

IMPERIAL VALLEY COLLEGE
Fire Technology Programs Advisory Meeting - Minutes
Tuesday 10/21/2022 - 9:35am-11:28am
Bldg. 3100 Conference Room

Membership		
	Advisory Members	Department
X	Mike York	Brawley Fire Department, Fire Chief
	Diego Favila	Imperial Valley Chief's Association, President Calexico Fire Department, Fire Chief
	Jesse Llanas	Calipatria Fire Department, Fire Chief
	Cedric Cesena	El Centro Fire Department, Interim Fire Chief
X	Alex Silva	Holtville Fire Department, Fire Chief
	Alfredo Estrada, Jr	IVC - Director of Fire Technology & Fire Academy Imperial County, Fire Chief / OES Coordinator
X	Sal Flores	IVC - Fire Instructor Imperial County, Deputy Fire Chief
	Brett G. Johnson	(NAF) Naval Air Station Fire Department, Fire Chief
	Art Yerena	(Prison) Calipatria State Fire-CDCR, Fire Chief
	Carlos B. Estrada	(Prison) Centinella State Fire-CDCR, Fire Chief
X	Gail Warner	IVC - Dean of Health & Public Safety
X	Tricia Jones	IVC - AHA, EMS & FIRE
	Jessica Prock	IVC - Administrative Secretary HPS

1. Call to Order – 9:35am by Gail Warner, Dean of Health & Public Safety
2. Welcome
 - a. Elections – postponed till next meeting
 - b. Members
 - i. Discussed - size of the advisory committee members; which is 15 and consist of no more that 20% of instructors
 - ii. Discussed – in review of advisory members, recommendations to add members, or you wish not to serve to let Dean Warner know
 1. Candice Ginnis – IVC Fire Academy Student 2022-2023 was recommended
 2. Alex Silva – Holtville Fire Chief and Mike York - Brawley Fire Chief to provide recommendation for a program graduate
 - c. Handbook – Distributed copies to those in attendance
 - d. Roles/Responsibilities – postponed till next meeting
3. Approval of Minutes - (None)

IVC FIRE TECHNOLOGY 2022

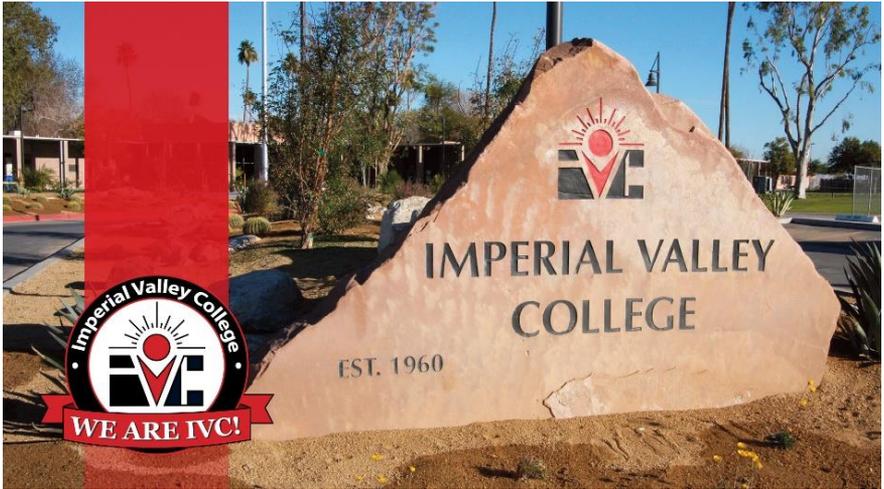
4. Discussion and Information
 - a. Hiring Numbers
 - b. SFT Certifications
 - i. Distributed copies of CA SFT- Instructor Quals
 - ii. Discussed – CA SFT Instructor requirements for CFTES, FSTEP and Fire Academy
 - c. Instructor I
 - i. Discussed offering Instructor-I. Currently there are no instructors in Imperial County, look into possible contracting one
 - ii. Discussed –All instructor candidate(s), must have proper credential reflected in the SFT website.
 - d. Fire Technology Degree
 - i. Discussed - adding EMT 105 or FIRE 140 to the required courses for the Fire Technology Degree
 - ii. Discussed - adding - FIRE 142, FIRE 144 to the elective list for Fire Technology Degree
 - iii. Discussed - removing stand alone courses; Company Officer, Fire Investigation 1A and 1B, Driver Operator/Apparatus 1A and 1B, Hazardous Materials) from elective list. Determined, they will remain as stand alone courses, update course(s) in curriculum.
 - iv. Discussed – adding theory based course Wildland Behavior to elective list
 - v. Discussed – Confined Spaces, 40-hr operation; currently not available due to space/material availability.
 - vi. Discussed – possibility of offering Water Tender and Brush Truck class and required for degree/cert
 - vii. Discussed – AJ 108 – Report writing; whether to be an elective or required course.
 - viii. Correction to the catalog – (Review clause) to reflex Fire Academy Students as in SFT.
 - e. Annual Report
5. Other
6. Next Meeting – Tuesday, March 7, 2023 in Bldg. 3201
7. Adjournment - 11:28am

*Attachments:

Handbook, CA SFT requirements, Course Catalog 2022-23 Fire Technology (Cert & Degree)

Attachment(s) and or file(s):

*Imperial Valley College - Fire Advisory Committee Handbook 2022



**IMPERIAL VALLEY COLLEGE
FIRE TECHNOLOGY / FIRE ACADEMY
ADVISORY COMMITTEE MEMBERS
HANDBOOK**



Thank you for agreeing to serve as a member of the fire technology/fire academy advisory committee. Industry, education, and community partners like you make all the difference in our ability to provide a well-educated and technically competent workforce. Your membership helps us to help our students of all ages and backgrounds achieve success.

