



Santa Rosa Junior College
Fire Technology Program

PUBLIC SAFETY DEPARTMENT FIRE ACADEMY/FIRE TECHNOLOGY

SELF-ASSESSMENT REPORT FOR RE-ACCREDITATION AS AN ACCREDITED REGIONAL TRAINING PROGRAM (ARTP) BY THE STATE FIRE MARSHAL

Prepared for:

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September 4, 2020



Santa Rosa Junior College
Fire Technology Program

**Santa Rosa Junior College
Accredited Regional Training Program (ARTP)
Self-Assessment Report 2020
Request for Reaccreditation**

Date: September 4, 2020

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The self-assessment report being submitted is in preparation for the renewal of accreditation for Santa Rosa Junior College as an Accredited Regional Training Program (ARTP, ARA95-006). The Santa Rosa Junior College Public Safety Training Center (Fire Academy, Fire Technology) would like to continue to offer its entire range of courses that have been offered for the last several years. This includes the core courses for its degree programs following the Fire and Emergency Services Higher Education (FESHE) model, 2019 NFPA 1001 Firefighter 1 & 2, 2016 NFPA 1051 Wildland Firefighter, NFPA 472 Standard for Responders to Hazardous Materials/WMD Incidents, California State Fire Training certification testing, and additional FSTEP and/or CFSTES courses for the fire academy or to the fire service. This self-assessment report accurately reflects the nature and substance of the Santa Rosa Junior College Fire Technology and Fire Academy programs and meets all of the requirements for reaccreditation.

Respectfully Submitted By:

Frank Chong, President/Superintendent
Santa Rosa Junior College

Jane Saldana-Talley, Vice President, Academic
Affairs/Assistant Superintendent
Santa Rosa Junior College

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Agency Overview

HISTORICAL PERSPECTIVE

The origins of the Fire Program at Santa Rosa Junior College (SRJC) date back to the late 1960's when a 54-hour "Basic Manipulative Skills" was first delivered through the Santa Rosa Junior College Evening College, with the assistance of then-Dean Gene Portugal. Each class was three hours, one night a week, for 18 weeks (54 hours). Due to demand, two sessions were held, dividing the class of 94 students. One was held at the fire station on A Street, the other at the Old Naval Air Station in a Santa Rosa building owned by the Junior College. The need and desire for such a class were indicated by the fact that, in addition to Sonoma County, students came from Marin, Mendocino, Lake, Napa, and Contra Costa counties.

The course was also strongly supported by the first Fire Advisory Committee which included Chief Jerry Bick of the Roseland Fire Department, Assistant Chief George Elliot and Fire Marshal Mike Turnick of the Santa Rosa Fire Department, Jack Kessler of the California Dept. of Forestry (CDF) and Chief Ralph McGinnis of the Cotati Fire Department.

Members of the Committee changed through the years, as did the College administrators. Dean Portugal left the College, and Dean Jack Healy assumed the responsibility of the Fire Science Program. In 1979, following the establishment of the Criminal Justice Training Center at Los Guilicos, its Director, Stan Anderson, became the Administrator for the Fire Science Program.

It was in 1979 that the Fire Science Training Division at the state level was transferred from the Department of Education to the Fire Marshal's Office. The curriculum was revised, and the program title was changed from "Fire Science" to "Fire Technology." An office was provided at the Santa Rosa Training Center for the instructors.

In 1980, Carl Goodson joined the staff of the College as a part-time instructor and served as coordinator for the Fire Program. He recognized that benefits could be gained through a cooperative effort to share information with the fire communities of Marin and Sonoma Counties, and he organized a joint training film library with contributions from both counties. This allowed for a greater variety of films and avoided duplications. Goodson encouraged representatives of both counties to meet and plan mutually beneficial classes, the result of which was, and is, a two county Advisory Committee.

Carl's position as the Program Coordinator also marked the beginning of what would turn out to be a long and productive partnership with Santa Rosa Fire Department. As the Training Officer for Santa Rosa Fire, he arranged for the use of the department's training facility to conduct instruction for the Fire Fighter 1 academy. For close to 30 years, over 81 classes and 2100 students have attended their training at the Santa Rosa Tower and it is a relationship that continues to this day.



Santa Rosa Junior College Fire Technology Program

In September 1985, Norman Cleaver was appointed as the new Director of the Santa Rosa Training Center/Dean of Public Safety. Under his leadership, the Training Center grew in size and scope and the Criminal Justice Center became the Department of Public Safety. The Department included a basic Law Enforcement Academy, Corrections, Law Enforcement In-Service, Ranger Academy, Fire Technology, and EMS. The EMS Department would later (1995) expand to include a paramedic program.

The position of part-time Instructor/Coordinator of the Fire Technology Program was filled by Fred Bunker in 1987. A member of the Sausalito Fire Department since 1969, he held the position of Battalion Chief, Training Officer and Operations Chief and had been an instructor at Santa Rosa Junior College (SRJC) since 1974. Due to continued growth in the program, he was appointed full time Director of Fire Technology in 1997.

Following the passage of a \$252 million general obligation bond in 2001, a new state-of-the-art Public Safety Training Center (PSTC) to house the Fire Technology, Police Academy, Emergency Medical Care (EMC), Park Ranger and Correction's Programs was constructed and occupied in 2002 in Windsor. The facility includes a Fire Training Tower, Burn Room, a Draft Pit, a Driver Training Course, Scenario Village and allows all the Fire Academy instruction to occur on-site except for field trips for offsite specialized training.

Following the retirement of Fred Bunker In 2010, Randy Collins was appointed as the Program Director. As a retired Fire Chief from the Healdsburg Fire Department and an instructor since 1994, some of the changes brought to program include implementing live fire training, adding the Low Angle Rope Rescue Operations (LARRO) course and contracting with CAL FIRE for the Wildland component of the Fire Academy to permit students to receive a CAL FIRE Basic Fire Fighter certificate upon graduation. In the Degree and Certificate programs, the core curriculum has been realigned to include Fire and Emergency Services Safety and Survival so as to be consistent with the Fire and Emergency Services Higher Education (FESHE) model curriculum and other Fire Programs throughout the state.

Kim Thompson is the Fire Coordinator for the SRJC Fire Academy. He started with the program in 2012 and is currently coordinating his 19th Academy. While serving for 37 years with CAL FIRE, he served as CAL FIRE cadre leader in the Wildland Safety and Survival Update from 2006-2011, served on Team 6 as a Safety Officer for 5 years and Operations Section Chief for 5 years, had experience in both Schedule A and Schedule B, Helitack, Emergency Command Center and served as Training BC for six years and field Battalion for 13 years all in the Sonoma Lake Napa Unit. After retiring in 2011, he became a reserve BC for Healdsburg Fire Department where he currently does Battalion coverage. He is a SFT Instructor in ICS-200 and Company Officer 2E and is certified as a Skills Evaluator and Lead Evaluator as well.

Following the retirement of Randy Collins in 2019, Ken Sebastiani was appointed as the Program Director. As a retired Battalion Chief and Training Chief from the City of Santa Rosa Fire Department, Adjunct instructor and Fire Technology Advisory Committee member and Chairperson, some of the changes that have been brought include incorporating Firefighter 2 into the already robust Firefighter 1 Academy curriculum. Finalized the formation of the Company Officer Associate of Science degree to add to the Fire Technology Associates degree



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programs. He also formalized the Company Officer certificate through the SRJC. He continues to be an advocate for Firefighter Training and Safety. The Director is an active member of the California Fire Technology Fire Directors Association.

In September 2007, April Chapman was appointed as the Santa Rosa Training Public Safety Training Center/Dean of Public Safety. Through her leadership, she brought the college into the new technology age. She was very instrumental in researching and procuring the latest technology available to assist with training and instructional delivery. April has continued to build the infrastructure for the Public Safety Training Center up until her retirement in April of 2020.

In May of 2020, Josh Adams was appointed as the Santa Rosa Training Public Safety Training Center/Dean of Public Safety. Under his leadership, the Public Safety Training Center will continue to evolve to consistently be a world class Public Safety Training Center.

The Santa Rosa Junior College Fire technology program has continually supported firefighter training and the Office of the State Fire Marshal classes over the years. The Fire Technology program has historically delivered the complete Company Officer series over two semesters so all students have the opportunity to complete the classes. The Company Officer series prepares Firefighters and students for the next step in their career or simply for self-development. One of the SRJC goals is to assist Fire Departments with their succession planning and getting future leaders ready to lead their organizations through in-service training and classes. The Fire Technology program is consistently involved in curriculum development. The Firefighter Academy class curriculum has just been rewritten and approved by the SRJC Curriculum board. The main changes were to add Fire Fighter 2 to the Academy program. This will assist students in going forward to receive Fire Fighter 2 training. We have also created curriculum to be able to deliver two Truck classes-a 40 hour residential Truck academy and an 80 hour Advanced Truck Academy. The Fire Technology core course have all been revamped and renumbered to be able to transfer seamlessly to 4 year colleges so students can pursue their dreams of higher education.



Vision, Mission and Values

Santa Rosa Junior College Vision, Mission and Values

VISION

SRJC aspires to be an inclusive, diverse and sustainable learning community that engages the whole person.

MISSION

- SRJC passionately cultivates learning through the creative, intellectual, physical, social, emotional, aesthetic and ethical development of our diverse community.
- We focus on student learning by preparing students for transfer; by providing responsive career and technical education; and by improving students' foundational skills.
- We provide a comprehensive range of student development programs and services that support student success and enrich student lives.
- We support the economic vitality, social equity and environmental stewardship of our region.
- We promote personal and professional growth and cultivate joy at work and in lifelong learning.
- We foster critical and reflective civic engagement and thoughtful participation in diverse local and global communities.
- We regularly assess, self-reflect, adapt, and continuously improve.

VALUES

We balance and integrate the following core values in assuring the success of our diverse learning communities.

1. We value Learning that includes
 - Excellent and innovative instruction and support services;
 - A learning- and learner-centered environment;
 - A welcoming physical environment;
 - A caring and supportive attitude among faculty and staff;
 - Access to programs and courses that lead to transfer and/or gainful employment.
2. We value Academic Excellence that includes
 - Academic freedom balanced with academic responsibility, integrity and ethical behavior;
 - Effective and transparent communication with information being shared in a timely fashion;
 - Collaboration in continuous quality improvement of SRJC's programs and services.
3. We value Sustainability that includes
 - The teaching of sustainability principles and concepts;
 - Research on sustainable development projects/ issues;
 - Incorporating ecological values and practices in the District's operations;
 - Support and promotion of sustainability efforts in our community;
 - Fiscal solvency and stability.



4. We value Diversity that supports
 - Equal access for all students;
 - Multi-ethnic global perspectives and cultural competencies;
 - Employees who reflect the communities we serve;
 - Honesty and integrity in an environment of collegiality and mutual respect.
5. We value Community that includes
 - Community partnerships and advocacy for workforce and economic development;
 - Cultural enrichment opportunities;
 - Lifelong learning.
6. We value Beauty that includes
 - Well maintained and aesthetically pleasing facilities and grounds;
 - Holistic wellness;
 - Joy in learning and work.
7. We value Compassion that includes
 - Helping students develop a vision for their lives;
 - Civic engagement opportunities that contribute to real world problem solving;
 - Empathy to identify the challenges and address the needs of others;
 - Collaborative leadership.
8. We value Innovation that includes
 - Creativity, openness and risk taking;
 - Multiple perspectives;
 - Response to demographic, global, and technological changes.

(Approved by the Board on October 8, 2013)



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Department of Public Safety Mission Statement

The mission of the Department of Public Safety is to provide an education and training environment which fulfills the diverse needs found within the professions involved in public safety. This environment is designed to promote the opportunity for intellectual, social and occupational growth by providing:

1. A comprehensive pre-employment curriculum leading towards an associate degree and/or transfer to a four-year institution.
2. Basic Academy programs for state and federally mandated certificate programs.
3. In service training programs which provide current and professional course offerings to meet the demands of the professions.

Fire Technology program mission statement is fourfold:

1. To offer an enhanced Fire Fighter 1 and 2 Academy as an Accredited Regional Training Program (ARTP) through State Fire Training (SFT) including SFT, CALFIRE, International Fire Service Accreditation Congress (IFSAC) and Pro Board Fire Service Professional Qualifications System (Pro-Board) Fire Fighter 1 and 2 testing to all local agencies.
2. To offer SFT Fire Fighter 1 and 2 certification for the fire community.
3. To provide for high quality Certificate and degree programs that adhere to the Chancellor's Office C-ID descriptors, Fire and Emergency Services Higher Education (FESHE) model as developed and adopted by the National Fire Academy (NFA) and State Fire training which will enhance opportunities for employment and advancement in the Fire Service.
4. To offer California Fire Service Training and Education System (CFSTES) courses to allow "In Service" students to obtain certification for advancement and promotions.

Santa Rosa Junior College Fire Academy Mission Statement

To provide Recruits with the knowledge, skills and physical conditioning necessary to perform basic firefighting and rescue duties, while instilling the character, values, work habits and discipline expected of a firefighter. We strive to be the most comprehensive, competitive, innovative, and professional fire academy in the state.

Academy Core Values:

Character =	Guides firefighters to exemplify the ultimate in ethical and moral behavior.
Courage =	The mental, moral and physical strength ingrained in firefighters
Devotion to Duty =	The selfless devotion to an act or course of action that is required of one's position



Needs Analysis- Labor market survey - Section 3.4.1

Fire Fighters in Sonoma County

May also be called: Fire Engineers; Firefighters/EMTs; Firefighters/Paramedics; Forest Fire Fighters; Forest Ranger Technicians; and Foresters

Specialties within this occupation include: Fire Inspectors; Fire Investigators; Forest Fire Fighters; Forest Fire Inspectors; and Prevention Specialists

Wages

The median wage in 2020 for Fire Fighters in California is \$79,645 annually, or \$38.29 hourly. The median wage for Fire Fighters in Sonoma County is \$62,092 annually, or \$29.85 hourly. The median is the point at which half of the workers earn more and half earn less. Source: EDD/LMID [Occupational Employment Statistics Survey, 2020](#) Wages do not reflect self-employment.

Table 1

Annual Wages for 2020	Low (25th percentile)	Median (50th percentile)	High (75th percentile)
California	\$61,289	\$79,645	\$111,309
Sonoma County	\$33,982	\$62,092	\$89,770

Benefits

Fire Fighters can expect to receive a benefit package that includes paid vacation, holidays, sick leave, group health insurance, and retirement programs.

Projections of Employment

In California, the number of Fire Fighters is expected to grow slower than average growth rate for all occupations. Jobs for Fire Fighters are expected to increase by 5.1 percent, or 1,500 jobs between 2016 and 2026.

In Sonoma County, the number of Fire Fighters is expected to remain stable between 2016 and 2026. Source: EDD/LMID [Projections of Employment by Occupation](#)



Table 2

Estimated Employment and Projected Growth Fire Fighters					
Geographic Area (Estimated Year-Projected Year)	Estimated Employment	Projected Employment	Numeric Change	Percent Change	Job Openings
California (2016-2026)	29,600	31,100	1,500	5.1	21,100
Sonoma County (2016-2026)	380	380	0	0.0	250

The largest industries employing Fire Fighters are as follows:

Table 3

Industry Title	Percent of Total Employment for Occupation in California
Local Government	80.7%
State Government	13.8%
Federal Government	3.7%

<https://www.labormarketinfo.edd.ca.gov/data/employment-projections.html>

About Hiring: Of the 10 employers surveyed in Sonoma County, almost all expect the number of Fire Fighters they employ to remain stable during the coming year. Source: EDD/LMID Local Occupational Information Survey.



Table 4

Hiring Expectations	
Expect Employment to Increase	20%
Expect Employment to Remain Stable	80%
Expect Employment to Decline	0%

About Vacancies: Of the 10 employers surveyed in Sonoma County, 80 percent hired Fire Fighters during the past year. Of the hiring firms, 75 percent filled existing vacancies, 25 percent filled newly created positions, and none filled temporary assignments.

<https://www.labormarketinfo.edd.ca.gov/OccGuides/Detail.aspx?Soccode=332011&Geography=0604000097>

The Santa Rosa Junior College is assisted by a robust Fire Advisory Committee consisting of local fire chiefs, training officers, the Dean of Public Safety, community college representatives, instructors, and others as appropriate. This Advisory Committee helps guide decisions and identifies needs from local Fire Departments and experts to assist the SRJC Fire Technology program be able to assist with people meeting their goals as well as the colleges. (Please reference Appendix 4 to view Fire Advisory Committee minutes). I have included the SRJC Strategic Plan in Appendix 13 and the SRJC Budget in Appendix 15.

