

Riverside County Training Officer's Association
Meeting Minutes January 10,
Norco Fire Station #22

- I. Meeting called to order by President Jim Snodgrass 0930 hrs.
- II. Attendance

Phil Kelleher, RCC	Daymond Center, Corona
Dave Shoemaker, Corona	Mike Jennings, Murrieta
Mike Fisher, Riverside	Ron Knueven, Norco
Deano Esades, Pechanga	Bob Lucchesi, CDF/SFT
Dennis Ellison, Dept. of Corrections	Mike Kelleher, Riverside County
Phil Holder, Riverside	

- III. A quorum is recognized by a count of attendees
- IV. Approval of prior meeting minutes
 - a. December minutes distributed and approved
- V. Treasurer's Report:
 - a. The new treasurer, Deano Esades, gave an overview and will present a full report next month.
 - b. Signature cards need to be updated with the bank.
- VI. Training Calendar
 - a. Command 1C is scheduled for February 1-5, 2005
 - i. Holly is requesting names for any RCTOA reserved spots
 - b. Training Specialist Class will be March 8-10, 2005. Class will be at Clark not Corona, Mike Weddington instructing.
 - c. PIO Class will be January 24-27, 2005.
 - i. Holly is requesting names for any RCTOA reserved spots
 - d. Honor Guard Academy, 5-day class, possibly in May
 - e. Spring RS-1 Class
- VII. RCC Sub Committee
 - a. Fire Tech – Evaluating a new firefighter skills text book published by NFPA. It is being considered as an alternative to IFSTA.
 - b. Firefighter I Academy
 - i. Next academy runs February 28 to May 21, 2005. Graduates on May 21.
 - ii. This academy will be 12 weeks long.
 - c. Truck Committee
 - i. Requesting names from RCTOA participating departments for March Academy. It runs 3/7 to 3/18/2005.
 - d. Chiefs' Association
 - i. Meeting on 1/18/2005, regarding RCC paramedic training program.
 - e. So. Cal. T.O. meet on February 1, in Buellton, Electrical Emergencies.
 - f. Asset Committee

- i. No Report
 - g. Curriculum Committee
 - i. No Report
 - h. Instructor Committee
 - i. No Report
- VIII. Unfinished Business
 - a. Flag Trailer
 - i. Lucchesi will obtain policies from Upland and San Bernardino.
 - 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. Will be held April 13 & 14 at Pechanga.
 - ii. Jennings, M. Kelleher and Shoemaker will organize.
 - iii. \$5,000 allocated for the annual workshop.
- IX. New Business
 - a. Identified some changes for the meeting schedule. February meeting will be in Riverside instead of Pechanga.
- X. Round Table
- XI. Meeting adjourned 12:00 hours.
 - a. Next meeting, February 9, 2005, 0930 hours at the Riverside Fire Administration building, 3775 Fairmont Blvd. The Cross street is university.

Riverside County Training Officer's Association
Meeting Minutes February 9, 2005
Riverside Fire Administration Bldg.

- I. Meeting called to order by President Jim Snodgrass 0930 hrs.
- II. Attendance
 - Phil Kelleher, RCC
 - Dave Shoemaker, Corona
 - Jim Snodgrass, Hemet
 - Ron Knueven, Norco
 - Holly Bow, RCC
 - Alex Gregg, Riverside County
 - Dennis Ellison, Dept. of Corrections
 - Daymond Center, Corona
 - Ted Laycock, Riverside
 - Bob Lucchesi, CDF/SFT
 - Phil Holder, Riverside
 - Mike Kelleher, Riverside County
 - Deano Esades, Pechanga
 - Michael Mulhall, Idyllwild
- III. A quorum is recognized by a count of attendees
- IV. Approval of prior meeting minutes
 - a. January 2005 minutes reviewed and approved with corrections
- V. Treasurer's Report
 - a. Checking \$28,954
 - b. Savings \$20,404
 - c. Signature cards have been completed
 - d. Deano will be getting the name updated on the ATM card
- VI. Training Calendar
 - a. Command 1C occurred with good results
 - b. Training Specialist still scheduled for March 8-10
 - c. ICS 300 in Corona
 - d. Instructor 1A and 1B in Corona
 - e. RS-1 will occur in the last two weeks of March.
 - f. Mark Gilman from Norco will be senior instructor.
 - g. Honor Guard Academy in May
 - h. Train the trainer class
 - i. Strike Team Leader Class in May?
 - j. Investigation 2A April 11-15, 2B May 16-20
 - i. Role players are needed, Contact Holly Bow
- VII. RCC Sub Committee
 - a. Fire Tech Program
 - i. Discussion regarding the management of class registrations
 - ii. RCTOA, RCC CDF. Board will meet to determine how to handle Holly's role, Elizabeth,
 - iii. Fast Track program has been approved, It allows participants to earn an AA Degree
 - iv. Middle College has been approved. Provides for High school juniors and seniors attend college part time.
 - b. Firefighter I Academy starting Feb. 28.
 - i. Academy prerequisites will be enforced
 - ii. This academy will be 12 weeks long.

