



Providing resources and information from Management Services in support of the Department's mission.

Who's who in Management Services?



Danielle Greco
Examination Analyst

Donating Computers to Schools

Tony Favro, Program Accountability

As we all know, the mission of CAL FIRE is to serve and safeguard the people and protect the property and resources of California. The Department serves Californians in a variety of ways—fighting fires, conducting rescue operations, protecting forest, property, and other resources, and working within the many different communities throughout the state.

This past March, primarily through the efforts of one man, CAL FIRE was able to serve a group of people of California in a different way in an unlikely location.

Earlier this year, Harry Steeper, IT Coordinator for the Northern Region Headquarters Office in Santa Rosa and the Sonoma-Lake-Napa Unit, heard a news report about the theft of more than 30 computers from Brookfield Elementary School in the Oakland Unified School District. This was an especially crippling blow to the school, which had no budget or other means to replace these machines.

As it happened, Harry had more than 30 vintage 2004 computers on hand that were about ready to be surveyed. Every year, due to system lifecycle mandates, Harry takes about 40-50 computers out of service. He is fortunate to have enough storage at his location to store a large cache of excess machines.

Normally, when a computer is taken out of service, its hard drive is destroyed and the machine is surveyed and then shipped to a recycler. In this case, Harry recognized a unique opportunity to help out, and he contacted the school and arranged to donate the computers. Working on his own time after hours, Harry cleaned the hard drives of 30 or so computers, effectively removing all of the data from them. He then reloaded the operating systems (which most schools do not have the

resources or expertise to do) and made the machines usable again. To maximize his time, he set up a disk imaging system that allowed him to reconfigure one machine and then to reimage all of the other computers off that machine quickly and efficiently.

Then, on February 23, the computers were ready to be delivered. The next day, Federal Express, which has a facility right next to Brookfield Elementary, pitched in a number of its trucks to deliver the machines to the school. Harry took the day off to be there and to represent the Department at a school assembly. After the assembly, he spent a few hours with the teacher responsible for the computer lab, going over the different models of computers that had been donated. He also got to meet the teacher who was interviewed in the initial news report and whose emotion around the theft had been a major motivating factor for him to make this event happen. He even did an “IT Coordinator tech support” moment for a teacher who was having trouble getting a computer to turn on and access a webpage.

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Connecting with Stan Craig

Tony Favro, Program Accountability

Some folks know when to call it a career. Stan Craig, apparently, is not one of those people. Stan, currently the Staff Chief of Management Services in the Southern Region, is on his second stint with CAL FIRE, having reinstated with the Department in 2007 after a brief (3 year) retirement that followed a fire service career spanning more than 30 years.

Stan currently oversees the administrative services functions of human resources, worker's compensation, adverse actions, and finance for the Southern Region. He also supervises the Deputy Chief responsible for Technical Services as well as the Fire Prevention/Law Enforcement Deputy Chief.

He really enjoys the variety that his current assignment provides. "I am constantly involved in a myriad of issues," he says, "which keeps me hopping but allows me to learn something new every single day."

These days, the biggest challenge he is facing has to do with hiring. "With the abolishment of several of our employment lists," he explains, "the workload to establish new lists and/or Temporary Authorization lists has been enormous."

Stan started his career in Orange County in 1973. He worked six years in Orange, then another three in Riverside before moving to the CAL FIRE Academy. After four years in Ione, Stan moved to the Madera-Mariposa-Merced Unit (MMU), where he spent the remainder of his first 31 years with the Department. In MMU, he was a Battalion Chief, Division Chief, Deputy Chief, and Unit Chief and retired from there in May 2004.

Apparently, the retired life did not suit him too well, because after a few months off he came back to CAL FIRE as a Retired Annuitant when the Southern Region Chief asked if he would like to work on a staff project. One thing led to another, and Stan found himself working pretty steadily for the next couple of years on a number of staff projects including Tulare Schedule A budget issues, administrative investigations, packaging adverse actions, the Tulare Schedule A dissolution, and the Tulare/Fresno-Kings Consolidation Study. He also spent a month as the interim Unit Chief in MMU and five more as the Fresno-Kings Unit Chief.