For More information, please visit:

Board of Forestry and Fire Protection, Professional Foresters Registration-www.bof.flre.ca.gov

California Fire Fighter Joint Apprenticeship Committee- www.cffiac.org

California Professional Firefighters- www.cpf.org

California State Association of Counties- www.csac.counties.org/default.asp?id=7

Program outlook

Employment of firefighters is projected to grow 5 percent every year from 2016 to 2026, is a little slower compared to the average for all other occupations. Competition for jobs will be strong. Physically fit applicants with high test scores and paramedic training will have the best job prospects. The average mean wage in California is \$69,289 but lowers to \$62,092 in Sonoma County. In the decade between 2016 and 2026 the Department of Labor estimates that 1,500 change in employment (job turn-over) in California and 250 jobs in



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Sonoma County. This is consistent with what many fire departments are experiencing with retirements happening at an ever-increasing pace.

Couple these employment facts with the Sonoma County's 499,942 residents. Among Sonoma County residents, 10.7% live in poverty; the rates are White (47.9%), Latino (28%), Other (15.2%), Asian (2.54%), Black (1.71%), Native American (.0915%) and Pacific Islander (.0258%). The Santa Rosa Junior College Fire Academy intends to address the gap between the need to fill expected job vacancies with qualified and under-represented populations in the greater Sonoma County Region and from outside the area as we attract out of the area students. In this fashion, our agency will be fulfilling our mission by satisfying the employment needs of our community with able bodied men and women who live within our jurisdiction.

An increase in FSTEP classes is anticipated to sharpen the skills of newly hired firefighters. The Santa Rosa Junior College succession plan includes to continue offering State Fire Training certification courses to upgrade current firefighters to fill the anticipated vacancies in company officer, chief officer, fire instructor and fire prevention positions. Also it will continue to offer entry level classes to prepare aspiring firefighters for their chosen career. This in turn will allow for the Fire Technology program to have a constant flow of qualified instructors to fill the ranks of professional experts, Adjunct Instructors, full-time Fire Technology instructor and Fire Director.

Employment facts source: <https://datausa.io/profile/geo/sonoma-county-ca#about>

Future Goals

The Santa Rosa Junior College is committed to meet the projected growth of the Firefighter labor demand with a planned approach. As part of our plan, the SRJC will look forward and increase female and minority enrollment by 5% to assist females and underrepresented persons prepare for a job in the Fire Service. This will allow cities and the SRJC to have the population of their students and work force mirror their respective communities they serve. The Fire Technology will aggressively pursue grant opportunities to keep training props updated and to be current with the latest technology and safety items/protocols. This will guarantee that students attending classes will train and use the latest training equipment and props. This training will allow the student to be ready to put what they learned at the Santa Rosa Junior College Fire Technology program to work when they are employed.



Cultural and Gender Diversity – Section 3.4.2

Accredited Regional Training program (ARTP) serve as a vital resource and link for fire service agencies statewide. As such, they must strive to mirror the diversity of the communities they serve. The ARTP at SRJC recognize their role in providing a culturally and gender-diverse pool of workforce candidates.

Performance Objective

1. Complete a demographic report describing the ethnic and gender population of the community it serves.
2. Provide a demographic report describing the ethnic and gender composition of the participants in the SRJC Fire Technology Program.
3. Provide a written plan including goals to achieve or maintain a composition that mirrors the community

Description

The following tables show the community, district, and college's ethnic composition and the district and college gender composition as well as the Fire Technology program's demographic information.

Table 5

Sonoma County Residents Race and Ethnicity. Data from the Census Bureau ACS 1-year Estimate.

Sonoma County Residents Race and Ethnicity	Year	Population	Percentage
White	2018	314,000	62.8%
Asian	2018	20,800	4.17%
Black or African American	2018	7320	1.46%
Native Hawaiian or Other Pacific Islanders	2018	935	0.187%
American Indian or Alaska Native	2018	2320	0.464%
Hispanic or Latino	2018	68,000	13.6%
Two or More Races	2018	17.6	3.35%



Table 6

Gender make-up of SRJC Fire Technology students

Fire Technology	Gender	2016-17	Percent	2017-18	Percent	2018-19	Percent	2019-20	Percent
	Male	1032	87.7%	1123	89.6%	1123	87.9%	1013	86.5%
	Female	129	11.0%	113	9.0%	113	8.8%	128	10.9%
	Decline to State	16	1.4%	18	1.4%	42	3.3%	30	2.6%
	ALL Genders	1177	100.0%	1254	100.0%	1284	100.0%	1171	100.0%

Table 7

Ethnicity make-up of SRJC Fire Technology students

Fire Technology	Ethnicity	2016-17	Percent	2017-18	Percent	2018-19	Percent	2019-20	Percent
	White	806	68.5%	834	66.5%	785	61.1%	652	55.7%
	Asian	35	3.0%	12	1.0%	19	1.5%	16	1.4%
	Black	15	1.3%	12	1.0%	6	0.5%	11	0.9%
	Hispanic	189	16.1%	209	16.7%	269	21.0%	274	23.4%
	Native American	4	0.3%	11	0.9%	3	0.2%	9	0.8%
	Pacific Islander	15	1.3%	7	0.6%	3	0.2%	4	0.3%
	Filipino	5	0.4%	3	0.2%	2	0.2%	0	0.0%
	Other Non-White	52	4.4%	74	5.9%	65	5.1%	55	4.7%
	Decline to state	26	4.8%	92	7.3%	132	10.3%	150	12.8%
	ALL Ethnicities	1177	100.0%	1254	100.0%	1284	100.0%	1171	100.0%



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Table 8

Community Demographics (Sonoma County, CA):

Students' Race	Year	Completions	Percentage
White	2017	4143	55.26%
Asian	2017	337	4.50%
Unknown	2017	418	5.58%
Black or African American	2017	186	2.48%
Native Hawaiian or Other Pacific Islanders	2017	27	0.36%
American Indian or Alaska Native	2017	38	0.51%
Hispanic or Latino	2017	2019	26.93%
Two or More Races	2017	329	4.39%
White	2016	4648	59.58%
Native Hawaiian or Other Pacific Islanders	2016	26	0.33%
Decline to State	2016	302	3.87%
Black or African American	2016	188	2.41%
American Indian or Alaska Native	2016	46	0.59%
Hispanic or Latino	2016	1948	24.97%
Two or More Races	2016	351	4.50%
Asian	2016	292	3.74%
Decline to State	2015	263	3.59%
Asian	2015	284	3.88%
Hispanic or Latino	2015	1674	22.85%
Black or African American	2015	157	2.14%



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Native Hawaiian or Other Pacific Islanders	2015	25	0.34%
American Indian or Alaska Native	2015	63	0.86%
White	2015	4511	61.57%
Two or More Races	2015	350	4.78%

Gender breakdown of students that are enrolled in one of the three largest schools in Sonoma County for secondary education. <https://datausa.io/profile/geo/sonoma-county-ca#about>

Table 9

Students' Gender	Year	University	Completions	Percentage
Men	2017	Empire College	35	20.8%
Women	2017	Empire College	133	79.2%
Men	2017	Santa Rosa Junior College	2387	50.2%
Women	2017	Santa Rosa Junior College	2367	49.8%
Men	2017	Sonoma State University	844	33.2%
Women	2017	Sonoma State University	1695	66.8%
Men	2016	Empire College	41	23.6%
Women	2016	Empire College	133	76.4%
Men	2016	Santa Rosa Junior College	2799	52.3%
Women	2016	Santa Rosa Junior College	2554	47.7%
Women	2016	Sonoma State University	1411	63.8%
Men	2016	Sonoma State University	801	36.2%
Men	2015	Empire College	36	18.7%
Women	2015	Empire College	157	81.3%



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Men	2015	Santa Rosa Junior College	2419	50.1%
Women	2015	Santa Rosa Junior College	2408	49.9%
Men	2015	Sonoma State University	786	35.2%
Women	2015	Sonoma State University	1445	64.8%

ASSESSMENT

A diverse student population is a top priority for Santa Rosa Junior College and the Accredited Regional Training Program (ARTP). The Philosophy and Institutional Goals of SRJC and the Fire Program reflect the desire to actively seek and enhance diversity in all areas of the college and the ARTP.

To that end, the program is working to attract a more diverse student population, both in ethnicity and gender. In an effort to do so, instructional staff have attended career fairs in the last year with an emphasis on recruiting women. These fairs have included high school career days and local job fairs. The Fire Technology Full-time Faculty member has begun a club to assist women and underrepresented students get jobs in the fire service and with assistance with enrollment in college classes. The name of the club is “Fire Technology and Emergency Medical Services Club” and their motto is “Preparing to Serve”. Their Mission is to promote peer and professional networking, to provide an inclusive environment, training and recruitment of women and underrepresented students into the Fire and EMS services. The club has monthly meetings with guest speakers from the fire community and is focused on diversity. The effectiveness of all of these efforts are assessed annually during the Program Review Process and modified as needed.

In addition, SRJC and the ARTP adhere to federal, state and local guidelines to assure an atmosphere that is inclusive of everyone and free from discrimination based on race religion, socio-economic status, favoritism and personal preferences.

FUTURE PLAN OF ACTION

Having a diverse student body is a top priority for Santa Rosa Junior College and the participating agencies of the ARTP. This desire is reflected in the mission statement of the SRJC as well as many of the agencies that participate in the program. While the program has demonstrated increase enrollment of under-represented groups in recent years by recruiting efforts, they can be improved. The Santa Rosa Junior College is dedicated in cultivating an inclusive and diverse organization that includes students and employees. These efforts are assessed annually during the *Program and Resource Planning Process* (PRPP) where the ethnic and gender composition of the program is monitored. In addition to the mission statement, diversity plan and annual assessments, the program works under federal, state and local guidelines to create an environment that is inclusive and free from favoritism or discrimination based on race, religion, socio-economic status or personal preference.



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The Fire technology program has been putting a plan in place to extend their outreach-it has begun looking into reaching out to the female athletic programs to be able to create interest in the Fire Technology program and careers in the Fire Service for females. The Fire Director has reached out to the Student Outreach, Dream, and International Student Programs to start a dialogue in how the Fire Technology Program can become more involved with outreach and recruitment. There are great opportunities for outreach in existing college and high school classes. Also other opportunities is for recruiting from emergency medical care programs. The Fire Technology program has a goal of increasing female enrollment by 5% by next Accreditation period.



Management - Section 3.4.3

Management services are sufficient to support the instructional program consistent with the institution's objectives.

PERFORMANCE OBJECTIVES

1. The Santa Rosa Junior College Fire Technology Program has an administrative officer with a minimum of five years of fire service experience to manage the ARTP.
2. The Santa Rosa Junior College Fire Technology Program supports the instructor cadre and fire service personnel in establishing policies and determining resource needs.
3. Clerical support is sufficient to meet the needs of the program.
4. Course records, class rosters and other documents are consistent with SFT policies and procedures.

DESCRIPTION

The SRJC has a Fire Technology Director with 32 years of fire service experience, 14 of which have been spent engaged in administrative or executive levels managing a fire department, a fire department's Training and Safety division and the Fire Technology program. This position is devoted to program management and staff supervision. The director manages a F/T Fire faculty, a Fire Academy coordinator, 36 Adjunct Instructors, 110 Professional Experts, a P/T Administrative Assistant, an Equipment Manager and Equipment Assistant.

The SRJC Fire Technology Director works collaboratively to identify training needs and assess current training programs. The Director regularly attends the monthly meetings of the Sonoma and the Marin County Fire Chief's Associations and has representatives from both organizations on the Advisory Committee. Since the separation of the Sonoma-Marin Training Officer's Association into separate organizations in 2009, the Sonoma and Marin Fire Training Officer's Associations (SCFTOA & MCFTOA respectively) continue to assess and implement ever-changing fire training requirements. The SCFTOA meets the second Tuesday of every other month and the MCFTOA meets the last Thursday each month to discuss training needs for the respective Counties (see Appendix 16 for meeting agenda and minutes). Since both associations are sub-groups of the respective Chief's associations and have representatives on the Advisory Committee, they provide direct input to the program as to the training needs as assessed by their constituent departments.

Santa Rosa Junior College's Fire Technology/Fire Academy program maintains all course records, rosters, and course documents in a locked closet with access limited to the Fire Technology Director and to the Administrative Assistant. Also files are stored electronically by the Administrative assistant. Due to the ebb and flow of administrative duties there are time when administrative and clerical support staff needs assistance. At these times it would be beneficial to have more assistance for the Administrative staff due to one of the major job duties is payroll and timecards. Santa Rosa Junior College also has a Student Support program which includes counselors responsible for Admissions and Records, Accessibility, Veteran Affairs, Health and Psych services, LGBTQ, Undocumented Students services and access to Disability Students Services.



ASSESSMENT

Santa Rosa Junior College provides sufficient authority to the Director and recognizes the position as the program's academic administrator. The Director has decision making authority in budget, instructor selection, instructor evaluation, purchasing, facilities and course scheduling. It is also classified as Management position and is required to actively participate in the management of the institution serving in such capacities as being a representative on different committees as well as representing management on college hiring panels.

Between the Advisory Committee and the monthly Chiefs and Training Officer's meetings, there are numerous opportunities for instructors and fire service representatives to discuss training needs, identify resources and develop policies to enhance the program and meet local needs. Through these activities, SRJC's relationship with both counties has been successful and the program continues to grow.

Santa Rosa Junior College complies with the California Education Code, Title 5 and the Family Educational Rights and Privacy Act which requires documentation and completeness of records with respect to the student's right to privacy. Grades cannot be supplied to a third party, nor can they be supplied via phone, fax or computer. Students may access grades through transcript requests or they may request individual course results by showing identification in person. Records for all Program classes are maintained by the Admissions and Records Department for an indefinite period. These files are digitized for ease of storage and stored the main campus in their server. The Program maintains specific fire academy course records and Task Books for a period of five years. These records are easily retrieved by the authorized staff which includes the Dean of Public Safety, the Fire Director and the Administrative Assistant.

The success of the fire program is largely due to the overwhelming support which is given by local fire chiefs and fire personnel in the community. Adequate staffing of the program ensures that course processing is expedited in a timely manner upon the conclusion of a course.

The majority of the planning, evaluation and managerial needs of the program are conducted annually through an Santa Rosa Junior College internal activity known as the *Program and Resource Planning Process (PRPP)*. As part of the PRPP, a thorough review of the entire program is conducted including (but not limited to) the following topics; Budgetary needs, Staff, Equipment and Facilities requests, Three Year Goals, Staff and Student Diversity, Enrollment Efficiency and Instructional Productivity. Conducting an activity this comprehensive allows the program to identify its strengths and weaknesses on a regular basis and make those adjustments necessary to improve it.

Instructional and support staff are kept updated of new SFM policies or procedural changes by the Fire Technology Director to ensure that the program meets all SFM policies.



FUTURE PLAN OF ACTION

The emphasis for the SRJC Fire program will continue to be the efficient delivery of quality SFT courses to the fire service community.

Local processing of all courses will continue to give the program the ability to better serve the educational needs of our students. In addition, annual evaluation of program needs through the PRPP will continue to occur which will support our efforts to consolidate our training activities at one location and construct new classroom facilities. Completion of these goals would greatly improve the program as it would eliminate the inefficiencies of conducting instruction at a remote location. SRJC will provide continued support to its close working relationship with SFT through new course offerings to enhance the SFT program. The program will also continue its relationships with the County Chiefs, County Training Officers and the Fire Technology Advisory Committee to ensure an ongoing system of collaborative planning.

As part of looking forward, The Director will continue with succession planning. He will accomplish this by identifying men and women who fit the needs of the SRJC and Fire department community. The Director will identify leadership, initiative, judgement, planning and organizing skills, teamwork, commitment and attitude in individuals and see how they fit into key areas and positions. Another important aspect of Fire Technology succession planning is to identify emerging areas, roles and functions that will be strategic to future success.

Critical to the success of any accredited program is the administrative support necessary to manage a significant amount of paperwork necessary for a fully functional fire academy. The Administrative Assistant, Heather Wonneberger, provides high levels of administration and clerical support for the fire academy. The Administrative Assistant manages the collection and security of course records, class rosters, and other documents consistent with SFT procedures that include:

- Completed CFSTES or FSTEP Courses Request (Course Scheduling form)
- CFSTES Instructor Checklist
- Course roster sheets
- Test results sheets
- SFT-approved course plan
- Student supplement(s)
- Copies of the Summative tests and answer keys
- Copies of the curriculum (student manual, instructor guide, PowerPoint, etc.)

The Administrative Assistant completes the above work as 40% of her work load. The Administrative Assistant is also tasked with payroll for the Public Safety Training Center. As her workload increases there will a need to ask for additional help or have the Administrative Assistant dedicated to working on the fire academy and fire program.