- c. Truck Committee
 - i. Truck Academy starts on March 7
 - d. Chiefs' Association
 - i. Our next meeting will be the annual joint meeting with Chief's Assoc. on March 10, 2005
 - e. College of the Desert
 - i. Building Construction??
 - f. State Fire Training
 - i. "Fireline" a newsletter from the State Fire Marshall check the SFM website.
 - ii. New SFM Ruben Grijalva
 - iii. State Fire Training is having many of the positions they lost restored.
 - iv. Regional Instructor Orientation – looking for agencies to host the orientation. Contact Bob Lucchesi if you're interested.
 - v. EMT program – A flyer is available about the new title 22 update
 - g. So. Cal. T.O.s
 - i. No Report
 - h. Asset Committee (Mike Kelleher, Steve Soltz)
 - i. We need to get an inventory of T.O.s property
 - ii. Is Bar coding our inventory feasible?
 - i. Curriculum Committee (Mike Jennings)
 - i. Will no longer be reporting monthly
 - j. Instructor Committee (Membership unknown)
 - i. Will no longer be reporting monthly
- VIII. Unfinished Business
- a. Flag Trailer
 - b. Bob Lucchesi brought Uplands SOPs. These will be reviewed at the workshop for adoption
 - c. Website
 - i. Received Request to host a link to a private for profit training site on our website.
 - ii. Rick Vogt is looking for higher resolution patches for the website.
 - d. Annual Workshop
 - i. Will be held April 13 & 14 at Pechanga.
 - ii. The itinerary will be distributed
 - e. Plaques
 - i. Mike Kelleher will obtain the plaque for Mike Menge
- IX. New Business
- a. None
- X. Round Table
- a. Laycock (Riverside)
 - i. Riverside Fire Chief Dave Carlson will be retiring April 1st. Dave Austin will be interim Chief

- ii. Riverside requesting raters (Captains) for Engineer orals on February 25, 2005. All Day. Call Chief Laycock at 826-5328 if you can assist.
 - iii. Riverside Fire is increasing the probation period from one year to 18 months
 - b. Van Nortrick (Cathedral City)
 - i. Recently held Captains test. Thanks to the assisting departments.
 - c. Avner (Palm Springs)
 - i. Mark Vacher will be retiring in May.
 - ii. Dept. Reorganization, Assistant Chief will be reclassified as a Division Chief
 - d. Esades (Pechanga)
 - i. Pechanga 2nd Annual Fire Expo. On April 19-22.
 - e. Mulhall (Idyllwild)
 - i. Mike Norris has left Idyllwild and taken the Chief job at Loma Linda.
 - ii. Deputy Chief Steve Kunkle is serving as interim Chief
 - iii. Took delivery of new truck, not in service yet.
 - f. Bow (RCC/CTC)
 - i. We Need old furniture for investigation 2A & 2B classes
 - g. Shoemaker (Corona)
 - i. Corona's Auto Extrication on April 23&24
 - ii. Needs raters for Captain's test in mid-March
 - h. Snodgrass (Hemet)
 - i. Hemet needs raters for Captain's test
- XI. Meeting adjourned 12:10 hours.
- a. Meeting adjourned, Next meeting, **Thursday**, March 10 at Clark Training Center, room 111 with the County Chief's

Riverside County Training Officer's Association
Meeting Minutes March 10, 2005
Clark Training Center, 3423 Davis, Riverside CA 92518

- I. Meeting called to order by President Jim Snodgrass 0930 hrs.
- II. Attendance
 - Phil Kelleher, RCC
 - Dave Shoemaker, Corona
 - Crofford, Morongo
 - Ron Knueven, Norco
 - Holly Bow, RCC
 - Mark Avner, Palm Springs
 - Mike Fisher, Riverside
 - Ted Laycock, Riverside
 - Al Lott, Idyllwild
 - Robert Van Nortrick, Cathedral City
 - Deano Esades, Pechanga
 - Michael Mulhall, Idyllwild
- III. A quorum is recognized by a count of attendees
- IV. Approval of prior meeting minutes
 - a. February 2005 minutes reviewed and approved
- V. Treasurer's Report
 - a. Checking Balance \$72, 085.74
 - b. Checking and Savings accounts have been consolidated
 - c. ATM/Visa cards have been discontinued.
 - d. We will no longer use petty cash reimbursement
 - e. Will verify on hand cash limits with State Franchise Tax Board
- VI. Training Calendar
 - a. Rescue Systems 1 scheduled for March 21st
 - b. Instructor 1B
 - c. Investigation 2A, April 11-15
 - d. Investigation 2B, April 16-20, packets for role players due by May 12.
 - e. Serial Arson Class, Canceled
 - f. Burn house needed for the investigation class, see Holly Bow.
 - g. Honor Guard, still need instructors. Proposed to move it to the Fall
- VII. RCC Sub Committee
 - a. Fire Tech Program
 - i. 12 week academy approved and is now 29 units
 - ii. Proposal to hire Holly Bow to coordinate RCTOA classes
 - iii. Phil Kelleher discussed problems with tardiness and attendance in RCTOA classes at Clark Training Center. The group agreed that RCTOA could enforce more strict attendance requirements than State Fire Training.
 - b. Chiefs' Association
 - i. No Report
 - c. College of the Desert
 - i. No Report
 - d. State Fire Training
 - i. No Report
 - e. Southern California Training Officers

- i. No Report
- VIII. Unfinished Business
 - a. Flag Trailer – Details will be worked out at annual workshop.
 - b. Website
 - i. Check with Chris Cox
 - ii. Website work payed
 - c. Annual Workshop
 - i. Room is ready
 - ii. Facilities handled by Deano Esades
 - iii. Speakers up in the air
- IX. New Business
 - a. Jim Snodgrass has resigned as President due to promotion to Deputy Chief in Hemet. Vice President will serve as President in the interim. Replacement process to be discussed by Snodgrass and Jennings.
- X. Round Table
 - a. Esades, Pechanga – Pechanga is having an expo on April 19 through 22, 2005.
 - b. Knueven, Norco – Motor Homes available to burn
 - c. Crofford, Morongo – Briefing on department operations
 - d. Mulhall, Idyllwilde – Truck Ideas for certification. Telesquirt 75’.
 - e. Fisher, Riverside – Had a live fire training burn. One person complained of smoke. Next two Sundays, one house on each day. 18 houses to burn in the near future. Fire Chief to retire, Dave Austin is the interim Fire Chief.
 - f. Van Nortrick, Cathedral City – Saturday training burn. Search and Rescue joint training with Palm Springs
 - g. Avner, Palm Springs – Two bond issues passed. Land given to build Station 6. 1.1 given to build new station.
 - h. Kelleher, RCC – Get any homeland security concerns to Phil, classes to come.
- XI. Meeting adjourned 11:50 hours.
 - a. Meeting adjourned, Next meeting, Wednesday, April 13th at Pechanga Convention Center.