As an advisory committee member, you help us ensure that our curriculum meets industry standards, our classrooms, labs, instructional equipment and materials are of high quality, and our faculty and students share the best in applied learning, hands-on skill development, and workplace practices.

Your time and energy spent on this committee matters to students, to the college, to employers and to the community we serve.

Thank you,

Gail Warner

Dean of Health and Public Safety
Imperial Valley College



The Fire Technology/Fire Academy Programs at IVC

Associate of Science (A.S) Fire Technology

Prepare students for entry-level status in public or private fire protection agencies, to survey career options and opportunities, and to upgrade fire personnel. The associate degree is designed to expand skills/knowledge in the areas of building and life safety, fire prevention, and fire protection services.

Fire Academy

Provide an academic, behavioral, physical, and manipulative skills base to enable a student, upon graduation, to successfully compete for a firefighter position. Prepares the student by covering principles, procedures and techniques of firefighting/rescue along with the concepts of fire control, fire behavior, tactics and strategy and emergency management. Training meets the standards of the Office of the State Fire Marshal (OSFM).



What is an Advisory Committee?

An advisory committee is a group of individuals selected by a department or program to advise the program regarding education needs and activities. Members are partners in progress and help us achieve our strategic goals.

Collectively, a committee studies issues, advises advocates, communicates, and makes recommendations regarding:

- The expansion, reduction, or deletion of a program
- Program development plans and actions
- Program marketing
- Current and forecast employment needs
- Curriculum review
- Program needs

Advisory committee members are chosen because of their interest in career and technical education, specialized knowledge and experience, and who represent business, industry, government, and/or the military.

Our advisory committee maintains membership that reflects the following characteristics:

- Capability – have recent and successful experience in emergency response.
- Availability – are willing to make a personal commitment to be available and actively involved in meetings and activities.
- Character – are enthusiastic, responsible, civic minded, and able to work cooperatively with others.
- Interest – care about the future of the career, technical, and community education programs.



What are the basic functions of and advisory committee?

An advisory committee assists with many activities that improve academic programs. Each committee develops its own program of work based on the needs of the program served. In developing its goals and activities for the year, a committee may address some or many of the elements listed below:

Curriculum

- Reviewing curriculum materials for content that is current and relevant to workforce/community needs and industry standards.
- Recommending technical resource personnel.
- Assisting in the evaluation of programs including “best practice” recommendations.

Program Evaluation

- Reviewing goals/objectives of the fire technology programs.
- Participating on program evaluation/review committees.
- Reviewing safety issues and policies as they relate to industry standards.
- Identifying “Ideas for Action”.

Recruitment and Student Support

- Assisting students in securing internships and/or eventual employment.



Public Relations

- Promoting the Fire Technology programs within the community.
- Participating in award ceremonies and other program activities.
- Recognizing outstanding students, educators, and administrators.

Leadership Activities

- Gathering information on new legislation.
- Gathering support for community and technical education needs.
- Sponsoring leadership events and/or recognized student activities.
- Participating in skill and testing events.

Development

- Assisting with the identification of equipment needs for program development and enhancement.



How does the committee operate?

Frequency

The IVC Fire Technology advisory committee meet a minimum of once each semester. Since the frequency of the meeting is determined largely by the scope of the committee's program of work, some committees may choose to meet more frequently.

Records

A designee should be appointed to take minutes of the meetings. Minutes will be maintained in the HPS Office and will be distributed to committee members or other stakeholders within 30 days of a meeting, but no later than 30 days prior to the next meeting. The IVC designee for minute taking will be the fire technology support staff.

Agenda

The agenda should include minutes of the most recent committee meeting, standing or sub-committee reports as appropriate, and unfinished and new business.

Size

Generally, committees should include eight to 15 members. Five is the minimum with nine being optimum. The committee must consist of industry partners, past graduates, current students, faculty and administration. Faculty and staff on the committee are non-voting members. Per the California Department of Education – There should never be more district or school staff than representatives of business/industry/labor.



Quorum

A quorum shall be a simple majority of members.

Chair

A chairperson shall be elected by the members to serve a term to be decided by the committee. The chair leads the advisory committee, prepares an agenda, can call special meetings, create sub committees as needed and represents the advisory committee at other meetings as needed.

Attendance

Members not attending or participating via distance of the schedule meetings should be replace to maintain a viable committee.



What is expected of a committee member?

A successful advisory committee is one that accomplishes its annual goals and objectives. Therefore, it is essential that individuals accepting committee appointments are willing to attend meetings and actively participate in committee activities.

Responsibilities usually include:

- Help to determine the goals, objectives, agendas and calendar.
- Attending and participating in meetings on a regular basis.
- Serving in a leadership capacity.
- Suggesting agenda items and developing those items prior to committee meeting dates.
- Becoming familiar with the Imperial Valley College system organization.
- Abstaining from participation when a conflict of interest is possible, whether political or personal.
- Members include: business and industry, faculty, students, part time faculty, and graduates.



Ethics and Conflict of Interest

No member of the Advisory Committee shall have financial or other interests that would conflict with the discharge of their duties as members of the committee. This does not preclude instructors from serving on the Advisory Committee. If any item comes before the committee that would directly benefit the instructor, then those on the committee who are IVC instructors would be expected to abstain from voting on said items.