Instructor Cadre – Section 3.4.4

Santa Rosa Junior College will encourage and stimulate competency, innovation, and increased effectiveness of the program's student population. SRJC will continually demonstrate effort to select an instructor cadre diverse in its cultural and gender composition.

PERFORMANCE OBJECTIVES

- Organizational structure of instructional staff and functional duties are identified. A chart illustrating the organizational structure is included as Appendix 8.
- A comparison of ethnic and gender population of the community and that of SRJC (ARTP) instructional staff.
- The ARTP shall provide a written plan, including goals, to achieve or maintain an ethnic and gender composition that mirrors the community
- The ARTP will utilize SFT Registered Instructors along with skills evaluators.
- SRJC will provide a policy for faculty and staff conduct and demeanor consistent with the SFT Instructor Code of Ethics/Conduct. See Appendix 2 - Academy Staff manual

DESCRIPTION

Santa Rosa Junior College encourages and stimulates the competency of its instructional staff by offering staff development programs known as *Professional Development Activities (PDA)* days. These programs are considered important enough that they have been included in the faculty contracts as required activities. The students benefit from instructors who are diverse in their background and experience as well as being competent in their field.

With regards to Training and Recruit Academy staff, Santa Rosa Junior College has consistently pursued female and minority personnel to participate in training activities. This includes mentorship, training and development as State Fire Marshal Instructors, Recruit Academy Adjunct instructors, Recruit Academy Professional Expert Instructors, as well as in-service training opportunities. Instructors are organized within their functional areas of instruction, and are under the direction of the Program Director. These areas include the Fire Fighter Academy, FSTEP and CFSTES, as well as Associate Degree/Certificate courses. Although outside of the scope of its role as an ARTP, the program also offers Hazardous Materials Courses through the California Specialized Training Institute (CSTI). While Santa Rosa Junior College has the benefit of instructional staff who also served as original course developers for several CFSTES and FSTEP courses, the program works to actively integrate instructors who have excelled in their respective fields.



Currently, the program uses 42 instructors in the fire program.

As shown in Table 6, their ethnicity is as follows: 86.00% White and 14.00% Hispanic. This equates to 36 instructors are white and 6 instructors are Hispanic.

Table 9

Illustrates the gender composition of instructional staff

2020 Instructional Staff Ethnic Composition

Ethnicity	Percentage
Hispanic	14.00%
White	86.00%

Source: SRJC Human Resources 2020

Table 10

Illustrates the gender composition of instructional staff

2020 Instructional Staff Gender Composition

Gender	Percentage
Male	86.00%
Female	14.00%

Source: SRJC Human Resources 2020

All instructional staff must meet the following criteria for employment:

- Bachelor's Degree and a minimum of two years of fire or field experience; or
- Associate's Degree and a minimum of six years of fire or field experience
- And, completion of Training Instructor 1A & 1B or Fire Instructor 1A & 1B or Instructor 1

In addition, instructors who teach FSTEP and CFSTES courses meet those requirements as established by the State Board of Fire Services including the Ethical Leadership in the Classroom and Regional Instructor Orientation



Conduct and behavior of instructional and administrative staff are in compliance with the ethical and professional standards set by the SFM and the Education Code and are identified in the Academy Staff Manual document- Please see Appendix 2. All instructors and the program director are required to verifying that they have read SRJC's Sexual Harassment and non-discrimination policies which are distributed upon employment. They are also listed on the 2020 College catalog. These policies are posted in the Fire Protection Technology Offices at the Public Safety Training Center.

ASSESSMENT

SRJC values instructional staff and understands the direct link to student success and competent instruction. Professional growth and development opportunities are encouraged by the ARTP for all instructional and support staff with a mandatory Professional Development Activity (PDA) Day scheduled each semester. All instructors are directed to take classes that are mandated by SFT. Professional development resource and educational materials are made available by district wide e-mail, by newsletters and the college website.

All instructors meet the minimum qualifications to teach for an ARTP. Instructors are required to verify education, experience, and specialized training prior to employment. The Director also encourages instructors to participate and serve on course revision and development committees at State Fire Training. Please see Appendix 22 for Instructor Qualifications.

The ethnic composition of instructional staff is predominantly white. While the program has made particular strides increasing its female staff which stands at 14%, it remains committed to recruit a more diverse instructor pool that is more closely aligned with regional demographics. We have increased our pool of instructors to mirror more closely the Hispanic population of Sonoma County.

FUTURE PLAN OF ACTION

As the program continues to grow in student population, the focus will be to recruit and retain quality instructors. The goal of the Fire Director is to increase the number of female instructors by 5% and increase the ethnic makeup of the instructors by 10%. Recruiting and retaining quality instructional staff will be achieved through the use of faculty development resources that include but are not limited to:

- Continuing Education opportunities that provide instructors with courses, Professional Development Activities (College PDA) days, seminars and training that enhances lifelong learning.
- Curriculum Development opportunities utilizing instructional staff to conduct reviews of curriculum and Student Learning Outcomes (SLOs).
- Increase outreach for potential instructors
- As instructional staff are hired, provide mentoring opportunities where new employees are partnered with senior instructors to aid in the development of teaching skills and College policies.



Santa Rosa Junior College Fire Technology Program

The Fire Director will continue to work with the Fire Chiefs and Fire Training Officers Association as well as the Fire Technology Advisory Committee to promote instructional development and program growth. Instructors delivering CFSTES and FSTEP courses will continue to be evaluated as required utilizing the SFT evaluation form. In addition, all instructors will continue to be evaluated using an internal process at every 6th semester of instruction. The data collected from these activities are reviewed by the Fire Director to suggest workshops for staff on activities such as classroom management techniques and skills that are offered as Professional Development activities conducted regularly by the College. As part of succession planning, the Fire Director reaches out to the various Fire Chief, Fire operations and Training Officer's committees to recruit instructors to participate in the SRJC Fire technology program as Adjunct instructors and Professional experts. Also the Fire Director looks to past graduates of the SRJC Firefighter Academy to come back and become Academy instructors and skills coaches. These instructors are invaluable as they shore up the instructor cadre. These instructors contribute to the program by sharing their motivation and past experiences in the Academy as a peer to the students. They assist the students with understanding how to be successful in the Academy, the Fire technology programs and ultimately the Fire service.



Facilities, Supplies, and Equipment – Section 3.4.5

Santa Rosa Junior College will provide the facilities and equipment necessary to support the fire academy training program. Computers, apparatus, tools, simulations, supplies, and equipment shall be relevant and available in sufficient quantity and quality.

PERFORMANCE OBJECTIVES

1. Where reliance is placed on the resources of another institution or agency, the arrangement is clearly delineated in a written policy or agreement.
2. The SRJC will ensure classrooms, training towers, burn rooms, and storage facilities are sufficient in quantity and quality to meet the program's needs and objectives.
3. The SRJC will ensure equipment and training aids are sufficient in quantity and quality to meet the program's needs and objectives.
4. The SRJC will ensure all personal protective clothing, apparatus, and equipment are properly maintained and readily accessible to the instructor cadre and student population.
5. The SRJC will ensure expendable supplies are sufficient to meet the program's needs.

DESCRIPTION

The Fire Program operates primarily at three locations: the Public Safety Training Center (PSTC) in Windsor, the main SRJC campus in Santa Rosa and SRJC Petaluma Campus. We also contract with Cal Fire to have them deliver the Cal Fire Basic Wildland Academy.

The location where program instruction occurs is determined largely by the course type. Because of our long-time association with the Sonoma-Marín Training Officer's Association, many of our students come from Marin County. To serve both counties, most "core" courses required in the Degree or Certificate programs are offered at the Petaluma Campus with a handful at the PSTC to accommodate students who reside in the north part of Sonoma County. Those courses considered "In-service" (CFSTES & FSTEP) as well as our academy instruction occurs at the PSTC. Periodically, at the request of a local fire department, a course will be offered off-site at those agencies. Between these three locations, the quantity of classrooms is adequate to serve the program.

All classrooms are equipped with LCD projectors, DVD/VHS players, and wireless Internet access.

Under the supervision of the Director, a retired CALFIRE Battalion Chief coordinates the Basic Firefighter Academy. An equipment manager and assistant are employed to oversee equipment inventory and maintenance (see Appendix 8 for org. chart) The PSTC has storage space for Self Contained Breathing Apparatus (SCBAs), hose, hand tools, radios and other small equipment necessary for conducting training. The Fire Academy also owns five Type I engines for training.

It should be noted that since our previous accreditation, the program has ceased issuing turnouts to the academy students and uses the services of a turnout rental business. This was done to ensure turnouts remain NFPA



Santa Rosa Junior College Fire Technology Program

compliant now that live fire training is part of our curriculum. In an effort to minimize the costs to the students, an RFP process was utilized and the lowest of three bids was selected. Instructors bring their own turnouts to participate in live burn training. They are provided SCBAs for use during live fire training.

At the PSTC, a Fire Training Tower, Burn Room, Draft Pit, Emergency Vehicle Operations Course (EVOC), Driving Simulator, Scenario Village, Draeger Phase II live burn prop and Bullard live vehicle fire prop and USAR training site are available, allowing the program to conduct much of our manipulative training (lab) at the facility.

The California Department of Forestry and Fire Protection (CAL FIRE) instructional staff conducts the expanded wildland portion of the Fire Fighter 1 Academy through a contract and issues CAL FIRE Basic Fire Fighter certificates for the training. Finally, our local municipal departments and fire districts continue to support the program's training mission as an ARTP through the use of their equipment, staff and donations.

ASSESSMENT

To date, the success of the program has been successful due to the tremendous support of local fire departments who provide personnel, equipment and supplies. This support is expected to continue. The scheduling of CFSTES classes are planned approximately one year in advance to ensure that classroom, instructional and supply needs are met.

Safety equipment, tools, small equipment and expendable instructional materials are replaced and maintained using the annual operating budget and grant funding. New equipment purchases are prioritized based upon safety and need.



Santa Rosa Junior College – Fire Technology Fire Apparatus

Engine 12



Year # 1991

Make: Pierce

Pump: 1200 GPM

Tank Size # 500 Gallons

Body Style: Arrow

Vin # 4P1CA01D1MA000589

License # 332082 CA Exempt

Odometer# 102644.8 (8/6/20)

Engine Make/Model Detroit

Cylinder # 8



Santa Rosa Junior College
Fire Technology Program

Transmission: Alison
Transmission: Type Automatic
Tire Size # 12 R 22.5

Engine 34



Year # 1995
Make: HME
Make: Pumper
Pump: 1500 GPM
Tank Size # 500
Body Style: Skins
Vin # 44KFT428XSWZ18053



Santa Rosa Junior College
Fire Technology Program

License # 144988.0 CA Exempt.
Odometer # 04492.5
Engine Make/Model: Detroit Diesel Series 60
Cylinder # 8
Transmission: Allison HD4060
Transmission Type: Automatic
Tire Size # 315/80R22.5

Engine 56



Year # 1998
Make HME
Make Pumper
Pump 1500 GPM



Santa Rosa Junior College
Fire Technology Program

Tank Size # 500 Gallons

Body Style

Vin # 44KFT428WW18840

License # 1449889 CA Exempt

Odometer # 115268.3 (08/06/20)

Engine Make/Model Cummings

Cylinder # 8

Transmission: Allison MD Series

Transmission Type Automatic

Tire Size # 12R22.5 16 PR

Engine 78





Santa Rosa Junior College
Fire Technology Program

Year # 1995
Make Pierce
Make Pumper
Pump 1500 GPM
Tank Size # 500 Gallons
Body Style: Quantum
Vin # 4P1CT02S6T000237
License # 1449878 CA Exempt
Odometer # 077107 (8/6/20)
Engine Make/Model Detroit Diesel Series 60
Cylinder # 8
Transmission: Cummings
Transmission Type Automatic
Tire Size # 315/80R22.5



Santa Rosa Junior College
Fire Technology Program

Engine 910



Year # 1994
Make Pierce
Make Pumper
Pump 1250
Tank Size # 500 Gallons
Body Style Saber
Vin # 4P1CT02URA000747
License # No License plate. (In process with DMV)
Odometer # 102644.8
Engine Make/Model Cummings
Cylinder # 8
Transmission: Allison MD Series
Transmission Type Automatic
Tire Size # 12R22.5 16 PR



FUTURE PLAN

As referenced above, SRJC has plans to improve the PSTC to include a larger Roof Vent Prop which includes a flat roof portion to simulate commercial and residential operations, Vehicle Extrication Pad, multiple Shade Structures, Storage containers, FLAG Trailer, Forcible entry door props, Forcible entry garage door props, Apparatus Carports, SCBA flow tester and enhancements to the training tower to accommodate ground ladder instruction. As part of future planning the Director would like to upgrade the fire tower with a new building and a different location. The opportunity is in the planning phases as funding or grant opportunities are located and secured. This will permit all instruction to be delivered at one location and thus improve program oversight and instruction.

In addition, due to increasing enrollment in all public safety programs, plans for additional instructional spaces are being considered by the Community College Chancellors Office. The scope of this project includes five classrooms/labs, two offices and two storage rooms. The new classrooms will include the same classroom technology and instructional equipment available in our existing classrooms. A project proposal has been developed with plans and costs for 2020/2021. The estimated cost is \$6,217,000.00. The cost will be covered by a bond and funds from SRJC. If approved, the goal for construction is fiscal year 2020/2021. The expansion will put us into a position to broaden our current class offerings.

Moving forward, the Fire Director will actively pursue grant opportunities to assist with acquisition of the newest technology and training props. We have purchased hose testing equipment and will start testing our own hose this year. All of our hose has been donated and was tested before taking delivery. Additionally we will continue to acquire donations from fire departments that include fire engines and fire equipment we can use to deliver high impact training.



Learning Resources – Section 3.4.6

Provide learning resources such as print and non-print library materials, and media equipment is available in sufficient quantity and quality.

PERFORMANCE OBJECTIVES

1. Training resources are adequate to support for various modes and levels of training being conducted.
2. Resources such as library and computer assisted learning are sufficient in quality and quantity to meet the needs of the instructor cadre and the objectives of the program.
3. Audio-visual materials are current, support the training program, and are readily available to the instructor cadre and the student population.

DESCRIPTION

The use of learning resources is consistent with our course objectives, SFT lesson plans and most currently, the publisher based materials the CFSTES courses are shifting to. Other courses offered at the ARTP that are not SFT courses use lesson plans of the agency certifying the course. For example, Hazardous Materials courses are conducted using curriculum developed by the California Specialized Training Institute (CSTI) and our Wildland Fire Academy is taught using curriculum developed by Cal Fire and the National Wildland Coordinating Group (NWCg). Santa Rosa Junior College and the local fire service have also acquired significant materials to support the needs of instruction.

All instruction is supported by an Instructional Technology (IT) department that provides instructors and students with technical support. The unit supports technology in the classroom by regularly updating and upgrading computers, software, LCD projectors and DVD/VCR equipment. These resources are supplemented with laptop computers and portable LCD projectors that are kept in the Fire Technology office and can be used as back-up resources if a classroom system fails or an instructor requires additional technological resources.

Full library resources are available at the Petaluma and main campuses of SRJC.

Students have access to wireless Internet connection and have access to the college's computer lab which can accommodate up to 30 students at the instructor's request. Reference materials can be found at the Academy administration office. New editions of manuals and textbooks from SFM, the International Fire Service Training Association (IFSTA), Pearson/Brady, Jones and Bartlett and others are ordered as new editions become available. The Fire Technology Director works directly with publishers to obtain desk copies and supporting instructional materials for instructional staff. At the SRJC, all copyright laws and regulations are adhered to.



Santa Rosa Junior College Fire Technology Program

For the Fall 2020 semester, the Fire Fighter 1 and 2 Academy is using Fire Fighter 1 (2019) Course Plan and IFSTA Essentials 7th Edition and will utilize the IFSTA provided lesson plans that will be amended to include California unique materials. The students also have access to Resource1 from IFSTA that will bolsters the students leaning experience. The SRJC also uses EVALS and Canvas to help deliver course content and boost learning.

ASSESSMENT

The program meets all criteria for renewal as an ARTP. It has adequate resources to facilitate teaching and learning and encourages students and instructors to utilize technology and alternative learning resources in the classroom environment. The program works directly with library staff to provide information for updating library resources to ensure currency of these resources. This is an on-going collaborative process with assistance from the local agencies and the Program's Advisory Committee. Learning resources for the courses offered either meet or exceed CFSTES requirements.

The College also has a full service Copy Center which has the capability to create, print or duplicate material for course instruction.

