



**TASK FORCE
Santa Cruz, CA
March 20-21, 2018**

Minutes

Tim Kelly (LFD)
Elizabeth Barrera (USFS)
Matt Levesque (ORC)
David Gerboth (SND)

Grant Hubbell (BDC)
Cathy Johnson (CalOES)
Jon O'Brien (LAC)
Shanna Kuempel (CNT)

Sean Fraley (KRN)
David Barnett (SJS)
Jenn Ricci (CALFIRE)
Kyle Heggstrom (LNA)

Not Present:

Woody Enos (SBC), Dan Horton (VNC), Jason Loomis (DOI), Andrew Henning (STFM)

Guest: Jim Johnstone (CalOES)

March 20, 2018

- **Call to order: 0900 by Tim Kelly**
- **Reviewed February Minutes**

Welcome and Logistics (Frawley)

Moment of Silence:

Ernst McDuffie	Hinesville Fire Department (Georgia)	February 20, 2018
Christopher Pryor	LaVale Vol. Fire Department (Maryland)	February 25, 2018
Casey S. Kuhns	Morrisville Fire Department (Vermont)	February 28, 2018

As well as all law enforcement officers killed in the line of duty throughout the United States

Agenda review and Additions (Kelly)

Review and Approval of the February Draft Minutes (Hubbell)

February Minutes were approved, O'Brien motion & 2nd Fraley

Task Force Update (Kelly)

- National Engagement for Draft NIMS Job Titles/Position Qualifications

- i. Several recommendations sheets submitted
- Letters of Appreciation – Holly & Barrera plus several specialist groups. All are prepared
- Liaison/Specialist Group Email – Templates, Flyers, OSDs
- 2018 Rosters Posted
 - i. Confidential and non-confidential Task Force Rosters in Dropbox need updating
- CA Fire Service Behavioral Health TF Update- Request to place on CISM/Peer Support
 - i. OPS Team requested a white paper by June and then a formation of a working group. Would include labor representation
 - ii. What are the ICS positions we are looking into producing regarding ordering and resourcing behavioral health support for incident
 - iii. Gerboth to take the lead and organize this process
 - iv. Need a process and criteria what is placed on the FIREScope website
- NWCG collaboration initiative. Contacts established by Johnstone with Mike Cherry (NIMS Integration and Steve Shaw (Operations and Training)
 - i. Desire to keep relationship strong with NWCG
 - ii. Johnstone working with Chief Skelton to further relationship and collaboration process between FIREScope and NWCG

Cal OES Update (Johnson/Johnstone)

- Region 2 and 6 positions have interviewed and jobs have been offered. Region 2- Mark Courson and Region 6- Randy Unkovich. Chief Vail still interim Administrative Deputy Chief
- Pre-positioning resources is current topic of discussion with the State in regards to pre-disaster or pre-event planning. Johnstone will continue to update TF on status.

State Fire Training Update (Henning)

- Henning provided SFM link to Task Force to receive updates.
- Hubbell and Johnstone discussed follow up on linking SFM written briefings to Task Force Minutes -Status Update
 - Hubbell to follow-up with Henning on exact format and process to capture State Fire Training Update in Task Force minutes

STEAC Update (Barnett)

Meeting April 13. No further update. Agenda TBD

Old Business/Projects:

ITSS-COML Position White Paper revision (Kuempel/Loomis)

Ops Team document – March Conference Call. White paper revision will be ready for April meeting and will include implementation plan to reflect Task Force direction. Plan to present to Ops Team in June.

Channel Limitations Statewide Group 3 Load White Paper revision (Kuempel/Loomis)

Ops Team document – March Conference Call. MACS 441 revised draft completed and placed in DropBox “current work” folder. White paper being revised to reflect Task Force directions. Will present to OPS Team in June based on extended discussion related cost implications.

ICS Forms Review (Levesque/Gerboth)

Levesque talked with Cruz regarding status of project. No notable progress

Standard Wildland Preplan (Ricci)

Sample of pre-plan provided to TF for review/discussion. Intended to be linked to SCOUT. Draft template/standardized for fire service. Question raised on whether we have the authority to use vendor provided template. Ricci to clarify this issue. ORC and SDF is currently using.

DINM/DINT Task Book Revision (Henning)

Reviewed changes including DINB to DINM. Will move onto OPS Team for approval.

ICS 010-1 Glossary of Terms (Fraley)

Fraley will have more information in April. Set to meet with Holly to get an update on status of project.

400-2 Update (Kuempel)

Reviewed several recommendations that were made by Kelly. Direction for all TF members to review and provide recommendations. Kuempel will look at recommendations and formulate changes. Eventually will need to go through approval process with white paper. No deadline set due to scope of project. Will continue to be added to agenda each month.

