



Do Not Let the Heat Take You!

Lynnette Round, Communications Office

“Setting goals is the first step in turning the invisible into the visible.”

-Tony Robbins

The dog days of summer are here, and with that comes the challenge of staying cool. On those hot days, try to avoid extreme temperature changes and wear loose-fitting, lightweight, light-colored clothing. If you can, slow down, stay indoors, and avoid strenuous exercise during the hottest part of the day and postpone outdoor games and activities until later in the evening when it is cooler. “You can always use the buddy system when working in excessive heat and take frequent breaks if you decide to work outside,” says Chief of Public Education Lynne Tolmachoff. “Check on family, friends and neighbors who do not have air conditioning, who spend much of their time alone or who are more likely to be affected by the heat.”

Keeping animals cool is important during our hot summer months. “Dogs and cats can become dehydrated quickly, so give your pets plenty of water when it is hot outdoors,” says Tolmachoff. “Also, make sure your pet has a shady place to escape the sun, and when the temperature is high, do not let your dog linger on hot asphalt.” Being so close to the ground, your dog’s body can heat up quickly, and sensitive paw pads can burn. Just like people, never leave your animals alone in a parked vehicle, on a hot day, even with the windows open; a parked car can become a furnace in no time, and heatstroke can develop, which is potentially fatal. Know the symptoms of overheating in pets, including excessive panting or difficulty breathing, increased heart and respiratory rate, drooling, mild weakness, seizures, and an elevated body temperature of over 104 degrees. Animals with flat faces, like pugs and Persian cats, are more susceptible to heat stroke since they cannot pant as effectively.

Water plays a key role and does more than put out fires; it hydrates your body. When the temperatures rise, getting enough to drink is important, whether you are playing sports, traveling, or just sitting in the sun. Every system in our body depends on water. We can go without food for almost two months, but without water only a few days. “Most people have no idea how much water they drink or should drink,” says Tolmachoff. “Then, there are those that say they do but still come up low on the ideal hydration level.” So, just how much water should you drink each day? According to the World Health Organization, 8-10 glasses of water should be consumed daily to maintain a normal hydration level. Exercising can cause people to lose on average between 8-16 ounces of water within an hour, and a firefighter could lose as much as 50 to 70 ounces in sweat in just 30-45 minutes of fire-fighting activity. You can determine how hydrated you are by looking at the color of your urine. Normal hydration levels should produce a pale-yellow color. Ultimately, you should be drinking half your body weight in ounces of fluids. You can always weigh yourself before and after exercise and replace fluid losses; drink 20-24 oz. of

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Dear Claire DeAir: Do I need the Contract Award Report (STD. 16)?

Andrew Perez, Business Services Office (BSO), Procurement

Are your procurement, contract, state and federal property, or policy needs fraught with confusion? The BSO presents Claire DeAir, who will be here every month to offer advice and to ease all of your BSO burdens.

DEAR CLAIRE DeAIR,

Recently, I made a large purchase of engine parts totaling \$6,000.00. Today I was asked by my Unit Finance if I got my STD. 16 in before the deadline. I had thought that the STD. 16 was not needed, as we do not register purchases over \$5,000.00 in Cal eProcure anymore. Is that still true, and why do I need to submit a STD. 16 anyway?

-PAPER CHASER

HI CHASER,

I know that, as purchasers, we are always concerned with ensuring we have completed all the required paperwork, especially as we put our procurement files together. Sometimes, though, it seems there is always one more document to file. While you are correct that, as a purchaser, you currently do not need to register your over \$5,000.00 purchases with Cal eProcure, the Contract Award Report (a.k.a – the STD. 16) still must be filled out for these larger transactions. The STD. 16 is a summary of any purchase of goods or services (including Public Works) which is required by the Department of Fair Employment and Housing (DFEH). It serves a very important purpose—it helps keep business transactions between CAL FIRE and vendors fair and transparent. Purchases that are made for over \$5,000.00 indicate a significant amount of money being awarded to a particular vendor. These purchases can be anywhere from \$5,000.01 to up to six figures! The State wants to make sure the process for awarding these contracts was done by the book, transparent, and fair. The STD. 16 aims to do just that by allowing DFEH to see details of those purchases. The DFEH enforces California's Civil Rights laws and works to protect the people of California

against unlawful discrimination. As it relates to procurement, DFEH works to ensure that every State contract or subcontract is nondiscriminatory and open, ensuring the process of the contract award did not favor or exclude anyone.

