



Monterey County Fire Training Officers Association General Membership Meeting Minutes – March 13, 2014

Location: Monterey Peninsula College Public Safety Training Center

I. Call to Order / Roll Call

Meeting called to order at 1007 hours by President Jason Black.

Attendees:

Jason Black	Seaside FD	Ron Lemos	MCRFD
Charlie Bedolla	Hollister FD	Michael O'Connor	Hollister FD
Brian Dempsey	Seaside FD	Dan Gearhart	Seaside FD - Retired
Chris Reitenour	Seaside FD	Martha Karstens	Big Sur VFB
Pat O'Connell	Salinas FD	Deano Lindsey	MCRFD
Chris Knapp	Salinas FD	Greg Greenlee	Monterey FD
Humberto Arista	North County FPD		

II. Minutes:

Review of the minutes from the meeting of February 13, 2014, taken by Pat O'Connell. Corrections requested to the draft minutes by Dan Gearhart for removing the reference to the Chief's Award Luncheon under Correspondence and Announcements since the luncheon had already taken place. Additionally, under "Committees" – Website, monthly views were listed as 13,000 and should be changed to 1,300. **Motion by Ron Lemos, second by Deano Lindsey, to accept the minutes as presented with the noted corrections. Motion carried.**

III. Treasurer's Report:

The February 2014 Treasurer's Report was provided by Tammera Bandano and presented by Dan Gearhart. Dan reviewed each line item with a corresponding explanation. Beginning checking account balance on February 10, 2014 was \$25,005.87. Revenue for the reporting period was \$48.30 Expenses for the reporting period were \$41.90 Account totals as of March 10, 2014 are:

Checking account balance:	25,012.27
Savings account balance:	67,281.28
Total monetary assets:	92,293.55

A request was made by Deano Lindsey that the amount of money designated in the Wildland Fire School Training Fund; \$60,000.00, be reflected in the monthly Treasurer's Report. The amount, \$60,000.00, is contained in the savings account along with the un-restricted amount of \$7,281.28. It was agreed without objection that future monthly Treasurer's Reports will reflect the Wildland Fire School Fund

balance separate from the un-restricted amount in the savings account. Both amounts will remain combined in the savings account. (February 2014 Treasurer's Report attached)

Motion by Ron Lemos, second by Deano Lindsey, to accept and receive the February 2014 Treasurer's Report as presented. Motion carried.

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.
 - **Fireline Safety Awareness for the Hired Vendor** hosted by CAL FIRE BEU / South Monterey County Fire Protection District on March 17th or March 18th, at the Salinas Valley Fairgrounds in King City, CA
2. Pat O'Connell announced that the Salinas Fire Department will be hosting a Fire Apparatus Driver Operator 1A & 1B class in the near future. Dates and location TBD.
3. Humberto Arista announced that the Monterey County EMS Agency is requesting statistical information from local fire agencies for inclusion in the EMS Agency Strategic Plan update. The information is requested by May 14, 2014.

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. We have good lines of communication with the Santa Cruz County Training Officers and are working with them in the planning phase of the exercises. We are still on track for offering the training at no-cost to the attending agencies.

During the recent Training Needs Assessment Survey, only one request was submitted for a task book sign-off during the exercises; that being for the position of FOBS. Santa Cruz County reported there was some interest for SOFR, STEN, FOBS, and COMMS sign-offs. Dan related that from a planning aspect, it is difficult to plan for, and arrange qualified people to attend that could perform sign-offs if there is a lack of commitment or interest from students about getting sign-offs performed. It was agreed that unless there is a committed effort from personnel to request specific sign-offs and attend the training, task book sign-offs will not be a priority.

Dan encouraged members to seek out individuals within their agencies to serve as overhead personnel that would be good representatives of the MCFTOA and the Monterey County fire

service. Dan is asking for specific dates and desired assignments for personnel wishing to serve as overhead.

