

FIRE PROTECTION POLICY BOARD

**Work Session
April 23, 2008
General Administration Building
Olympia, WA**

Board Members Present: T.J. Nedrow, Wayne Wienholz, Dean Hosni, Mark Kahley, Dean Shelton (via conference call) and Jim Broman.

Board Members Absent: Rick Chaney and Jennifer Gregerson

WSP Staff Present: Paul Perz, Ken Dellsite and Ellen Tombleson

Guests Present: Bob Garrison

OPENING:

T.J. Nedrow, Chair, opened the meeting at approximately 9:05 with introductions and a review of the agenda.

APPROVAL OF AGENDA:

The agenda was revised to include discussion on Board elections, Arson Awareness Week, Annual Report and to withdraw the Information Item on FTA Staffing.

Dean Hosni advised that today is the last day of his term. He provided a brief overview of his replacement, Mr. Scott Kramer and thanked the Board for their support and association over the past 3 years. Mark Kahley asked Dean if he was aware of any additional insurance industry participation in the Chubb Group hiring a wildland firefighting contractor to provide structural protection to their insured homes threatened by wildfires. Dean's answer was that he knew of no other insurance companies in WA that were considering doing that.

DISCUSSION:

Regional Workshop Overview ~ Ken Dellsite provided an overview of the Regional Workshop, which was held on April 8th in SeaTac. Ken advised that there was good representation from across the state, with the exception of Regions 2 and 9, who were not represented. Ken advised that there was no negative feedback to the funding changes, and that the regions were supportive of the current contract changes. The Regions are looking forward to receiving the "Prevent Fires" campaign materials that will be purchased with the unspent contract funds. The Regions would like to present their year end reports to the Policy Board in person at their May 2009 Regular Meeting. Presentations would be limited to one reporting area, i.e., Training Council, Life Safety Council or Investigation Council. Ken also advised that Bureau will develop a standard reporting format to ensure consistency of

reporting. In discussion regarding the format of the Regional Workshops, the Regions agreed that they would like to hold one regional workshop each year.

T.J. requested that Ken follow up with Regions 2 & 9 to determine why they did not attend, and if they have concerns the Board needs to be aware of.

Arson Awareness Week ~ Ken advised the Board that the national focus of this year's Arson Awareness Campaign is focused on novelty lighters, and that Washington State's focus will target the availability of matches and lighters to children. Ken also advised that Governor Gregoire signed a proclamation on April 16 to establish May 4-10, 2008, as Arson Awareness Week in the state of Washington. The proclamation will be included in the Arson Awareness packets which are planned to be distributed on May 7 to the media, and to parents at the Media Event, which is scheduled to be held from 10:00 – 11:00 at the Hands-On Children Museum in Olympia.

Board Elections ~ T.J. shared that it is his desire to continue as Chair, but with Dean Hosni's term expired this month, it will be necessary to fill the Vice-Chair position. Following a discussion on who might be qualified and interested in the position, T.J. advised that he would follow up individually with the possible candidates to determine their level of interest in the Vice-Chair position, prior to holding the elections at the Regular Meeting on May 28.

T.J. also provided an update on Board appointments, advising that Wayne Wienholz was re-appointed to represent the Washington State Association of Fire Marshals through 2011; Scott Kramer was appointed through 2011 to represent the Insurance Industry. No word of Jennifer Gregerson's re-appointment as the representative of Cities is pending submittal of paperwork to the Governor's Office. The representative of Counties remains vacant at this time.

Fire Training Facilities ~ On behalf of State Fire Marshal Mike Matlick, Assistant State Fire Marshal Paul Perz provided an overview of a meeting Mike attended with representatives of the McLane Fire Department requesting his support for construction of a training facility. Paul advised that based on the following elements, Mike declined to provide his support:

- ◆ The Fire Protection Policy Board is charged with developing a comprehensive plan for fire training facilities.
- ◆ Fire training facilities are not one of the top 3 priorities in the Policy Board's revised 2008 draft Strategic Plan
- ◆ There are multiple proposals for training facilities in Thurston County.

