

**Fire Protection Training Handbook 4300**  
**Technical Advisory Working Group**  
**Charter 2016**  
(No.10 October 2016)

The 4300 Technical Advisory Working Group (4300 TAWG) was established to ensure the Fire Protection Training Handbook (4300 Handbook) remains an effective training tool for the California Department of Forestry and Fire Protection (CAL FIRE).

**Purpose of the 4300 TAWG:**

- Serve as an advisory to the Department Training Chief
- Identify problems, update, and revise the 4300 Handbook
- Provide a method for obtaining, evaluating, and implementing proposals from the field
- Establish an unbiased forum for review and discussion of statewide training
- Provide for prioritization and assignment of workload
- Identify possible changes to peripheral training resources due to 4300 revisions

**Membership:**

Membership shall reflect the diversity of the department's field classifications. An effort will be made to select members from each of the field classifications, Fire Apparatus Engineer to Battalion Chief. The 4300 TAWG is comprised of eleven members:

- Four from the Southern Region (CSR)
- Four from the Northern Region (CNR)  
***Preferably one member from each Region being an active Training Officer***
- One member each representing the Susanville and Sierra Training Centers
- One representative from the Academy

Criteria for selection:

- Candidates must currently be working in a permanent classification of Fire Apparatus Engineer up to and including Battalion Chief
- Candidates must be intimately familiar with the duties and skills required of their classifications
- Additional desirable qualifications may be considered and include:
  - Completion of State Fire Training Instructor I
  - Instructional / training delivery / curriculum development experience
  - The ability to work closely and harmoniously with others

Member replacement process:

- Member vacancies will be advertised department-wide and will be specific to region, rank, and unit
- Candidates will indicate interest by electronically submitting a TR-4043 and resume through their chain of command

- Candidates will be selected based on but not limited to the following criteria:
  - Operational diversity
  - Rank diversity
  - Variety of experience
  - Unit representation
- The candidate will be selected by resume review by 4300 TAWG members
- The Department Training Chief will make the final approval
- The candidate will be contacted upon selection
- The completed copy of the Interdisciplinary Application (CAL FIRE-4043) will be on file at the Academy

Length of term:

Members will serve a minimum of two years

Meeting frequency:

The 4300 TAWG will meet quarterly

Attendance:

If a standing 4300 TAWG member is unable to attend a meeting, they shall designate an alternate to attend in their place. The alternate will represent the regular member fully and have equal voice in any deliberations.

**Administration:**

Administrator:

The 4300 TAWG is administered by the Academy Curriculum Development Chief. The Curriculum Development Chief reports 4300 TAWG business to the State Training Working Group.

Academy Liaison:

The Academy Liaison to the 4300 TAWG is also the Curriculum Development Chief or appointee. Duties include:

- Scheduling meetings
- Establishing meeting agendas
- Conducting meetings
- Ensuring minutes are taken and distributed in a timely manner
- Administering the budget

### Chairperson:

The chairperson is selected by the 4300 TAWG members. Duties include:

- Meeting and conferring with members as needed
- Preparing written reports and recommendations, including work assignments that may arise between 4300 TAWG meetings
- Presenting proposals or updates at the Training Officer's workshop and other administrative groups
- Following up on action items and reporting back to the 4300 TAWG

### **Handbook revision proposal process:**

The primary means by which proposals for revision or addition are identified and submitted is via the 4300 TAWG Proposal Submission form.

- Revision forms are available with the online version of the 4300 Handbook
- Submitted revisions shall be accompanied by a lesson plan when new curriculum topics are submitted
- Lesson plans need not be submitted for minor revisions
- All employees are encouraged to contribute to the 4300 Handbook
- Submissions should be directed to the CAL FIRE Academy Curriculum Development Chief for dissemination to the 4300 TAWG

### Approval process:

Once the revisions are compiled and researched by the 4300 TAWG, they will be submitted to the State Training Working Group for additional recommendations. Final approval will come from the Department Training Chief.