

# Riverside County Training Officer's

Meeting Minutes February 11, 2009

Spa Resort Casino, Palm Springs

## **CALL TO ORDER**

Meeting called to order by President Mike Jennings at 09:13

A quorum was recognized by a count of attendees.

## Attendance

### **Members:**

Mike Jennings	Murrieta
Mike Kelleher	CAL Fire/RVCFD
Deano Esades	Pechanga
John Martinez	Riverside City
Frank De Boer	Norco
John Muhr	Hemet
Holly Bow	R.C.C.
Mark Avner	Palm Springs
Natalie Hannum	R.C.C.
Tony Mecham	CAL Fire/RVCFD
Robert VanNortrick	Cathedral City
Dennis Ellison	CRC
Mike Mulhall	Idyllwild FD
Danny Lopez	Murrieta FD
Steve Soltz	R.C.C.
Dan Heiser	R.C.C./CAL Fire
Bill Dela Hoya	Riverside City

### **Guests:**

Justin McGough

Christy Pollard

## **PRESENTATIONS**

Justin McGough- CAL Fire/Riverside County Fire Department- Standardized Accountability Plan Presentation. Pass/Tag system. Color code system to distinguish rank and the three letter designator for the department. Each person is issued four tags to be kept under the rear bill of the firefighter's helmet. Accountability command board- small white board to catalog status and the need for standardized format. Board is standard white board that can be written on with grease pencil. Larger command board will be maintained by the IC. Draft policy was distributed to the membership for review and comments. Round table discussion on standardized language for the draft policy. Mayday policy is being discussed by the chief's association. Mayday would be for down or missing firefighter and not to be confused with "emergency traffic". The direction for

the standardized accountability plan and a standardized RIC program is from the Riverside County Chief's Association. A standardized evacuation signal needs to be identified and put into the policy. Draft policy will be distributed to RCTOA membership for input and comments. April 1<sup>st</sup> is the deadline for comments on the draft policy and need to be returned to Chief McGough. The roll out date has not been determined. The implementation will be accompanied by a video presentation and PowerPoint for training employees.

## **MINUTES**

Motion to approve January minutes (Kelleher), 2<sup>nd</sup> (De la Hoya). Approved.

## **TREASURER REPORT**

Checking / Savings	\$214,337.75
Accounts Receivable	\$ 71,235.00
Total	\$285,572.75

A student, who recently could not complete Command 1B due to a family illness, is requesting to be able to return and take the course again. Student can take it again, but will need to pay college fees.

## **TRAINING CALENDAR**

- Ethical Leadership in the Classroom- March 17<sup>th</sup>, 2009 at Ben Clark Training Center
- RS-II is full. March 9<sup>th</sup> is the start date.

## **R.C.C. ADVISORY COMMITTEE**

### Fire Tech Program

- Fire Technology Club- 1<sup>st</sup> Annual Golf Tournament lost money, but the club is determined to continue fundraising. They have identified their fundraising goals for the upcoming year. Their first fiscal priority is getting their classroom set up with new flags, flag stands, and art work.
- Physical agility workshop- 2/21/09- this is a free event. Flyers/announcements out via email.
- Firefighter I Academy- RS-1 is out and LARRO is in. Two open days have been filled with a rope module and power tools familiarization. PT is going to emulate physical agility/circuit training in the academy. Pre-Academy conditioning course will be required beginning in fall 2009 and before the fall academy. The Fire Academy is using a formalized accountability system.
- Truck Academy- purchased new equipment such as new smoke machines and staplers. Roof props are due for a re-build. Moving one of the off-site days to BCTC since the facility is near completion. Increase enrollment by one for next academy. Names for May academy are due by the first of March.

**Welcoming Remarks:** Chief Blake Goetz, Palm Springs Fire Department. Welcome and thank you from Riverside County Fire Chief's Association. Firefighter accountability is a lead issue at a local and national level. Chief Goetz recognized Mike Jennings for his leadership to the RCTOA. Chiefs are encouraging other subcommittees of the Chief's Association to move toward a standardized model of operation based on the past practices and performance of the RCTOA. Bombaros program will be visiting Coachella Valley in September for training. Support is needed to host and help train the visiting firefighters. This will follow the CAL Chief's conference in Riverside the same week. Palm Springs is seeking an Emergency Management Coordinator. New HT's purchased under a grant must meet standardized criteria to be eligible. Non-compliant HT models will not be covered.