FUTURE PLAN OF ACTION

The Fire Program will continue with its efforts to support instructional staff and students with learning resources that enhance innovative teaching and learning. It has also undertaken an aggressive effort to recruit Instructional staff to expand and develop our inventory of on-line courses. This will be facilitated by the use of Canvas, Zoom and EVALS as platforms to conduct distance learning. As part of the SRJC Curriculum program, there is a yearly schedule on how and when to reevaluate curriculum to ensure that it is current and for the Fire Technology Program, in alignment with State Fire Training. The Director will continue attendance at the California Fire Training Directors Association and Sonoma and Marin County Training Chiefs, Operation Chiefs and Fire Chiefs meetings to assist with staying current with the best practices of other academies and new Fire Service trends.



Course Materials-Section 3.4.7

Course materials provided by SFT will be utilized in compliance with SFT policies, and core curriculum will be in compliance with the California Community College Chancellor's Office.

PERFORMANCE OBJECTIVES

1. All courses are taught in compliance with SFT procedures.
2. Core curriculum for the Fire Technology Associate's Degree and Company Officer Associate's Degree are in compliance with the California Community College Chancellor's Office.
3. Instructional staff participates in the selection and evaluation of training and educational resource materials.
4. Obsolete reference and text materials are identified and the OSFM notified.
5. User groups, fire technology advisory committees, or other interested parties participate in the planning, review and revision of course materials.

DESCRIPTION

Santa Rosa Junior College utilizes lesson plans, maintains test security and processes courses in accordance with SFM policies and procedures. Tests and answer keys are saved digitally and are only available to the Fire Technology Director, Administrative Assistant (AA) and Academy Coordinator. All courses are processed by the Administrative Assistant and are emailed to SFT in a timely fashion to maintain required security and tracking.

To remain current with the updates occurring at State Fire Training, the Director participates as a member of the California Fire Technology Director's Association (CFTDA). To keep staff who are SFT Registered Instructors current with changes, the Director relays information regularly to instructors and the Fire service as a whole. Also he sends reminders of dates and information to assist with processing information and timelines.

The Fire Technology Associate's Degree and Company Officer Associate Degree offered through Santa Rosa Junior College is in compliance with standards of the California Community College Chancellor's Office (CCCCO) and the Fire and Emergency Services Higher Education (FESHE) model curriculum. The five core classes include: Fire Protection Organization (Fire 71), Fire Behavior and Combustion (Fire 72), Fire Prevention Technology (Fire 73), Fire Protection Equipment and Systems (Fire 74), Building Construction for Fire Protection (Fire 76), and Principles of Fire & Emergency Services Safety and Survival (Fire 78). All courses are offered each semester (except summer when only Fire 71 is offered). This permits students to complete all core courses within one academic year or two consecutive semesters.



Santa Rosa Junior College Fire Technology Program

Core courses, along with other Fire Technology courses, are reviewed on a regular basis with most updated on a two year cycle to ensure relevancy of the course material and its currency. This is accomplished by instructional staff, with the assistance of the Fire Technology Director, and the Fire Technology Program Advisory Committee. During the review process text and reference materials are evaluated and replaced as needed. All changes are approved by the Curriculum Review Committee (CRC) and are recorded on the official Course Outline of Record (COR) and kept on file in the Fire Technology office and in the Office of Academic Affairs.

Changes other than routine updates are submitted to the Advisory committee for their input and recommendations.

ASSESSMENT

The Fire Technology program is consistent in adhering to policies and procedures established by SFT, particularly with regard to delivery and processing of course materials. It does so through the use of staff (Administrative Assistant) assigned specifically to the administration of SFT courses. Doing so limits the accessibility and creates increased accountability.

The core courses for the Fire Technology program are in accordance with the Title 5 and the California Community College Chancellor's Office as well as aligning with FESHE. These are stated in the college catalog and listed under the degrees requirements. Participation in the California Fire Technology Director's Association assist the staff in keeping abreast of current trends and changes that may impact the curriculum.

An aggressive project to update all Course Outlines of Record (CORs) has been ongoing to bring all into compliance with Title 5 requirements including the incorporation of Student Learning Outcomes (SLOs). Instructors have the discretion of replacing outdated materials with updated texts which are consistent with the SLOs.

Advisory Committee meetings held on the first Thursday in April and November allow for consistent participation and review of courses and support materials. Courses which require revision or catalog changes are forwarded to the SRJC Curriculum Advisory Committee where they are reviewed by academic personnel to ensure that they meet the required standards for an academic course. The Curriculum Committee meets bi-weekly during the spring and fall semesters.

FUTURE PLAN OF ACTION

The Fire Technology program will continue to adhere to the policies and procedures of the SFT. As a part of Curriculum update program through the SRJC, the Fire Technology will continue to update the curriculum to be in line with all federal mandates and remain current with SFT policies. The Fire Technology Program has



Santa Rosa Junior College Fire Technology Program

managerial and fiscal support to attend meetings and conferences which will support the development of core courses and other Fire Technology classes. This participation is also reinforced through the Director's participation as a member of the CFTDA and a regular attendee at their meetings.



Course Availability and Delivery-Section 3.4.8

Training and continuing education programs are scheduled on a regular basis.

PERFORMANCE OBJECTIVES

1. Scheduled training and continuing education are scheduled on a regular basis.
2. Ensure that SFT courses are readily available and offered according to the need analysis of the area served.
3. Catalogues and brochures of training and educational offerings to all students.

DESCRIPTION

SRJC offers all SFT courses in a consistent and timely manner. Every course required for Fire Officer Certification are offered at least once per year and are listed on the State Fire Training web site. The Basic Fire Academy is offered two times a year to satisfy recommendations made by the local fire service community. If a course fills, the college has the capability and will add additional sections as needed. FSTEP courses are scheduled based on a local needs assessment in conjunction with the Sonoma and Marin Fire Training Officers Association and local fire departments. All courses are open to students who meet prerequisites and are qualified to attend.

Information about Fire Technology courses is available in the catalogue of classes published each semester as well as through the College website at: www.santarosa.edu. In addition, courses are also listed on the SFT website at <http://osfm.fire.ca.gov/training/training.php#>. Many courses are also advertised on the Sonoma County Fire Chief's website at <http://www.sonomachiefs.org/>. These sites are updated regularly to reflect current course status. Once schedules have been finalized for the semester, flyers identifying all offered CFSTES and FSTEP classes are distributed to both the Marin and Sonoma Training Officers Association and to local fire agencies in the two counties. For specialized or infrequently offered courses such as Regional Instructor Orientation and Ethical Leadership in the Classroom, flyers are distributed statewide upon the course being scheduled. Course schedule and program flyers may also be obtained from the Fire Technology/Fire Academy office.

ASSESSMENT

Santa Rosa Junior College continues to meet all of the requirements for accreditation as an Accredited Regional Training Program. Through the annual *PRPP* process previously described, an assessment occurs which permits the program to identify courses to add or delete as needed. This has allowed our program to continue to grow. Plans to increase program delivery are being developed in conjunction with the Fire Technology Program Advisory Committee and our strong relationships with the Marin and Sonoma Fire Training Officer's Associations. These plans will be in line with the SRJC plan and budget.



FUTURE PLAN OF ACTION

SRJC will continue to provide the high-quality instruction that has been our reputation for over 30 years. An expansion of the delivery methods of courses will be explored. The need to identify and train instructional staff for on-line and hybrid course development has been identified and will be addressed in the future. Curriculum development to support these courses will be instituted with and through the Fire Technology Program Advisory Committee.

SRJC will work with SFT to ensure that all policies and procedures are followed both in course offerings and in functioning as an ARTP.

With input from college administration, department administration, the fire advisory committee, staff, students, and neighboring institutions, the SRJC will provide the widest possible selection and variety of training and educational opportunities. The Director will ensure all courses are delivered in compliance with the CCCC Standard Fire Technology Degree Core Curriculum.



Testing and Evaluation-Section 3.4.9

Testing and evaluation procedures must adequately measure student and instructor performance, and be in compliance with SFM policies.

PERFORMANCE OBJECTIVES

1. The Santa Rosa Junior College appoints specific persons to oversee administration of certified examinations and practical skills testing of the students within the program.
2. Testing adequately measures student achievement and competence in accordance with the identified student learning outcomes.
3. Evaluation procedures to adequately measure student satisfaction and are in compliance with SFT procedures.
4. Instructor and course evaluation processes are in place and the results are forwarded to SFT as appropriate.
5. A program evaluation process is in place utilizing the Fire Advisory Committee, instructors and students.

DESCRIPTION

SRJC's Fire Technology program uses only instructors who have been approved by State Fire Training to teach specific courses which are part of a certification track approved by the State Board of Fire Services in Sacramento, and established through SRJC's curriculum approval process. SRJC locally processes all courses in the fire program.

All instructors meet minimum qualifications recommended by the statewide Academic Senate and approved by the Board of Governors of the California Community College system. In accordance with the change in exam policy by State Fire Training, all CFSTES courses delivered in the program utilized instructor developed summative exams. To avoid copying, cell phones and smart devices are not permitted in the classroom during test periods. Also tests are given on the computer with the SFT approved QuestionMark, which is a secure testing system.

SRJC utilizes a process that evaluates programs, instructors, curricula and facilities. Reviews of the Certificate and Degree Programs are conducted annually as part of the Program and Resource Planning Process (PRPP) described previously with input from the Fire Technology Advisory Committee. The committee meets regularly to assess delivery methods, program currency and relevancy in supporting the needs of the area and program outcomes. The Fire Technology Director uses input from these meetings to ensure that the recommendations to the program are implemented in a timely and efficient manner.



In 2018, the Fire Technology program began a review and update of all course outlines and program curricula. This review included course descriptions, prerequisites, co-requisites, methods of instruction, methods of evaluation, and student learning outcomes and was completed in 2020.

Pursuant to SFT policy, instructors delivering CFSTES or FSTEP courses are evaluated at the time of instruction while all others are evaluated every sixth semester of instruction (per college policy). To maintain currency, all fire technology instructors review and update their curriculum on an annual basis.

Copies of the evaluations are made and reviewed by the Fire Technology Director to ensure student satisfaction and instructor performance. This information is used to guide instructor development activities to improve teaching methods for future classes.

Student retention in the Fire Officer and Specialty certification tracks is in the high 90% range. The Firefighter Academy student retention remains in the high 80 to low 90 percentile. This is due to several variables. On the academic side, 80% is a minimum passing grade. In addition, all students are required to pass manipulative skills and a physical agility test which are both Pass/Fail. The high retention rate is also due to the motivation of the student to do well in preparation of their chosen profession.

At the cessation of each Academy, students are surveyed as to any potential job prospects. Since Fall of 2011, the Academy Coordinator has been tracking data capturing that approximately 25% to 35% of our academy graduates have obtained either part or full-time employment in a fire agency within the first two years after graduation. Students that have graduated are also contacted at yearly intervals to seek input on their job and career status to get updates on new jobs and promotions. The majority of Academy graduates get their first Fire Department employment with Cal Fire and Marin County Fire Department.

ASSESSMENT

The Fire Technology program at Santa Rosa Junior College continues to meet all criteria for accreditation as an Accredited Regional Training Program. All programmatic elements are met and all materials are stored in redundant and secure servers or in secured areas to ensure that the delivery of instruction and courses are processed without mistakes. The greatest asset in maintaining consistency and compliance with SFT policies and procedures is the availability of dedicated staff. The program's history and continued relationship with SFT remains valuable to us. SRJC's continued dedication to maintaining quality courses and instruction is evident by our long-term and dedicated instructional staff; many of whom have served as course developers for SFT.

During the past year, the Santa Rosa Junior College has completed the following:

1. The course outlines of record of all Fire Technology programs have been reviewed and/or updated
2. Held training sessions for our instructors at the SRJC Public Safety Training Center
3. Provided Instructor 1 and 2 to SRJC Instructors
4. Provided Ethics, RIO, Skills Evaluator and lead Skill Evaluator to our future instructor's cadre.



Santa Rosa Junior College Fire Technology Program

5. Updated the State Fire Training Skills evaluation for Firefighter 1 and Firefighter 2 curriculum
6. Started delivering the combined Firefighter 1 and Firefighter 2 curriculum class this Fall of 2020.
7. Instituted the Firefighter 1 Academy Skill Certification/Capstone testing Course.

The SRJC Dedication to continued updates in courses and assessments are critical for our accreditation, not just for State Fire Marshal, but also for ACCJC as well as providing a better program for our students.

It should be noted that this process closely follows the accreditation process SRJC goes through with the Western Association of Schools and Colleges. The annual PRPP process that the Director prepares for the SRJC district captures a lot of the same information that is asked for in this process. The collection of data and the analysis of that data confirms the necessity of the SRJC Fire Technology becoming a successfully re-accredited fire academy. These multiple processes assist the Director in learning all points of the fire technology program and the interworking of the program and how it works with SFT and multiple other agencies as well as the Santa Rosa Junior College as whole.

As the Director of the Fire Technology Program, I appreciate the commitment of the Santa Rosa Junior College, the President, Dr. Chong and the executive staff; Vice president Dr. Jane Saldana-Tally and Vice President Kate Jolley and Dean Josh Adams. They provide guidance and leadership in budgeting and supplying the facilities, tools, materials, equipment, props, instructional staff, and support staff to adequately sustain the Fire Technology Program and the Fire Academy in the future.

FUTURE PLAN OF ACTION

We will be increasing our training to allow more personnel to be able to complete testing. We plan on increasing the amount of trained evaluator/Leads Skill evaluator/Skills evaluators 10% by next accreditation. This goal is twofold-it prepares us for the future with strong succession plan and gives and allows the students to have very current evaluators and instructors. The SRJC will be transitioning to QuestionsMark testing software to Acadis Automated Online Testing Portal (SFT Testing Portal). This will a great improvement over the current system. The Fire Academy will continue to follow all SRJC and SFT policies and procedures related to testing and evaluating.



Appendix 1

Firefighter I Academy Syllabus and Recruit Procedure Manual



Firefighter I Academy Syllabus & Recruit Procedures Manual



SANTA ROSA
JUNIOR COLLEGE

A MESSAGE FROM THE DIRECTOR

Dear Recruit;

I would like to welcome you to the Santa Rosa Junior College Firefighter I Academy. A career as a firefighter provides a wonderful opportunity that offers public service, adventure, and job security; a combination rarely seen in today's job market. As a profession that consistently ranks among the most admired by the public, I am fully confident that you will find it extremely rewarding.

As an Accredited Regional Training Program by the State Board of Fire Services, our academy provides a progressive and realistic academic program with the goal of creating the finest firefighters possible. To this end, we offer a quality learning program with a current and challenging curriculum that provides many of the prerequisites necessary to obtain employment as a firefighter. To maintain the highest standards among our recruits, the academy has been designed to test your physical, mental, and cognitive limits. Throughout its duration, you will be graded on all aspects of your performance including your academic ability, strength, endurance, the ability to make decisions under stress and the ability to get along with fellow recruits and faculty. It is our goal that through this process of examination, hands-on testing, and the measurement of your character that we will provide a successful setting for that achievement.

My congratulations on your decision to pursue a fire service career and I wish you the best of luck in the Firefighter I Academy.

Sincerely,



Ken Sebastiani
Fire Technology Director

THE FIREFIGHTER'S OATH

My fundamental responsibility as a “protector” of society is the safeguarding, rescuing and preservation of human life and property against the elements, fire, disaster, injury and hazardous materials.

I will never allow personal feelings or danger to myself
deter me from carrying out my duties.

I will, to the best of my ability, recognize and uphold my responsibility
at all hours of the day or night, on-duty or off,
when those I am sworn to protect need my help.

I shall always strive to be all that I can be in public service.

I dedicate myself to this, before the public who have
placed their faith in me and my chosen profession.

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Fire 208.1 Syllabus and Procedures Manual

SYLLABUS

COURSE DESCRIPTION: An intense series of theoretical and practical lessons and prescribed activities which, combined with Emergency Care, meet the educational requirements for State Fire Training (SFT), International Fire Service Accreditation Congress (IFSAC) and the Pro Board Fire Service Qualifications System (Pro-Board) Firefighter I certification as established by the State Board of Fire Services. Course also includes two overnight sessions. Upon successful completion of the Wildland component, students also receive a CALFIRE Basic Firefighter Certificate.

STUDENT LEARNING OUTCOMES (SLO):

1. Describe fire department organization and the expectations of entry level firefighters.
2. Differentiate types of fire behavior and the impact on structural and wildland situations.
3. Demonstrate and apply the use of fire department equipment through its selection for given firefighting tasks.
4. Demonstrate and apply knowledge of strategies and tactics and incident command through the selection and implementation of firefighting methods and the application of the Incident Command System (ICS).
5. Demonstrate an understanding of safe firefighting practices by adhering to minimum standard safety procedures.

OFFICE LOCATION: Public Safety Training Center (PSTC) Room 110

OFFICE HOURS: Fifteen minutes prior to the start of each class session. For all inquiries, the Chain of Command policy (section IV) shall be followed. Office phone is 707-836-2911.

