



## Monterey County Fire Training Officers Association General Membership Meeting Minutes – April 10, 2014

**Location:** Monterey Peninsula College Public Safety Training Center

### I. Call to Order / Roll Call

Meeting called to order at 1010 hours by President Jason Black.

Attendees:

Jason Black	Seaside FD	Ron Lemos	MCRFD
Dave Brown	MPC	Doug McCoun	NCFPD
Brian Dempsey	Seaside FD	Dan Gearhart	Seaside FD - Retired
Dave Wilcox	POM FD	Martha Karstens	Big Sur VFB
Pat O'Connell	Salinas FD	Deano Lindsey	MCRFD
Jeff Field	Monterey FD	Greg Greenlee	Monterey FD
Humberto Arista	North County FPD	Brad Hinckely	Marina FD
Tammera Badano	AMR	Michael Badano	AMR

### II. Minutes:

Review of the minutes from the meeting of March 13, 2014, taken by Dan Gearhart. **Motion by Tammera Badano, second by Ron Lemos, to accept the minutes as presented. Motion carried.**

### III. Treasurer's Report:

The March 2014 Treasurer's Report was presented by Tammera Bandano. Beginning checking account balance on March 10, 2014 was \$25,127.27. Revenue for the reporting period was \$1,683.12 with the majority of revenue coming from membership dues, Fire Library dues, and a MPC re-imbusement for a recent training class. Expenses for the reporting period were reported as \$20.95. Account totals as of April 8, 2014 are:

Checking account balance:	\$26,674.44
Savings account balance:	\$67,286.97
Total monetary assets:	\$93,961.41

Discussion ensued on methods for achieving membership payment from local agencies. Along with the individual membership forms, Tammera said she will send invoices to local agencies for membership dues payments. **Motion by Ron Lemos, second by Deano Lindsey, to accept and receive the March 2014 Treasurer's Report as presented. Motion carried.** (March 2014 Treasurer's Report attached.)

### IV. Correspondence and Announcements:

1. Dan Gearhart announced the following local training opportunities:
  - **Radio Fundamentals for First Responders** hosted by the Salinas Fire Department and the Monterey County Sheriff's Department, April 28 – May 2, 2014, at the Monterey County Radio Shop, in Salinas, CA
  - **Salinas Valley Ammonia Safety Day** on May 22, 2014 at the Steinbeck Center of Art & Culture in Salinas, CA
  - **CSFM – Firefighter II** hosted by the California Fire Academy at Monterey Bay / MPC beginning on June 7, 2014 at the MPC Public Safety Training Center.
  - **Driver / Operator 1A** hosted by the Salinas Fire Department and the South Bay Regional Public Safety Training Consortium from April 28 – May 2, 2014 at the Salinas Fire Department.
  - **Driver / Operator 1B** hosted by the Salinas Fire Department and the South Bay Regional Public Safety Training Consortium from May 19 – 23, 2014 at the Salinas Fire Department.
  - **XMY Operational Area Overhead Refresher Training** on April 15, 2014 at Monterey FD EOC starting at 1330 hours and on April 16, 2014 at the Spreckels Volunteer Fire Company starting at 0900 hours. This class is mandatory for deployment eligibility for all positions available for out-of-county assignment.

## V. Committee Reports:

### A. Wildland Committee:

Dan Gearhart reported that the planning for the Wildland Training Exercises is moving forward. The dates of the training are still confirmed for June 3, 5, and 7, 2014. Dan reported registration is now open with an informational flyer and registration forms being sent to all Monterey County agencies. The deadline for registration is May 16, 2014. Dan encouraged that all agencies planning on participating should get their registration forms in ASAP so we can plan accordingly. Dan also requested that anyone wishing to serve in an overhead position to please contact him as soon as possible.