DFEH will want to see the STD. 16 immediately, which is probably why your Unit Finance is promptly following up on the matter. The only accepted method of submitting the report is by email, and it must be in DFEH's inbox within 10 working days of an award (purchasers shall email completed forms to compliancepro-grams@dfeh.ca.gov). Once the STD. 16 is electronically sent to DFEH, it is equally as important to keep the hard copy in the procurement file, as this is something the Department of General Services (DGS) looks for while performing periodic audits. And, remember—the award is for *any* purchase over \$5,000.00, even ones with the University of California, California State Universities, or Community Colleges. The STD. 16 will ensure that the process of the contract award was correct and that we are awarding to recipients in an equal and nondiscriminatory way. So, as you can see, the STD. 16 requirement serves a completely different purpose than the requirement for registering purchases. When registering a contract through Cal eProcure, you are doing so under the requirements of DGS to ensure transparency, fairness, and good stewardship of State funds. Additionally, when notifying the DFEH of a contract award, you are ensuring transparency and fairness, but also confirming the awards are ethical and nondiscriminatory. As such, it is still your responsibility to complete and submit the STD. 16 shortly after awarding a purchase. It is the hard copy with your signature that tells anyone that wants to know that you stand by CAL FIRE's commitment to doing things the right way, every time.

Dates to Remember

*Final Filing Date(s):
Communications
Operator
Continuous Filing*

*Deputy State Fire
Marshal III
(Specialist)
Continuous Filing*

*Fire Fighter II
(Paramedic)
Continuous Filing*

*Forester I
(Nonsupervisory)
Continuous Filing*

*Forester II
(Supervisory)
Continuous Filing*

*Forester III
Continuous Filing*

*Forestry Assistant II
Continuous Filing*

*SSA Transfer Exam
7/27/2018*

*Water Sewage Plant
Operator
Continuous Filing*

Employee Spotlight: James “Jimi” Scheid, Region Urban Forester

Isaiah Matthews, Workforce and Succession Planning (WFSP) Unit

To recognize and showcase CAL FIRE’s outstanding workforce, the WFSP Unit presents the “Employee Spotlight” series. The goal of the series is to highlight and connect Departmental employees with one another and share our accomplishments, work duties, interests, and hobbies with the CAL FIRE workforce across California. As part one of a two-part series, the WFSP Unit will be exploring the Forester series, starting with CAL FIRE’s Urban Forestry program from one of CAL FIRE’s Urban Foresters, James “Jimi” Scheid.

Though Jimi Scheid grew up around the Syracuse area in central New York, he often felt an inexplicable internal desire to come out west. The allure of the culture, weather, and natural beauty of California had always fascinated Jimi growing up and, of course, the abundance of various trees in all shapes and sizes helped fuel that fascination. Having graduated



from the State University of New York (SUNY) with a degree in Forest Resource Management, Jimi decided to set out to California and pursue his dream of working in forestry, eventually finding his way to working for CAL FIRE starting in 2008. Now one of CAL FIRE’s Regional Urban Foresters, Jimi enjoys his work in the San Francisco Bay and North Coast region, working with local organizations to fulfill tree planting grants and managing tree planting projects in urban areas. We discussed the duties and responsibilities of Urban Forestry with Jimi during our conversation for the Employee Spotlight article.

As the Regional Urban Forester for 11 counties, stretching from the Oregon Border in Del Norte County down to Santa Cruz County and the Bay Area, Jimi works with various entities that want to improve the management of their urban forests.