### **WORKSHOP COMMITTEES & BREAKOUT SESSIONS:**

- **Budget Committee:** Each program sponsored by the TO's has a one page budget. Each coordinator will receive a budget for their classes. This is to track profitability or loss per course. Motion (Mecham) to adopt the budget worksheets developed by Holly to be incorporated into line-item accountability of programs (2<sup>nd</sup> Mulhall). Coordinators need to forward equipment and materials costs so this can be factored into budgets. Approved by the membership.
- **Fire Academy:** New pre-requisite course in affect beginning in fall 2009. Motion (Heiser) recommend English 50 become a pre-requisite 2<sup>nd</sup> (Avner). As much as 60% of written entrance exams are English-related including reading, grammar and comprehension. Essays required during the academy demonstrate a majority of students do not possess adequate writing skills to form a general memo or a proposal with cohesiveness or clarity, and many have numerous grammar and spelling errors. Student employment data collected in 2006 showed that 66% of R.C.C. fire academy graduates were employed within the firefighting field. This was below the core indicator provided by the CCCCO's office. It was recommended that additional supporting documentation from other colleges be provided to the Curriculum committee to support adopting English 50 as a pre-requisite. Motion approved. Fire Academy objectives for the future include adding a physical agility capstone exam in addition to the written final.
- **I ZONE:** multi-agency representation. BCTC is the location for this year's drill. Live fire training will be performed during the drill. Three type III and three type I strike teams will be assigned. Mixed agency strike teams will be assigned. Courses within the drill include PIO, HT, Fire Behavior, evacuation/shelter-in-place, incident briefings, and a COM interoperability exercise. Two hour block sessions. Strike Team leader briefing at 08:00. Robert VanNortrick is the operations chief for the drill.

**Fire Chiefs Report:** Chief Hutchison is now the Unit Chief for Madera Unit. Chief Laycock to retire from Riverside City.

### **Other Colleges**

College of the Desert- new public safety campus just opened and has a dedicated Fire Technology Classroom. Training tower in Thousand Palms is on track for completion.

San Jacinto – Spring semester began three weeks ago. Waitlists for most classes.

State Fire Training – STEAC approved the new FC 3a and 3b. Re-write committee formed for the Level-1 Command and Management classes. Mecham to assist with teaching the update for FC 3a and 3b instructors. Dates TBA.

So. Cal. TOs – Meeting at the beginning of the month. April 7<sup>th</sup> is the next meeting.

RTP- Two RS-I classes that were offered were full. RS-II is March 9-13, 2009. It is full. The window of opportunity for new grant proposal will be in April and May and window will be very small for applications. Those seeking funds need to be ready when the call for proposals is issued.

Asset Committee – Tracking new purchases and working with the bar scanner to get all items inventoried.

Technical Rescue Ad Hoc - Meeting the day before the monthly TO's meeting. The committee is working on maximizing the needs assessments from the member agencies and their need for technical rescue and other courses. RCTOA and CAL Fire is considering an operating agreement to maximize physical and human resources to provide enough courses for all agencies within the Riverside Operational area. Allocation of slots for a class needs to take into consideration the host agency, immediate needs of the agency, agencies supplying equipment, etc.

## **UNFINISHED BUSINESS**

Liability Insurance – Deano is still working on this.

### BCTC and RCTOA office update:

- Wall tear-down waiting on estimate. Approximately two weeks before we know more about the office reassembly. CHP has moved out of RCTOA classroom. Sign for classroom is waiting to be cut and installed. Tony Mecham would like a logo sign for classroom. Dennis Ellison will send Holly his logo via email for classroom. R.C.C. graphics may be able to make up the sign free of charge.
- Warehouse is almost completed BCTC. Mecham would like connex boxes to go away. Mecham proposed to designate a locked area in the new warehouse for TO's items that need to be moved out of connex. Holly would like to use the empty TO's connex for burns.
- Tony Mecham is requesting money from the TO's for the purchase of racks and fencing for the new warehouse. He is requesting \$1500. Mike Jennings

recommended \$2000. Deano suggested using the remaining money left from the classroom outfitting for the new fencing and racks. All were in agreement to use the remaining balance from the \$6000 or whatever is needed.

Plaques – Mike Kelleher needs names for plaques from the TO's for people who have served as members.