REQUIRED TEXTBOOKS (Provided):

IFSTA Essentials of Fire Fighting and Fire Department Operations, 7th Edition, ISBN 978-0-57939-521-6
IFSTA Essentials of Fire Fighting Course Workbook
Incident Response Pocket Guide (IRPG)
DOT Emergency Response Guide Handbook
CALFIRE Firefighter Basic Training Syllabus, 2018
CSTI Hazardous Materials First Responder Syllabus Operations
State Fire Training (SFT) Low Angle Rope Rescue Operations (LARRO) Student Manual
SFT Firefighter Survival Student Manual
SFT Confined Space Awareness Student Guide
SFT Fire Control 3 Student Manual

ASSIGNMENTS (See attached assignment sheet)

GRADING POLICY (See section XI of the Procedures Manual)

Use of EVALS.net (See section XI of the Procedures Manual)

ATTENDANCE AND LATE POLICY (See section VI of the Procedures Manual)

**FOR PURPOSES OF THIS SYLLABUS, ALL OTHER POLICIES AND
INFORMATION IN THIS MANUAL WILL APPLY**

PROCEDURES MANUAL

I. Administrative Staff: The Administrative Staff has responsibility for the supervision and administrative coordination of all Academy affairs.

- A. Training Center Dean: The Dean is responsible for all phases of the Public Safety Program. This includes all Academy programs and the two-year Criminal Justice and Fire Technology Programs.
- B. Clerical and Technical Support Staff: The Clerical and Technical Support Staff handle everyday logistical functions for all Academy programs.

II. Operational Staff

- A. Fire Technology Director: Under the supervision of the Training Center Dean, the Fire Technology Director has the responsibility of managing the Fire Technology Program and Staff.
- B. Fire Academy Coordinator: Under the supervision of the Fire Technology Director, the Fire Academy Coordinator has the responsibility to manage the Fire Academy and Academy Staff (RTOs, Instructors, and Evaluators).
- C. Recruit Training Officer (RTO): At the direction of the Fire Academy Coordinator or Fire Technology Director, RTOs monitor, counsel, discipline, and evaluate Recruits. They may also assume teaching assignments or assist instructors as needed.
- D. Academy Instructors: Instructors are selected for their expertise in specific fields. They are responsible for instruction in those areas and for the demeanor of their classes.

III. Training Center Operations (General)

- A. Training Locations: The Public Safety Training Center (PSTC) is the primary location for all instructional courses. Some instruction will occur at off-site locations (i.e. PT, LARRO and Wildland). For parking at the PSTC, Recruits must obtain a permit from Support Staff. When other outside facilities are utilized, Recruits will be provided with all necessary directions and other information as required prior to training.
- B. Hours of Operation: The Firefighter 1 Academy is operated under the **Extended** and **Intensive** formats.
 - 1. The **Extended** format operates on a part-time schedule with classes held on Tuesday and Thursday evenings from 1800-2200 hours; Saturdays and Sundays from 0800-1700 hours.
 - 2. The **Intensive** format classes will operate daily from 0800-1700 hours; Monday through Friday.
 - 3. The Wildland unit of the Academy operates 0800-0800 on Monday and Tuesday (for 48 hours) and 0800-2000 Wednesday, Thursday, and Friday

To meet course hour requirements as identified by SFT, training, testing, and practice activities may meet outside of these time frames.

IV. Chain of Command

- A. Recruit shall follow the Academy ***Chain of Command*** at all times.
- B. The *Chain of Command* may only be deviated if directed by a staff member.
 - 1. Recruits will not contact the Fire Technology Director or other Administrative staff members without following the *Chain of Command* as identified below unless ordered to do so.
 - 2. Any violation of the *Chain of Command* will result in disciplinary measure, as described in section VIII of the Recruit Manual.

Normal Firefighter I Academy Chain of Command.

Training Center Dean
Fire Technology Director
Academy Coordinator
Recruit Training Officer
Class Leader
Squad Leader
Recruit

V. Recruit Class Organizational Structure: In order to establish accountability and provide structure, each Academy class will be formed into Squads with a Squad Leader. Each class will also have a Class Leader and Assistant Class Leader chosen by the Coordinator and RTOs through a resume review and/or an interview process. The following duties and responsibilities of the Class Leaders shall be known by *ALL RECRUITS*:

- A. Class Leader: The Class Leader is directly responsible for the day-to-day operation of his or her class. The Class Leader reports to the Training Staff and has the following duties:
 - 1. Keep class informed of daily scheduled classroom activities.
 - 2. Perform inspection of assigned squads during line up and collect assigned memos from squad leaders.
 - 3. Maintains a neat and orderly classroom.
 - 4. Provide assurance that the class is at the assigned area, at the proper time, in the uniform of the day, and with all required equipment.
 - 5. Provide the RTO with daily attendance and recruit assignments and memos.
 - 6. Report class progress weekly to the Academy Coordinator.
 - 7. Provide proper supervision of subordinate recruits to insure all orders are carried out properly, promptly, and efficiently.
 - 8. Meet with the Academy Coordinator every 10 to 12 class meetings for a de-briefing.
 - 9. Perform other duties as assigned by the Coordinator, RTOs, or Instructors.
- B. Assistant Class Leader
 - 1. Conduct roll call of Recruits during line up.
 - 2. Perform inspection of assigned squads during line up and collect assigned memos from squad leaders at that time.
 - 3. Meet with the Academy Coordinator every 10 to 12 class meetings for a de-briefing.
 - 4. Perform the duties of Class Leader in their absence.
- C. Squad Leaders
 - 1. Ensure the day-to-day operations of their assigned squad are completed.
 - 2. Ensure their squad is kept current of academy activities, their locations and any schedule changes.
 - 3. Prior to line up and inspection they shall collect any memos and forward them to the Class Leader.
 - 4. During inspection, the Squad Leader will inspect their squad to assure the members are in proper uniform and all required gear is present.
 - 5. Meet with the Academy Coordinator every 10 to 12 class meetings for a de-briefing.

VI. Academy Procedures: Recruits are required to attend all training programs at the Academy. If it is necessary to be absent from training sessions, it is each recruits responsibility to know and understand these attendance procedures:

- A. Absence (Excused)
 - 1. Emergency:

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- a. If a recruit cannot attend training due to illness or family emergency, he or she shall notify Academy staff PRIOR to the assigned training time, by calling the Class Leader. They shall state the reason(s) and the length of time of the absence. If the Class Leader is unavailable, the recruit shall call the Assistant Class Leader.
 - b. It is also the responsibility of each Recruit employed by an agency to notify their agency of his or her absence, and to follow that agency's regulations governing absences.
 - c. The recruit shall submit a *Record of Absence* form (Appendix A) through the Chain of Command on the first day they return, prior to the start of class. This form shall describe the reason(s) for the absence.
 - d. Recruits may be required to provide a physician's note for absences and injuries that prevent the Recruit from attending training. Any quizzes that are missed because of an excused absence can be taken at a later date without penalty or reduced score.
2. Prearranged:
- a. A recruit who wishes to obtain a non-emergency, excused absence must submit a memo explaining the need for the absence and requesting permission. These memos will be reviewed on a case-by-case basis and must be made at least three (3) class meetings prior to the requested date.
 - b. The Recruit shall submit a *Record of Absence* form to the RTO on the first day they return, prior to start of class. This form shall describe the reason(s) for the absence. Any test missed during a prearranged absence may be made-up with an 80% maximum score.
- B. Absence (Unexcused)
1. If a Recruit is absent from training for reasons other than an illness, emergency situation, or prior approval from Academy staff, it will be considered an unexcused absence. Unexcused absences are considered a violation of academy procedures and will result in disciplinary action.
 2. Repeated violations may result in the Recruit's suspension or dismissal from the Academy.
 3. Recruits who have an unexcused absence will not be allowed to participate in testing occurring on the day of the absence and will receive a "0" score for the test (also see section E below).
- C. Tardiness
1. It is the responsibility of each recruit to know the times and date that classes are held. The Recruit shall allow ample travel time to the training location so that he or she will arrive prior to the start of instruction.
 2. It is the responsibility of each Recruit to be assembled for inspection and roll call, at 10 minutes prior to the start of class. Recruits who are not present 10 minutes prior to class, at the beginning of inspection, will be considered tardy.
 3. Recruits who will be tardy are required to contact his or her Squad Leader and one of the Class Leaders.
 4. Immediately upon arriving at the Academy, the recruit shall report to the RTO or Instructor and sign-in on the LATE LOG. Recruits shall also submit a minimum 250-word memo to the RTO no later than the next class meeting describing at a minimum the reason(s) for the tardiness and the actions they will take to make sure it does not occur again. The RTO shall conduct a counseling session with the recruit and complete a *Recruit Counseling Report*. If the recruit incurs a second tardy, the process will be repeated with a 500-word memo. If a recruit incurs a third tardy, they shall be suspended and required to meet with the Fire Technology Director before resuming instruction. Recruits should have no expectation that a meeting with the Director will guarantee a return to the Academy.

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D. Medical Appointments

It is to the advantage of each recruit to attend all classes. It is therefore recommended, if at all possible, to make doctor or dentist appointments that do not conflict with training sessions. If this is not possible, prior notification to the Academy Staff, by memo, is required.

E. Make-up time

There will be no make-up time allowed for the written and practical midterms and final exams.

F. Illness During Training

1. Should a recruit become ill during training hours, he or she shall immediately report to the RTO or Instructor and explain the illness. If the recruit is unable to remain at the Academy, he or she will be given an excused absence by staff and allowed to go home.
2. The recruit shall submit a *Record of Absence* form (Appendix A) to the RTO at the start of class on the first day they return. This form shall describe the reason(s) for the absence.

G. Injury During Training

Should an injury occur during training, the following actions shall be taken depending upon the severity of the injury:

1. Minor or Immediate Non-life Threatening Illness or Injury (Routine or urgent response).
 - a. Training Center personnel will provide immediate First Aid and evaluation. The Fire Academy Coordinator is alerted and assists with all necessary communications and documentation.
 - b. Student Health Services (707-527-4445) is notified during hours of operation.
 - c. If outside of Student Health Services hours of operation and/or indicated by their complaint or condition, the recruit (with Training Center assistance) should contact their private physician or seek evaluation at any of the clinics or hospitals enumerated on the Student Health letter.
 - d. If the recruit is sponsored* by an agency, instructions shall be obtained from the agency for seeking care. If unable to reach the agency, follow procedure 1c above and inform the Recruit of the need to utilize employee health benefits and to file a Workers Compensation claim with their agency.
 - *Sponsorship means the home agency is paying for the full financial costs of the academy.
 - e. Notify the RTO or Academy Coordinator.
 - f. Complete and file a Student Health Services *Incident Report* (Appendix B) within 24 hours and have the student complete a *Student Accident Insurance Claim Form* (Appendix C) as soon as possible (if the student is seen at medical facility). It is the recruit's responsibility to provide PSTC staff with documentation as to the time off required, and/or expected date of return to full/unrestricted Academy Training status. The Recruit shall submit a *Record of Absence* form upon return to class.
2. Immediate, Life-Threatening Illness or Injury: Emergency Response.
 - a. Training Center personnel provide immediate evaluation and First Aid.
 - b. Activate the EMS using 911.
 - c. Contact the Fire Academy Coordinator to assist with necessary communications and documentation.
 - d. Additional notifications will be made by PSTC staff, as needed.
 - e. For injuries requiring hospitalization, Cal OSHA shall be notified within 8 hours of the injury (707-576-2388).
 - f. File a Student Health Services *Incident Report* (Appendix B) and *Student Accident Insurance Claim Form* (Appendix C) within 24 hours. It is the recruit's responsibility to provide PSTC staff with documentation as to the time off required and/or expected date of return to full/unrestricted Academy Training status. The Recruit shall submit a *Record of Absence* form upon their return to class.
3. Training Center Employees: In the event that a Training Center employee experiences a work related

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injury or illness, the procedures identified above shall be followed depending upon the severity of the illness/injury. Human Resources shall be contacted at (707-527-4945) to initiate Workers Compensation documentation. During regular business hours, employees shall use Kaiser Occupational Health Services on Old Redwood Hwy.

VII. Recruit Behavior: It is important that Recruits conduct themselves in a professional manner at all times and places. Misconduct demonstrates a lack of respect for academy staff, fellow Recruits and the fire service. It also shows a lack of maturity and suitability for the career they are training. In addition, for situations where training is conducted off-site or in the public view, it reflects poorly on the PSTC, SRJC and the fire service.

- A. Standards of Personal Conduct: Recruits are subject to disciplinary action up to and including termination from the Academy for any of the following violations:
1. Practice or encourage discrimination regarding race, religion, ethnicity, ancestry, sex or sexual orientation including sexual harassment (also see Appendix D, SRJC *Sexual Harassment Policy*).
 2. Threaten, attempt or do bodily harm to another person.
 3. Display discourteous treatment of others, including the use of insulting, abrasive, or profane language.
 4. Use profane, crude, unprofessional language, comments or expletives.
 5. Repeated or continued display of unacceptable standards of social or professional conduct.
 6. Place your department, or the Academy, in an embarrassing position, due to your conduct.
 7. Cheat in an examination or during any training session (also see section VII L).
 8. Willfully or carelessly destroy, or damage, academy or district property.
 9. Endanger any person, including yourself, through careless or willful violations of safety rules or instructions.
 10. Show willful disobedience of a lawful order, direction, or regulation given by Academy Staff.
 11. Fail to maintain personal appearance appropriate to the position of a firefighter.
 12. Display negligence in performing official duties, including failure to follow academy regulations.
 13. Display carelessness, indifference, laziness, lack of alertness, or inattention to instruction.
 14. Display willful disregard of your department, or academy regulations.
 15. Smoke, or have in your possession or under your control, marijuana or non-prescription narcotics, on or off the Academy premises.
 16. Be under the influence of drugs, intoxicants, or a combination thereof.
 17. Gamble on the premises.
 18. Use your position in the Academy for the purpose of personal gain.
 19. Wear or display any academy uniforms or garments for activities not sanctioned by the academy.
 20. Violate any law or ordinance (i.e.: drunk driving, theft, etc.).
 21. Be absent without permission.
 22. Deliberately falsify a statement in response to any question during any inquiry by Staff regarding, or pertaining to, academy interest, or lying to any Staff member for any reason.
 23. Fail to promptly report to Academy Staff knowledge of a criminal, ethical or academy violation by another recruit.
 24. Fail to be prepared for instruction or testing by not having texts, supplies or equipment needed for instruction or testing.
 25. Repeatedly violate academy rules, resulting in an accumulation of multiple incident reports. (Memos received by the Coordinator or Director)
 26. Recruits shall only use restrooms and locker facilities to conduct uniform changes.
 27. Disturb other PSTC staff, classes or students through the use of elevated discussion, noise or

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amplified music.

B. Classroom Conduct:

1. Immediately upon entering the classroom, recruits will go directly to their seats and stand at attention behind their seat. Recruits will direct their attention to the Staff member or instructor. Upon command of the Staff member, recruits will be seated (also see Appendix E *Formation Protocols*).
2. Excessive noise is disruptive and will not be tolerated. Recruits shall refrain from talking among themselves upon entry into the classroom, and shall only talk in class when asked questions by the instructor, or when participating in a class discussion.
3. Recruits will address all instructors by their rank: Firefighter, Lieutenant, Captain, Chief, etc. Sir or Ma'am are also acceptable forms of address. Recruits will, at all times, show respect for instructors by not becoming argumentative with staff or talking to other recruits while the instructor is giving the presentation. Recruits who are disruptive will be subject to disciplinary action up to and including removal from the class session.
4. No recruit shall record an instructor's lecture or presentation without their permission.
5. Recruits shall not read personal recreational material in the classroom.
6. Cell phones, pagers, or PDAs shall be stored in vehicles and not be carried by recruits on their person or in bags during class. Recruits may use these devices during breaks.

C. Conduct outside the Classroom:

1. Recruits leaving the classroom for breaks shall remember that other classes are in session and will not disrupt them with loud talking, loitering or amplified music in front of the classroom doors, windows, hallways or parking lots. However, Recruits shall remain within the area to avoid being tardy. When recruits break for lunch, the same rules apply as with shorter breaks. However, lunch breaks may be taken at other locations on or off campus. During lunch breaks, all Academy rules and regulation still apply to Recruits. In addition to these procedures, the following shall also be followed by Recruits.
2. Standing Clear for Staff: When Recruits are in hallways or covered walkways and a staff member or other non-recruit approaches, the first Recruit that notices the approaching person will call out, "Stand Clear" loud enough for the other Recruits to hear. Upon this command, all recruits will place their back against the edge of the walkway or closest wall and clear a central passage way for the individual to pass while standing at a position of attention. Once the individual has moved through the passageway, Recruits may resume normal activity. The individual may also release the Recruits from their position of attention by giving the command, "Carry on" or "As you were." Whenever a staff member needs to clear a passageway through a group of Recruits, he or she may give the command, "Stand Clear!" When this occurs, the Recruits shall respond as indicated above.
3. Acknowledgement of Staff: Whenever a staff member or other non-recruit approaches a group of Recruits on a break whether in or outside the classroom, the group shall fall silent and the Recruit in closest proximity to the individual will state in a normal tone of voice, "Good morning/afternoon/evening Sir/Madam." If there is no response, the Recruits may carry on their business. If the comment from the individual warrants a response, the recruit (or group) will do so in a courteous and appropriate manner.
4. Flag Etiquette: Whenever the flag is being lowered or raised in the presence of any Recruits, they shall cease the activities they are engaged in and face the flag at attention with their right hand over their heart. The Recruits shall remain at attention until the flag is hoisted to full staff, half-staff or retired. Once this occurs, the Recruits may resume their previous activity.