This typically involves any technical assistance needed, grant funding, education, and outreach. CAL FIRE’s Urban Forester’s duties also include activities such as helping landowners determine the right tree to plant in the right place or helping a municipality develop a city-wide tree ordinance or management plan. Speaking at a community Arbor Day event or city council meeting on an issue, teaching forestry and arboriculture skills to youth, writing articles, and serving trade organizations are some of the other things our Urban Foresters do for the cities and counties of California. “I assist with networking, which can include the dissemination of cutting edge studies and information from our national and regional partners or simply putting someone in touch with the right local resources they may need to accomplish a particular goal regarding urban trees, be it proper pruning, pest identification and treatment, soliciting funding, urban wood utilization, etc.,” Jimi explained. As we traveled to different sites with Jimi and some representatives of a local organization, he described some of the things he was checking on with the recently planted trees, such as assessing their growth, the ground in which they were planted, the techniques used for planting, and so on. He was always smiling, and we could see that he truly enjoys his work and sharing it with others. As we drove from one tree planting site to the next, Jimi explained why he likes working for CAL FIRE, and what keeps him going into work every day. “The lasting effect I see that trees make in the lives of people and places keeps me here...there is something eternal about the impression that is left on an inner-city kid as he or she plants his/her first tree and, in many cases, gets to feel dirt between his/her hands for the first time. Helping create that connection is powerful stuff.” He also enjoys the inherent liberty that the Forester I classification has. Foresters, both urban and rural, tend to have a certain amount of independence to perform their duties and carry out their tasks. Reviewing timber harvest plans (THPs), driving from location to location to check on THP sites and planting sites, and other various duties calls for lots of travel and

“A somebody was once a nobody who wanted to and did.”

-John Burroughs

Teamwork for a Positive Workplace!

James McMillan, WFSP Unit

The ability to work on a team goes a long way toward the success of the individual, the unit, and the Department. Each member of a team contributes individual ideas, methodologies, and skills, all of which can be used effectively to meet one common goal. Team members may work individually or as a group to complete assignments based on their individual attributes. By managing these differences and understanding the individuals' strengths and weaknesses, we can create productive, engaged, and successful teams.

One way for an individual to succeed in a team environment is to be self-aware and understand each team member. Look not only at your ideas and skills, but those of your team members. Ask yourself these questions: What do I contribute to the team? What do I lack that another team member has? Think of an assignment on which you may work as an individual or as a lead. You may take ownership and lead your team due to your skills and ideas, but your team may look to other team members for feedback or help you break through a wall in your assignment. As a lead, know where your strengths and weaknesses are and use your team to complement your weaknesses. Do not be afraid to ask for help! It may help to get another set of eyes on a project or paper. You may also use your strengths to help your teammates with their projects. By building that awareness and understanding, you will be able to not only get their input, but lend your assistance to help your team succeed.

Building relationships will also help when you have sets of different, unique, or even conflicting ideas. With individuals bringing differing values and skills to the team, some of these may clash or create conflict. However, conflicting ideas do not always have to create tension. Proper conflict management may even improve the team. There are five general responses to conflict: avoidance, accommodation, competition, compromise, and collaboration. By understanding when to use each approach, you may be able to come up with great solutions and contribute to your team. For example, you may find it best to avoid the conflict or accommodate if the situation is trivial or if the most critical need in the situation is stability. Competing may be beneficial if the situation is dire and immediate. Collaboration is potentially the most effective method, as collaborative solutions can create win-win

situations that satisfy concerns of the entire team, provided there is enough time to come up with an answer. To find which method may work best in your situation, think of a few questions: How important is my concern? How important are the concerns of my team members? What is needed, and how critical is the issue? Answer these questions, and any conflicts amongst your team can be framed positively and resolved.

Promoting teamwork can be as simple as working toward small wins and motivating your team. Realize one common goal for your entire team, and rally toward that goal. Schedule time for team building exercises or for working directly with your coworkers and supervisors. Celebrate the accomplishments of each of your team members and recognize even the smallest of wins! Those small wins can lead up to significant victories for you and for your team!