Riverside County Training Officer's Association
 Meeting Minutes April 13, 2005
 Pechanga Convention Center

- I. Meeting called to order by Interim Vice President Mike Jennings at 0930 hrs.
- II. Attendance

Mike Jennings, Murrieta	Mike Kelleher, CDF
Chris Cox, Corona	Holly Bow, RCC
Deano Esades, Pechanga	Daymond Center, Corona
Mike Fisher, Riverside	Ron Knueven, Norco
Steve Stoltz	Dave Shoemaker, Corona
Phil Kelleher, RCC	Dennis Ellison, CDC
Tedd Laycock, Riverside	

- III. A quorum is recognized by a count of attendees
- IV. Approval of prior meeting minutes
 - a. March Minutes informally reviewed. Approval pending on typing and submission at next meeting.
- V. Treasurer's Report:
 - a. Balance of \$119,320.27
 - b. Review of the 501c3 financial requirements determined that reporting is necessary when revenues exceed \$25,000. In order to address the concerns of the Chiefs' Association, the T.O.s will propose the either our accountant do the books for both the T.O.s and the Chiefs' Association, or that the T.O.s establish their own separate 501c3 filing.
- VI. Training Calendar
 - a. Trying to develop the curriculum for Operations Section Chief
 - b. Investigation 2A is underway
 - c. Investigation 2B May 16-20, Role player packets to Doug Allen by May 12
 - d. Truck Academy Nov. 7-18 Need Names 60 Days prior
 - e. Management 1 in May at CTC
 - f. Management 1 in June Corona
 - g. Honor Guard in June 5 – 11
- VII. RCC Sub Committee
 - a. RCC Instructor equivalency requirements are being tightened. The requirements are:
 - i. Associate Degree + 6 years of experience
 - ii. Bachelors Degree + 2 years of experience
- VIII. Chiefs' Association
- IX. College of the Desert
 - a. No Report
- X. San Jacinto College
 - a. Considering starting a Basic Fire Academy and Paramedic School

- XI. State Fire Training
 - a. No Report
- XII. Southern California Training Officers
 - a. Will meet again in August. The location is to be announced.
- XIII. Assett Committee
 - a. Tabled
- XIV. Unfinished Business
 - a. Flag Trailer
 - b. Mike Fisher will put policy together and establish procedures.
 - c. Website Policy
 - i. Chris Cox and Daymond Center will establish a policy for the website.
 - ii. Secretary needs to get meeting minutes to Rick Vogt for posting on the website.
 - d. plaques
 - i. Need to obtain plaques for Snodgrass and Laycock.
- XV. New Business
 - a. Election of new officers
 - i. Due to career promotions, both the president (Jim Snodgrass) and the Vice President (Tedd Laycock) have found it necessary to step down from the offices they held with RCTOA. As outlined in the by laws, Vice President Laycock recommend replacement officers.
 - ii. Mike Jennings of Murrieta was recommended to fill the role of President and that appointment was endorsed by the meeting attendees.
 - iii. Mike Fisher of Riverside was recommended to fill the role of Vice President and that appointment was also endorsed by the meeting attendees.
 - b. Presentation on hosting classes through RCTOA and RCC
 - i. by Phil Kelleher
 - c. Proposal on hiring Holly Bow to assist with our class registration.
 - i. \$25.00 per hour
 - ii. Not to exceed 10 hours per week.
 - iii. Proposal accepted pending written agreement.
 - d. Strategic Plan Update
 - i. Discussion on changes to be made to the strategic plan. Changes will be confirmed at the May meeting.
- XVI. Round Table
 - a. Jennings – Murrieta’s annual BBQ will be held on Sunday, April 17, 2005
- XVII. Meeting adjourned 12:35 hours.
 - a. Next meeting, May 11, 2005, 0930 hours at the Hemet Fire Administrative Office. 310 E. Florida Ave in Hemet.

Riverside County Training Officer's Association
Meeting Minutes May 11, 2005
Hemet Fire Administrative Offices

I. Meeting Called to order by Mike Jennings at 0940

II. Attendance

Mike Jennings, Murrieta	Jerry Crofford, Morongo
Dave Shoemaker, Corona	Daymond Center, Corona
Holly Bow, RCC	Jim Snodgrass, Hemet
Mike Fisher, Riverside	Al Lott, Idyllwild
Dennis Ellison, CDC	
Phil Kelleher, RCC	
Tedd Laycock, Riverside	

III. A quorum is recognized by a count of attendees

IV. Approval of prior meeting minutes

- a. March, Approved
- b. April, Approved with correction on Holly's proposal (registration of classes not coordination)