During that time, Stan realized that he was not ready to leave CAL FIRE behind. "What I found," he says, "is that I had really missed the folks I had worked with over the years."

He also realized, as did others, that he a bit of a flare for (and interest in) "behind the scenes" staff work. So, on August 1, 2007, Stan reinstated as a Deputy Chief back in MMU. Then, when the Management Services Staff Chief opportunity came along in July 2009, he applied and was promoted to his current assignment, which seems to be working out well. "It's a job that I had always thought I'd enjoy," he says, "but I had no idea how much. At this point in my life and career, it seems to really be my niche."

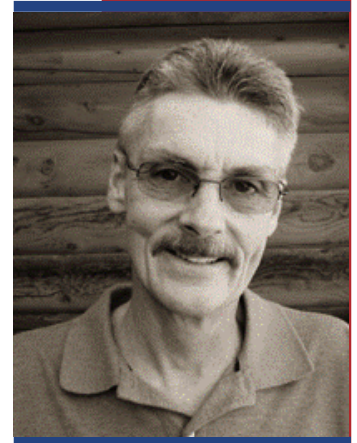
As the new fiscal year begins, we again hear talks of position cuts, salary reductions, and the possibilities of more furloughs, and we face the possibility of another protracted budget battle. And as Stan looks forward, he sees many all-too familiar issues facing the Department and the State as a whole. "It's the same issue facing all of us," he says, "whether it's government, private industry, or just making ends meet in our own households. We are in the midst of an economic climate that most, if not all of us, have never had to face."

And while he believes that the road to recovery may be a long one, he believes it is definitely worth taking: "We need to continue to find ways to operate more efficiently, and pay closer attention to the small, seemingly insignificant details which have a way of adding up to disastrous proportions."

He also is not quite ready to try retirement again, even in the face of these challenging times. In fact, quite the opposite is true. "I'm very busy most of the time," he says, "but I absolutely love coming to work every day."

As he reflects back on his career, Stan has no regrets. "This has been a tremendous career for me," he says, "as evidenced by my return after a short lived retirement." And when asked what stands out for him, he does not hesitate at all with his answer. "The people are really the greatest factor for me," he says. "We have a lot of very talented, dedicated employees, who only want to do what's right. I truly enjoy the people I work with."

Stan lives in Coarsegold with his wife, Scarlett, and daughter, Kelci. He says that he has channeled his energies off duty in several directions throughout his life, but he now finds that relaxing in the motor home at an RV Park near the ocean suits him best. And one day, whenever he decides that it is truly time to call it a career, that's probably where you will find him. Just don't count on it being any time soon.



*Stan Craig
Staff Chief of
Management Services
Southern Region*

Above and Beyond

Michael Salyer, Technical Services

CAL FIRE Technical Services navigates the Capital Outlay project delivery process in conjunction with the Department of General Services, the Department of Finance, and the Legislature. Capital Outlay projects typically have many facets and require a substantial amount of travel to the impacted CAL FIRE sites; this can subject staff to many unforeseen challenges.

On May 11, 2010, William D. (Bill) Greenleaf, Project Director with the Department of General Services, Real Estate Services Division, Project Management Branch, was on his way to facilitate the mandatory contractor pre-bid meeting for the planned construction of Batterson Fire Station. En route, he happened to be one of the first to arrive at the scene of a multiple-vehicle accident that involved a head-on collision with one fatality. Bill reacted quickly to assist injured passengers from their vehicles, including a mom and her children from an upside-down SUV. He even searched the surrounding slopes to find an injured dog that fled from one of the cars.

The accident occurred on Highway 49 around 8:30 am, near the community of Bootjack in Mariposa County. Emergency responders arrived and transported multiple victims to the hospital. According to the Mariposa Gazette, two medi-flight helicopters were summoned to John C. Fremont Hospital, and rescuers used the “jaws of life” to remove a driver who was already deceased.