Fostering a team environment can begin with small steps and unique ideas that blossom into successful team efforts. Positive teamwork can create a productive and engaged environment that benefits everyone, from the individual team member to the entire Department.

Heat (*Cont'd.*)

water for every pound lost. For most people, water is the best thing to drink to stay hydrated. Sources of water also include foods, such as fruits and vegetables which contain a high percentage of water. Sports drinks with electrolytes, may be useful for people, though they tend to be high in added sugars and calories. It is healthier to drink water while you are exercising and then when you are done, eat a healthy snack like orange slices, bananas or a small handful of unsalted nuts. It is also best to avoid drinks containing caffeine, which acts as a diuretic and causes you to lose more fluids. Drinking water before you exercise or go out into the sun is an important first step. You can help yourself and your loved ones by making sure everyone is getting adequate hydration and staying cool during our blistering summer months.

Risk Assessment—Objectives/Tolerances

Cecilia Lau, Office of Program Accountability

In the last three months' issues of *Connections*, the first of the five components of the United States Government Accountability Office's (GAO's) [*Standards for Internal Control in the Federal Government*](#), Control Environment, and its five principles were discussed. Now let us move onto the next component, Risk Assessment.

According to GAO, management assesses the risks facing the entity as it seeks to achieve its objectives. This assessment process provides the basis for developing appropriate risk responses.

Risk Assessment has four principles; however, for this article, we will focus on the first principle—Principle 1: *Define Objectives and Risk Tolerances* and its attributes.

- *Definitions of Objectives.* Objectives should be clearly defined by management, considering external requirements (e.g., laws, rules, regulations, standards, policies) and internal expectations, to enable the identification of risks. Objectives should be defined in specific terms that are easily understood and should identify what is to be achieved, who is to achieve it, how it will be achieved, and the timeframes for achievement. Objectives should also be defined in measurable terms to allow performance assessments toward achieving objectives. Measurable objectives can be stated quantitatively (e.g., targeted percentage, numerical value) or qualitatively (e.g., milestones). The objectives should align with the mission, strategic plan, and/or performance goals and should be continuously evaluated and revised.
- *Definitions of Risk Tolerances.* Risk tolerances, the acceptable level of variation in performance relative to the achievement of objectives, should be defined for the identified

objectives. As with objectives, management should define risk tolerance in specific and measurable terms. It is often measured in the same terms as the performance measures for the defined objectives. External requirements should also be considered to ensure accepting the risk at its tolerance level will not compromise compliance to the

requirements. Management should evaluate risk tolerances by considering whether they are consistent with requirements and expectations for the defined objectives.

CAL FIRE previously identified its goals and objectives in the [*2012 Strategic Plan*](#) (currently undergoing an update), along with specific actions and completion timeframes to achieve them. Completion of the specific actions can be used to measure whether goals and objectives are met.

Moreover, in Spring 2017, the Office of Program Accountability facilitated several risk assessment sessions with specific internal stakeholder groups (e.g., the Incident Management Team Committee, Safety Officers). During these sessions, the groups identified their missions and goals (objectives) which enabled them to evaluate tolerances and—Principle 2 of Risk Assessment: *Identify Analyze, and Respond to Risks*. This principle will be discussed in next month's issue of *Connections*.

“Begin to be now
what you will be
hereafter.”

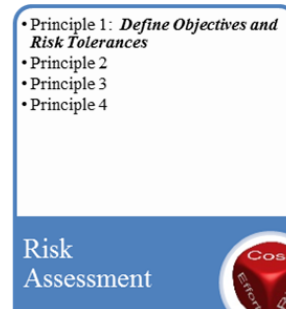
-William James



Control Environment

- Principle 1: *Demonstrate Commitment to Integrity and Ethical Values*
- Principle 2: *Exercise Oversight Responsibility*
- Principle 3: *Establish Structure, Responsibility, and Authority*
- Principle 4: *Demonstrate Commitment to Competence*
- Principle 5: *Enforce Accountability*

The graphic features a blue header with the text 'Control Environment' and a circular icon below it showing several stylized human figures in various colors (red, blue, green, yellow) holding hands in a circle.