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Any student who violates any provisions of Section VII will be subject to a written reprimand. A second violation may result in a two-day suspension (in accordance with section IV B(1) of the Santa Rosa Junior College *Students Conduct and Discipline Due Process* (Procedure 8.2.8p). The student will be responsible for any hours, activities and test which may occur during this suspension. A meeting with the Director of Fire Technology will be required before he or she is allowed to resume any Fire Academy classes. ***Recruits shall have no expectation that a meeting with the Director will guarantee a return to the Academy.*** If a third violation occurs, the recruit will receive a grade of “F” and will be removed from the Fire Academy.

D. Parking of Privately Owned Vehicles

1. At the PSTC, all recruits will park their vehicles in the parking area under the solar panels. Parking permits are required and shall be obtained prior to the first day of class.
2. Vehicles left unattended shall be **LOCKED** at all times.
3. Recruits shall not leave any fire equipment, turn-outs or uniforms in plain view when leaving the vehicle unattended.

E. Sanitation: Littering of PSTC grounds and unnecessary expectorating (spitting) is prohibited. No food, food wrappers or beverage containers shall be disposed of in the classroom containers.

F. Smoking & Other Tobacco Products: College policy prohibits the use of all forms of tobacco on the premises. A smoking area is on the sidewalk affronting Skylane Blvd. at the northeast corner of the property. All butts shall be cleaned up and not be left in the area.

G. Toothpicks: Recruits shall not chew, or suck on toothpicks during any class activities.

H. Chewing Gum: Recruits shall not chew gum during any class activities.

I. Sun Glasses

1. Prescription sunglasses are permitted to be worn by students.
2. Non-prescription sunglasses must be approved by Staff

J. Alcoholic Beverages:

1. Recruits shall not bring alcoholic beverages on campus at any time.
2. Recruits shall not report to the Academy or any off-site training location with the odor of alcoholic beverages on their breath or person.
3. Recruits will not consume alcoholic beverages while in uniform or during class hours.
4. Recruits shall not be under the influence of alcohol while participating in any Academy activity.

K. Food: Recruits shall not consume food or beverages (water excluded) in the classrooms unless given prior permission by Academy Staff.

L. Cheating:

1. Any attempt by a recruit to gain an unfair advantage or give an unfair advantage to another recruit or group of recruits taking a quiz or exam will not be tolerated.
2. Cheating includes the following prohibited acts:
 - a. Using any materials other than those specifically authorized by the RTO/Instructor for study or testing purposes (unless under the direct supervision of a staff member).
 - b. Recruits are prohibited from copying or otherwise attempting to obtain any information from another recruit while taking a required test.
 - c. Recruits are prohibited from aiding, abetting, or concealing cheating by other recruits.
 - d. Any recruit caught cheating is subject to discipline up to and including receiving a grade of “F” in the Academy.

M. Social Media: As individuals pursuing a career in the fire service, recruits should exercise caution with the use of social media. For the purpose of the Fire Academy, social media is the use of technology for electronic communication through the use of words, images, audio and video.

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Examples of Social Media sites include, but are not limited to: Facebook, Instagram MySpace, LinkedIn, Twitter, YouTube and more. SRJC FFI academy recruits are free to express themselves as private citizens on social media sites to the degree that their communication:

1. Does not violate any standards of personal conduct identified in this manual or in any other SRJC policy that governs student conduct;
2. Does not impair working relationships among students and staff of the Fire Technology program;
3. Does not ridicule, malign, disparage or otherwise express bias against any race, religion or protected class of individuals;
4. Does not reflect behavior that would reasonably be considered reckless or irresponsible as members of the fire community;
5. Does not contain false information that harms the reputation of another person, group or organization (defamation);
6. Does not cause harm or injury to another or to the SRJC Fire Technology program;
7. Does not negatively affect the public perception of the SRJC Fire Technology program.

Aside of establishing or maintaining the class Facebook page (see section XIII), Recruits shall not post, transmit, or disseminate any information through their participation without written permission from the Fire Technology Program Director or create any other web sites or social networking groups that refer to SRJC, the Fire Technology or Fire Academy programs without written permission of the Program Director. Failure to comply with this policy may be grounds for disciplinary action, including but not limited to dismissal from the Fire Academy. Any statement made electronically which can cause actual or potential harm or injury to another or the school will be grounds for dismissal.

VIII. Discipline and Reporting Procedures: The following procedure will be followed when a recruit has been involved in misconduct.

A. Breach of Conduct and Demeanor

1. Any breach of conduct will become a matter of record and be placed in the Recruit's file.
2. Any breach of conduct or demeanor is subject to disciplinary action. This action may include:
 - a. Oral or written reprimand.
 - b. Recommendation of suspension, of up to two days, as described in section IV B(1) of the Santa Rosa Junior College *Students Conduct and Discipline Due Process* Procedure (8.2.8p).
 - c. Recommendation of failing grade and termination in the Academy.
 - d. Notification to the Recruit's sponsoring agency (if applicable).

B. Procedures for Reporting. When any breach of conduct or violation of this Manual comes to the attention of the RTO, they may follow any of the following procedures based on the nature and severity of the violation:

1. Administer an oral reprimand, or
2. Administer an oral reprimand and require a written memorandum of explanation from the violating Recruit, or
3. Complete a *Recruit Counseling Report* (Appendix F) to document the incident, or
4. Recommend the immediate suspension of the Recruit to the Academy Coordinator.
5. All memorandums and other reports shall be forwarded to the Academy Coordinator as soon as possible.

C. Types of Misconduct

1. Major Acts: Major acts of misconduct include cheating, criminal activity, posing or making a threat to life or property and any disruption to the academic process of the academy. All other acts of misconduct will be considered minor unless habitual. All major incidents shall be

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- documented by the Academy staff in duplicate memo form and forwarded to the Academy Coordinator as soon as possible.
2. Minor Infractions: Minor infractions may be handled by assigning an informational memo, *Recruit Counseling Report*, or other appropriate form to the Recruit. These incidents will be documented as deemed necessary by the Academy Staff.
 3. Academic or Skill Deficiencies: Academic or skill deficiencies shall be handled in accordance with Section XI *Academy Completion Criteria*.
- D. Determination of Severity: The determination of the severity of the infraction shall be at the discretion of Academy Staff, with concurrence of the Academy Director.
- E. Citizen's Complaints of Misconduct: A member of the Academy Staff shall complete a *Recruit Counseling Report* concerning the allegation(s). Include the name of the recruit cited for misconduct, along with the date and time of their notification. Citizen complaints alleging misconduct by sponsored Recruits shall be referred to the Recruit's sponsoring agency when applicable.
- F. Counseling of the Recruit
1. The Academy RTO shall be the Staff Member responsible for initial recruit violation counseling. In the absence of an RTO, if immediate reporting is deemed necessary, it shall be handled by the Academy Coordinator or Academy Director.
 2. Counseling shall be conducted by Staff in a quiet, one-on-one and non-distracting environment.
 3. The primary objective of any counseling is to prevent the continuation of violations and to remedy any behavioral, academic, or skill deficiency by diverting the Recruit to remediation programs, or continued counseling.
 4. Counseling shall be administered in a positive, helpful, and constructive manner, with utmost respect for the human dignity of the Recruit.
 5. All counseling sessions shall be documented using a *Recruit Counseling Report (RCR)* or memo. Each report shall at a minimum describe the deficiency/violation as well as the remediation and/or disciplinary actions taken
 6. Any decision to withdraw from the Academy program shall be originated by the Recruit. No prepared resignation reports, including the reason for such resignation, shall be presented to a Recruit; nor shall a Recruit be coerced into signing and accepting a resignation report. This does not preclude a Staff member from informing the Recruit that withdrawal from the program without prejudice is a possible alternative, should the Recruit so desire. The decision of the Recruit to use this alternative should be based on the following considerations:
 - a. The Recruit is unable to conform to Academy rules and regulations including reasonable and necessary orders, and/or Staff instruction.
 - b. The Recruit has personal or health problems that cannot be rectified and which interfere with the Recruit's ability to continue the training program, or appreciably affect his or her academic or skills performance.
 - c. The Recruit has missed a substantial amount of instruction that could decrease the likelihood of meeting minimum success criteria.
 7. The counseling Staff member may cause the academically deficient Recruit to be placed on academic probation until the next examination, with a recommendation for remediation.
- G. Student Conduct and Discipline Due Process. For conduct issues that are not resolved using any of the methods previously identified, the *Student Conduct and Discipline Due Process* policy (8.2.8P) shall be followed.
- H. It shall be the primary responsibility of a sponsored Recruit to notify their agency of any breach of discipline, findings of the Board, or any academic related issues.

IX. Recruit Personal Grooming Standards:

All Recruits shall conform to the following grooming standards as established by the Academy (For additional guidance, refer to illustrations provided in this section).

A. Facial Hair

1. Mustaches are the only permitted facial hair.
2. Mustaches shall be kept neatly trimmed at all times.
3. No mustache shall be waxed or twisted at the ends, or pulled to a point in any manner.

B. Sideburns

1. Sideburns will not extend below the bottom of the earlobe.
2. Sideburns shall be kept neatly trimmed at all times.
3. Mutton chops or bushy sideburns are strictly prohibited.

C. Hair

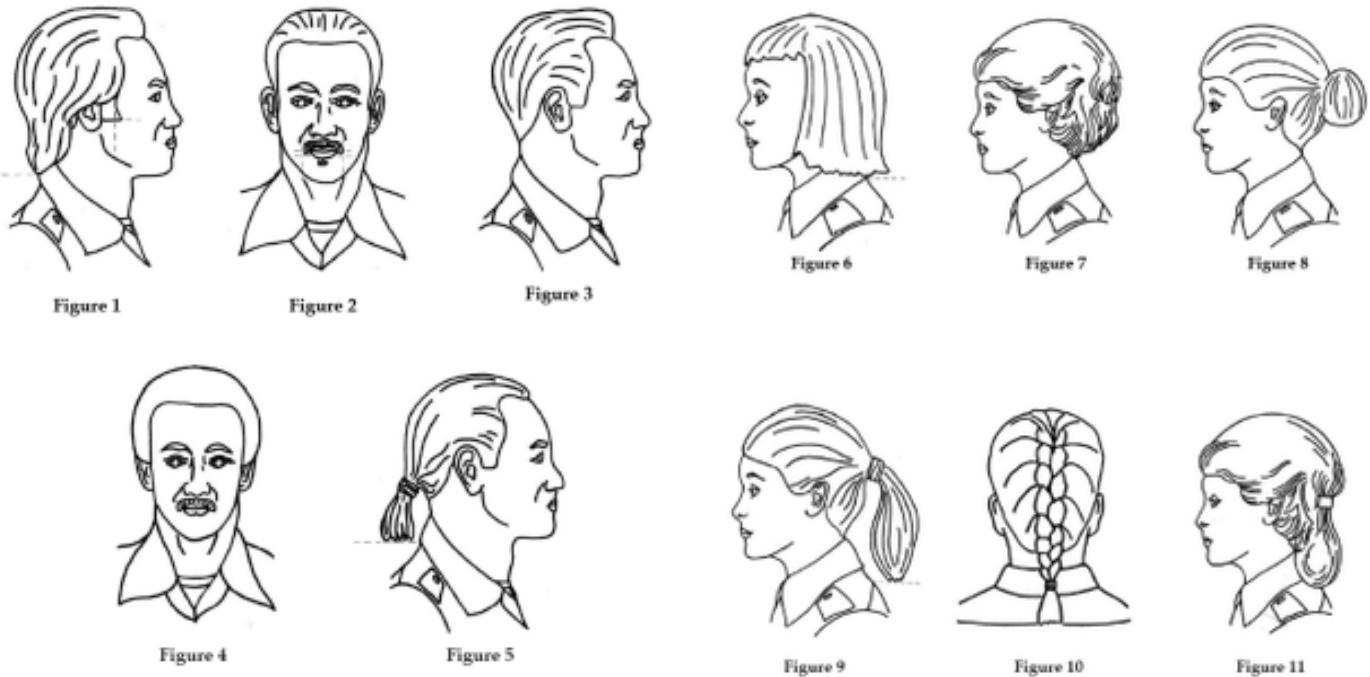
1. Both men's and women's hair shall be neatly trimmed and groomed, without reference to style, except that all hairstyles must be consistent with a professional appearance.
 - a. Men
 - i. Men's hair must be neatly brushed or combed at all times.
 - ii. Men's hair may cover part, but not all, of the ear.
 - b. Women
 - i. Women's hair must be neatly brushed or combed at all times.
 - ii. Women's hair length must be such that it may be managed and completely covered by a protective hood, and must not interfere with donning an SCBA and wearing a facepiece and/or helmet.

D. Jewelry: No jewelry, except wedding rings, will be permitted. Rings capable of injuring another shall be removed during physical fitness and training. Earrings and any body piercings shall not be worn or displayed during class.

E. Makeup: The wearing of facial makeup shall be subdued and at a minimum. Highly contrasting makeup is not permitted. No false eyelashes or fingernails may be worn. Fingernail length shall not extend past the ends of the fingers. Fingernail polish, if worn, should be clear.

F. Personal Hygiene: All recruits are required to maintain proper personal hygiene. Dirty fingernails, bad breath, body odor, dirty or unkempt hair, unshaven or poorly shaven faces are all conditions that do not meet Academy Standards.

G. Body Art: No recruit shall display any visible tattoos, brands, scarification or body art at any time. An approved uniform or skin patch that matches the individual's skin color (whenever possible) will cover all body art while wearing uniforms (a skin patch is a bandage such as an ace bandage or Band-Aid). For tattoos upon the arms, a long sleeve uniform shirt is an acceptable option to meet this standard.



X. Uniform Standards

- A. Uniform of the Day – Class “B” Uniform: All Recruits attending the Firefighter I Academy shall wear the uniform of the day, as established by these standards. Academy uniforms shall be worn during all class times and while attending official Academy functions only. Academy uniforms may be worn during official fire department functions only if authorized by the Academy Coordinator. The following specifications have been approved and established as the Academy uniform by the SRJC Public Safety Training Center:
1. Trousers: Men’s Elbeco E2804R, Women’s E2814LCP.
 2. Shirt: Elbeco G934 or long sleeve G924.
 - a. The Public Safety Training Center Firefighter I Academy Shoulder Patch sewn on the **left sleeve** (patch provided by the PSTC). Agency attire and patches are not permitted.
 3. Belt: Black basket weave with a silver square buckle (no department buckles).
 4. Boots: Black work boots (OSHA-Approved) that are black leather, laced, lug sole and kept to a high shine. Wildland boots that meet this criteria are acceptable.
 5. Socks: White, Black, Grey or Dark Blue socks are permitted. No bright colors.
 6. Underwear: Blue PT shirt shall be worn at all times under your Class B Uniform shirt. Class shirts can be worn only after design approval by the Academy Coordinator and/or Director, and only after completion of the Midterm testing. No printed t-shirts or department t-shirts will be allowed at ANY time.
- B. Protective Clothing – Class “C” Uniform: Full Protective Clothing (OSHA – Approved) shall be worn during all manipulative training exercises, to provide a level of protection where personal injury may occur. The recruit shall bring the Full Class “C” uniform to ALL Class sessions. It shall be the responsibility of the Recruit to maintain a minimum level of protection, while on the Training grounds. Under no circumstances shall the protective helmet and gloves be omitted during ANY exercise.