Traffic was backed up in both directions. As a result, Bill arrived an hour late to facilitate a meeting that he had scheduled. As it turned out, many of the 40 contractors who attended the meeting were also delayed by the accident. Though at first visibly shaken and with dried blood from the injured passengers on his hands, Bill led the successful meeting, putting the attendees at ease with his gentle and humorous personality. As a result of this meeting, the State will select from the contractors who attended a successful low bidder to construct the new facility.

Bill is fairly new to State service and is the Project Director for the Batterson Fire Station relocation project. He has successfully managed the completion of a number of CAL FIRE projects and is currently managing three other CAL FIRE

projects that are anticipated to have mandatory contractor pre bid meetings within the next couple of months. Let’s hope that there will not be any incidents associated with these projects like the one above.

We are in good hands with State employees like Bill, who, when acknowledged as a Good Samaritan by CAL FIRE, stated, “The accident was a sad event, and I did no more than anyone else in the same situation would have done.”

CAL FIRE continues to appreciate Bill’s professionalism, positive attitude, exceptional work ethic, and follow-through.

A Reminder to Update

Patty Kuvelis, Transactions Unit, Labor and Human Resource Management

Doesn’t it seem like it was just the holiday season and now it’s almost summer? When we get busy, time seems to pass so quickly that we often overlook certain events that have occurred. Have you moved, married, divorced, or changed insurance? If so, you should complete a new [Emergency Notification Information Form \(CAL FIRE-31\)](#) and submit it to your unit, region, or headquarters personnel office.

The information provided on the CAL FIRE-31 can be crucial in helping employers know whom to contact in case of an emergency involving an employee at work. In addition, an up-to-date CAL FIRE-31 ensures that the most current address is on file and discloses what information can be released during a medical emergency and whether the employee would like to be treated by his or her own personal physician in the event of a workplace injury or illness.

Other forms that might need updating are the [EAR - Employee Action Request Form \(STD 686\)](#), if you have moved or had a tax withholding change, and the [Designation of Person Authorized to Receive Warrant \(STD 243\)](#), particularly if you have married, divorced, or had any change in family status.

If you have changes to any of these forms, please complete a new one and submit it to your unit, region, or headquarters Personnel Specialist.

“Leadership should be born out of the understanding of the needs of those who would be affected by it.”

-Marian Anderson

OSHPros Corner: Physical Activity for a Healthy Weight

Mike Gugino, Health and Fitness Unit, Labor and Human Resource Management

Summer is in full swing, and Californians are more likely to get outside to get some exercise. So let's talk about physical activity.

Why is physical activity important? Is it all about losing weight?

It's not all about losing weight. Regular physical activity is important for good health too. Physical activity helps to reduce: high blood pressure, risk for type 2 diabetes, heart attack, stroke, and many forms of cancer, arthritis pain and associated disability, risk for osteoporosis and falls, and symptoms of depression and anxiety.

When losing weight, more physical activity increases the number of calories your body uses for energy or "burns off." Burning calories can create a "calorie deficit" resulting in weight loss. Evidence shows the best way to maintain weight loss is to be engaged in regular physical activity. Most importantly, physical activity reduces risks of cardiovascular disease and diabetes.

How much physical activity do I need?

VERY good question. When it comes to weight management and overall physical health, people vary greatly in how much physical activity they need. Here are some guidelines to follow:

To maintain weight and for good physical health:

Work your way up to 150 minutes of moderate-intensity aerobic activity, 75 minutes of vigorous-intensity aerobic activity, or a mix of the two each week. The exact amount of physical activity needed to do this is not clear since it varies greatly from person to person.

To lose weight: You will need a higher amount of physical activity unless you also adjust your diet and reduce the amount of calories you're eating and drinking.

What do moderate- and vigorous-intensity mean?