Pat O'Connell said that the S-234 class, in conjunction with the Wildland Training Exercises, is scheduled for May 15th and 16th, 2014, at Fort Hunter Liggett with a limit of 25 students. The class will be taught by Dan Freeh from Fort Hunter Liggett. There will not be tuition for the class but we may wish to charge a nominal fee to cover the cost of textbooks, refreshments, or other related expenses. Dan stated that training classes around the State typically charge about \$100.00 per day. **A motion was made by Ron Lemos, with a second by Mike O'Connor, to set a class registration fee of \$75.00. Motion carried.** Pat continued to report that the class will include a third day for the practical burning portion that could either occur during the Wildland Training Exercises, or on a separate day aside from the Wildland Training Exercises. Pat said that the Fort Hunter Liggett Fire Department would like to burn "Peanut Hill" which could be used for the practical burning portion. It was agreed that the burning portion should occur as close as possible to the class, even a three-day class, and not part of the Wildland Training Exercises. The Wildland Training Exercises could accommodate a few S-234 students if needed but having as many as 25 extra S-234 students during the school would be difficult to manage.

Pat also reported that the Fort Hunter Liggett Fire Department, in conjunction with the Wildland Training Exercises, is planning on offering an off-road driving class for Type III engines with a limit of six engines. The dates and times TBD.

Additionally, Ron Lemos reported that the Monterey County Regional Fire District is planning on offering an off-road driving class most likely in April at Toro County Regional Park. More information to follow.

B. Fire Library:

No Report

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. During a recent 30 day period, there were 1,301 views of the site for an average of 43.36 per day. In the same 30 day period, the most monthly views from cities came from Monterey with 153, followed by San Francisco with 106, then by Salinas at 50.

E. Fire Academy:

Jason Black reported that Fire Academy Class 2014-01 has 25 students and that mid-term examinations will be occurring this coming week.

F. Fire Chiefs Liaison Report

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

- A presentation was given by Timothy Elliot from CSUMB on remote sensing using satellite imaging. The technology can be used to accurately map pre and post-fire geographical areas.
- Jerry Coleman from PG&E gave a brief presentation on the training resources available for first responders from PG&E.
- Dave Potter from the Monterey Fire Department reported on problems and challenges his agency is having with the Everbridge system that they are using for their personnel notification system.
- The Chiefs Association is working on updating their strategic plan and by-laws.
- The Chief's Association will most likely be using an independent accounting firm for the preparation of their annual taxes and the filing of their yearly corporation papers.
- Training Officers – A report from the Training Officers was given by Martha Karstens and Dan Gearhart.
- Fire Investigators – The Fire Investigators reported that Cliff Williams from CAL FIRE BEU has retired.
- The Operations Committee / Dedicated Fire Dispatch are addressing an issue where the Director of Monterey County Emergency Communications would prefer that fire agencies not use the term "Fire Comm." A joint meeting between operations personnel from Monterey County fire agencies and law enforcement agencies is scheduled for April 14, 2014.
- The NGEN committee is continuing work on frequency issues and the local governance policy. Additionally, being that agency mobile and portable radios are nearing their life expectancy, it may be a good time to look at a future grant for the purchase of new radio equipment.
- Fire Warden – No Report
- EMS – The recent EMS Summit involving the Chiefs Association, the EMS Agency, and AMR went well with very good progress made.
- UASI / GAA – Three funded projects are moving forward for Monterey County. An exchange of funds between Santa Clara County and Monterey County is being implemented to better facilitate the completion of two separate projects. The CAD replacement project for Monterey County Emergency Communications is still funded for 1 million.
- The Chiefs Association is considering hiring a "Medical Director" to assist with EMS issues and procedures. Considerable discussion ensued during the meeting on the topic with the EMS agency having several concerns with the proposal. Further research, including an alternate funding source, will be conducted.
- The Chiefs Association approved an Organizational Chart for 2014.
- Tactical Medical Program – The Salinas Fire Department and Salinas Police Department are moving forward with a joint Tactical Medic Program. The Chiefs Association will support the program as a possible model for other local fire / law Tactical Medic Programs.
- Mutual Aid Matrix – The Mutual Aid Matrix is being updated for 2014. Updates need to be submitted by March 6, 2014.