V. Treasurer's Report – Absent

VI. Training Calendar

- a. Management 1 in Corona postponed, new date has not been determined
- b. Investigation 2B May 16-20, Get Role player packets into Holly ASAP
- c. Riverside Public Safety Expo, June 18, 2005 (Job Fair)
- d. Honor Guard, June 5 thru 10 (M-F), Seeking \$3,500 in support from RCTOA to provide 2 additional instructors.
 - i. Motion to approve by Shoemaker, 2nd by Fisher
 - ii. Approved

VII. RCC Fire Tech Advisory Sub-Committee

- a. Submitted VTEA for grant monies
- b. Considering hosting their own website
- c. Considering purchasing more SCBAs and spare bottles
- d. Considering marketing to non-traditional students
- e. Implementing a method to track where students are coming from
- f. EMT and Paramedic program will be relocated to Ben Clark Training
- g. Considering offering a degree in Homeland security
- h. FF Academy graduates May 21st, 10am at Cafeteria
- i. Academy requesting that the TOs provide portable toilet for training burn
 - i. Approved
- j. Truck academy - No Report

VIII. Chiefs' Association

- a. Meeting next 5/19/05
- b. Need some on to make proposal on 501c(3) reporting

IX. Other Community Colleges

- a. San Jacinto
- b. College of the Desert

X. State Fire Training

- a. New ethics class forthcoming
 - i. Existing instructors will have to attend
 - ii. New instructors will receive training as part of instructor orientation
 - iii. Staffing levels have been restored
 - iv. Lucchesi is retiring in November
 - v. Question about Instructor 3 certification requirements
 - 1. It is necessary to obtain all prerequisite certs
 - vi. Bump and Run drill in Redlands June 8, 9 & 10, Contact Dave Golder

XI. Southern California Training Officers

- a. Membership application, RCTOA will be for board members
- b. Next meeting, August 2nd, Long Beach Training Center, Topic: Behave wildfire modeling

XII. Asset Committee

- a. No Report
- b. Phil will address inventory and committee members
- c. Shoemaker advise that a RCTOA embossing machine was located at Corona's Training Center

XIII. Unfinished Business

- a. Flag Trailer training - RCTOA personnel did not receive a train the trainer certificate from the Fresno class
- b. Flag Trailer Policy - Mike Fisher presented a proposed policy on the usage of the FLAG trailer.
- c. Ellsion proposed to accept, Shoemaker 2nd. Approved pending Inventory Check list and Setup Diagram.
- d. Website Policy
 - i. Tabled
- e. Strategic Plan Update
 - i. Mike Jennings provided an updated plan for review
- f. Contract with Holly Bow
 - i. Reviewed and approved proposed contract.
 - ii. Holly proposed establishing new forms for adding class information to website, approved
 - iii. Holly will be purchasing Quick Books Pro for the association
- g. Membership in the Instructor committee will be on next agenda

XIV. New Business

- a. Driver Operator Class at CTC
 - i. Chief Tinker has approved use of CTC County engines for class with the restriction of no offsite driving.
 - ii. Looking for instructors
 - iii. Center is now the coordinator for the RS1 program

1. He asked about a budget for the RS1 class
 2. He will propose a budget next meeting.
 - iv. Corona Fire is requesting RCTOA to co-sponsor infection control class with San Bernardino Co. The class will be held in Corona and will present information for persons responsible for teaching and managing infection control and exposure issues.
 1. RCTOA is requesting more specific information.
- XV. Announcements
 - a. RCC Fast Track program is starting. This program will allow students to use some work experience towards earning a degree.
 - b. A Conference on Emergency Planning Response and Recovery for Community Colleges will be held in June in Sacramento.
- XVI. Round Table
 - a. Lucchesi – Asked which departments are using the SFM EMT
 - b. Mike Menge & Bob May received excellent evaluations at recent classes
 - c. Mike Menge wants to be Management 2D instructor
 - d. Corona Fire Control 3 classes underway
 - e. New Stations underway in Hemet
 - f. New shirts are available
 - g. Idyllwild is starting a LT firefighter program
 - h. Murrieta, Mayor recalled recently, Captains Test next Tuesday
- XVII. Meeting adjourned at 11:36
 - a. Next meeting is June 8th in Corona

Riverside County Training Officer's Association

Meeting Minutes June 6, 2005

Corona Fire Training Center

I. Meeting called to order by President Mike Jennings at 0939 hrs.

II. Attendance

Mike Jennings, Murrieta	Dave Shoemaker, Corona
Dennis Ellison, CDC	Al Lott, Idyllwild
Deano Esades, Pechanga	
Mike Fisher, Riverside	
Steve Stoltz	
Holly Bow, RCC	
Daymond Center, Corona	

III.A quorum does not exist at the start of the meeting.

IV. Approval of prior meeting minutes

- a. Postponed to next meeting, No Quorum

V. Treasurer's Report:

- a. Checking Balance is \$60,554.56

VI. Training Calendar

- a. Driver Operator, considering late November or early December
- b. Infection control seminar, in the Fall
- c. Firefighter Safety & Survival by Hawkins is being looked into for next year.

VII. RCC Fire Tech Advisory Committee

- a. May academy graduation had problems with facilities
- b. Next academy, Applications open July 5, 2005.
- c. Truck academy
 - i. Next academy November 7th.
 - ii. Smoke Machine being repaired.
 - iii. Roof prop in need of repair.

VIII. Committee/Organization Reports

- a. Chiefs' Association
 - i. Discussed 501c3 reporting issue. Dan Wilson explained that reporting is being handled appropriately. The \$25,000 amount is the reporting threshold. For lesser amounts, reporting is not required.
- b. College of the Desert
- c. San Jacinto College
 - i. Intro to Fire Tech class
- d. State Fire Training
 - i. Luchessi is retiring
- e. Southern California TO's
 - i. Fall training symposium in Fresno November 14 to 18.