Moderate: While performing the physical activity, if your breathing and heart rate is noticeably faster but you can still carry on a conversation, it's probably moderately intense. Examples include: walking briskly (a 15-minute mile), light yard work (raking/bagging leaves or using a lawn mower), light snow shoveling, actively playing with children, and biking at a casual pace.

Vigorous: If your heart rate is increased substantially, and you are breathing too hard and fast to have a conversation, it's probably vigorously intense. Examples include: jogging/running, swimming laps, rollerblading/inline skating at a brisk pace, cross-country skiing, most competitive sports (football, basketball, or soccer), and jumping rope.

Always talk to your doctor before starting an exercise program. Also, pay attention to Air Quality Indexes. You don't want to damage your lungs while trying to get healthy!

S.A.F.E. Sneak Peek: Evaluating Your Web Browser's Security Settings

Tony Favro, Program Accountability

Check the security settings in your web browser to make sure they are at an appropriate level. While increasing your security may affect the functionality of some web sites, it could prevent you from being attacked.

For more details on web browser security settings, please visit the *CAL FIRE* Information Security Office's Security Awareness For Employees (S.A.F.E.) On-Line newsletter at <http://cdfweb/Informationsecurity/isonewsletters.shtml>.

Additionally, if you have any burning issues regarding information security, please email Tony Favro at tony.favro@fire.ca.gov. **Remember, there is no SEC_RITY without U!**

Issuance Updates

1000 Personnel Procedures Handbook; updates Exhibits

3900 Rates Handbook; corrects section 3927

4100 SubJAC Handbook; revises sections 4131, 4141, 4142, 4143, 4173, and 4183

6400 CAL FIRE-CDC Camp Operations Handbook; revises the Trinity River Camp Catalog

8300 Aviation Handbook; updates section 8362

Progressive Discipline - The Corrective Phase

Katherin Letendre, *Classification and Pay Unit, Labor and Human Resource Management*

“Only those who dare to fail greatly can ever achieve greatly.”

-Robert Kennedy

In the [June 2010](#) addition of *Connections*, progressive discipline was defined as a performance correction process aimed to prevent disciplinary problems from occurring. The first phase of progressive discipline (preventive) was described as the proactive stage, in which proper work habits are developed and maintained in order to prevent performance issues from occurring.

The second phase of progressive discipline (corrective) provides actions and techniques for supervisors to use in order to bring employee performance up to standard and/or to prevent continued misconduct. When performance and/or behavior issues are not eliminated through applying preventive measures, corrective action may be necessary to put the employee clearly on notice that the problem needs to be corrected.

The following are tools that supervisors can use to further assist the employee in meeting performance standards and objectives while continuing to apply the techniques outlined in the preventive phase:

- [Verbal instructions](#) are most effective when given just prior to an employee performing a task with which he/she has challenges. When a supervisor gives verbal instructions, following-up in writing is important to ensure that something is not misinterpreted.
- When in the preventive phase, the supervisor monitors [overall performance](#); however during the corrective phase, the supervisor monitors a [specific problem](#). Discussions with the employee are key in communicating concerns and expected outcomes.
- [Reminders](#) let the employee know that the supervisor is trying to assist him/her. Reminders can be made face-to-face, via telephone, or in writing. Reminders are critical when there is a time lag between instruction and the actual performance of a task.
- [Training](#) does not always have to be in a formal classroom. There are many tools available through the Internet or other creative venues. Training can be one-on-one or in a group setting. Supervisors may choose to partner up an employee with a certain skill set to assist the other employee.
- The [Employee Assistance Program](#) is vital to the progressive discipline process and must be offered to employees throughout each phase. A supervisor's focus should remain on the

employee's job performance, not any personal problems. EAP has trained staff that can provide the employee with tools to assist him/her.

If these fail, then the supervisor may need to proceed with a corrective interview. The corrective interview is a meeting with the supervisor and the employee to develop a plan for improvement by a specified date in order to avoid further corrective and/or formal adverse action. The corrective interview helps the employee understand the nature and seriousness of the problem and reiterates the supervisor's expectations regarding the specific problem. It is a collaborative and interactive process to address the needs of both the supervisor and employee. After the corrective interview occurs, the supervisor should prepare a [follow-up letter](#) recapping the plan to be signed by the supervisor and the employee. If the employee fails to achieve the performance and/or behavioral improvements by the deadline established in the corrective interview, it may be time to serve the employee a letter of warning.