VI. Old Business:

A. Wildland Trailer Sale & Purchase

A sub-committee of Ron Lemos, Deano Lindsey, and Dan Gearhart met prior to today's meeting concerning the sale of our current wildland trailer, the purchase of a new / used trailer, and the purchase of new equipment for the trailer. The CAL AM grant is for \$12,000 and the group had previously designated \$8,000 for the trailer replacement. The recommendation is for obtaining a 20 – 24' trailer that would be equipped with storage space, air conditioning, cabinets, and space for interior meetings, etc. The trailer could also be used as a medical facility if needed. It is estimated that the current trailer is worth between \$2,500 and \$3,500. As part of the program, the plan is to replace some existing equipment and purchase new equipment for the trailer. The condition of the grant was for the purchase of equipment that would benefit first responders in Monterey County.

B. MCFTOA Insurance

Dan Gearhart reported that he has not received any new information from our insurance agent since last contact in December 2013. At that time, we allowed our Directors & Officers insurance to expire due to an increase in annual premiums by nearly 400%. With no new bids received, Dan recommended that we discontinue our search for insurance due to the increase in premiums making the insurance cost prohibitive. **Motion by Dan Gearhart, with a second by Pat O'Connell, to discontinue the search for Directors & Officers insurance. Motioned carried.** It was agreed that the issue may be re-visited if insurance could be found at a reasonable rate.

C. CAL AM First Responder Equipment Grant

Jason Black reported that we had been contacted by CAL AM concerning our recent First Responder Equipment grant. CAL AM would like to highlight the equipment grant in some future promotional materials. Jason Black will be working with CAL AM on the project.

D. Smoke Machine / Fire Simulator Demonstration

Jason Black opened the floor for discussion concerning the demonstration last month of the Attack Digital Training System. The system allows for the application of water on a digital screen that simulates a fire and flames. The flames on the screen are reduced when the proper application of water is directed onto the screen. Jason reported that MPC is considering purchasing the system. Jason inquired if there was any interest from the group about purchasing the system. The group felt that the system was expensive and may be prone to problems with the mixing of water and electronics. There was no interest from the group for purchasing the system.

VII. New Business:

A. MCI Training / Flagging

This item was deferred to the next meeting.

B. Training Needs Assessment

Being this item was completed in February 2014, no further action will be taken. A written report showing the results of the survey was presented to Jason Black from Dan Gearhart.

C. Goals & Objectives / Strategic Planning

Jason Black led a discussion / brainstorming session on the future goals & objectives of the organization. Jason said that the formation of the goals & objectives should be items that could be accomplished over the next 3 – 5 years. Jason stated that during the goals and objectives developmental process, it is vital for the organization to have the cooperation from all three groups; the Training Officers, the Operations Committee, and the Fire Chiefs Association. The development of these goals & objectives, and our future strategic plan, will have an impact not only on the training needs within the County, but also on the development of countywide operational policies. Jason emphasized that support and buy-in from the Chiefs Association was critical for the overall success and implementation of the plan.

Chief Brian Dempsey stated that the Fire Chiefs Association supports the future efforts of the organization through the implementation of the four objectives relating to the Training Officers as contained in the Fire Chiefs Association 2013 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.

Humberto Arista said that the Chiefs Association was deeply involved in EMS issues last year and that more emphasis should have been placed on communicating with the Training Officers relating to the MCFCA Strategic Plan.

Concerning the quarterly drills, the specific roles of the Training Officers and the Operations Committee are outlined in the Mutual Aid Training Plan as part of the Chiefs Association Fire Operations Manual. Dan Gearhart reported that historically the “Movement Drills” started nearly thirty years ago designed to exercise the movement of resources to various locations around the County during the early beginnings of a formal Monterey County Mutual Aid Plan. The movement of resources, known as “Movement Drills” was originally the responsibility of the Operations Committee with assistance from the Training Officers. Dan stated that the procedures were revised in 2009 and titled as the “Mutual Aid Training Plan.” The “Mutual Aid Training Plan” is Section 13 of the Chiefs Association Fire Operations Manual. According to a 2006 version of the program titled “Mutual Aid Movement Drill Policy,” the purpose of the drills were to:

“Fire Agency Mutual Aid Movement Drills are designed to measure and evaluate the readiness of fire agencies to provide mutual aid resources in a timely manner. The drills are intended to test the system, identify what works, and fix what doesn’t work. In order to determine the level of readiness, it is imperative that all fire agencies participate in the drills when requested.”