- ii. Next meeting will be August 2nd in Long Beach.
- f. Assett Committee
 - i. No Report

IX. Unfinished Business

- a. Flag Trailer - Mike Fisher presented draft procedure manual. Discussed procedure for checking in/out and verifying inventory.
- b. Strategic Plan update
 - i. Discussed instructor development
 - ii. Role of asset committee was reviewed.
 - iii. Please review
- c. Website Policy
 - i. Coordinator form added to the website
 - ii. Policy review tabled

X. New Business

- a. Reestablish instructor & curriculum committee membership – Tabled
- b. MAST I-Zone Drill, June 15th, County Chiefs have requested that the TO's contribute \$1,500 to assist with funding the drill. Dave Shoemaker made the motion to support the request. Second my Mike Fisher. Motion passed.
- c. Jennings proposed to amend the by laws to allow for an electronic vote.

XI. Round Table

- a. Fisher – Promoted to B/C. Will be assigned on the floor. Will continue serving as Vice President.
- b. Ellison – Reminded group about limited firefighting air craft. Starting July 1st, all Department of corrections is now tobacco free.
- c.

XII. Meeting adjourned

- a. At 1:05pm
- b. Next meeting on July 13, 2005. Location TBA (tentatively at Clark Training Center).

Riverside County Training Officer's Association

Meeting Minutes July 13, 2005

Ben Clark Training Center

I. CALL TO ORDER

Meeting called to order by V.P. Mike Fisher at 0932 hrs.

Minutes recorded by Daymond Center.

A quorum is recognized by a count of attendees.

Attendance

Mike Fisher	Riverside
Dennis Ellison	DoC
Daymond Center	Corona
Christine Sullivan	Corona
Bob Lucchesi	State Fire Training
Holly Bow	RCC
Mike Kelleher	RVC
Alex Greg	RVC
Bill Roth	Hemet
Ron Knueven	Norco
Mark Avner	Palm Springs
Mark Newhall	Idyllwild
Craig Kodat	Riverside
Robert Allison	Cat City
Mike Esparsa	Riverside

II. PRESENTATION

Proposal by Christine Sullivan to co-host an Infection Control Class in conjunction with San Bernardino County FD at a cost of \$3,500. Classes will include a one day "Train the Trainer: OSHA Bloodborne Pathogens and Tuberculosis" class and a two day "Basic Designated Officer Training Course". RCTOA member departments will have standard reservation allotments. Spots will be saved until Sept. 16, 05.

Motion to accept the proposal by Newhall

Second by Knueven

For more information of to make reservations contact Christine Sullivan at christine.sullivan@ci.corona.ca.us or call her at 951-817-5718.

III. MINUTES

The June minutes were unavailable for review. Tabled to Aug. meeting.

IV. TREASURER'S REPORT

The current report was unavailable for review. Tabled to Aug. meeting.

V. TRAINING CALENDAR

Driver Operator 1A & 1B tentatively scheduled for October. Still working out some of the bugs with Admin.

Infection Control at Corona in October.

Safety & Survival by Chief Hawkins. Checking for time frame.

VI. RCC FIRE TECH ADVISORY COMMITTEE

Registration for Fall Semester in progress

FF1 Academy – Registration in progress, names need to be in BEFORE August 4, 05. Be sure sponsored applicants turn in an application packet.

Fall Academy begins Sep. 26. Graduation Dec. 17 @ 10:00

Truck Academy – Trailer has been purchased and received. Next class in November. Names of students need to be to Stoltz by Sept. 1, 2005.

VII. COMMITTEE REPORTS

Chiefs – Meeting next week.

Colleges – No current information.

State Fire Training – Lucchesi enters permanent vacation at end of August.

Regional Instructor Orientation: New update & revision out soon.

ALL current instructors will be required to take the Ethics class.

New Instructors will get Regional Orientation & Ethics in a 1 ½ day class.

Site Visits: Anyone needing a site visit should contact Bob ASAP.

So Cal TOs – Next meeting Aug.

Asset – No information

VIII. UNFINISHED BUSINESS

Flag Trailer – Draft Policy out for review.

Website Policy Proposal – Still pending

-Looking for any member with a hard copy of the By Laws change which allowed for Policies & Procedures.

Strategic Plan Update – Tabled to Aug. meeting

Plaques for past members – Get the names of members from your department and dates of involvement to Mike Kelleher via e-mail ASAP. Cost will be approx \$80 per plaque

IX. NEW BUSINESS

Curriculum committee membership – Tabled to Aug. meeting.

X. ANNOUNCEMENTS

Rick Vogt has accepted a BC position with San Marcos FD. Should be starting next week.

XI. ROUND TABLE

Riv – Mike Esparza is the new Training Chief.

RVC – Soon to test for BC. Continuing to expand. Scott 4.5 BAs have been placed on all units in Riv. Co.

Corona – RS1 Open class scheduled for Oct. 17 – 21. Search K9 Gunnar retired.

RCC – Academy has new TFT nozzles. Akron Brass soon to donate some appliances.

Hemet – 5th Station opened June 30. Requesting information about contracting with colleges for use of facilities. Send to broth@cityofhemet.org, Esparza would like similar information.

Palm Springs – Promoting a BC next week. Looking for Engineer and Captain Probation / Task books.
Send to MarkA@ci.palm-springs.ca.us

Cat City – Will be looking for Oral Board members soon.