A [letter of warning](#) also informs the employee of the continued deficiencies that need to be corrected and the consequences if the correction is not accomplished by the deadline. The letter of warning identifies the problem, expectations, timeframes, and direction to assist the employee in achieving the desired result. The letter of warning should specify a date to view the employee's progress and notify him/her that further disciplinary action (adverse action) may be taken if all attempts to correct the performance and/or behavioral issue have failed. A letter of warning may be placed in the employee's official personnel file and/or supervisor's working file for a maximum of one year.

The letter of warning is the last step in the corrective phase. If performance problems and/or misconduct are not corrected during this phase, formal disciplinary action may be needed.

While the corrective interview letter and letter of warning are considered to be informal disciplinary actions, as discussed previously, the [Firefighters Procedural Bill of Rights Act \(FOBR\)](#) affords opportunities for representation to employees during these instances, as well as during formal disciplinary actions. Supervisors should keep in mind that CAL FIRE has discretionarily applied principles of FBOR to all its employees. In addition, the [Peace Officer Bill of Rights](#) provides certain safeguards to covered employees as well.

For more information, tips and templates on progressive discipline, please visit the CAL FIRE Intranet site under [Labor and Human Resource Management](#) and select [Progressive Discipline](#).

Incident Purchasing Tidbits

Amanda Boyce, CAL-Card Unit, Business Ser-

Purchasing is all about the numbers. Dollar thresholds, percentages, accounting codes, names of forms, requirements for bids... It can be confusing for even the veteran purchasers. To prepare you for the upcoming fire season where purchasing is a necessity, here is a quick breakdown of important numbers you need to keep in mind:

9G-0610-FFP-HQ1: Non-IT Purchasing authority number for FY 2009-2010, needed on all purchase documents. A new number will be distributed for FY 2010-2011.

5,000: The dollar amount of purchase that requires an eProcurement number (SCPRS/Contract Registration Number) on purchase documents and a STD. 16 (Contract Award Report).

25,000: The dollar amount of a purchase that requires the FORM 42 number on the purchase document if you are not purchasing from a Leveraged Procurement Agreement.

75: The amount of calendar days that CAL FIRE has to pay invoices during declared fire season. For CAL FIRE certified small businesses it is 45 calendar days.

100: The minimum weight (in pounds) of a purchase that requires a purchaser to contact Transportation Management Unit for shipping information.

50: The dollar amount of shipping charges that requires a separate prepaid freight bill.

84: The dollar amount for the State standard per diem rate for lodging not including the high cost lodging areas.

10: The number of years that incident purchasers need to retain their incident procurement documents.

3: The number of possible purchasing classifications (*IT Goods and Services, Non-IT Goods, and Non-IT Services*).

25: The percentage of business CAL FIRE must do with small businesses in order to reach the State's participation goals per Executive Order D-37-01 and PCC Section 10115.

What's New on the Web?

Lev Karshedt, Policy and Project Services, Labor and Human Resource Management

This feature showcases what's new on the web. The World Wide Web includes pages you might like to visit, for example the control agencies that support CAL FIRE, such as the State Personnel Board, the Department of Personnel Administration (DPA), and others. These pages are constantly being updated and have valuable, current information. Additionally, CAL FIRE's Intranet offers a multitude of useful pages and links.