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1. Recruits attending the Firefighter I Academy shall rent their structural firefighting protective clothing ensemble from the vendor specified in the orientation packet. This will include:

- a. Helmet (Structure-Wildland with goggles and structural and wildland shrouds)
- b. Coat & Liner
- c. Pants & Liner
- d. Structural Fire Gloves
- e. Wildland Gloves
- f. Utility Gloves
- g. Suspenders
- h. Hood
- i. Boots
- j. Disposable safety goggles
- k. Disposable hearing protection
- l. Gear Bag
- m. Thermos (for hydration)
- n. Rope & Webbing

It shall be the responsibility of the recruit *including those from sponsored agencies* to obtain These items from the vendor and have them in his or her possession the first day of class. The recruit shall bear full responsibility for the terms and conditions of the rental contract. If students wish, they may rent only the Helmet, Coat & Liner, Pants & Liner, and gear bag from the vendor and provide the balance of the items from the list above themselves. However, it will be the responsibility of the recruit to ensure all items are NFPA 1971 compliant. ***Failure to do so may result in being unable to attend mandatory training and/or testing and failing the course.***

2. Recruits attending the Firefighter I Academy will be provided the protective clothing needed for the Wildland component of the academy. This will include:

- a. Wildland Jacket
- b. Wildland Pants
- c. Web Gear

3. Protective Clothing shall be maintained in accordance with the instructions provided from the Turnout vendor to ensure the level of protection for which the garment was originally designed. When instructions are not available, the following guidelines shall be used:

- a. Protective Clothing shall be washed in LUKEWARM WATER with a MILD detergent soap.
- b. Turnout Liners should be washed in the same manner as protective clothing, but allowed to dry without the use of mechanical dryers. AIR DRY ONLY!
- c. When not in use, Recruits shall keep their turnouts out of direct sunlight whenever possible.

C. Class "D" Uniform (Physical Fitness)

1. Sweatshirt: Dark blue with last name stenciled in white, 2-inch letters on the upper front and back. Stenciling shall be centered and parallel to the hem of the shirt. Hooded sweatshirts are prohibited.
2. T-shirt: Dark blue with last name stenciled in white, 2-inch letters on the upper front and back. Stenciling shall be centered below the Academy logo, and parallel to the hem of the shirt.
3. Shorts: Dark Blue Gym Shorts, no logo other than SRJC Training Center.
4. Sweatpants: Dark Blue, no logo(s)
5. Socks: White
6. Bra: Female Recruits are required to wear a bra at all times.
7. Shoes: Running shoes of good quality in the colors of white, grey, blue or black.

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D. Academy Provided Materials

1. The Academy will provide the required textbooks (page 1) which will become the permanent property of the Recruit.
2. The Academy will provide the following materials which each Recruit will be responsible for including the washing of jackets and pants and returning in good order.
 - a. Wildland Jacket
 - b. Wildland Pants
 - c. Web gear

E. Inspection Procedures: Uniform and personal grooming inspections will be conducted routinely. All Recruits should be prepared for inspection at any time they are participating in the Academy program. Unless otherwise specified, all Recruits are required to report for scheduled inspections and class instruction in uniform. All inspections will be conducted while the Recruits are in formation. Also refer to Appendix E *Formation Protocol*. Recruits will follow the uniform regulations contained in the Manual, and adhere to the following requirements:

1. Recruit's uniforms shall be clean and pressed. Uniforms shall be properly tailored and free of loose threads, lint, hair, etc.
2. Shoe and leather gear shall be clean and highly shined.
3. All Protective Clothing shall be cleaned at the beginning of each class and shall be subject to a safety inspection at any time.

XI. Academy Completion Criteria: There are five individual components of the Academy that a Recruit must pass to successfully complete the Academy: the Academic, Staff Evaluation, Skills Testing, Wildland and Physical Training (PT) components. ***Failure to complete any individual component will result in the Recruit failing the entire academy.*** Specifics for each are as follows:

A. Academic:

1. Recruits must maintain an academic average of 80%, or better, on all quiz scores. Failure to maintain an 80% average after a minimum of five (5) quizzes will result in the Recruit being placed on probation for an additional three (3) quizzes. If the Recruit does not meet the 80% criteria after the probation period ends, ***the Recruit shall fail the Academy.***
2. The minimum passing score for the Midterm Exam is 80%. ***Failure to achieve an 80% score on the Midterm will result in dismissal from the Academy.***
3. For purposes of the Recruits Academy grade, the SFT final shall be treated as a pass or fail, but otherwise not influence their academic grade. Exam retakes are allowed only on the final with a maximum of two re-takes permitted (three total opportunities to take the test). Recruits are only required to re-take the portion of the exam they failed (FFI, Wildland, or Haz-Mat). ***If a Recruit fails after the second re-take, the Recruit shall fail the academy.***
4. Each time the student takes the SFT Final On-line exam the Recruit is responsible for certain fees. This includes an \$18 charge to the vendor who delivers the test (Questionmark) and \$10 to SFT. The Questionmark fee is collected by credit/debit card when the student registers for the test (the \$10 SFT fee is included in the fees the college collects when you register). If any retakes are necessary, \$18 is charged by Questionmark and \$10 by SFT *for each module that is taken*. Questionmark fees are paid by credit/debit while a check must be provided to the college for the SFT fee since we are billed directly for this cost.
5. Not including the final, a minimum overall average of 80% must be maintained ***or the recruit shall fail the academy.***
6. Grades that fall between 80 and the 89.99 percentile will receive a "B". Grades 90.00 and above will receive an "A"

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B. Skills Evaluation:

1. In the *Performance Standards* manual are 67 Skills that have been identified by State Fire Training (SFT) as those necessary to meet the Job Performance Requirements (JPR) established for FFI. To complete the academy, Recruits must pass a Skills Evaluation test consisting of ten mandatory skills (identified on colored paper) and seven additional skills selected randomly by SFT from the 53 remaining in the manual (on white paper). Due to the time constraints, there is limited opportunity to practice skills in class. This does not relieve the Recruit of his or her responsibility to learn each skill. Recruits are encouraged to practice until proficiency is achieved, even if it means doing so outside of designated class times.
2. In the *Performance Standards* manual, these Skills have been separated into Firefighter I (Structure), Wildland Firefighter I and Hazardous Materials FRO modules. The skills for Wildland and Hazardous Materials shall be tested at the end of these modules and the Firefighter I skills will be tested at the end of the academy.
3. Under SFT procedures, one remediation is permitted for each of the 17 skills during the test(s). If a Recruit fails a skill a second time, ***they shall be dismissed from any further testing.*** However, upon completion of the entire testing process, a re-take exam can be scheduled at a date to be determined. If a re-take exam is necessary, the Recruit will only need to re-take that portion of the skills exam they failed (i.e. if one of the Haz-Mat FRO skills was failed, the Recruit will only need to re-take the one mandatory and two random Haz-Mat skills).
4. Skills performed during the manipulative (Skills) testing component of the academy shall be recorded using EVALS.net. Prior to orientation, Recruits will be required to enroll in EVALS.net and pay any applicable fees. In addition to providing videos of the student performing the respective skills, EVALS.net is used to provide course schedules, updates, handout materials and model videos of many of the skills being performed. Because EVALS.net is used by the Academy to retain records required by SFT for our accreditation, its use is not optional.

C. Wildland: The Wildland component of the Fire Academy has been developed to meet the academic and manipulative skills required by CALFIRE to become a Seasonal Firefighter. To successfully complete this unit, Recruits must pass the curriculum as established by CALFIRE and adopted by the College. Because the standards CALFIRE has established for their *Basic Firefighter* certificate exceed those required for FFI, it is possible to pass the FFI Skills Test and fail that testing necessary to obtain the CALFIRE certificate. Under these circumstances, the Recruit would receive an *Academy Completion* certificate but not a CALFIRE *Basic Firefighter* certificate.

D. Physical Training: Recruits will be required to actively participate in an Academy exercise program and meet minimum strength and endurance standards established by the Academy. Each shall demonstrate improvement in flexibility, strength, muscular and cardiovascular endurance, and conditioning throughout the academy. ***All students must pass the physical agility midterm and final to pass the Firefighter I Academy. Students who fail these tests will not be allowed to continue or audit the Academy.***

E. Attendance: No Recruit will be allowed to graduate if:

1. They miss more than 5% of the Academy Mandated Subject matter.
2. They miss more than 24 hours of Academy attendance.
3. They cannot remediate any required portion of the Academy, regardless of the time spent.

F. Learning Disability: If you require disability related accommodations for this class (such as a note-taker, test-taking services, special furniture, etc.), you must provide the *Authorization for Academic Accommodations (AAA letter)* from the Disability Resources Department (DRD) to the Academy Coordinator as soon as possible. You may also speak with the Academy Coordinator privately during office hours about your accommodations. If you have not received authorization from DRD,

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it is recommended that you contact them directly. DRD is located in Analy Village on the Santa Rosa Campus, Tel: (707) 527-4278, and Jacobs Hall on the Petaluma Campus, Tel: (707) 778-2491. You may access the Santa Rosa Junior College Disability Resource Department website at: <http://online.santarosa.edu/presentation/?4928>

G. Challenging Examination Questions: Test question results may be evaluated by the Director if the Recruit submits an inquiry in writing. The recruit may not challenge questions from the SFT online final exam.

H. Recruit Memos

1. Recruits shall turn in all memos to the Squad Leader prior to Pre-Class Inspection. The Class Leader will organize them and turn them into the Academy RTO. Memos turned in after inspection will be considered late.
 - a. Memos are used as an educational tool and a grading factor. They are designed to reinforce a particular subject or procedure to the Recruit and are used by the staff to evaluate their ability to put information into written form and the effort put forth on a given task.
 - b. Memos shall be prepared using the memo form identified in Appendix I.
 - c. Memos will not be accepted unless handwritten and block printed.
 - d. Confidential memos must be placed in a sealed envelope and presented to the Squad Leader procedure as listed in section H-1.

XII. Agency Ride Along Program: To provide Recruits the opportunity to familiarize themselves with fire department practices and those agencies that participate in the Internship program, “Ride Alongs” with a variety of these agencies may be arranged during the academy. Recruits that participate in Ride Alongs must do so at a time that does not conflict with the academy and are responsible for scheduling this activity. It is important to note that because Recruits have not completed their training and the purpose of the Ride Along is to *familiarize* them with the operation of the department (not to augment their staffing), Recruits *shall not* engage in emergency response activities *unless directed to do so by the officer in charge*.

XIII. Memorial Tribute: The death of a fire fighter in the line of duty is a tragic event. It is a loss to society and to the standards of civic order. To recognize this loss, an observance shall be made by the class, the intention of which is two-fold; to pay tribute to the fallen firefighter and remind recruits that the training at the Academy should not be taken lightly. The basic lessons and habits developed during this Academy could will help recruits avoid meeting a similar fate.

A. Procedure

Upon becoming aware that a firefighter in California has died in a Line of Duty Death (LODD), the line of duty, the Class will report this event to the Academy staff through the chain of command. Upon confirmation of the LODD, the following procedure will be followed:

1. At line-up, if access to the flagpole is available and does not interfere with the other academies the flag will be raised to full staff then lowered to half-staff.
2. The class leader will give a brief explanation of the circumstances regarding the incident, including the firefighters name and agency. A moment of silence will be observed by those present.

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3. Information about the incident and the firefighter will be posted on the bulletin board in the Academy classroom for the duration of the academy. If another Line of Duty Death (LODD) occurs during the course of the academy, the information of the second incident will be posted above the first. Unless permission is given by the Academy Coordinator, no LODD informational bulletins shall be removed.

XIV. Academy Facebook Page: To provide a means for the class to promote and share the curriculum and activities experienced with those outside the academy, each class shall establish and regularly update the academy Facebook page. To meet this requirement, each class shall appoint an individual responsible for this activity who shall follow all Academy procedures including those sections dealing with Social Media and the Chain of Command. Password(s) necessary to access said page shall be provided to the Academy Coordinat

Appendix A

Public Safety Training Center

Record of Absence

Name: _____ ID Number _____ Date: _____

Department: _____ Date of Absence: _____

From: _____ Hours To: _____ Hours Total Hours Absent: _____

Reason: _____

Recruit Signature: _____

Administrative Use Only

AW = Injury on duty FI = Family illness
AH = Injury off duty I = Illness
D = Disciplinary layoff J = Jury duty/court
F = Family death P = Personal reasons

STAFF REVIEW: _____
Initials

PUBLIC SAFETY TRAINING CENTER

SAMPLE

RECORD OF ABSENCE

Name: JOHN SMITH

ID Number: 0005 Date: 06/01/09

Department: N/A

Date of Absence: 05/30/09

From: 0800 Hours To: 1700 Hours

Total Hours Absent: 8

Reason: I WAS ILL WITH FLU SYMPTOMS AND UNABLE TO

ATTEND CLASS,

Recruit Signature: John Smith

ADMINISTRATIVE USE ONLY

- AW = Injury on duty
- FI = Family illness
- AH = Injury off duty
- I = Illness
- D = Disciplinary layoff
- J = Jury duty/court
- F = Family death
- P = Personal reasons

STAFF REVIEW: INITIALS



When completed (use pen), return form to:
STUDENT HEALTH SERVICES
Race Building - 1501 Mendocino Avenue, Santa Rosa
Santa Rosa - Phone (707) 527-4445 FAX (707) 524-1858
Petaluma - Phone (707) 778-3919 FAX (707) 778-3901

INCIDENT REPORT - See reverse for directions on how to complete form

Type of Incident: ☐ Property Damage ☐ Illness/Injury ☐ Near Miss
Name of Injured: Last, _____ First, _____ SSN/SIN (last 4#s): _____ DOB: _____
Address: _____ City: _____
State: _____ Zip Code: _____ Phone: () _____
Is Injured Person a: ☐ Student ☐ Employee* ☐ Visitor ☐ Child at Children's Center
Program Affiliation: ☐ Health Sciences* ☐ Public Safety ☐ SRT ☐ Athletics ☐ KAD ☐ Other _____

EXPLAIN THE INCIDENT:

Date: _____ Time: _____ Place: _____
(Be specific: building, room number, street...)

Describe in detail what happened: _____

Did incident occur during class? Yes ☐ No ☐

If yes, list course Title/Section #: _____ Name of Instructor/Supervisor _____

Witnesses (if any): _____

(Names and addresses or phone where we can contact them)

DESCRIBE ILLNESS/INJURY (e.g., body part injured): _____

DESCRIBE ACTION TAKEN: _____ First Aid Provided? Yes ☐ No ☐ Explain _____

(where, when and by whom)

Referred to: _____ Transported to: _____

What other college departments/personnel (if any) have been notified? _____

District Representative (Please sign and date) Date: _____ Injured Person (Please sign and date) Date: _____

Print Name: _____ Print Name: _____

Below For Student Health Services Use Only

COMMENTS: ☐ Seen in SHS ☐ Referred from SHS to outside provider

SAI _____ HR _____ District Police _____ Fin & Admin Svcs. _____ EH&S _____
(Date filed or sent) (Date) (Date) (Date) (Date)

White-Student Health Services Yellow-Originator Pink-Injured Person Revised 1/8/16

HOW TO COMPLETE AN INCIDENT REPORT

Type of Incident: Check appropriate box to indicate whether incident involves property damage only, an illness or injury, or a near miss:

- **Property Damage** occurs when property is damaged by the district or someone damages district property, e.g., a campus tree branch falls on a car and scratches the hood, etc.
- The **Illness/Injury** box should be checked if someone is injured or becomes ill while on district property or at a district-sponsored event, e.g., pain in the knee during an athletic event, or becoming unconscious while in class or at work.
- The **Near Miss** box should be checked in the event of a near miss on district property, e.g., someone slips on a wet surface but does not fall and is not injured. Multiple boxes may be checked if an incident involves both property damage and injury or illness, e.g., an accident while driving a district vehicle that causes injury.

Injured Person: Please complete the full name of the person who is injured, the last 4 digits of their Social Security Number (SSN) or Student Identification Number (SIN), birthdate (DOB), full mailing address and current telephone number with area code.

Is Injured Person a(n): Please check a box to indicate whether the injured person is a Student, Employee, Visitor, or Child at the Children's Center:

- **Student** – A person who is currently enrolled in a credit or non-credit course at SRJC.
- **Employee** (for incident reporting purposes) – A person who works for the District, e.g., Faculty, Classified Staff, Management, STNCs, Professional Experts, Student Employees, Interns, Volunteers, etc. ***Important notes: If a Student is injured in their capacity as a Student Employee (while at work), the Employee box should be checked. If a Student is injured while attending a class (not working), the Student box should be checked.**

Program Affiliation: Check a box to indicate the appropriate association of the Illness/Injury. Please see examples below:

- **Health Sciences** – Any of the health related sciences, i.e. Nursing Program, Dental Program, etc.
***Important notes:** If a Student is injured in class, e.g., a dirty needle stick during phlebotomy practice, they can be referred to Student Health Services, the ER, or a doctor of their choice. Health Sciences students injured while in a clinical setting, i.e. visiting patients at an off campus medical facility, should be referred to Kaiser Occupational Health.
- **Public Safety** – A public safety student injury during class, e.g. an injury happens during defensive tactics training (not affiliated with District Police). Please note if the student is employed by an outside agency that is sending them for classes.
- **SRT** – Affiliated with Summer Repertory Theatre.
- **Athletics** – A student athlete is injured during a practice, game or event.
- **KAD** – A student has pain in the knee while working out in an exercise class (non-athlete).

