



FIRE TECHNOLOGY Advisory Committee MEETING MINUTES

Growing jobs, careers, communities...

DATE: April 23, 2019
TIME: 12:00p.m. – 1:00 p.m.
LOCATION: TTC 102
COMMITTEE CHAIR: Phil Anzo, Unit Chief, Siskiyou
PROGRAM COORDINATOR:
STAFF: Mark Klever, Dean CTE/Yreka Campus
Note taker: Debbie Dutcher

Present: Mike Wilson, Carole Bogue, Dan Padilla, Jasen Vela, Bernie Paul, Darryl Laws, Chris Delcour, Charlie Miller, Steve Duncan, Phil Anzo, Jason Stone, Keith Cummings, Dr. Schoonmaker, and Mark Klever.
Absent: Rick Joyce, Steven Pappas and Christian Sherfy. (Tim DeVos has retired)

COMMITTEE AGREEMENTS and/or RECOMMENDATIONS TO COS:

- ✓ Mike will work with Chief Stone on what their needs are and how can we meet them.
- ✓ Marketing. Mark is addressing because several instructors are marketing and trying to fill the classes themselves.
- ✓ SCFW or Cal Fire would like to establish a new procedure for paying for registrations. Mark will work with the COS Business office.
- ✓ Mark Klever with cc to Debbie Dutcher will be contact for any issues.
- ✓ Mike Graves will help Mike Wilson and Charlie Miller work on curriculum changes for the BFF.
- ✓ Jason Stone will check to make sure the 1-20 ratio is correct for the BFF.
- ✓ Mark will verify and follow up with curriculum requirements
- ✓ Bernie Paul - Strategize what courses are needed for Volunteers
- ✓ Mark requested Bernie Paul give a list of classes needed to help build the next year's schedule

NEXT STEPS

Lead/team

By When?

- ✚ **Welcome and Meeting Start-up – Chair:**
Sign in and Introductions:
 - Review Minutes
 - Please be sure to sign in
- ✚ **Review Minutes – Phil Anzo**
 - Vela/Paul, Moved, Second, Passed (MSP)
- ✚ **Role of the Advisory Board – Mark Klever**
 - **New Handout/Old Handbook**
 - The role of the advisory board was discussed
 - The handbook has been replaced with a one-page list of duties.
 - Each program funded under Perkins has an Advisory Board and are required to meet at least once a year..
 - Mark thanked the committee for all they do and suggest for the Fire Program.
 - Previous minutes will be sent out ahead of the meeting for members to have time to review.
 - Action items will be listed at the top of the minutes and sent out to the committee within two weeks of the meeting.
 - **Concerns Discussed – Mark Klever**
 - **Minimum Enrollment/Registration/Course Prerequisites**
 - The state has certain protocols that COS has to abide by. We are working to better the process.
 - Minimal enrollments. COS has a budget to uphold as well and we need students enrolled or we lose FTES.
 - Enrollments of 10:1 ratio we would like to have these as full as possible so as not to have to schedule a second instructor for 1-2 students.

- We need to work in advance to make sure we have enough instructors required.
- A one-year schedule works best for COS as well as Cal Fire.
- Enrollments need to be in early so as not to cancel a class that looks under enrolled.
- **Advertising/Marketing/Information Technology**
 - A new brochure is in progress. All programs will be listed in one brochure.
 - Video's are being completed or up-dated and will be added to the website.
 - COS is working on an easier website.
 - We hear your issues.
- **Hiring Procedures/Needs**
 - We hear your concerns regarding procedures and red tape.
 - We are required to answer to the state Chancellors office.
 - COS has protocols from the state to follow.
- **Cal Fire Contract**
 - We had billing issues that we work to address
- **Future Process for Action items**
 - The sooner we have them posted, the sooner we can work on them.
- **Tower Fees**
 - When the tower has an issue COS has to fix it. FTES generating classes keep the tower running.
- **We are very much aware of Shasta College**
 - We are looking at up-grades
 - We try to support each other between Shasta and COS
 - This is a collaboration and a team effort
 - The more we can build and work together we will have greater opportunities.

