Call to Order: Chief Zanzi called the meeting to order at 0940 AM and welcomed the members from the Operations Group to the combined meeting.

Host Chief Introduction: Chief Frazier welcomed everyone and announced his pending retirement at the end of the month.

Approval of Minutes: No changes to July minutes as presented. Motion to approve by minutes as presented from Chief Collins, second from Chief Williams. Approved unanimously.

President’s Report: Nothing significant to report.

Treasurer's Report: Chiefs Account Balance = $2,772.69 (as of July 31st) W&O Fund Balance = $132,626.05 (as of July 31st). In process of transferring funds for the Widows & Orphans Fund from Wells Fargo/ Wachovia Securities to the Exchange Bank. The funds at Exchange bank will be held in a combination of a checking account and a short-duration Certificate of Deposit (7 months). This will increase the monthly income for the Widows & Orphans account from $1.06 per month to approximately $130.00 per month.

Correspondence: None

Presentations

Operations Group: CICCS Discussion – Strike Team Leader SOG

Chief Aston initiated the discussion on CICCS and discussed recent history. The CICCS Committee is adhering to NWCG standards and guidance from the Chiefs Association. The Chiefs Association guidance is contained in the SOG developed by the Operations Group and posted on the website. One of the current projects underway is the review of files to ensure all
pre-requisite and currency training is completed and documented. The CICCS committee has had difficulty in applying standards for several reasons. Chief Aston cited some examples of the difficulties in applying standards for task-book completion.

**Task-book Discussion:** Dave Cornelissen elaborated on a task-book completion question regarding the definition of when the clock starts for a task book time-line. The CICCS Committee starts the clock at the time of the first incident deployment (not when the first task is signed off). Chief Williams emphasized that trainee candidates should get all pre-requisite coursework done before initiating a task-book. Additionally, Dan George noted that after completing pre-requisite courses, a task-book should be initiated before leaving on an assignment since it may be very difficult to get a task-book initiated on an incident.

**Status in ROSS:** Chief Aston indicated an audit of ROSS listings and qualifications is underway. Additionally, candidates will not be identified as trainees until entered in ROSS. Chief Aston also emphasized that entry into ROSS is the local Chief’s decision. The CICCS committee only indicates the candidate is qualified for entry in ROSS – but the local chief must approve entry in ROSS.

Recap of discussion: In general – the key issue to take away is that we’re adhering to existing NWCG standards. Chief Aston noted the burden of task-book compliance is on both the candidate and the candidate’s Chief. We need to better communicate to both trainees and qualified candidates the rules for certification. The current policy is on the website – encouraged all to read. Chief Aston requested everyone look over the applicable SOG – and revisit the issue at the next CICCS committee meeting and at the subsequent Operations group meeting. Additionally, the number of open task-books will be reviewed to determine if people are coming up to the end of their time clock for completion (if known). Chief Zanzi requested notification to people who are known to be still in process. In some cases the CICCS committee does not have info on how long task books have been open.

Chief Williams commented on trainee status and noted that trainees in the system will remain on the list. We need to emphasize sending a trainee out on all assignments.

**Action:** All members should review the current SOG document posted on the website. Bring back any proposed changes for review at the October Chiefs meeting.

**Pending Presentations for Future Meetings**

- Bunker – refresher skills program at SRJC
- Shane Francisco – Update on current terrorism threats and issues. Shane has attended previous meetings and is an Intelligence Officer with the Northern California Regional Intelligence Center (NCRIC). Tentatively scheduled for the October meeting.
- Chris Thomas or other REDCOM Board member: REDCOM Allocation Methods
Committee Reports

- **Training Section:** Chief Treanor – meeting held August 11th. Multi-Agency-Drill (MAD) was well-done but had poor turnout – may be due to the date coinciding with graduation events as well as fiscal restrictions faced by many Departments. Suggested wildland-type drill be held every other year. Fred Bunker advised the TOs that class registration at SRJC seems low. The TOs also discussed the potential impacts from Regional Water Quality Control Board changed regulations. Chief Treanor also noted that SRJC is in need of structure gear for their academy.

- **Prevention Section:** Chief Williams – FPOs met in Windsor – followed up on fireworks issues around the county. Working on sprinkler standards – it is finished at the local level, but the issue is working through national review and implementation. Additionally – there is increased awareness of possible water quality regulations impacting the fire service. Chief Collins has corresponded and spoken with the Regional Water Quality Board and has been monitoring the issue for several months. Chief Collins provided an update and advised he has tasked Linda Collister with heading up a task force to develop fire service BMPs (Best Management Practices). Also discussed the fire safety trailer – the Soroptimists are interested in supporting the trailer.

- **Operations Section:** Dave Cornelssen indicated the Operations Section has been looking at a support team for use in the County if needed for a large incident. Mike Mickelson added that procedures have been developed to address components of what the team would look like as well as criteria for activation. Chiefs should understand that there is no guarantee of reimbursement for participation of their employees. Mickelson expects the details to be cleaned up by September for future presentation to the Chiefs. Mike Ahlin indicated it is modeled after a Marin County team and indicated it could also help support CICCS sign-off. Mickelson indicated it’s also an opportunity to identify and address shortages in local OH qualifications. The section is also looking at inventorying all specialty resources that may be statused with REDCOM, i.e. HAZMAT Team, MCI Trailer, Water Rescue, etc.

