gregg, RVC	Mike Kelleher, RVC
Dave Shoemaker, Corona	Daymond Center, Corona
Robert Van Nortrick, Cathedral City	Holly Bow, RCC
Mike Fisher, Riverside	Mike Jennings, Murrieta
Mark Avner, Palm Springs	Deano Esades, Pechanga
Jim Snodgrass, Hemet	Mary Gallardo, RCC

- III. A quorum is recognized by a count of attendees
- IV. Approval of prior meeting minutes
 - a. August 2004 meeting were not available.
 - b. September minutes approved
 - c. October minutes approved
- V. Treasurer's Report:
 - a. Presented and reviewed.
- VI. Training Calendar
 - a. Command 1C
 - i. Registration opens December 1st, 2004
 - ii. Class will be in February
 - b. Training Specialist
 - i. Class will be March 8-10, 2005
 - c. PIO Class
 - i. Class will be January 24-27, 2005
 - ii. Holly is requesting names
 - d. RIC, SFM ?
- VII. Committee Reports
 - a. Truck Committee
 - i. Class 39 is in progress
 - ii. Registered students from Pala did not report for class. They will be billed for the registration fees.
 - iii. Currently registering students for the January class.
 - b. Community Colleges
 - i. Mary Gallardo with RCC is the new Instructional Departmental Specialist at Clark Training Center. Welcome Mary.
 - ii. County EMS has purchased decontamination equipment for use at area hospitals. They are seeking a training program for their personnel.
 - iii. Fees for the Investigation 2A & 2B classes will be \$225 each.

- iv. Firefighter 1 Academy
 - 1. 30 students in current class
 - 2. Graduation will occur December 10th be at Landis Auditorium.
 - 3. Accepting applications for next class from November 29th through December 30th.
 - 4. Spring academy starts on February 28, 2005.
 - 5. Going to a 12 week format.
- v. So. Cal. T.O.s
 - 1. Next meeting is December 7, 2004 in Bakersfield.
- vi. Asset Committee
 - 1. There has been a problem with Truck academy chainsaw chains being used by other classes and not getting replaced.
 - 2. The college has purchased new smoke machines.
- vii. Curriculum Committee
 - 1. Both RIC and EMD curriculum are completed.
- viii. Instructor Committee
 - 1. Still looking for RS1 senior instructors
 - 2. Discussion on the compatibility of the RS1 curriculum NFPA standards. Esades and Center will review and follow up.

VIII. Unfinished Business

- a. Flag Trailer
 - i. Waiting to hear from Lucchesi on a policy for usage.
- b. Vote for Officers
 - i. The vote was held and the following nominees were elected.
 - 1. President Jim Snodgrass
 - 2. Vice President Ted Laycock
 - 3. Treasurer Deano Esades
 - 4. Secretary David Shoemaker
 - 5. Past President Chris Cox will serve as the fifth officer.
 - ii. A transition meeting will be held between the outgoing and incoming officers. Location and date to be announced.
- c. A motion was made to pay the travel expense for instructors Menge and May who will be presenting the upcoming management classes.
- d. Website issues tabled to next meeting.
- e. A motion was made to fund a \$1000.00 table the new Burn Foundations fund raiser. Discussion points included that our mission was to enhance fire service training within the county and that our parent organization, Riverside County Fire Chiefs' Association was funding a table at the same event. The motion was voted down.

IX. New Business

- a. Annual planning conference is being planned. Chris Cox and Jim Snongrass will develop the details and announce the date and location.
- b. Phil Kelleher advised that as a formality RCC needed our group to include a sub-committee to act as the RCC Advisory Committee. Our group has

already been fulfilling that role without the official title. The decision was made to host the RCC Advisory Committee as one of our standing topics and move the Truck Academy, Firefighter 1 Academy, UTEA, and Level 1 & 2 materials into that sub-committee.

X. Announcements

- a. Kim Bolan has been promoted into Region Office. Bob Tinker has replaced him the County Fire's Health, Safety and Training function.

XI. Round Table

- a. Jennings
 - i. Murrieta has a new water tender in service.
 - ii. FF/PM recruitment underway.
- b. Fisher
 - i. Captain Phil Holder will be added to the Riverside City training staff
- c. Center
 - i. Thanked other agencies for their participation in Corona's recent Engineer promotional exam.
- d. Snodgrass
 - i. Hemet is in process of hiring a new Fire Chief
- e. Cox
 - i. Starting November 29th, Dave Shoemaker will be replacing Chris Cox in Corona's training division. Chris Cox will be moving to shift battalion chief on B-shift.