MACS 410-1 MACS Procedure Guide Revision (Johnstone)

Johnstone emailed documents to SME’s for review. April 1st is deadline for review. Goal is to be ready for July BoD meeting and Ops Team meeting in June. TF will review and discuss in April.

Document Implementation Checklist (Johnson/Barrera/Ricci)

Review and Discussion of proposed language to MACS 400-1. Discussion regarding ways to make sure that FIRESCOPE products and information are received and distributed appropriately.

Is it the job of the FIREScope TF to ensure that emails and information have been received? Johnstone will ensure that recent communiques will be posted under what's new folder on the FIREScope website. TF members will also be notified of all approved documents from the BoD to further ensure that FIREScope information is received and distributed by organizations. Distribution list should identify positions that information is sent too. That way list could be reviewed or changed easily over time. Implementation Plan template by Barnett intended for complex projects.

Bio White Paper and Template Update (Johnstone)

Ready to present to OPS and BoD.

SmartSheet Orientation & Dropbox Reorganization (Johnson/Hubbell)

Presentation given by Hubbell that introduces proposed three phase Smartsheet implementation plan and current Dropbox file management and organization plan. Direction given for Specialist Group Liaisons to organize their Specialist Group folders using the EMS SG folder as an example.

2018 Plan of Work Revisions (Kelly)

Review and discussion of several items that were added to 2018 Plan of Work. CISM/Peer Support Working Group membership to include labor representative. Task Force may initiate this working group based on available personnel recommended by group. Operations or Board level needs for group should be included in recommendation. Preliminary identification of ICS products that will assist the California Fire service to properly prepare, train, order, organize and deploy a behavioral health component into ICS. These products should include but are not limited to terminology, resource typing, Operations System Description with organizational charts and identified positions.

S-219 Follow-Up (Barnett)

Presentation from Barnett on SFT S234 Transition Proposal. Subcommittee work to be summarized and presented to STEAC April 13th. Three options for FIREScope TF for April 13th STEAC Meeting. Option #1- State SFT S219 should align with NWCG S219 and vote accordingly. Option #2- State SFT Ignition Operations class with live fire component is supported by FIREScope. However, NWCG S219 should remain minimum requirement with new SFT class as an option for agencies and operational areas. Option #3- State SFT Ignition Operations class with live fire component is supported by FIREScope. FIREScope will consider plan for implementation as a requirement for qualification. Barnett recommendation is to go with a hybrid option between Option #2 and #3. Recommendation is: State SFT Ignition Operations class with live fire component is supported by FIREScope. However, NWCG S219 should remain minimum requirement with new SFT class as an option for agencies and operational areas. FIREScope will consider plan for implementation as a requirement for qualification. Question raised that needs to be discussed at BoD level- "Will this impact resource availability?" Johnstone suggested that all Task Force Members brief OPS member's on this recommendation.

MACS Exercises Plan, MACS Orientation 209's (Kelly/Johnson/Johnstone)

New location has been selected for exercise that will provide better logistics. RSVP is strong so far and includes some non-fire representation. Orientation will include a “take home package” that will provide an explanation of MACS-429 and various other documents. Johnstone will present a PowerPoint presentation on past/present/future of FIREScope. Lead Facilitators: Woody Enos, Sean Fraley, Jenn Ricci, Cathy Johnson. Shadow Facilitators: Shanna Kuempal, Dan Horton, Dave Gerboth, Matt Levesque Three actual incidents will be used for exercise (La Tuna, Butte, July Complex). Only the dates were altered. Exercise at South OPS will be the same. Documents to be placed in DropBox by Cathy. NWCG evaluation sheet will be used as well as coaching cards. Invitations have been sent out for both North and South OPS. RSVP's have already been submitted for South OPS exercise.

FIREScope Messaging and Marketing (Johnstone)

Johnstone to have a meeting on April 11th with Cal OES PIO representative currently handling PIO duties to determine feasibility of taking on FIREScope messaging. Goal is to have them attend June TF meeting. Should TF create a PIO Specialist Group or working group?

FIREScope Polo Shirt Procurement Process Discussion (All)

Highrise SG White Paper reviewed. Need to design specification sheet for shirt (color, style, etc) and then submit to OPS Team and BoD for approval. Goal is to get on BoD agenda for July. Will need to prepare a White Paper to include HRSG white paper language that includes process.

ICS 225 White Paper Report (Barnett)

Some feedback and input given. Comments will be referred to CICCS for recommendation. White Paper in Dropbox and reflects discussions and recommendations of Task Force.