Dan asked that Dave Brown explain the new MPC requirements for class registration. Dave said that MPC has now moved away from the "paper" application process and that applying for admission and registering for classes, including contract classes, is now performed on the MPC website. Dave said that agencies who are sending personnel to the Wildland Training Exercises would need to have the attending personnel register on the MPC website prior to attending. Dave said that if there were personnel attending who had not pre-registered, then registration could take place on-site providing that on-site Internet access is available. With Command 5390 being at the exercises, Internet access would be available. Several concerns were raised with the potential difficulty of capturing all attendees registering on-line prior to the exercises. Some agencies do not know who will be attending until the day of the exercises. The general feeling was that even with our best efforts, we would not be able to capture all attendees on our MPC

rosters. Dave said that revenue for the exercises would be based on a 10 hour day. Dave also stated that agencies that send personnel to the Wildland Training Exercises should not include those personnel hours for the agency's quarterly contract hours to MPC for re-imbursement. Dan stated that for 2013, the total cost to the MCFTOA for each person attending per day, after applying the MPC re-imbursement, was \$7.29. Deano Lindsey suggested that rather than running the class through MPC, realizing that we may not capture all the attendees, we instead charge a fee for each person attending that would make up for the loss in revenue by not receiving the MPC reimbursement. Dan stated that the registration forms can be revised that would include a method for calculating the needed registration fees. Any personnel missed through that process would be accounted for by invoicing the individual agencies. After some continued discussion, **a motion was made by Deano Lindsey, with a second by Ron Lemos that the 2014 Wildland Training Exercises will not be used as a contract class with MPC and that the MCFTOA will charge a registration fee of \$10.00 per person, per day, for all attendees at the 2014 Wildland Training Exercises. Under discussion of the motion, it was agreed that future Wildland Training Exercises may be used as a contract class with MPC. Motion carried.**

Dan stated that Martha Karstens from the Big Sur Volunteer Fire Brigade had contacted him about the possibility of the BSVFB bringing up to 15 recruit volunteer firefighters on one of the training days for basic wildland firefighting skills training. Dan said that the BSVFB would like to use a small section of our designated area for training on basic skills. The BSVFB would provide their own instructional cadre and their own engine support for the separate training. Martha Karstens said that they had considered coming to FHL on a separate day but thought it would be a good opportunity for the recruit firefighters to observe a large scale incident-based training session along with training on basic wildland firefighting skills. Dan said that although the exercises are designed as advanced live-fire wildland firefighting training focusing on mobile attack, the request meets the intent of the exercises by the MCFTOA providing a training platform for agencies wishing to practice and improve wildland firefighting skills under realistic incident-based wildland firefighting conditions. General discussion included that this opportunity may lead to future formalized basic skills training during future exercises along with the continued advanced wildland firefighting training. **Motion by Dan Gearhart with a second by Tammera Badano that the request by the BSVFB is granted for using a section of the training area during one day of the Wildland Training Exercises for basic wildland training for approximately 15 recruit volunteer firefighters from the BSVFB and that the BSVFB will provide the necessary instructional staff and engine support for their training. Motion carried.**

Pat O'Connell said that the S-234 class, in conjunction with the Wildland Training Exercises, is scheduled for May 15<sup>th</sup> and 16<sup>th</sup>, 2014, with a live-fire day planned for May 17<sup>th</sup> at Fort Hunter Liggett with a limit of 25 students. The class will be taught by Dan Freeh from Fort Hunter Liggett FD. The fee for the class will be \$75.00. Pat stated that local fire agencies would most likely need to provide several engines to support the live fire portion of the class on May 17<sup>th</sup>. Pat said that an informational flyer and registration form will be available in the next few days. The S-234 class will be run through MPC. Students will be able to pay for the class either by sending in a check or paying with Pay Pal or credit card through our website.

B. Fire Library:

No Report. Dave Brown indicated that the Fire Library is used infrequently.

C. Programs / Training Classes:

No Report

D. Website:

Dan Gearhart reported that the website is operating well with no current technical issues. The site is updated almost daily and has nearly 150 current classes listed on the "Training Opportunities" Page. Dan said that the website continues to have about 1300 views per month for a daily average of about 43 per day views.

E. Fire Academy:

Dave Brown reported that MPC continues to see a decline in attendance for their State Fire Marshal classes. Dave said that a recent Fire Command 2C class was cancelled due to low pre-registration. Dave said he is looking to local agencies for ways to guarantee attendance in some of the classes they are offering. Dave said that generally 15 students are required to hold a class. Dave is asking agencies for ideas on how to increase attendance for offered classes so that classes can continue without the possibility of cancellation.

