Assessment Plan

Yuba Community College District

YC - Fire Technology Program Recommendations

YC - Fire Technology Program Recommendations

Program Description: The Fire Technology program is a district-wide program of instruction including Associate Degree, Academy, and Advanced In-Service training courses. It serves students pursuing a transfer degree, those seeking high paying entry level employment following completion of state certified training, and those currently employed in the fire service profession in need of updated skills and knowledge to stay current in their field.
Instruction is organized into the following curriculum:
1. Associate of Science degree in Fire Technology
2. Certificate of Achievement in Fire Technology
3. Fire Fighter I Academy
4. Fire Technology Practicum
5. Fire Officer Certification
6. Advanced In-Service Training

Year of Review: 2011-2012

Type of Review: Annual Update

Executive Summary: A. Courses offered:
1. Five various Fire Technology degree courses (FIRTC 1,2,3,4)
2. Two special courses were offered
   a. FIRTC-84R: Low Angle Rope Rescues
   b. FIRTC 68A: Fire Command 1A (cancelled-low enrollment)
3. Two Fire Academies (FIRTC-64)
4. Fire Practicum Program (on-the-job-training) (FIRTC 64RA & 64RB)

B. Curriculum
1. The local area fire agencies communicated through the Fire Technology Advisory Committee, a request to present a course in "First Responder" (Advanced First Aid) to train area volunteer firefighters. A similar course (AJ-207RA) was offered and had only 10 students, of which only one was a volunteer firefighter.
2. Working with Community Education and partnering with Yuba College's Automotive Tech, the Fire Tech program developed and presented several courses on "First Responder Training for Hybrid Vehicles".
3. The program has proposed offering a new A.S. degree. This degree will allow Fire Academy graduates to use all 26 units of the course as the core requirements. Students will still need to complete the College's general education requirements and take enough electives to reach a total of 60 units. The new degree will be called, Fire Technology-Fire Academy. The course has been approved at the college level and by the North-Far North Consortium. It was submitted to the State Chancellor in May 2011 and is awaiting approval.
4. Implementation of Student Learning Outcomes (SLO) began in Spring 2011. The core courses that were assessed included FIRTC-1, FIRTC-3, FIRTC-4, and FIRTC-64. The Fire Academy (FIRTC-64) also administered the EMT SLO since that instruction is covered in the Academy.
5. The program offered FIRTC-1 during the regular daytime hours, instead of during the evening, in hopes of drawing more student enrollment. The daytime offering did not draw enough enrollment to continue the practice.
6. A Fire Academy Coordinator attended a Fire Summit in Grass Valley in May 2011 to discuss up-coming changes to the State Fire Training courses.

C. Staffing
1. The AJ Admin Secretary I is now responsible for all clerical duties associated with the Fire Technology Program. She is also responsible for the AJ and EMT program.

D. Equipment
1. The program purchased 40 MSA Self Contained Breathing Apparatus (SCBA) from funding awarded through Perkins IV. The cost was approx $70,000. They arrived in April 2011.
2. The program was awarded $50,000 for the purchase of a high pressure air compressor for filling SCBA bottles. This Perkins IV purchase cannot take place until after July 2011.

E. Facilities
1. Measure J funding was brought to life in September 2010 when ground breaking began for the new Health & Public Safety building.
2. While construction of the new facility is underway, Yuba City & Marysville Fire Dept continue to charge a "facilities use fee" to use their fire station facilities. The fees are $4,000 a year from each agency.
3. The Fire Academy rented out the fire training grounds from Roseville Fire Department to conduct the academy's "live fire" training. The cost is approx $1,200 a day. Each semester, the fire academy spends one day at the site for a total yearly cost of $2,400. When Yuba College's new fire training tower is constructed in the Summer 2011, the program will not need to use any outside entities for training.

Future Goals and Program Direction: A. Curriculum
1. Per National and State regulations, EMT-I training hours will increase from 120 hours to 160 hours

beginning January 2012. Since EMT is embedded in the Fire Academy, new curriculum was submitted to include the extra instruction.
2. Application of Student Learning Outcomes (SLO) will continue. The core courses still needing assessment include FIRTC-2, and FIRTC-5.
B. Staffing
1. The program continues to recruit new instructors for the Fire Tech degree classes.
2. As POST academies began to start up again, the program's single Admin Secretary I will not be able to handle to the workload for all Public Safety courses.
C. Equipment
1. The program needs to have ladders and hoses safety checked to comply with NFPA standards. This is a potential liability issue if not done. Ladder testing may cost as much $1,500. Hose testing will probably have a similar cost.
2. Self Contained Breathing Apparatus (SCBA) must be fit tested to comply with the standards set by NFPA and OSHA. Fit testing equipment costs approximately $3,000. This again is a liability issue if someone is hurt as a result of a faulty face mask seal.
3. The program is using VHS tapes during the Fire Academy that are dated back to 1990. One of the tapes is missing from the set. When we contacted the vendor, we learned that information on all our VHS tapes is not in compliance with NFPA and State Fire Marshal. We need to replace those tapes immediately to stay in compliance with State Fire Marshal. The cost for the 33 DVD set is $7,500.
D. Facilities
1. As construction continues on the new Fire Training Tower, it will not meet the time line for completion as planned. The program will again be faced with paying a "facility use fee" to Yuba City Fire and Marysville Fire Departments for at least Fall 2011. The fee should not exceed $4,000 total since the tower should be completed before the start of Spring 2012 semester.
2. The new Health & Public Safety building should be completed and ready for occupancy in late summer 2011. The training site will have more classrooms, dedicated training grounds, a fire training tower, and a vehicle storage facility.