During discussion, Jim Broman advised that Mike's response was consistent with Board policy, and further added that he does not feel there is an issue of competition. During further discussion, it was agreed that given the long term plan which includes training opportunities at North Bend and the Regional Delivery Plan, that no specific action on the topic of Training Facilities is necessary at this time.

T.J. requested that a copy of the Bureau's organizational structure be provided with an overview at the Regular meeting in May. T.J. also acknowledged his appreciation of Bureau staff in the support and information they provide to the Board.

PRESENTATIONS:

Accreditation and Certification Unit Annual Report ~ As a follow up to a request for a status report on the Accreditation and Certification Unit, Paul Perz distributed copies and provided an overview of the Accreditation and Certification 2007 Year End Report. Paul provided further details on the Process Improvements section of the report, as it deals with the Appeals Process. He also addressed the timeline for correcting tests and issuing certifications. When a complaint is received, he has advised Bureau staff to make a request for written documentation. The ultimate goal is to correct tests and issue certificates within 30 days, which will further be reduced to a goal of correcting tests and issuing certifications within one week of taking the test. This goal is being reported on during the Bureau's Strategic Advancement Forum presentations. Paul will also review this information regularly with the Board at their Work Sessions. T.J. further requested that a Year End Report be forwarded to the Board on an annual basis, and requested that Ellen add it to the Annual Schedule of Events as an agenda item for the April Work Session each year.

Traffic Incident Management ~ WSP Captains Steve Burns and Bill Hilton and Mr. Rick Phillips of the Department of Transportation provided an overview of Washington's Traffic Incident Management Coalition, a statewide traffic incident management group to oversee the statewide implementation of the National Unified Goal, which addresses the following three objectives:

- Responder safety
- Safe, quick clearance; and
- Prompt, reliable interoperable communications

They also provided statistics on the costs of congestion, major incident response timeline and the Traffic Incident Management initiatives. The one element that stressed was the importance of partnerships. During a discussion on the Joint Operating Policy (JOPS) Chief Broman pointed out that in previous editions of the JOPs, the fire service was also a signator, but in the current edition the only signators are DOT and WSP. Captain Burns also advised that WSP and DOT currently work together very closely, but must have stronger relationship with the fire service for traffic incident management to be successful and meet expectation. The board was encouraged to become better familiar with the incident management goals and pass along information to their organizations. Chairman Nedrow suggested that the board members consider attending the 2008 TIMS conference in Lacey, September 16 and 17.

Meeting Minutes ~ T.J. reviewed the plan for distribution of Board meeting minutes, which specified that meeting minutes will be forwarded to the Board Chair in draft form within 2 days of the meeting. Once the Chair has reviewed the minutes initially, they will be forwarded out to the Board with the notice that any comments or changes need to be forwarded to Ellen within 24 hours. Once the 24 hours has passed, Ellen will make requested changes, return them to T.J. for his final approval and will distribute them to the following, with the advisement that they are to be considered "draft" until they are formally approved at the next regular meeting:

FPPB members

State Fire Marshal Office Staff

- ◆ State Fire Marshal Mike Matlick
- ◆ Assistant State Fire Marshal Anjela Pimentel
- ◆ Assistant State Fire Marshal Paul Perz

Chair of the SFDC- Chief Dave LaFave

Chair of the Prevention Committee - Chief Jeff Jensen

Chair of the Washington State Fire Service Leadership Forum - Keith Merritt

Governor's Office - Kim Tanaka

County Chief's Association Presidents

Deputy Chief Beckley's Office - Karen Miller

Chief Batiste's Office - Suzee Smith

Fire Protection Policy Board Strategic Plan ~ T.J. provided an overview of the Board's Strategic Planning Session, which was held on March 8, and resulted in the Strategic Plan that will be forwarded to the Board for adoption at their Regular Meeting on May 28.