🚩 Program Update – Mike Wilson

- **Core Classes**
 - Mike gave an update on his core classes.
 - We are in the process of building 2 4x8 sheds for the second portion of the class that will actually be burned for fire behavior in regards to instructor and safety in the dynamics of how things fail.
 - No power tools are allowed so very labor intensive.
- **Firefighter I Academy**
 - Currently have 20 students. Started with 25. One student who left received a job offer.
 - Justin Neese, one of our graduates, called and thanked Mike for everything COS has done to train him for his job.
- **Officer Classes**
 - Instructor 1 held, Instructor 2 scheduled and no enrollment. INST 1 class attendee's were contacted by phone with no one registering.
 - Mike will work with Chief Stone on are Cal Fire needs and how we can meet them.
 - Marketing. We are addressing because several instructors are marketing and trying to fill the classes themselves.
- **Other**
 - Academy graduation is May 18, COS Theater, 1:00p.m.
 - MC will be Jesse Roberts from Washington DC.
 - We will hold two more agility tests June 1 and June 22 for the Fall 2019 academy.
 - We have completed the series of Rescue classes, per Chris Delcour, holding on Trench until water table is down.
 - This training will help the county greatly.
 - We are working on taskbooks to build cadre.
 - Will be adding a new slab by conex boxes for rescue block props. These props will reside there permanently.
 - Tracking graduates? Mike Wilson asks before their graduation and soon after to let us know for our own statistics, but to also be supportive of them in where they go.
 - We need the data for our own reporting as well.

🚩 Eric Hall Drills – Mike Wilson/Jason Stone

- An April 29, 2019 meeting is scheduled in Yreka. Will establish topics, days and times.
- Mike Wilson will attend regarding COS role.
- SCFW would like a new procedure for registration, payment, etc.
- If any challenges come up, let COS know as soon as possible.
- SCFW or Cal Fire would like to establish a new procedure for paying for registrations.
- Work with the Business Office and keep Mark in the loop.
- A letter will be attached to the class with who will be attending.
- Cal Fire (Stone) would like a single point of contact at COS.
- Mark Klever with cc to Debbie Dutcher will be contact for any issues.

Basic Fire Fighter (Summer Cal Fire) – Mark Klever/Mike Wilson/Charlie Miller

- COS has been working since the discussion with Chief Stone last December (2018) regarding coordinating the Cal Fire Basic Firefighter Academy.
- The curriculum has been completely changed. Hours changed from 179 – 219 with multiple prerequisites that were currently part of the BFF.
- Charlie spent 5 hours at Chief Stone's office downloading the new 4300 manual
- Public safety First Aid, Haz Mat both a Prereq, and Confined Space (coreq) were taken out and made prerequisites
- We have offered EMR before and have now added Public Safety First Aid to align with Cal Fire's requirements. Students will receive both certificates.
- Dr. Schoonmaker asked our curriculum Chair to open and help us complete needed changes to the outline so we can continue with the classes this summer.
- Mike Graves will help Mike Wilson and Charlie Miller work on changes.
- If for some reason we cannot offer the Cal Fire Basic, we will offer the prerequisite classes as well as the co-requisite class of Confined Space Awareness as those are already approved classes at COS.
- Class size of 20 does not make sense. 1-50 for lecture and 1-10 for skills. Jason would like to check to make sure this is correct. Chief Stone will verify with Cal Fire that max enrollment is 20.
- Mike and Charlie will be attending the Fire Summit meeting in Grass Valley and will confirm with Chief Cota who may have additional information.
- Jason indicated that anything from now forward will need to be 219 hours.
- The COS academy already exceeds the required 219 hours.
- EEO and Cal Fire HR Wildland Firefighter Safety and Survival sections require Cal Fire Instructors.
- Mark will verify and follows up with curriculum requirements.
- This is the second year we have tried to provide this class during the summer to see if this is something we can continue or not.
- Possibly offer the prerequisites during Christmas and Spring break and other holidays to take some of the load off the summer time requirements.
- The required 1700 and 8000 manual are on line.
- Chief Stone indicated it's very hard to know if we have a 4300 manual anymore.
- Charlie indicated curriculum requires access to the 4300 manual.
- Chief Stone indicated we needed to come back to his office to download.
- Chief Paul indicated alot of the Volunteers need the prerequisites for the Cal Fire Basic for their own training so we can obtain enrollment from them as well.
- I-100 and 700 as well as 800 classes will be taken online in the computer lab to complete together.
- Mark requested Bernie Paul give a list of classes needed to help build the next years schedule
- EMR is no longer accepted by Cal Fire. It is cross walked down to Public First Aid.
- COS offers EMR/Public Safety First Aid together. Students will receive both certificates.
- Optional Scope practices were not a part of EMR, therefore Cal Fire opted to go with Public Safety/First Aid.
- Volunteers will accept both certificates.
- SSV does not validate Public Safety/First aid
- Cal Fire would like to see all PSFA classes taught by Cal Fire Employee.
- Timing of scheduling classes for working students is essential.

Student Recruitment & Marketing – Mark Klever

- Pacific Sky
 - COS created videos a few years ago for our website
 - COS is exploring new marketing options
 - COS understands our marketing challenges.