- [Classification & Pay's Appointments](#) page has been updated this month with new documents relating to Out-of-Class (OOC) assignments. On this page you will find new templates and samples for OOC work and extension requests, as well as background information on OOC work and other types of assignments.
- The [Occupational Health and Fitness Programs \(OSHPros\)](#) page has a new PowerPoint presentation titled [Personal Emergency Preparedness](#). This presentation details what you can personally do before and after emergencies and/or disasters to remain safe. At the end of the presentation, there are links to more preparedness resources.
- The [Department of Personnel Administration](#) has released dates for public meetings regarding the preparation for upcoming negotiations on new labor agreements. These meetings provide an opportunity for the public to receive copies and comment on the initial bargaining proposals and counterproposals from DPA and the state employee unions. To see the proposals and/or meeting dates, visit the [DPA contract webpage](#).
- The [California Public Employees' Retirement System](#) (CalPERS) has added a section to its website about the impact national health care reform may have on CalPERS. The Patient Protection and Affordable Care Act was recently signed into law marking a sweeping overhaul of the U.S. health-care system, and there is a link to give you the details on [how this law affects CalPERS](#). This page also includes links for background information on the new law as well as CalPERS priorities in terms of health care.

Benefits Overview Workshop

Department of Personnel Administration

"The real leader has no need to lead—he [she] is content to point the way."

-Henry Miller

In August and September, the Department of Personnel Administration (DPA) is offering several Benefits Overview Workshops in Sacramento. Called "Increase Your Paycheck," these workshops cover four different benefits that are designed to help interested employees increase their take home pay.

The benefits discussed will be the FlexElect Program's Medical and Dependent Care Reimbursement Accounts, Pre-Tax Parking Program, the Savings Plus Program, and Employee Suggestion Program.

These workshops are available to all employees and offered at no cost. Class size is limited. Interested employees should submit a training request (TR-7) in order to obtain the proper approvals to attend the class. This training is considered job related and employees should be allowed to attend on state time.

Once proper approvals are obtained, employees must self-register using the following link <http://www.dpa.ca.gov>. After opening DPA's website, click on "Benefits" and "More" and then select "Attend a Workshop." Attendance will be electronically confirmed via e-mail immediately after successful registration. Participants will receive a follow-up confirmation notice two weeks before class begins. Participants unable to attend the class should notify Sandra Lobatos-Chico via e-mail at sandralobatos@dpa.ca.gov at least 48 hours before the day of the class.

The sessions are scheduled over three days as follows:

August 17, 2010

8:30 to 12:00 or 1:00 to 4:30
Department of General Services (Ziggurat Building), 707 Third Street, Auditorium, West Sacramento, CA 95605

September 14, 2010

8:30 to 12:00 or 1:00 to 4:30
Water Resources Building, 1400 9th Street, Auditorium, Sacramento, CA 95814

September 27, 2010

8:30 to 12:00 or 1:00 to 4:30
CalEPA Building (Webcast*), 1001 I Street, Auditorium, Sacramento, CA 95814

*The September 27 class will be webcast to participants with access to the Internet.

Webcasting provides participants who are unable to travel to Sacramento the opportunity to watch the training class via their computers. The participant will log on to a specific site and watch the presentation, access the class materials, and ask questions using a specific web link.

For more benefits information, visit DPA's web site at www.dpa.ca.gov under "Benefits."

Computers (*Cont'd.*)

Some weeks later he received a very special thank-you in the form of a collage of pictures of the children from one of the classes at the school. Although the thank-you message was in Spanish, which he had to have translated, Harry says that the faces of the children are what have made the whole thing worthwhile. All in all, it was very rewarding experience, and Harry was glad to be a part of it. "It was a good feeling," he said, "to step up and do something good for a school in need."

But although this was a particularly personal experience, it was not the first time that Harry has orchestrated such a contribution. In fact, he has been donating refurbished computers for the last 10 years, mostly to public schools. Previous recipients include a local Santa Rosa school, as well as campuses in the Petaluma and Pacifica School Districts. Currently, he is working on another group of old machines that he hopes to donate.

His aim is to see that all of CAL FIRE's old computers get put to good use. "If they are functional," he says, "I want to get them to someone who can use them. My goal is to provide our retired computers to schoolchildren who would otherwise lack access to one."

His efforts are paying off, and they are just another example of how the Department serves the people of California.

*Provided by
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