F. Fire Chiefs Liaison Report

Chief Brian Dempsey reported the following from the last Chiefs Association meeting that occurred on March 20, 2014:

- XMY Operational Area 2014 Overhead Refresher Training on April 15<sup>th</sup> and April 16<sup>th</sup>
- NGEN Project has been placed on hold for approximately 6 months.
- EMS Plan Update is scheduled for release in November 2014. Agency statistics due on May 15, 2014 to the EMS Agency.
- CSA 74 allotments are scheduled to increase.
- UASI / GAA - Several grants are being funded. About \$600,000 worth of grants for Monterey County.
- Chiefs Association Strategic Plan Review for 2014 was completed. Chiefs Association by-laws revision was completed.
- Several agency radio frequencies will be changing in the near future.

**VI. Old Business:**

A. Training Trailer Sale & Purchase

Deano Lindsey reported that he continues to search for a trailer that meets our needs for the immediate and distant future. Although we do not have the replacement trailer as of yet, we can start purchasing the equipment so that it can be used at the upcoming Wildland Training Exercises. We will also begin the process of gathering the items needed for signing the trailer with the new MCFTOA logos. Pat O'Connell will provide Ron Lemos with the digital files of the logos. Deano will move the trailer from the Airport to MCRFD Station #1 so we can remove and add inventory items as needed.

**B. CAL AM First Responder Equipment Grant**

Prior to the meeting, representatives from CAL AM took photographs of the group for promotional materials related to the recent equipment grant. Jason stressed that the images, or our organization, will not be used for any pending political endorsements. Jason said he would like to work with CAL AM exploring the possibility that the grant is a reoccurring annual grant.

**VII. New Business:**

**A. MCI Training / Flagging**

Tammera Badano reported that the County EMS plan is still under revision and will include new procedures. Tammera said that as part of the new procedures, she would like to conduct MCI Quarterly Triage Tag Familiarization Days. The training sessions will be based on the 48 / 96 shift schedule. Tammera also said that as part of the new MCI plan, an MCI declaration will be based on the estimated number of patients as opposed to the potential number of ambulances needed. Tammera said that AMR Paramedics are being informed that transporting only one patient in an MCI situation is unacceptable. Tammera said that MCI declarations need to come from the on-scene Incident Commander. Along with the quarterly training, Dr. Stubblefield wants to have MCI table top exercises prior to implementation of the new plan.

**B. Goals & Objectives / Strategic Planning**

Jason Black reviewed the four training objectives from the 2013 Monterey County Fire Chiefs Association Strategic Plan. The four objectives are:

- Monterey County Fire Training Officers to establish a countywide Company Officers Academy with task books. Monterey County Fire Chiefs to approve curriculum / training.
- Monterey County Fire Training Officers to establish a countywide Chief Officers Academy with task books. Monterey County Fire Chiefs to approve curriculum / training.
- Monterey County Fire Chiefs Association to support quarterly Monterey County training. Quarterly training is coordinated by Training and Operations per the Monterey County Fire Chiefs Association Manual.

- The Monterey County Training Officers are to work towards achieving a new training facility for the future. The plan is to include a funding source / grant. Progress is to be reported at the monthly MCFCA meeting.

Jason said that the two objectives of establishing a Company Officers Academy and a Chief Officers Academy are currently under discussion with the MCFCA President, Chief Brian Dempsey. Jason said the focus will be on conducting the quarterly movement drills. Jason said that a schedule will be developed and distributed to all agencies. Jason said that the first movement drill will include the Wildland Training Exercises in June 2014. The following drill will be in the fall of 2014 hosted by either Seaside or Salinas. Big Sur has also agreed to host a movement drill, most likely in 2015. Jason said that that drills will follow the Mutual Aid Training Plan and will include participation from the Operations Committee. Jason said that the “Goals & Objectives” item will be moved to Old Business at the next meeting.

#### C. “PIT Crew” CPR

Tammera Badano said that Pit Crew CPR procedures will soon be implemented for all first responders in Monterey County. Dr. Stubblefield would like to formally adopt the procedures with an effective date of July 1, 2014. Many Counties around the State have adopted the procedures including San Benito County and that the procedures are now part of the American Heart Association curriculum for professional rescuer CPR. Tammera said that with the implementation date of July 1, 2014, a Train-the-Trainer class is being developed. Tammera said that Pit Crew procedures focus on a team approach to providing CPR with specific assignments for each rescuer based on the number of first responders at the scene. The procedures also reinforce continuous compressions with minimal interruptions, even during intubation. Mike Badano said that the Train-the-Trainer course is about 4 – 5 hours long and the actual PIT Crew training for personnel is about 2 – 3 hours long. The training includes video, lecture, and practical application. Tammera will provide dates for Pit Crew CPR Train-the-Trainer classes.