Recommendation: Distance Learning

Explore distance learning for FireTech degree courses.

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 2. Medium Priority

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
If budget allows additional distance learning courses, meet with Media and Adjuncts interested in this presentation method. **Type:** Curriculum/SLO	Unknown	Timeline: Begin talks in Fall 2011 Responsible Parties: Director of Public Safety, Dean of Media, Fire Tech Adjuncts	Yes

Recommendation: In-Service Courses

Work with Fire Advisory to develop in-service courses

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 2. Medium Priority

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Continue to work with local agencies and address their need for courses. Find State qualified instructors for those courses. **Type:** Curriculum/SLO	Average course is 40 hours or approx $2,400 in Adjunct salary from index account 1320.	Timeline: Continue offering courses in Fall 2011 Responsible Parties: Director of Public Safety, Advisory Board, Fire Adjunct Instructors	Yes

Recommendation: SLOs

Administer SLOs for the coming year.

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 3. High Priority

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
SLOs have been developed. Continue to administer SLOs for Fire Tech courses during the 2011/2012 college year. The core courses that will be administered during this up-coming year are FIRTC-1, FIRTC-2, FIRTC-3, FIRTC-4, FIRTC-5, and FIRTC-64. The Fire Academy will also administer the EMT SLO since it is also covered in the Academy. **Type:** Curriculum/SLO	Minimal; costs for printing up written testing material in index code 4100	timeline: Continue administering SLOs during 2011/12 college year. Responsible Parties: Director of Public Safety, Faculty (Full Time & Adjunct)	Yes

Recommendation: Secretary Position

Hire a Secretary to assist the current Admin Secretary I

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 3. High Priority

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Submit documentation to the Executive Management of the College District the address the need for the program. **Type:** Staffing - Other	Increase Program budget code 2110 by $40,000 for Full Time Secretary.	Timeline: Submit letter to VP outlining justification after mid year budget realignment in Jan 2012. Responsible Parties: Director of Public Safety	Yes

Recommendation: Fire Fighter I & II DVD

The Fire Academy just learned that the incomplete set of VHS tapes they use are not in compliance with NFPA & State Fire Marshal training. They are dated from 1990. The program needs to obtain training media that is in compliance as soon as possible.

Year(s) Requested: 2011-2012
Request Date: 10/01/2011
Recommendation Priority: 3. High Priority

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Make request through Perkins funding for this one time purchase to meet industry standard. The media needed is 33 DVDs covering the curriculum for the Firefighter I & II Series. **Type:** Equipment/Technology	$7,500 to purchase the series set. A possible discount of $800 if purchased before the end of this calendar year, per vendor. Otherwise, purchase one DVD at a time at $300 using existing budget.	Timeline: Request funding during Perkins application process. Responsible Parties: Director of Public Safety, Fire Academy Staff.	Yes

Recommendation: Full Time Faculty

Hire Full Time Faculty to teach in Fire Academy/degree core couses (60%) and to coordinate Fire Academy (40%).

Year(s) Requested: 2011-2012
Request Date: 10/31/2011

Recommendation Priority: 2. Medium Priority

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Submit Faculty request during Faculty Hiring period. **Type:** Staffing - Faculty	Approx $60,000 from budget index 1320.	Timeline: Faculty Hiring period in October Responsible Parties: Director of Public Safety	Yes

Recommendation: Recruit Instructors

Recruit Fire Tech Instructors who meet college qualifications

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 2. Medium Priority

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Make request through Fire Advisory and current Fire Tech instructors for potential instructor candidates. **Type:** Staffing - Other	None	Timeline: Continue efforts into 2011/2012 until candidate pool is met. Responsible Parties: Director of Public Safety, Fire Advisory Board, Fire Tech Adjuncts	Yes

Recommendation: Recruit Instructors-Distance Learning

Recruit Fire Tech instructors who will teach distance learning courses.

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 2. Medium Priority

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
As new instructors are brought on board, determine their desire to venture down this road. **Type:** Staffing - Other	None	Timeline: Continue efforts into 2011/12 until candidate pool is met Responsible Party: Director of Public Safety, Fire Tech Adjuncts	Yes

Recommendation: Recruit Instructors-State Fire Training Certified

Recruit instructors qualified to teach State Fire Marshal courses.