Norco – Bob Franck retired on a medical. Hiring replacements soon.
- Brush truck burned up in repair shop structure fire.
- MT 2000s being phased out. Looking for input from other Departments. Riverside, Corona, SBdo County all have same problem

Idyllwild – Eliminating Firefighter Paramedic Reserves and implementing a Firefighter Paramedic LT program.

ADJOURNMENT at 10:35. Almost a new record.

Riverside County Training Officer's Association

Meeting Minutes August 10, 2005
Pechanga Tribal Council Chambers

I. CALL TO ORDER

Meeting called to order by Mike Jennings

Minutes recorded by Davis Shoemaker & Daymond Center.

A quorum is recognized by a count of attendees.

Attendance

Mike Jennings	Mur
Dennis Ellison	DoC
Daymond Center	Corona
David Shoemaker	Corona
Holly Bow	RCC
Phil Kelleher	RCC
Mike Kelleher	RVC
Alex Greg	RVC
Dave Ferguson	RVC
Bill Roth	Hemet
Ron Knueven	Norco
Craig Kodat	Riverside
Steve Soltz	Truck Academy
Esades	Pechanga

II. Membership Discussion

If a Department joins the Riverside County Fire Chiefs Association, then they have a seat with RCTOA as well.

III. MINUTES

Minutes were reviewed and approved for May, June, and July 2005.

IV. TREASURER'S REPORT

Checking account balance \$63,636.05

Petty Cash \$2,695.93

V. TRAINING CALENDAR

Driver Operator 1A & 1B tentatively scheduled for October. Date to be announced.

Infection Control at Corona, October 25 – 28.

For more information of to make reservations contact Christine Sullivan at christine.sullivan@ci.corona.ca.us or call her at 951-817-5718.

Safety & Survival by Chief Hawkins. Hope to hold before the coming “wind events”

Reminder - There are other options for classrooms than CTC. Corona, Riverside, and Indio all have access to classrooms with proper notice.

Honor Guard Academy – Instructor Cadre has formed an independent organization and can co-sponsor classes with RCTOA to streamline the hiring of instructors. Suggestion was made to see written proposal & budget before any agreements are made.

Fire Control 3 @ Arnold Heights tentatively back of for March 06. Could be as many as 500 houses. FC3, FC3 instructor, and live fire scenarios are all being planned.

RS1 Open Class – October 17 – 21 2005

VI. RCC FIRE TECH ADVISORY COMMITTEE

Registration for Fall Semester in progress

The Chancellor has committed to building a learning resource center at CTC.

The new SFM is considering shifting Training back under Fire Marshal.

Looking into Fire Mechanics Curriculum

Christy is leaving RCC on a leave of absence. She plans to continue working on some RCTOA projects.

New “Law Enforcement Director” for RCC. 25 yrs with FBI

FF1 Academy – Fall Academy begins Sep. 26. Graduation Dec. 17 @ 10:00
Fire Control 4 will be on Dec. 9, 05. Thanks to Akron Brass for the new appliances.

Truck Academy – Trailer is being outfitted inside & out. The old trailer has been assigned to the Swift Water Cache. Roof props will be rehabbed in September. Next class (#43) in November. Names of students need to be to Soltz **by Sept. 1, 2005.**

VII. COMMITTEE REPORTS

Chiefs – Chief Warren of Corona named by the Gov. as Assistant Operational Area Coordinator for OES.

Also looking at County wide training to increase the interoperability of HazMat teams.

Colleges – San Jacinto – Enrollment is good. Looking for more instructors.

State Fire Training – Major change of personnel. Restructuring is underway.

So Cal TOs – Aug. 2 in Santa Fe Springs. Next meeting Oct. 4 at San Bernardino County ARF facility.

Fresno Symposium Nov. 14 – 18. Flyer is out on website.

Asset – No information

VIII. UNFINISHED BUSINESS

Flag Trailer – Motion to accept policy as written made by Center, second by Ferguson. Motion passed unanimously. Fisher to email all members. We need another 4A 4B Train-the-Trainer. Also available are propane tank prop and Christmas tree which are NOT on the trailer.

Website Policy Proposal – Still pending

-Looking for any member with a hard copy of the By Laws change which allowed for Policies & Procedures.

Strategic Plan Update – Needs Assessment Survey passed out. Mike will email copy to all members. **Please fill out and bring to Sept. meeting.** Please review Strategic plan and be prepared to discuss at Sept. meeting. We will also review need for Instructor and Curriculum Committees.

IX. NEW BUSINESS

(Newly assigned) Swift Water Trailer needs tires. Motion to spend up to \$800 for 4 tires made by M. Kelleher, second by Gregg. Motion passed. Ferguson will handle.

Proposal to add an awning to the Trailer for \$930 tabled to Sept. meeting for review of class budget.

X. ANNOUNCEMENTS

CICCS – “Grandfathering” extended to Dec. 31, 05. Don’t wait. Get packets in for Review ASAP.

XI. ROUND TABLE

RVC – Funeral taking place in Corona.

RCC – Flyers for Spring Academy out on website.

Norco – Anticipate opening BC test to outside.

Murrieta – Fourth station up & running. Open hiring for Fire Inspector.

Chiefs – Inland County Burn Awards coming in October. Looking for nominees.

ADJOURNMENT at 11:54. Next meeting Sept. 14 in Idyllwild.

Riverside County Training Officer's Association

Meeting Minutes October 12, 2005

Cathedral City Fire Department

CALL TO ORDER

Meeting called to order by Mike Jennings @ 0930 hours.

A quorum is recognized by a count of attendees.

