



P R O C E D U R E

Subject: Procedure 1717a – Executive Board of Review

Policy: Handbook 1717, Executive Board of Review

Objective

Provide a procedural guideline for the Executive Board of Review (BOR).

Preparation

1. **Gather Documents** (*Working Recommendations, BOR Spreadsheet, Agenda Template, Confirmation Templates, Record of Deliberations and Actions Template*)
2. **Select a Date** as identified by the Department Safety Office (*30 days from receipt of report*).
3. **Secure a Location** suitable for the BOR. This may also be done prior to or parallel with selecting a date.
4. **Schedule Panel Members** as identified by the BOR Chairperson.
 - a. Record the identification of appropriate BOR Panel members utilizing the BOR Spreadsheet.
 - b. Contact each member by phone or email to request their participation in the BOR.
 - c. Ensure that each panel member is available for the date(s) of the BOR.
 - d. Schedule an Outlook meeting invitation for each panel member. Attach a copy of the agenda.
5. **Send Packet**
 - a. Mail out BOR packets through UPS or FedEx. (*Note: panel members must have executive summaries two weeks prior to BOR*)
 - b. The BOR packet consists of
 - i. Letter or Memo
 1. Prepare a letter of confirmation for any panel member(s) not affiliated with CAL FIRE.
 2. Prepare a memorandum for all CAL FIRE panel members.
 3. Complete the routing process for signature

(Deputy Director, Fire Protection) utilizing the Communications Clearance (CAL FIRE-330) process.

- ii. Handbook 1717
- iii. Agenda
- iv. Appropriate Executive Summaries

During The Board Of Review

- 1) **Maintain a Record of Deliberations and Actions**
 - a) Provide a record of the BOR, documentation of board decisions, and a record of the factors considered in the decision process.
- 2) **Review the SART Report**
 - a) The Board members may approve the report, request additional information, return the report to the review team for further work, or commission a second review.
- 3) **Develop Action Plan**
 - a) Develop an action plan to implement necessary changes in a timely and cost effective manner.
 - b) Set objectives: Develop a systematic plan composed of action steps that address all proposed changes.
 - c) Provide expected outcomes: Provide a timetable and a set of steps to achieve objectives.
 - d) Define responsibilities: Identify the individual and program responsible for completion.
- 4) **Collect Documents From Attendees**
 - a) All documents provided to any attendee are collected for destruction at the adjournment of the BOR.

After Actions

1. Chairperson designates an individual to write:
 - a. a memorandum to the Director, containing the findings of the Board and;
 - b. the BOR Action Plan.
2. Legal counsel reviews the final report of the Board and the action plan prior to submittal to the Director.
3. Director accepts the Board's final report and provides for the disposition of the SART Report.
4. Director initiates DAR.
5. Department Safety Officer receives the BOR Action Plans or DAR,

develops a tickler file for each of the action items, and tracks the status of each item.

6. Department Safety Officer reports status of action items to the appropriate level of administration.
7. Department Safety Officer maintains a database containing all crucial elements of each accident including identification of the accident, date, type, results, causal factors, contributory factors, and any other necessary information.
8. Transfer the SART report, documentation and evidence to the Academy Administrator.
9. File and retain all published SART reports, Green Sheets, and Blue Sheets, as well as all collateral information and evidence generated by the teams considered necessary for retention but not included in the SART report.
10. Evidence will be retained for a period of five (5) years unless a longer period is needed due to litigation. Documentation, with the exception of Working Recommendation documents, will be retained in a library at the Academy, where the documents may be utilized for research.