Following discussion on the Vision Statement, it was agreed that it be revised to read:

"The Fire Protection Policy Board serves as the guiding force to the public, fire service and legislature in the definition of statewide fire and life safety policy."

Ellen will revise the Vision Statement and forward out with the meeting minutes for review.

Annual Report ~ In discussion on the Annual Report, it was suggested that the report be combined for reporting on 2007 -08 in one report or shift the reporting to end of the State's fiscal year, June 30th. This will be re-visited at the Annual meeting in May.

INFORMATION ITEMS:

ICC Code Certification Pre-Requisite Requirement for Fire Inspector I ~ Paul Perz provided an overview of the background relating to Fire Inspector I & II Certification and the proposed changes that will be forwarded to the Board for their consideration at a later meeting. T.J. advised that it is his understanding that Paul and Wayne will discuss further off line and come to consensus before it is brought before the Board again.

During discussion, Wayne Wienholz voiced concerns regarding application of codes and standards, and advised that it is his feeling that even those operating at the lowest level, need to have fire code knowledge. Wayne advised that he will bring this issue to the Washington State Association of Fire Marshal's Board for their review and input. Bob Garrison provided information on the state of Oregon's Engine Company Inspection Program and also advised that the ICC provides on-lone training.

REPORTS

State Fire Marshal's Office ~ Paul advised that a new Instructor has been hired at the Fire Training Academy. Howard Scartozzi who was a volunteer Fire Chief at Goldendale began work at the Academy on earlier this month. Paul also provided information on the process for presenting Legislative Action Requests to the WSP Executive Staff the first week of May.

E-911 ~ T.J. advised that he has distributed the minutes from the previous E-911 Committee meeting, and will continue to forward information to the Board as it becomes available.

SIEC ~ Jim Broman advised that the federal government has approved the PSIC Grant application, with 6 projects approved until 2010, which mostly covers interoperability issues. He also advised that Alan Komenski, previously from the City of Bellevue was hired to replace Clark Palmer as the SIEC Manager.

State Fire Defense Committee ~ T.J. advised that the SFDC has been discussing their charge, as it relates to their direction from the Fire Protection Policy Board. Currently they are tasked with maintaining the All Risk Mobilization Plan. It was agreed that significant discussion should be held on what their additional tasks are and what they should be. T.J. advised that he intends to contact all of the Chairs of the Policy Board's Standing Committees to discuss the preferred method for communicating with the Board, to provide reports and receive directions and expectations.

Training and Education Committee ~ Jim Broman advised that the Training and Education Committee is on track, with nothing further to report at this time.

Fire Prevention Committee ~ No Report

Fire Fighter Memorial Committee ~ T.J. advised that he will make contact with historic members of the Committee and organizations and clarify that a Standing Policy Board Committee has been established and determine their interest in continuing in the planning and delivery of the annual Fire Fighter Memorial, which is scheduled for October 5, 2008. T.J. will also assure the necessary contact with the Governor's office has been made regarding her ability to attend the Memorial.

Review of Annual Schedule of Events ~ The Schedule of Events was reviewed and will be updated with new events that were brought forward for inclusion on the schedule. Ellen will contact the Standing Committee Chairs and request a copy of their meeting schedule for the remainder of the year.

Follow Up ~ T.J. requested that Ellen send an email to all Board members regarding their availability and planned attendance at the July, August and October meetings. Based on discussion, it appears that there are several conflicts with the October meeting date. Based on responses, possible action may be taken to reschedule the October meeting date.

T.J. asked that Ellen send notice to the Board and the Code Reviser to advise that the May 28 meeting location has been changed to Lacey Fire District – HQ Station #31, 1231 Franz Street S.E. in Lacey.

Meeting adjourned at approximately 12:30.

Next Meeting:

May 28, 2008 ~ 9:00
Lacey Fire District – HQ Station #31
1231 Franz Street SE; Lacey, WA

Approved:

T.J. Nedrow, FPPB Chair

(Date)