It was generally agreed that the lack of Movement Drills over the past several years was due to the time constraints involved in participation, budget restrictions, the lack of agencies willing to host the drills, and the recent agency consolidations. It was agreed that future drills should not last more than three hours and rather than four a year, the number could be reduced to three times a year, or even two times a year in an effort to increase participation and buy-in from agencies and personnel. Additionally, a location in the Salinas Valley should strongly be considered in an effort to include participation from agencies in South Monterey County. The drills should focus on basic skills and then move on to more technical mutual aid training. Being that the Chiefs Association has committed to supporting the “quarterly training” as stated in the MCFCA 2013 Strategic Plan, the group feels that buy-in from the Chiefs Association is already in place. To assist with the planning and implementation of the drills, agencies should solicit assistance from several personnel within their agency rather than assign the sole responsibility of planning and hosting the exercise upon the agency Training Manager / Officer.

In an effort to “jumpstart” the process, Seaside FD and Salinas FD have agreed to host the first two Movement Drills. Both agencies will focus on basic fireground operations as the topic of their Movement Drills. The best times of the year for the drills would be March – April, and then again in October – November. Topics for future drills could include:

- High Rise Operations
- Wildland Firefighting / Structure Protection
- Multi-Casualty Incident
- Fire Suppression (wharf fire, multi-residential complex, etc.)

The effort should be made to expand the list in order to give agencies more topics to choose from. Members of the MCFTOA are encouraged to bring additional topics to the April 2014 meeting.

Concerning the Regional Training Facility, the door should remain open that the location could be other than that of the MPC property. Jason Black stated that Dave Brown is committed to making the Field Training Facility project a priority for the MPC Fire Technology Program.

Jason Black suggested that we consider hosting operational training exercises following the Wildland Training Exercise model. The group felt that the immediate focus should be on resurrecting the Movement Drills and the operational training exercises could be a future goal of the organization.

Dan Gearhart recommended that President Jason Black initiate a discussion with the Chiefs Association President, Chief Brian Dempsey, concerning the goals / actions plans in the MCFCA 2013 Strategic Plan relating to the Training Officers Association. Members of the group acknowledged that prior to the development of the MCFCA Strategic Plan, there was no communication with the Training Officers Association about whether or not achieving the four goals was realistic, specifically the Fire Officer and Chief Officer Academy. Dan suggested that an effort be made between the two Presidents to re-visit the development of the Strategic Plan, specifically the break-out session where the four actions plans were developed to determine if

the two mentioned items were thoroughly vetted and believed that they had a realistic chance of being accomplished.

VIII. Good of the Order:

Ron Lemos stated that the new CICC procedures are available. Ron suggested that the group examine the procedures for specific required classes that the Training Officers would be available to host.

Pat O'Connell stated that the City of Salinas is recruiting for Firefighter and Firefighter / Paramedic. There are currently four openings with a possibility of hiring as many as ten.

Chief Mike O'Connor said that the Hollister Fire Department is committed to maintaining active participation in the MCFTOA.

IX. Adjournment:

With no further business, Jason Black declared the meeting adjourned at 1232 hours.

Next meeting:

Date: April 10, 2014
Time: 1000 hrs.
Location: MPC Public Safety Training Center

Minutes prepared by:
D. Gearhart
March 17, 2014

Checking Account Balance as of **February 10, 2014:** **25,005.87**

Revenue:

Memberships Dues for 2014:

2/18/14	D. Brown	MPC (10.00)	9.48
2/21/14	D. Nava	Seaside FD (10.00)	
	C. Schnute	Seaside FD (10.00)	
	L. Alcoran	Seaside FD (10.00)	
	J. Black	Seaside FD (10.00)	38.82

Total Revenue: **48.30**

Expenses:

3/4/2014	Red Shift Internet Services	
	February	-20.95
	March	-20.95

Total Expenses: **-41.90**

Checking Account Balance as of 03/10/2014: **25,012.27**

Saving Account Balance as of 03/10/2014: **67,281.28**

Total Assets as of March 10, 2014: **92,293.55**

Tammera Badano, Treasurer
March 10, 2014

Notes:

Red Shift is two months of payment because of setting them up on payment through the paperless billing last month took a month to process and this month's payment. After this month will be back to \$20.95