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 2. Medium Priority

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Make request through State Fire Training, Fire Advisory, and current Fire Tech instructors for potential instructor candidates. **Type:** Staffing - Other	None	Timeline: Continue efforts into 2011/2012 until candidate pool is met. Responsible Parties: Director of Public Safety, Fire Advisory Board, Fire Tech Adjunct.	Yes

Recommendation: Fire Academy Coordinator & IA

Increase minimum hours for Fire Academy Staff. Staffing cuts were due to loss of VTEA funding and budget funding cuts.

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 3. High Priority

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Make request through college budget process to fund the positions as required. Request $17,000 be added to index code 1380 (Facilitators), and $7,000 be added to index code 2430 (IAs). May consider funding through Perkins IV, but most committee members object to use for personnel costs. **Type:** Staffing - Other	Add $17,000 to index code 1380. Add $7,000 to index code 2430.	Timeline: Make request during college budget process in April/May 2012. May make request through Perkins IV in Feb/March. Responsible Parties: Director of Public Safety, YCCD Budget Director	Yes

Recommendation: SCBA Air Compressor

Replace air compressor to fill SCBA bottles. Current unit keeps breaking.

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 3. High Priority

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Perkins IV funding approved already. Submit bids to Purchasing identifying compressor unit to buy. **Type:** Equipment/Technology	Approx $50,000	Timeline: Make request to Purchasing after July 2011. Responsible Parties: Director of Public Safety, Perkins IV Coordinator.	Yes

Recommendation: Fire Academy Tools-Up grade

Up-grade current Academy tools to meet safety/industry standards such as Pulleys/Ropes, Power Tools (K-12 saw), training DVDs, Nozzles.

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 2. Medium Priority

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Make request to increase Instructor Supplies budget (#4300) or Equipment budget (#6430) to purchase needed items. Submit request for Perkins IV funding. **Type:** Equipment/Technology	Approx $3,000 increase to current budget.	Timeline: Make request during college budget process in April/May 2012 or during Perkins Application Responsible Parties: Director of Public Safety, YCCD Budget Director, Perkins Committee	Yes

Recommendation: Fire Academy Tools-Replacement Program

Develop a replacement program for equipment susceptible to wear such as ladders, hose, ropes, litter/baskets, protective clothing, tools (axes, etc)

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 3. High Priority

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Make request to increase Instructor Supplies budget (#4300) or Equipment budget (#6430) to purchase needed items. **Type:** Equipment/Technology	Approx $4,000 increase to current budget.	Timeline: Make request during college budget process in April/May 2012 Responsible Parties: Director of Public Safety, YCCD Budget Director	Yes

Recommendation: Live Fire Props

Need to construct live fire props

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 3. High Priority

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Determine types of fire props needed (car, stove, etc). Obtain a propane tank and run propane line(s) to fire prop pad area. **Type:** Equipment/Technology	Approx $2000 for materials. Use Measure J funds or budget code 6430 funds	Timeline: Construct before July 2012 Fire Academy begins Responsible Parties: Fire Academy Staff, Maintenance Dept, Director of Public Safety	Yes

Recommendation: Ventilation Roof Prop

Need to construct a roof ventilation prop

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 3. High Priority

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Determine location for prop at new training site. Purchase steel framing & wood for project construction. **Type:** Equipment/Technology	Approx $1000 for material. Use Measure J funds or budget code 4300 funds.	Timeline: Construct before January 2012 Fire Academy begins. Responsible Parties: Fire Academy Staff, Director of Public Safety	Yes

Recommendation: PT Running Pathway

Need designated running pathway for Physical Training (PT).

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 2. Medium Priority
Supporting Evidence: Current PE facilities are over booked and are normally unavailable.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Survey existing property around college and construct a pathway that will have multi-use **Type:** Facilities	Approx $0.3 million for construction of gravel type pathway	Timeline: Survey college property in April 2012 to determine real estate available Responsible Parties: Director of Public Safety, PT instructors.	Yes

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**

Recommendation: EVOC Driving Course

Need for EVOC driving course

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 2. Medium Priority

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
As noted on Measure J, Health & Public Safety building plans, develop and construct an EVOC driving course **Type:** Facilities	Approx $2.0 million for construction of driving course	Timeline: Request any funding left over from Measure J after completion of phase 2 & 3 projects. Responsible Parties: Director of Public Safety, Measure J Bond manager	Yes

Recommendation: Bleachers for Fire Tower Training Area

Need bleachers in the area of the Fire Training Tower area.

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 2. Medium Priority
Supporting Evidence: Offers students a place to sit while outside performing Fire Tower training exercises.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Arrange for movement of old portable bleachers (2 units) from old PE track field to Fire Training Tower area. **Type:** Facilities	Approx $1000 or determine if maintenance can do	Timeline: Arrange movement in Spring when ground is solid and Tower construction is complete Responsible Parties: Director of Public Safety, Fire Academy Staff, Maintenance Dept Staff, PE Dean	Yes