Flag trailer – Looking at the use agreement. Round table discussion about the use of the TO's flag trailer. Do we want to let other departments use the trailer? Possibly make a contract with use fee. Group agrees that a member should accompany the trailer when it is being used by outside agencies. Propose to give Newport Beach a proposal with a use agreement. The amount proposed would be a \$250 flat amount and paying for Mike Kelleher's time for a one day class. Motion: Robert VanNortrick Second: Bill De La Hoya. Mike and Holly will come up with a proposal. Approved.

### **New Business:**

Flag Trailer: Motion to spend \$1000 to rehab the trailer (tires, etc...) Motion: Deano Second: Mike Mulhall. Approved.

Advertisement – Danny Lopez suggests advertising with Firehouse magazine. He got an estimate for \$500 for half page or \$350 for quarter page per issue. At this time there are 6 issues per year. The total would be \$3000 per year. \$5000 per year would be limit. Tony Mecham wants to know if there is really a need to advertise.

New Trailers – Deano would like to purchase two 16ft trailers for Confined Space and RS1. Trailers would have advertisement on the sides for the TO's. The trailers would be stored close to Clark at a storage facility. Motion to approve two trailers not to exceed \$15,000 per trailer \$30,000 in total. Second bid is required before purchase as part of the motion. Motion: Deano Mecham suggests to check on the storage and use of grant funded equipment before approving the purchase. Mike Jennings does not see an issue with purchasing trailers. The storage of equipment can be looked at it at a later point before the equipment is stored in the trailers. Second: Tony Mecham. Dennis would like competitive bidding on the trailers. Approved.

Pechanga wants to know what they get in return for Deano's time. Deano would like to do inter-agency on shift training quarterly. Fire Chief's will have to support this idea. The training captains will be on a rotation. Possibly start with RIC training. Suggestion to put together an ADHOC committee to take the idea to the Chiefs. Tony Mecham offered a training captain to help. Mark Avner will be the chair person. CAL Fire, Cathedral City and Palm Springs will form the ADHOC.

Bomberos - Chief Otero or Chief Soqui would like to attend the next TO's meeting to propose supporting the Bomberos visit.

**Announcements:**

Camp Pendleton Fire School will be June 1 – 5, 2009. Gordon Martin is contact person.

**ROUNDTABLE**

- Dennis Ellison – waiting to see what is happening with no budget.
- John Martinez – Chief Laycock’s retirement more info to come. Press Enterprise doing an article on new heavy rescue unit.
- Deboer – Nothing from Norco
- Robert VanNortrick – Chief’s interviews no one internally passed the test. Three new command vehicles.
- Steve Soltz – needs names for May
- Mike Jennings – Retiring on May 22. ☹

Meeting Adjourned: 16:25 Mike Jennings motioned and Mike Kelleher second.  
Approved.

# Riverside County Training Officers Association

Meeting Minutes May 13, 2009

Hemet Fire Department

## CALL TO ORDER

A quorum is met.

Presentations

## PRESENTATIONS

Chief Otero makes a presentation on the bomberos program. The program will be held on October 4-10, 2009. They will host upwards of 60 bomberos. He is requesting upwards of \$20,000 to cover costs (e.g. travel, lodging, and food).

Chaplain Cook makes a presentation on the Fire Chaplain's program. Describes the program and provides flyer with website.

## ATTENDENCE

### Members:

Mike Jennings	Murrieta
Deano Esades	Pechanga
Mike Kelleher	CAL Fire
Dan Lopez	Murrieta
Frank De Boer	Norco
John Muhr	Cathedral City
Steve Soltz	RCC
Holly Bow	RCC
Skip Ireland	Hemet Fire
Jeremy Verderber	Corona Fire

### Guests:

Ignacio Otero	CAL Fire
Jim Cook	Riverside County Fire Department Chaplain

## MINUTES

March meeting minutes approved- 1<sup>st</sup> Mike Kelleher and 2<sup>nd</sup> by John Muhr.

## TREASURER REPORT

No report.

## TRAINING CALENDAR

Strike team leader class tomorrow is a go and full.

Haz Mat IC classes through the RTP. The probable first class will be in July.

Holly informs the group that a class was requested through a county agency. The group discusses that there needs to be some education to our agencies on how to go about requesting classes.