Other – Mark Klever

- Program Review
 - Equipment (CQIPs)
 - Program reviews assess how our program is running.
 - Needs over \$500 for the next fiscal year require a CQIP for review
 - We can apply through a CQIP but it will be ranked with the campus CQIPs as a whole.
 - Air trailer
 - It is highly recommended by Cal Fire for COS to purchase our own air trailer.
 - COS understands and we leased through Cottonwood Fire until an air trailer can be purchased.
 - COS is prioritizing requirements

Next Steps & Meeting Summary

Anzo

- Membership, remove Tim DeVos as he has retired.
- Ask Chiefs Association to find more active members if possible.

- Single point of contact was covered
- Thank you for lunch
- 🚩 **Stone**
 - Cal Fire Basic would like recruitment to the high schools and have correct information on the flyer.
 - Charlie just received the correct information.
 - Charlie has an appointment and contacts with the high schools
 - Stone indicated he would like to do recruitment through Cal Fire as well with engines and folks in uniform.
 - Stone - The curriculum has been changed for a while and made contact with Mike several times and asked for a coordinator for quit some time and with COS bureaucracy it didn't happen.
 - Mike stated Stone wanted conversation but we needed to wait for College requirements first.
 - Mark - Commend both Charlie and Mike. Stone should have directly given needed materials to Charlie and not had Charlie use 5 hours to download. We don't have direct access to that 4300 manual.
 - COS was under the impression that this would take a couple years to make changes.
 - Mike/Charlie - We were going off of information we had.
 - Stone conversation with Mike panicking about inability to print.
 - Stone didn't know who to give information to and if had to pull every document required as it's cumbersome as Charlie knows. That is why he wanted coordinator position from College. If no coordinator Stone is left doing the job.
 - Mark - part of a coordinator is to be there as the courses occur.
 - Mark - it's new information that Cal Fire would like to market BFF. This is where clear communication is needed (December power point presentation) Mark thinks its fantastic and Cal Fire should help market, but it's information Mark didn't know until now.
 - Stone received a flyer and knew the curriculum had changed and no contact from the College regarding content of the flyer.
 - Mark - COS under presentation of Dec power point thought the change would be over the next couple years.
 - Mark - Now we have a direct line, but we must use the people with the expertise (Mike and Charlie).
- 🚩 **Cummings**
 - Can we get the curriculum from lone?
 - Stone - Direction from academy was download onto a thumb drive
 - Charlie will download. He just needs access to it.
- 🚩 **Mark**
 - We are having internal HR questions on coordinator position
 - Working with VPI on Monday.
 - Commend Charlie. He doesn't have a contract and he has an amazing heart that wants to see it go and if not for Mike and Charlie we wouldn't have this conversation.
 - Two important people ran power for us to get this done (President and VPI)
- 🚩 **Padilla**
 - Apologized for not attending previous meetings
 - Important to have this academy in the county.
- 🚩 **Vela**
 - Registration process is moving along.
 - Continue to have conversations on action items
 - Change in academy in offering two a year. Should we keep two a year?
 - Mike - Currently we are but it is a monitoring thing.
 - Delcour - Next year will be FFI as well.
 - Vela - Maybe one FFI and try to offer other classes and get back up to 50 in FFI.
 - Delcour - It takes a toll on instructors
 - Debbie - remember we don't offer classes in summer and early fall due to fire season.
 - Charlie re: Medic - question on medic side. Will we continue? Mark: we have a meeting next week to review applicants. That is part of Mark and VPI conversation with HR director.
 - Mark - We will keep the medic program going, yes.
 - Mark - It's hard to replace a person like Beth with her quals and abilities.
 - Vela - Cross over with Fire and Medic? Looking at all availabilities.
 - Vela. Medic to RN upgrade. College of the Redwoods.
- 🚩 **B Paul**
 - We need to move forward with an MOU between college and Chiefs Association.
 - Issue with his contract and he contacted Mike. After two months he called HR and found his contract was lost. It would help if there is a problem then HR needs to reach out to the instructors.
 - Mark - if you have an issue and need a point of contact keep Debbie in the loop
 - Mark will talk with HR regarding issues with instructors with no discussion with the instructor.
- 🚩 **DelCour**
 - Website is horrible to register
 - Took his firefighter 15 minutes to find the class alone.
 - Model a registration system that works.
 - Tough to take time off and plan to be here, the have the class canceled or we need another instructor.
 - Have classes schedule a full year ahead.
 - If it is too difficult to register for classes, they will go to another class elsewhere.
 - The instructor should not be marketing these classes. It should be up to the college.

- Mark – The president has addressed it and it's come from Industry.
- ✚ **Miller**
 - I start at Golden Eagle Charter school soon starting a public safety CTE tract. Trying to push to all high school.
 - Program is ready made
 - Hope to get it out and look to other people to help teach it on Fridays.
 - More to come
- ✚ **Adjourn and Thank You!**