Attendance

Mike Jennings	MUR
Alex Gregg	RVC
Holly Bow	RCC
Mike Kelleher	RVC
Steve Stoltz	RCC
Mark Avner	PSP
Robert Van Nortrick	CAT
Bill Roth	HEM
Craig Kodat	RIV
Dave Corbett	COR
Dave Shoemaker	COR
Dennis Ellison	CDC

PRESENTATIONS

None

MINUTES

Minutes were reviewed and approved for September 2005.

TREASURER'S REPORT

Not Available

TRAINING CALENDAR

Driver Operator 1A & 1B, Looking at beginning of year, 2 instructors now available.

Wildland Safety and Survival presentation by Chief Hawkins. Looking at March of 2006.

Mike Kelleher will follow up.

Honor Guard is scheduled for October 24th.

Class C Faller Class – Doug Dent has asked RCTOA to host a class.

Investigator 2 Series, Doug would like present series again in 2006.

RCC ADVISORY COMMITTEE

County Fire is interested in establishing a 6 unit EMT class provided on an accelerated schedule.

FF1 Academy – Currently in the third week 2 recruits have dropped. Received a new 21” tempest blower. Overall the academy is going well. Application period for next academy runs from November 28 to December 31.

Truck Academy – Lumber cost have gone up significantly. The roof props are in need of rebuilding at a cost of \$8,330. Steve is also requesting a replacement laptop. Old one is four years old. Shoemaker motions to replace laptop with 2nd by Gregg. Motion passed. November academy is preparing to start. Next academy will be in January 9 to 20.

COMMITTEE REPORTS

County Chiefs – Attempting to verify what RCC has committed to from the measure C bond monies that were to be spent at Clark Training Center. Looking at radio communications interoperability issues across the county.

Colleges – College of the Desert – Hoping to build a tower near Thousand Palms in cooperation with County Fire and other desert fire departments
San Jacinto – looking to add a hydraulics course.

State Fire Training – Mike Richwine has replaced Art Cota.

So Cal TOs – Next meeting is December 6th. Check the website for the location. Fresno Symposium is Nov. 14-18.

Asset – If you have any RCTOA property, please inventory it and report it to Phil Kelleher.

UNFINISHED BUSINESS

Flag Trailer Training – Procedures are completed, just need to be distributed.

Website policy – Shoemaker will follow-up with Cox & Center.

Strategic Plan – Still waiting on needs assessments from a few participants.

Instructor and Curriculum committees – Discussed eliminating these committees.

Discussed ideas about instructor evaluation and a potential instructor workshop to help mentor and develop instructors.

NEW BUSINESS

Nomination committee for new officers will consist of Mike Kelleher, Robert Van Nortrick and Dave Shoemaker. Elections will be held next month at the meeting in Murrieta.

ANNOUNCEMENTS

State is getting ready to hold a test for Auto Mechanic at CDCR. Contact Dennis Ellison.

ROUND TABLE

Gregg – Academy was involved in “Soccer Mom” a television show which should air next year.

Kelleher – County Fire has just hired 18 medics and looking to hire 30 more by November.

Avener – Palm springs is hiring 4 medics. Will be holding a short academy.

Van Nortrick – Just hire four firefighters, Completed an Engineers test.

Roth – Hemet acquired property for fire station 6. Will start 24 hour shift B/C coverage starting early next year.

Kodat – two week academy for 7 new firefighters. B/C tests soon.

Shoemaker – Corona, Daymond Center has returned to shift and Dave Corbett is the new Training Engineer in Corona.

Meeting adjourned at 11:15. Next meeting is November 9th at Murrieta Fire Dept.

Riverside County Training Officer's Association

Meeting Minutes November 9, 2005

Cathedral City Fire Department

CALL TO ORDER

Meeting called to order by Mike Jennings @ 0935 hours.

No quorum due to lack of attendance.

Attendance

Mike Jennings	MUR
Alex Gregg	RVC
Holly Bow	RCC
Mike Kelleher	RVC
Phil Kelleher	RCC
Dave Shoemaker	COR
Dennis Ellison	CDC
Ron Knueven	NOR
Daymond Center	COR

MINUTES

No Quorum

TREASURER'S REPORT

Not Available

TRAINING CALENDAR

Driver Operator 1A & 1B, Looking at beginning of year.

Wildland Safety and Survival presentation by Chief Hawkins. Looking at March of 2006.

Still waiting to hear from Chief Hawkins.

Honor Guard is being scheduled for April 2006

Class C Faller Class is occurring now and will be run independent of RCTOA.

Investigator 2 Series, Doug would like present series again in 2006. Tuition will be increased to cover cost. Need to acquire classroom space, Holly will check with Corona for classroom space.

Proposal to run Prevention 2A, B & C in 2006. Holly will Check with instructors on possible dates.

RS1 scheduled for March 6 – 10, 2006.

RCC ADVISORY COMMITTEE

County Fire is proposal to establish a 6 unit EMT class has been put on hold

Phil Kelleher presented proposed MOU to define the relationship between RCC and RCTOA.

Information presented the compromise of a State Fire Marshall test that occurred in a RCTOA sponsored class.

Firefighter 1 Academy – Current academy in 7th week and going well. Graduation occurs on December 17th at Landis Auditorium. Application period for next academy runs from November 28 to December 31.

Truck Academy – Academy 43 started Monday, November 7th.

COMMITTEE REPORTS

County Chiefs – Meeting tomorrow, November 10th.

Colleges

College of the Desert – No Report

San Jacinto – Revised all core classes. New wild land elective class.

State Fire Training – Bob Luchessi is postponing his retirement and will be staying on.

So Cal TOs – Next meeting is December 6th in Palm Springs. Check the website for the location. Fresno Symposium is Nov. 14-18.