XII. Meeting adjourned 12:00 hours.

- a. Next meeting, October 13, 2004, 0930 hours at Palm Springs.

Riverside County Training Officer's Association
Meeting Minutes December 8, 2004
Palm Springs Fire Training Center

I. Meeting called to order by President Chris Cox at 0930 hrs.

II. Attendance

Mark Avner, Palm Springs	Dennis Ellison, Dept of Corrections
Phil Kelleher, RCC	Chris Cox, Corona
Ted Laycock, Riverside City	Dave Ferguson, Riverside County
Dave Shoemaker, Corona	Daymond Center, Corona
Robert VanNortrick, Cathedral City	Al Lott, Idyllwild
Mike Fisher, Riverside	Mike Jennings, Murrieta
Dan Wilson, Cabazon	Ron Knueven, Norco
Steve Soltz, RCC	

III. A quorum is recognized by a count of attendees

IV. Approval of prior meeting minutes

a. November minutes distributed and approved

V. Treasurer's Report:

a. Presented and reviewed.

b. Four accounts have gone past due over 90 days. Holly and Phil will follow up on them. The accounts are:

i. I&L, Kompier, Moore & Steward

VI. Training Calendar

a. Command 1C is scheduled for February 1-5, 2005 at Ben Clark

b. Training Specialist Class will be March 8-10, 2005 in Corona, Mike Weddington instructing.

c. PIO Class will be January 24-27, 2005. Holly is requesting names

d. RS1 Program - Needs a coordinator, Many RS1 props need to be rebuilt.

e. RIC Program – Stand alone curriculum has been established.

f. Fire Control III. Dave Ferguson presented an updated report on the Arnold Heights project. The project will involve over 500 structure over the next 12 to 18 months. The project will provide numerous Fire Control 3 classes as well as "Train the Trainer" classes.

VII. RCC Sub Committee

a. RCC is trying to develop a Fire Tech "Middle College" program for high school juniors and seniors. The goal of the program would be to provide high school students with an AS degree upon graduation from high school.

b. RCC is trying to develop a "Fast Track" accelerated program to assist in service fire personnel in achieving an AS degree.

c. Firefighter I Academy

i. Graduation on Friday ### at 10:00am in the Landis Auditorium.

d. The academic senate is reviewing the proposal for a 12 week academy which will include Hazmat/Decon.

e. Truck Committee

- i. Steve Soltz reviewed the Truck Academy budget and identified how any extra monies would be spent to keep tools and equipment maintained.
 - f. Chiefs' Association
 - i. State Fire Marshall may again be separating for CDF.
 - ii. The Southern California Training Officers symposium went well. Their next meeting will be:
 - 1. February 8 ? (not on their calendar)
 - g. Asset Committee
 - i. No Report
 - h. Curriculum Committee
 - i. No Report
 - i. Instructor Committee
 - i. Still looking for RS1 senior instructors
 - ii. Question was asked weather "S" class instructors are available to teach S-390 & S-490. County Fire expects more of these NWCG classes to be coming.
- VIII. Unfinished Business
 - a. Flag Trailer
 - i. Waiting to hear from Lucchesi on a policy for usage.
 - b. A transition meeting will be held between the outgoing and incoming officers. Location and date to be announced.
 - c. Website proposal
 - i. Tabled to next meeting
 - d. Annual Workshop
 - i. Hoping to hold the workshop in February. Riverside , Palm Springs, and Pechanga will check on venues to host the workshop.
 - ii. \$5,000 allocated for the annual workshop.
- IX. New Business
 - a. Next Years Schedule will be distributed at the January meeting in Norco.
- X. Announcements
 - a. Phil Holder, Riverside City Fire is now assigned to their training division.
 - b. Murrieta is looking at a new station
 - c. Idyllwild has received a new truck co.
 - d. Palm Springs recently held a B/C promotional exam.
 - e. Mark Vatcher of Palm Springs Fire has been diagnosed with cancer.
 - f. Cabazon – New hotel under construction
 - g. Riverside City will be hosting the Waterous pump demonstration unit on January 15, 2005. Contact Mike Fisher for more information.
- XI. Round Table
 - a. Steve Soltz is seeking input on the various agencies needs for the Truck Academy in the coming year.
 - b. Phil Kelleher is seeking information on new hires and what Fire Academy they attended.
- XII. Meeting adjourned 12:00 hours.
 - a. Next meeting, January 12, 2005, 0930 hours at Norco Station 21.