### **RCC FIRE TECH ADVISORY COMMITTEE**

- **Fire Tech Program**
  - Natalie not present, so nothing complete
- **Firefighter I Academy**
  - The academy graduates on Friday
- **Truck Academy**
  - Only 27 student this time
  - Rio Hondo and budget restrains hampering enrollment
  - Still ahead despite low attendance
  - Truck Academy was given a garage at Ben Clark for storage
  - Department requests for Truck Academy need to be in by August meeting
  - 2010 Truck Academy: January 4<sup>th</sup>, March 1<sup>st</sup>, May 3<sup>rd</sup>, October 25<sup>th</sup>

### **COMMITTEE/ORGANIZATION REPORT**

- **Chief's Association**
  - Their meeting date changed to match the EMS conference
- **Other Community College**
- **State Fire Training**
- **Southern California TO's**
- **RTP**
  - Working on Haz Mat IC classes
  - Some word that there might be a cut in Homeland Security funds
- **Asset Committee**
- **Specialty Rescue Classes-Ad Hoc Committee**
  - Worked on swift water and confined space budgets

### **UNFINISHED BUSINESS**

- **Liability Insurance**
  - Nothing new
- **2009 I-Zone Drill**
  - Post drill meeting scheduled
  - Chief Jennings discussed the highlights of after action review
- **TO's Office at Clark Update**
  - Its there and looks good.
  - New office numbers (951)-486-3386, (951)-486-3391, fax (951)-486-7616
- **Plaques**
  - Get previous member plaques info to Kelleher
- **Accountability, RIC, and Mayday Draft**
  - Status is with Justin
- **FLAG Trailer Request from Newport Beach FD**
  - Request rescinded after they were informed that there would not be a certified instructor

- Informal request from Riverside Fire to store the FLAG trailer
- **Advertising for Classes**
  - Lopez will follow up with Fire House Life to investigate advertising
- **Succession-President and VP**
  - Discussion ensued about the importance of succession
  - John Muhr elects to assume the remaining time as president in place of Mike Jennings
  - John Martinez will assume the remaining time as vice-president in place of Mike Kelleher
  - Both motions carry

## **NEW BUSINESS**

- **Bomberos Program:** A discussion ensued about the amount (\$20,000). Esades makes a motion to contribute \$5000 to the bomberos program; a second by Kelleher. The motion carries. A budget of expenses is being requested.
- **Chaplain Program:** Kelleher makes a motion to contribute \$5000 to the chaplain program; a second made by Jeremy Verderber. The motion carries. This contribution is contingent on documentation that ensures this is a training program that is consistent with our by-laws.
- **CICCS:** Asades requests \$300 to support a one day class on CICCS operation (possible dates June 10<sup>th</sup> or June 12<sup>th</sup>). Kelleher makes a motion to allocate funds to not exceed \$300; Lopez seconds the motion. The motion carries.
- **Dumpster:** Asades requests that we fund a large dumpster to support rescue classes at Riverside City training site. Asades makes a motion to support one dump, not to exceed \$1000; second by De Boer. The motion carries.

## **ANNOUNCEMENTS**

### **ROUNDTABLE**

- **CAL Fire:** At Ben Clark, the Board of Supervisors released funds for Phase 2.
- **Norco:** Chief Norris was laid off.
- **Corona:** Nothing new.
- **Murrieta:** They will be hosting an engineer's exam in June and we will need some help with outside proctors. We are looking to hosting a Pandemic Preparation course, possibly in October.
- **Hemet:** Just surviving right now. They are currently in multiple grant requests (e.g. type 3, station upgrades, paramedic program).
- **RCC:** Truck Academy might have to move roof prop, based on what happens with Ben Clark's Phase 2.
- **Pechanga:** Nothing
- **Cathedral City:** They hosted the Control III training burn for RCC. They are looking into hosting an S-190 and S-290 class.

Meeting adjourned at 1203  
Next Meeting: Riverside, June 10, 2009

# Riverside County Training Officers Association

Meeting Minutes July 8, 2009

Pechanga Fire Department

## CALL TO ORDER

Meeting called to order 0943

Quorum is not met initially

Quorum met at 1119

## PRESENTATIONS

None

## ATTENDENCE

### Members:

Mike Jennings	Murrieta
Deano Esades	Pechanga
Dan Lopez	Murrieta
John Muhr	Cathedral City
Holly Bow	RCC
John Martinez	Riverside
Jeremy Verderber	Corona
Skip Ireland	Hemet
Natalie Hannum	RCC
Dennis Ellison	DOC