### VIII. Good of the Order:

- Ron Lemos reminded personnel of the XMY Overhead Assignment training on April 15<sup>th</sup> and 16<sup>th</sup> in Monterey and Spreckels. Ron said that the class is required for all positions wishing for out-of-county assignment during the 2014 season.
- Ron Lemos reminded the group that for in-county mutual aid, the phrase “Immediate Need” is to be considered as “Initial Attack” and that the response is immediate with no delay or responding to a meeting location. These responses are code 3 and directly to the incident.
- Ron Lemos also reported that revisions are being made to the Overhead Assignment Rotational Lists. The most significant change will be that requests will go directly to agencies rather than individual persons. Agencies will manage their qualified personnel internally.

- Pat O’Connell reported that an OES Type I Engine is now in-service and available at the Salinas Fire Department.
- Doug McCoun reported that a scheduled date for radio frequency changes for the Sheriff’s Department is on May 12, 2014. The County Fire frequency will change on May 27, 2014 and the Big Sur Volunteer Fire Brigade frequency will change on May 28, 2014.
- Doug also reported that a joint meeting between the Operations Committee and a Law Enforcement “Operations” group was recently held. Doug reported that future meetings between the two groups are being planned. Doug reported that Monterey County OES is working on a UASI grant to fund an “Active Shooter” training session later in the year.
- Doug also reported that the 2014 Mutual Aid Matrix will be available very soon which will include provisions for requesting Type 4, 5, 6, and 7 engines along with the standardized Type 1, 2, and 3 engines.
- Martha Karstens reported that the Big Sur Volunteer Fire Brigade 40<sup>th</sup> Anniversary Muster and BBQ will be held on June 14, 2014 at Pfeiffer Big Sur State Park.
- Dan Gearhart and Jason Black thanked Martha Karstens for bringing refreshments to the meeting.

**IX. Adjournment:**

With no further business, Jason Black declared the meeting adjourned at 1230 hours.

Next meeting:

Date: May 8, 2014  
 Time: 1000 hrs.  
 Location: MPC Public Safety Training Center

Minutes prepared by:  
 D. Gearhart  
 April 15, 2014

**Monterey County Fire Training Officers Association  
 Treasurer’s Report – March 2014**

Reporting period: March 11, 2014 through April 8, 2014

Checking Account Balance as of **March 10, 2014:**

**25,012.27**

**Revenue:**

**Memberships Dues for 2014:**

1/30/14	B. Hinckley	Marina FD	10.00
	J. Lundgren	Marina FD 2015 dues	10.00
	H. Kelley	Marina FD	10.00
3/11/14	S. Gertsch	Greenfield FPD (10.00)	9.63
	B. Gertsch	Spreckels VFC (10.00)	9.63
3/12/14	P. O'Connell	Salinas FD	10.00
3/14/14	R. Dover	Hollister FD	10.00
3/15/14	S. Olguin	Hollister FD	10.00
3/17/14	A. Webb	Monterey FD (10.00)	9.68
	G. Greenlee	Monterey FD (10.00)	9.68
	J. Field	Monterey FD (10.00)	9.68
3/22/14	B. Loomis	Salinas FD (40.00)	38.82
	(3 names unknown at this time for Salinas FD)		
4/01/14	MPC: EOC Situational Awareness & Common Operational Picture Course		336.00
<b>Fire Library Dues for 2014:</b>			
4/01/14	Greenfield FPD		200.00
	Big Sur VFB		100.00
	Cachagua FPD		100.00
	Seaside FD		200.00
	CAL-Fire San Benito – Monterey Unit		200.00
	Monterey County Regional FD		200.00
	Monterey FD		200.00
	<b>Total Revenue:</b>		<b>1,683.12</b>

**Expenses:**

4/1/2014	Red Shift Internet Services	-20.95
	<b>Total Expenses:</b>	<b>-20.95</b>

Checking Account Balance as of April 8, 2014:	26,674.44
Wildland Fire School Training Fund: (Savings Account)	60,000.00
Unrestricted Savings: (Savings Account)	7,286.97

<b>Savings Account Balance as of April 8, 2014:</b>	<b>67,286.97</b>
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<b>Total Assets as of April 8, 2014:</b>	<b>93,961.41</b>
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Tammera Badano, Treasurer  
April 8, 2014