- **District Chiefs:** Chief Garcia – Next meeting Sept 24th in Monte Rio, Supervisor Carrillo will be the guest speaker

- **VFC Association:** No Report – last meeting June 24th. Next Meeting August 19th at 1900 hours at the Sheriff’s office training room downstairs.

- **REDCOM:** Dick Luttrell – successfully tested the backup with Cal Fire. Will continue to develop coordination with St. Helena. Ken Reese will be working with St. Helena to test the ability to tone out various agencies. Also conducting a ROSS training drill with Cal Fire to obtain certification on ROSS with OES Region II. REDCOM will also assist in the ROSS audit of ICS qualified & trainee personnel.

Dick has developed a draft field communications guide that includes basic info about REDCOM. Contact Dick if you would like to receive a copy and comment on the draft. Chief Collins
suggested including the opening of local EOCs in the handbook. Chief Zanzi requested posting the draft copy on the website.

- **CAD Group**: Chief Williams – next meeting 15th of September. No recent meeting.

- **OES Operational Area**: Chief Williams – Things have been quiet to date. The issue of minimum qualifications for line EMTs is still unresolved. Kent Coxon indicated he may have some information to forward. Dan George indicated the Line EMT ICS position is not nationally sanctioned – but Firescope has approved the position. Chief Williams noted that check in recorder is a position that does not require 300-Level certification. Additionally - Sheldon Gilbert is the new OES Region II Chief – expect dispatch to move from Contra Costa to Alameda next year, with SCU (Morgan Hill) as an alternate.

- **County DES**: Chief Aston – Updated the group on the recent presentation to the BOS regarding CSA 40. Went well – moving forward with implementing recommendations. CSA 40 departments were well represented at the BOS meeting and demonstrated their support. Will start with implementing issues that have minimal cost implications. Also developing a ten-year master services plan. Waiting to hear on homeland security grant to continue funding the Bomb Squad (County Ordinance Explosive Disposal Squad) since cities who were supporting have withdrawn their support. Training – Eleanor Ratliff updated the group regarding upcoming scheduled training. Ratliff noted that grant funding for training requires that the award must be tied to an exercise. This issue will be discussed further with Training Officers. Ratliff also noted that incident support training classes could be tied to grant funding.

**EMCC**: Kent Coxon – Last meeting on July 27th. Dr. Weil from Kaiser drafted a letter addressing concerns from the Kaiser project impacting delays in patient delivery. Next meeting will be October 26th. Effective in September – all ICS 100, 200 & NIMS 700 will be required for paramedic certifications. State is short-staffed – certifications are taking longer (up to 3 months). Background checks for EMTs may be delayed as a result. EMT recertification may be as high as $135. Note regarding high frequency of ambulance drawdown (and associated impacts) which were experienced during the first 30 days of the new contract. Adjustments have been made and you should see significant improvement. The problem was largely due to the learning curve associated with nuances of the new franchise agreement.

Bill Shubin noted that bed availability continues to be a problem. There is a request to the state to allow hospitals to bed in the hallways to help get the backlog out of the ER. If approved, this will hopefully mitigate some of the delay problem.

- **Legislative**: Chief Collier – No Report. Several Chiefs discussed fiscal issues facing local government and some of the proposed solutions. Chief Pforsich updated the group on fiscal impacts to local districts. Initial reports for the current fiscal year may have underestimated the final impacts – budget reductions to local districts could be more than 8% for this current fiscal year. Chief Garcia discussed various options available to districts.

- **Grants**: Chief Zanzi – Nothing new to report
• SRJC Advisory: Chief Collins – next meeting not till November.

• CHP Liaison: No Report.

• Red Cross: Rodger Doncaster - No Report.

• Marin Chief’s Liaison: Chief Northern – no report.

Old Business - None

New Business

• Talking Points for BOS Discussions: Chief Zanzi provided a draft handout and reviewed the key points (see attached). Chief Zanzi is seeking 3 or 4 key fire service reps from each supervisorial area to provide a consistent message to the board. A show of hands indicated the following attendees expressed interest: Collins, Treanor, Garcia, Reese, Aston, Maclntyre, Varner, Pforsich, and Grinnell.

• Strategic Planning Goals: Chief Collins will be leading the effort and is starting process earlier than in years past – looking at a November date. Will likely have an event in the core area with lunch provided. If you have some input for strategic goals to accomplish in the next year – advise Chief Collins.

Customer Service / Good of the order

• Chief Collins: Kudos to FPO group for recent arson convictions. Quite a bit of hard work to get three convictions.
• Chief Zanzi: Recently conducted an internal safety audit – discovered he did not have a health & safety officer identified as defined in NFPA 1431. Simple resolution – but be aware of the issue.

Closed Session:

• N/A

Next Meeting: September 9th Gold Ridge – Station 2. Lunch will be provided

Meeting adjourned 11:35 hrs

Respectfully submitted – Chuck Abshear, Secretary / Treasurer, August 17th, 2009.