## MINUTES

June meeting minutes are approved – 1<sup>st</sup> by Esades and 2<sup>nd</sup> by Martinez

## TREASURER REPORT

See attached report for dollar figures

Old student fees/issues discussed

## TRAINING CALENDAR

- Fall classes are out
- Some classes are being added (e.g. Instructor courses, Driver/Operator)
- Swift water classes still have some vacancies
- Discussion ensues about course enrollment, budget constraints on the college, and pre-requisites
- Engine boss S-231 course in the operational area is discussed
- Discussion about all TO agencies performing a needs assessment to help predict the courses that will be needed

## **RCC FIRE TECH ADVISORY COMMITTEE**

- **Fire Tech Program**
  - Running lean and efficient
  - Academy and Truck Academy enrollment may increase
  - Fire Officer and Chief Officer can now be applied towards degrees
  - Grant likely to be approved with direct funding to the Fire Technology program
- **Firefighter I Academy**
  - Heiser is no longer the academy advisor
  - Academy graduation locations are being secured
  - December 12<sup>th</sup> for fall graduation, May 15<sup>th</sup> for spring graduation
- **Truck Academy**
  - 2010 Truck Academy: January 4<sup>th</sup>, March 1<sup>st</sup>, May 3<sup>rd</sup>, October 25<sup>th</sup>

## **COMMITTEE/ORGANIZATION REPORT**

- **Chief's Association**
- **Other Community College**
  - Mt. San Jacinto: Classes to start in September and some course curriculum is being updated
- **State Fire Training**
  - 2010 deadline to implement a plain paper scanner versus the traditional Scantron. This is a move away from the cost of Scantron and the use of Social Security numbers on testing sheets.
- **Southern California TO's**
  - Planning meeting in San Simeon last month to finalize symposium
  - The So Cal TO's decided to not reimburse course fees will for students who register, pay and attend a course without meeting the prerequisites
  - August meeting is in Santa Fe Spring August
  - Fresno symposium to be on November 16-20, 2009
- **RTP**
  - Haz Mat IC spots still available
- **Asset Committee**
  - License plates for trailers are in
- **Specialty Rescue Classes-Ad Hoc Committee**
  - Working with Riverside City for site approval
  - Working on a Trench Classes to be held in Murrieta in the fall

## **UNFINISHED BUSINESS**

- **Liability Insurance**
  - Nothing new
- **TO's Office at Clark Update**
  - The cost for a swipe key on the TO's office will be \$1326
  - New office numbers (951)-486-3386, (951)-486-3391, fax (951)-486-7616
- **Plaques**
  - Nothing to update

- **Accountability, RIC, and Mayday Draft**
  - The Chief's Association requests that the TO's do a presentation on the new RIC/Mayday policy. The suggestion of the group is that we advise the Chiefs that we are not the driving force for this project. BC McGough was contacted and advised to contact the Chief's Association to possibly handle their requests
- **Advertising for Classes**
  - Randy Babbit from Firehouse Life has not returned calls
  - Discussion ensued about alternate media routes to advertise (e.g. Facebook, Twitter)

## NEW BUSINESS

- **Credit Cards:**
  - Online credit card system will be put on hold but a manual system is a go
- **Contact Information:**
  - Contact list is going to be updated
- **Refreshments Reimbursement:**
  - Discussion ensued about creating a funding mechanism to cover the cost of refreshments for TO's meeting
  - Motion to approve a maximum \$50 per meeting – 1<sup>st</sup> Esades, 2<sup>nd</sup> by Ellison
  - Motion approved

## ANNOUNCEMENTS

No new announcements

## ROUNDTABLE

- **Riverside:** Updating high rise policy, continuing with driving training and a permanent Chief appointed
- **DOC:** AMR contract approved for 1 or 2 years, Chief Ellison asks the TO's to make RIC/Mayday update to the Chiefs and we advised that the responsibility of that update be with BC McGough
- **Murrieta:** Hiring 2 firefighter and engineers test
- **Corona:** Jeremy is still retaining the TO's position to the end of the year
- **Hemet:** 6 retirements but still at minimal staffing
- **RCC:** The position announcement has not yet finalized to replace Natalie
- **Pechanga:** Moving forward, status quo
- **Cathedral City:** Hired 3 firefighters

Meeting adjourned at 1206

Next Meeting: Ben Clark Training Center - Joint Meeting with Chiefs, August 20, 2009