Asset – If you have any RCTOA property, please inventory it and report it to Phil Kelleher. Embossing machine returned to Phil.

UNFINISHED BUSINESS

Flag Trailer Training – Procedures were distributed.

Website policy – Draft policy distributed for review.

Strategic Plan – Get your needs assessments in ASAP, please.

Instructor and Curriculum committees – will be evaluated as part of the strategic plan/needs assessment.

By-Laws Committee – proposed changes to article 9 (committees) and article 12 to allow for policy and procedures. Proposed establishing a procedure to allow for a voting by e-mail in certain defined circumstances. Please review the by-laws discussion at next meeting.

Officer Nominations – unable to accept nominations due to lack of quorum. Postponed to next meeting. It appears that the existing officers are all willing to continue in their rolls except for Mike Fisher. Formal nominations will occur at the next meeting.

NEW BUSINESS

Discussed problems with re-imbusement and ideas on how to streamline

Get names past members to Mike Kelleher so plaques can be made.

ROUND TABLE

Kelleher – County has made the decision not to move forward with switching to a County Fire Dept.

Kneuen – Norco has 7 candidates for B/C test.

Center – The Academy RS1 class is the week of November 28, Inland Empire Burn foundation Banquet is November 15.

Meeting adjourned at 11:40. Next meeting is December 14th at Palm Springs Fire Dept.

Riverside County Training Officer's

Meeting Minutes December 14, 2005

Palm Springs Fire Department

CALL TO ORDER

Meeting called to order by Mike Jennings at 0930.

A quorum is recognized by a count of attendees.

Attendance

Jennings	Murrieta
Center	Corona
M. Kelleher	Riverside Co.
P. Kelleher	RCCD
Knueven	Norco
Esparza	Riverside
Fisher	Riverside
Ellison	DoC

PRESENTATIONS

Welcome and information by Palm Springs Chief Goetz

- Fire Service aspects of Homeland Security needs survey coming. Please think it through – Respond ASAP
- Will soon need proctors for Captain, Engineer, and Firefighter tests

MINUTES

October minutes approved. Motion by Fisher, second by Ellison.

November minutes not available

TREASURER REPORT

Net income: 6,798.27

Total Assets 109,181.07

TRAINING CALENDAR

Driver Operator - continuing to work on agreement for engines

Safety and Survival Class by Hawkins – Saturday in May or June

RCC ADVISORY COMMITTEE

Working with Sheriff to finalize Homeland Security Degree

FF1 Academy

Palm Springs donating a Type I Engine to the academy

Working on a grant for container fire simulators

Academy Graduation is 10 am on Saturday, please try to attend

Special T providing 37 SCBA bottles @ \$50 each
Names for next Academy needed ASAP

Truck Academy

Still in the black

New trailer broken into @ Riverside Tower, generator and air compressor to be replaced
January academy full, starting list for March 6 academy

COMMITTEES

County Chiefs

Met with Dr. Rotella of RCC still committed to building at CTC, however there still are issues with the site. RCC wants to meet both current and future needs.

Other Colleges

San Jacinto New semester starts Jan 06.

Looking for Hydraulics instructor for semester class ASAP.

State Fire Training

Lucchesi has not retired, still the contact after the reorganization of SFT.

Things seem to be changing for the better.

SFT back under Fire Marshal

Looking into hybrid online/classroom classes

So. Cal Tos

Next meeting 1st Tuesday of month

UNFINISHED BUSINESS

FLAG training next January or February

Website Policy adopted. Motion by Fisher, Second by Ellison

Bylaws Committee discussed.

Discussed changes for Standing Committees, Policies & Procedures, and Electronic Voting.

Needs assessments

Still needed from Cat City, Corona, CDC, Morongo, Murrietta, & Idywilde. Please respond ASAP

Honor Guard Academy

Next class is April 3. We need academy grads to get certified as Instructors. Board Members will review proposed agreement with RCC.

Do we want a Spring workshop? If so, can you commit to attend?

Nomination Committee recommendations

President – Jennings

V.P. – M. Kelleher

Secretary – Shoemaker

Treasurer – Greg and Asades

Election of Officers

Pres., VP, and Sec. Elected as a group. Motion by Center, second by Knueven
Votes cast for Treasurer. Greg elected.

**The TO's extend gratitude to Deano Asades for his work as Treasurer this past year

NEW BUSINESS

Review of website activity shows considerable increase due to consistency of classes & ease of registration. Thanks Holly!

Contract with Rick Vogt as webmaster due up in March, renewal for \$2,300 passed.

Motion by Mike Kelleher, second by Ellison.

Cities that use Riverside City training tower need to renew annual Hold Harmless Agreements

ANNOUNCEMENTS

Roster needs to be updated – info several years old

Esparza – Ensanada, Mexico Firefighter perished in a fire/backdraft attempting to rescue children.

ROUNDTABLE

Palm Springs - AQMD pulled permit for training fire due to planned "burn down".

Cat City – Planned motel burn may suffer from same problem. We will invite AQMD representative to January meeting to exchange information

Norco – Firefighter Fish shot in thigh, bullet still in him and will be for a while as

Doctors discuss the options. New BC – Steve Baumgardner of Borrego Springs

Steve – Needs for March Truck Academy class ASAP

CDC – experiencing unexpected quiet after Tookie execution

Murrieta – donated old engine and equipment to Katrina damaged FD.

Riverside – 9 people on board Jan. 06. First self funded medic from Firefighter. Want to express thanks for all support from departments during recent events. Firefighter shocked shutting off gas meter, power line inside building contacted pipe

Meeting adjourned 1230

Next meeting at January 11, 2006 at Norco Fire Department.