Risk Assessment

- Principle 1: *Define Objectives and Risk Tolerances*
- Principle 2
- Principle 3
- Principle 4

The graphic features a blue header with the text 'Risk Assessment' and a circular icon below it showing a red heart with the words 'Cost', 'Error', and 'Risk' written around it.

Spotlight (Cont'd.)

autonomy. “The Urban & Community Forestry Program is about the most freedom a State forester can have,” Jimi stated.

Before finding his place with CAL FIRE, Jimi, being fairly new to California after driving across the country from New York, found work at a sawmill in Eureka, then as a Forestry Technician for the Pacific Lumber Company out of the town of Scotia in Humboldt County. With the downturn of the economy affecting most job sectors, Jimi saw that the timber industry would not be spared and realized that he would “be a fool to put all my eggs in that basket.” The allure of a stable position, pay, and benefits ultimately drew Jimi into State service, and the variety of duties and ability to branch out and affect the lives of those in disadvantaged areas within cities and counties is part of what keeps him with CAL FIRE. Outside of his work as a Forester I for the Department, Jimi enjoyed spending his time traveling the world with his wife of nearly seven years, Genevieve. “Before domesticity took hold, my wife and I were fortunate to have traveled a decent amount, having hiked to the top of Machu Picchu in Peru, snorkeling in the Galapagos Islands... learning how to navigate a camper van on the left side of the road through the narrow country roads of the Scottish Highlands, bobbing around in the open ocean near Sayulita, Mexico, and generally crisscrossing the States in search of the next best thing.” Now that Jimi and Genevieve have a 10-month-old daughter, Evangeline, their travels have taken somewhat of a back seat to parenting and homeownership. His daughter and two pets, a dog named Zeppelin and a cat named Who Dey, “generally ensure our house stays a wreck but keep us laughing in doing so.” As we drove back to our starting point in Jimi’s coveted CAL FIRE Prius, he gave me one last insight into why he enjoys his work with CAL FIRE. “I get something out of helping people [make] green areas within cities and neighborhoods. I enjoy the people I get to work with and the different challenges and backgrounds I interact with.” The opportunity to experience a diverse range of career paths and interact with individuals across California is a consistent message from the great employees that make up CAL FIRE’s workforce.

The WFSP Unit would like to thank Jimi Scheid for his participation with the article and for allowing the WFSP Unit to shadow him for the day.

For more information about the CAL FIRE’s Urban Forestry Program, please visit the program’s webpage at http://www.fire.ca.gov/resource_mgt/resource_mgt_urbanforestry.

If you would like to nominate someone for the Employee Spotlight article, please send us an email at WorkforcePlanningandSuccession@fire.ca.gov with the employee’s name, position and title, and a brief description on why you think he/she should be featured in the article.

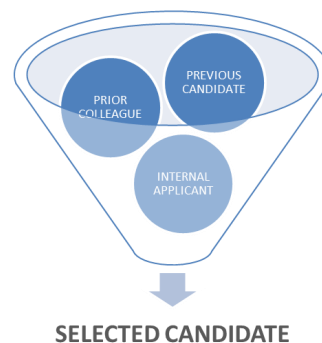
Recruitment Corner

Lawrence Troxler, Recruitment Unit

Do you have multiple potential candidates on your “Most Wanted” list?

Developing a “most wanted” talent pipeline is one of the most strategic approaches to recruiting. It is a powerful approach. Why? It allows you to identify top recruiting prospects long before you need them due to having a vacant position. It also gives you more time to sell them on why CAL FIRE should be their employer of choice.

Your talent pipeline should consist not only of internal applicants, but of the ones you have spoken to in the past and wish to speak to in the future. If you feel like someone may be a great fit for CAL FIRE, then tell them. Direct messaging, emailing, or calling is a great way to grab a prospective candidate’s attention. Stay in contact with them; you never know when you will lose a great employee to a promotion and be in need of another rock star.



“A goal properly set is halfway reached.”

-Zig Ziglar

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