CICCS 2018 Qualification Guide and Revisions (Barnett)

White paper is in DropBox and will be shared with CICCS. Recommendations (critical & preferable) will be given that support CICCS Qualification Guide Revision. In absence of further input, TF supports without further changes for April STEAC meeting.

CAD to CAD Interoperability (Fraley)

Fraley reviewed document regarding CAD to CAD Interoperability and further needs. Questions raised on exactly what the end goal is for this project. Kelly to get clarification from OPS Team on scope and objective of project.

New Business/Projects:

2018 Interagency Aviation Information Spreadsheet (Enos/Fraley)

Document reviewed for TF. Aviation SG reviewed document and approved it. Document will go to OPS Team and BoD for approval.

Gift Funding/Collection Process (All)

Discussion if mugs were intended for SG as well. Liaisons to offer to specialist groups.
Discussion on method to fund purchase. \$10 contribution from each member and Johnstone to manage account. \$110 total collected from TF members present on 03/21/18.

ICS 420-1.3 and ICS 240 Consolidation (Fraley)

No table of contents in ICS 240 and inconsistent format (e.g. font size, type, footer, heading).
Review for consistency and consolidate with BoD and OPS approval. Refer to recommendation on MACS 400-2 project. Kuempel recommended new numbering plan for both documents.
Update 240 in the future.

Mud & Debris Flow Guidance Templates (Enos)

Document sent to all TF members with a presentation scheduled to be given at a future meeting.

ICS US&R 120-1, 120-2 & ICS SF-SAR 020-1 Review (Gerboth)

Johnstone reviewed and noticed some outdated language (e.g. Cal EMA) and inquiry as to plans to incorporate recent lessons learned. On the POW for the USAR group. Correct numbering discussed with Kuempel

White Radio VFIRE PL Tones (April 1st Report (Kuempel)

Forwarded to COMMS SG for research. Kuempel will provide report back to TF

CISM/Peer Support resource screening (All)

Recommendation to consult with OPS Team and BoD for direction. Consolidate with CISM/Peer Support project headed by Dave Gerboth.

Meeting adjourned at 1700

March 21, 2018

Meeting called to order 09:00

Specialist and Working Group Reports:

Aviation: (Enos/Fraley)

2018 Interagency Spreadsheet completed

Communications: (Loomis/Kuempel)

April 10-11th meeting in Monterey. Revised White Paper received

Safety: (Fraley/Enos)

CA Wildland Fire Risk Management Conference- April 10th in San Diego. April 9th next meeting with NWCG. Fraley to send REMs PowerPoint to Chair.

EMS: (Barrera/O'Brien)

Transfer of command sent to group. Conference call April 9th. June meeting in Tahoe- TBD. Line Medic curriculum and position description implementation pending STEAC and SBFS approval.

GIS: (Horton/Loomis)

No Report

Predictive Services: (O'Brien/Ricci)

May 9-10th next meeting at Mather. Plan of Work and support letters currently being revised.

Haz Mat: (Kuempel/Horton)

March 13-14th last meeting. Completed 2018 plan of work. Scheduled rest of meetings for 2018. Elected new Chair- Pete Jensen, Vice Chair, and Secretary. Worked on mass decon OSD's. June 18-19 is next meeting in Los Angeles. September 3-4 meeting is in Sacramento to coincide with the Continuing Challenge Conference.

US&R: (Gerboth/Levesque)

Plan of work completed, rosters completed. April 21st next meeting (conference call). TFR Meeting April 3-5.

High Rise: (Levesque/Gerboth)

Plan of work and rosters completed. Next meeting May 21-22 in Solvang. Wanted to update website to make it more relevant. Want to provide an interactive forum for users.

EIT: (Ricci/Hubbell)

Next meeting April 3-5 in Pismo. Working on plan of work, roster, etc. Some GIS specialist group members will attend meeting as well.

Adjourned 1035 hrs.

UPCOMING MEETINGS:

Task Force

April 24-25	Redding (Johnson) North Ops MACS Exercise
May 15-16	Riverside (Ricci) South Ops MACS Exercise
June 12-13	San Francisco
July 17-18	San Bernardino (Hubbell)
August 14-15	Orange County (Levesque)
September 25-26	Monterey (Kuempel)

Future Board of Directors and Operations Team Meetings

March 30	Ops Conference Call (1500hrs)
April 11	Board of Directors, Mather
June 14-15	Ops Team/Task Force, San Francisco
July 11	Board of Directors, Burbank
September 6	Ops Conference Call (1300hrs)
October 10	Board of Directors, Mather