Explain Incident: Fill in date, time and place – BE SPECIFIC, e.g., SRJC Baseball Field, Lark Hall, etc. Use descriptive words and facts to relay what happened. Check the appropriate box as to whether the incident happened during a class. If so, please list the course title/section and the name of the instructor. Include the names of any witnesses, if available.

Describe Injury: Use descriptive words to indicate the nature of the Illness/Injury and affected body part, e.g., "Student cut left index fingertip while slicing onions in class."

Describe Action: Indicate whether First Aid was provided by checking the appropriate box and explaining the action, e.g., "An ice pack was applied to the student's knee" or "First Aid was not provided because the student refused treatment." If the student was referred or transported for medical treatment, please note who/where the student was referred to, e.g. Student Health Services, Athletic Training Room, ER, etc. If the illness/injury is work related, contact Human Resources at (707) 527-4954 regarding the completion of a Supervisor's First Report of Injury.

Required Signatures: A **District Representative** (district employee) must print their name/sign/date the incident report. The Ill/Injured person should also print their name/sign /date, unless incapacitated or otherwise unavailable.

Deadlines: Time is of the essence! The right to file a Student Accident Insurance claim may be lost if the Incident Report is not received in a timely manner. See front of form for filing instructions and routing. For more information, please contact Student Health Services at (707) 527-4445.

2016-17 STUDENT & INTERCOLLEGIATE ATHLETIC ACCIDENT INSURANCE CLAIM FORM

Mail form to: A-G Administrators, P.O. Box 979, Valley Forge, PA 19482 • Claims Phone: (800) 634-8628 • Claims Fax: (610) 935-2860

PART I - POLICYHOLDER'S REPORT (Must be completed by appropriate college official)

Policy Number US727385	Name of School Santa Rosa Junior College	Address of School 1501 Mendocino Avenue, Santa Rosa, CA 95401
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DETAILS OF INJURED PERSON (Claimant)

1. Name	2. Sex <input type="checkbox"/> F <input type="checkbox"/> M	3. Date of Birth / /	4. Social Security # - -	5. Full Time Student? <input type="checkbox"/> Yes <input type="checkbox"/> No
6. Address	City	State	Zip	7. Phone #

DETAILS OF ACCIDENT

8a. Date / /	8b. time : am/pm	9. Place	10. Name of Event/Activity
11a. Injury is related to: <input type="checkbox"/> Not Sports <input type="checkbox"/> Police/Fire Academy <input type="checkbox"/> Intercollegiate Athletics <input type="checkbox"/> Club/Intramural Sports		11b. If sport, which?	11c. During... <input type="checkbox"/> Game <input type="checkbox"/> Practice
12. Indicate body part injured		13. Did Accident occur... a. During a policyholder sponsored & supervised event? <input type="checkbox"/> Yes <input type="checkbox"/> No b. While traveling to or from a policyholder sponsored & supervised event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Name and Title of Supervising Representative			
15. Describe how the accident occurred. Give all possible details.			

16a. Signature of School Representative 	16b. Date Signed	16c. Signer's Phone #
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PART II - OTHER INSURANCE STATEMENT (Must be completed by Claimant or by Parent/Guardian if Claimant is a minor)

1. Are you covered under this school's Student Health Plan (USHIP)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Other than the USHIP, are you covered by any health/medical/dental (if tooth injury) coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No	
a. If yes, who is the subscriber? <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Other	
b. If not self, please provide: Subscriber Name _____ Phone _____ Street _____ City _____ State _____ Zip _____	
c. Type of Coverage <input type="checkbox"/> PPO <input type="checkbox"/> HMO <input type="checkbox"/> Major Medical <input type="checkbox"/> Dental <input type="checkbox"/> Other	
d. Please provide for the Insurance Company: Company Name _____ ID# _____ Group # _____ Phone _____ Street _____ City _____ State _____ Zip _____	

AUTHORIZATION TO RELEASE INFORMATION

AFFIDAVIT: I verify that the statement on other insurance is accurate and complete. I understand that the intentional furnishing of incorrect information via the U.S Mail may be fraudulent and violate federal laws as well as state laws. I agree that if it is determined at a later date that there are other insurance benefits collectible on this claim I will reimburse United States Fire Insurance Company to the extent for which United States Fire Insurance Company would not have been liable.

AUTHORIZATION TO RELEASE INFORMATION: I authorize any Health Care Provider, Doctor, Medical Professional, Medical Facility, Insurance Company, Person or Organization to release any information regarding medical, dental, mental, alcohol or drug abuse history, treatment or benefits payable, including disability or employment related information concerning the patient, to United States Fire Insurance Company, its employees, and authorized agents for the purpose of validation and determining benefits payable. I further authorize United States Fire Insurance Company to furnish the Policyholder or its agents, any and all information with respect to my insurance claim for the purpose of assisting with claims adjudication. This data may be extracted for the use in audit or statistical purposes. I understand that I have the right to revoke this authorization in writing at any time and that such a revocation is not effective to the extent that such authorization has already been relied upon.

PAYMENT AUTHORIZATION: I authorize all current and future medical benefits, for services rendered and billed as a result of this claim, to be made payable to the physicians and providers indicated on the invoices, unless paid receipts accompany this form.

 Signature (Parent or guardian if claimant is a minor) _____ Date _____

California Residents: Anyone who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

STUDENT BLANKET ACCIDENT CLAIM FILING INSTRUCTIONS

How to file a Claim under the School's Blanket Accident Policy:

When an injury occurs, a claim must be filed with the College/University's claims administrator for the Blanket Accident policy. In order for charges to be paid under the Blanket Accident policy by the administrator, the following steps must be followed:

1. The Accident Claim form must be fully completed and signed by claimant and appropriate College/University official. Each new injury requires a new form. This should be sent immediately to the claims administrator listed below.
2. **All claims should first be submitted to the Claimant's Primary Insurance for payment! If the student/athlete has any other medical insurance coverage, submit the claim to the claimant's primary insurance for processing. The College/University's Blanket Accident policy pays claims on an excess basis; only covered expenses that are in excess of amounts paid by the claimant's other health insurance will be considered for payment.**
3. After the claimant's primary insurance has processed the claim, any balance owed can be submitted to the claims administrator for consideration under the Blanket Accident Policy.

The following items must be submitted to the claims administrator listed below in order for the claim to be processed:

- a. Itemized bills for services rendered by providers. Ask the provider for "the form used to bill insurance" (aka "1500" or "UB" forms). Statements on Account or Balance Due bills are not sufficient for claim processing.)
- b. Copies of final determinations (Explanation of Benefits - EOBs) made by the student's primary insurance must be submitted, including any denials made by the primary insurance carrier. The EOBs must include any denial message (not just the denial code).
- c. For prescriptions, the detailed prescription slip provided by the pharmacy must be submitted. This form includes the name, code and dosage of the medication and the names of the patient and prescribing physician. A register receipt is not sufficient for claim processing.
- d. For physical therapy claims, the physician's prescription must be provided.

All claims should be mailed to the claims administrator listed below:

A-G Administrators
P.O. Box 979
Valley Forge, PA 19482

Caution: Any person who, knowingly and with intent to defraud, or helps to commit a fraud against, any insurance company or other person: (1) files an application for insurance or statement of claim containing any materially false information; or (2) conceals for the purpose of misleading, information concerning any material fact thereto, commits or may be committing a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

APPENDIX D

Sexual Harassment Policy

The policy of the Sonoma County Junior College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in this policy or by state or federal law shall be subject to discipline up to and including discharge, expulsion or termination of contract. Cal. Code Regs., Title 5, § 66281.5; 20 U.S.C. § 1681 et seq.

What is sexual harassment? unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when submission to the conduct is explicitly or implicitly made a condition of an individual's employment or academic work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

While many types of conduct constitute sexual harassment, such behavior may include:

- unsolicited, non-reciprocal requests for sexual favors
- questions about one's sexual behavior
- derogatory sexual or sexist comments, slurs and jokes
- comments about one's body and/or clothing
- sexually suggestive pictures or objects displayed to embarrass or humiliate
- repeated, non-reciprocated propositions for dates
- pinching, fondling, patting or kissing

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, California Government Code Section 11135, California Education Code Sections 210 through 214 inclusive, Title IX of the Education Amendments of 1972 and of Santa Rosa Junior College policy.

For more information regarding student, staff and faculty rights and remedies in matters of sexual harassment contact District Compliance Officer at (707) 527-4303.

APPENDIX E

Formation Protocols

Students are to drop bags in classroom and begin to form up 15 minutes prior to the beginning of class. At **“exactly”** 10 minutes prior to class, roll call will begin followed by inspection. The following is a script for completion of this evolution. If a student is not present, by roll call, they are tardy!

Class Leader = CL

Assistant Class Leader = ACL

Recruit Training Officer = RTO

1. CL: Class # fall in (**NO TALKING**. Turnout gear in right hand)
2. CL: Attention.
3. CL: Dress right. Dress.
4. CL: Ready front.
5. CL: Cover.
6. CL: Prepare to present gear. Present gear (left foot forward, right foot planted).
7. CL: Prepare to cover. Cover.
8. CL: Inspects front rank squad leaders.
 - a. CL: Squad Leader, any memos? Squad leaders inspect squads.
9. ACL: Inspects back rank squad leaders.
 - a. ACL: Squad Leader, any memos? Squad leaders inspect squads.
10. CL and ACL return to their positions.
11. CL: Recite oath.
12. CL: Recite motto (if any).
13. CL: Stow gear (return to the line **QUICKLY**).
14. CL: Attention.
15. CL: Dress right. Dress.
16. CL: Ready front.
17. CL: Cover.
18. CL: Left face.
19. CL: Column of files from the right.
20. Once the entire class is standing at attention behind their seats. There will be **NO TALKING**. The RTO will give the command **SEATS**. (RTO will pass on any information he/she might have for the recruits before the recruits are handed over to the instructor).
21. RTO: At ease (the class session may then start with **NO TALKING**).



Santa Rosa Junior College
Public Safety Training Center
5743 Skylane Blvd, Windsor CA 95492 • 707.836.2906

RECRUIT COUNSELING REPORT

- | | |
|---|---|
| <input type="checkbox"/> Academic Deficiency | <input type="checkbox"/> Recruit Request Counseling |
| <input type="checkbox"/> Physical Training Deficiency | <input type="checkbox"/> Practical Performance Deficiency |
| <input type="checkbox"/> Behavior Deficiency | <input type="checkbox"/> Other/Follow-up |

Recruit: _____

Date and Time: _____

Narrative: _____

Corrective Measures:

- | | |
|---|---|
| <input type="checkbox"/> Review all pertinent test material | <input type="checkbox"/> Make any appropriate challenges |
| <input type="checkbox"/> Utilize practice quizzes in IFSTA | <input type="checkbox"/> Identify problem learning objectives |
| <input type="checkbox"/> Review your notes | <input type="checkbox"/> Other: _____ |

Recruit Signature

Coordinator Signature

RTO Signature

Date

c: File white
Recruit yellow



SAMPLE

Santa Rosa Junior College
Public Safety Training Center

MEMO

TO: RTO JONES

DATE: 06/05/09

FROM: RECRUIT SMITH

ID# 0001

SUBJECT: REQUEST ABSENCE

I RESPECTFULLY REQUEST TO BE EXCUSED FROM CLASS
ON 6/20/09. CLASS THAT DAY IS PRACTICAL REVIEW.
I AM ASKING TO BE EXCUSED SO I CAN TAKE A WRITTEN
EXAM FOR THE NORTH POLE FIRE DEPARTMENT.

RESPONSE: RECEIVED 6/5/09 INSTRUCTOR JOHNSON

ABSENCE DENIED PER PROCEDURE MANUAL #3 SECTION 5.

RTO JONES





Appendix 2

Santa Rosa Junior College Fire Academy – Academy Staff Manual

Santa Rosa Junior College

Fire Academy



Academy Staff Manual

2019

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Santa Rosa Junior College Fire Academy (SRJCFA) Mission Statement

To provide Recruits with the knowledge, skills and physical conditioning necessary to perform basic firefighting and rescue duties, while instilling the character, values, work habits and discipline expected of a firefighter. We strive to be the most comprehensive, competitive, innovative, and professional fire academy in the state.

Academy Core Values:

Character = Guides firefighters to exemplify the ultimate in ethical and moral behavior.

Courage = The mental, moral and physical strength ingrained in firefighters

Devotion to Duty = The selfless devotion to an act or course of action that is required of one's position

Fire Academy Overview

The Santa Rosa Junior College Fire Academy's (SRJCFA) goal is to give students the tools and education to be the most competitive fire service applicants in the nation and to make them successful as new firefighters once hired by a professional fire service agency.

As an Accredited Regional Training Program (ARTP) by the State Board of Fire Services (SBFS), the SRJCFA is committed to training academy students to the highest competency standards expected of a firefighter. The academy curriculum adheres to State Fire Training's (SFT) 2017 Firefighter I Course Plan as adopted by the SBFS as well as specialized topics as requested by the program's Fire Technology Advisory Committee and local fire agencies.

We strive to offer a quality-learning program that challenges the student's physical, mental and cognitive limits as well as providing the prerequisites to obtain employment.

It is the expectation that academy staff will exemplify the highest standard of behavior and provide a positive example as they deliver their instruction and evaluate students' performance. All program staff shall be responsible for understanding and following all the material set forth in this document, the SRJC District Policy Manual and SFT Policies and Procedures

This manual addresses the fundamental staffing structure, specific job responsibilities, academy rules and regulations and expected staff behavior. The SRJCFA operates on a modified Incident Command System (ICS) model providing the ability to adjust staff assignments based on the size of each academy class and the number of staff available, subject to maintaining required student/instructor ratios.

Academy Staff Structure

Director of Fire Technology

Under the direction of the Dean of Public Safety, the Director of Fire Technology is responsible for the Firefighter I Academy, Fire Technology Degrees/Certificates and In-Service courses. Specific duties include:

- Conducting periodic staff performance reviews.
- Updating and reviewing curriculum with the Academy Coordinator.
- Managing the budget and handling purchasing as needed.
- Developing and nurturing cooperative working arrangements with local fire agencies to deliver classes and in-service training.
- Serving as Lead Evaluator as necessary during certification testing.
- Ensuring that Academy meets SRJC and SFT policies and procedures.
- Ensuring students have what they need to be successful.
- Ensuring instructors have the resources they need to be successful.
- Working closely with Academy Coordinator to ensure adequate leadership is present each day of the academy.
- Overseeing maintenance of facilities and equipment.
- Working with the Chair of the Fire Technology Advisory Committee to schedule meetings and develop meeting agendas.

Firefighter I Academy Coordinator

Under the direction of the Director of Fire Technology, the Academy Coordinator is responsible for the overall development, approval and delivery of the Firefighter I Academy. The Coordinator's responsibilities include:

- Developing the class schedule.
- Instructing and coordinating the academy orientation.
- Instructing the unit on academy policies and procedures.
- Assigning lead and backup instructors.
- Maintaining continuity to ensure all instructors are following the same standards.
- Interfacing with Instructors on class content, curriculum and job performance.
- Interfacing with Recruit Training Officers, Instructors and Professional Experts regarding student conduct.
- Setting academy standards and ensure they are followed by staff.
- Debriefing with Class and Squad Leaders at regular intervals.
- Coordinating Instructor needs (Professional experts, equipment, etc.).
- Working with the Administrative Assistant (AA) to ensure reservations for PSTC facilities (EVOC, tower, Scenario Village, etc. have been made).

- Monitoring student attendance.
- Disciplining of students.
- Planning, organizing and supervising Instructors.
- Determining needs for new material and/or classes.
- Conducting risk assessment of drills or assigns a Safety Officer to do so.
- Overseeing record keeping (memos, attendance, task book, grades, etc.).
- Attending Fire Technology Advisory Committee meetings.
- Serving as Lead Evaluator as necessary during certification testing.
- Overseeing development of Incident Action Plans (IAP) as required or necessary.

Recruit Training Officer (RTO)

Under the direct supervision of the Academy Coordinator, the Recruit Training Officer (RTO) is responsible for the following*.

- Monitoring and evaluating recruit conduct and performance.
- Inspecting recruits on a regular basis to evaluate their personnel protective equipment (PPE), demeanor, uniform and hygiene.
- Monitoring classroom activities to ensure recruit conduct adheres to academy standards.
- Providing assistance and counseling to recruits if they requested or if determined to be necessary by their conduct.

* Additional roles and responsibilities of the RTO are contained in the RTO Manual (Appendix A).

Administration Assistant

Under supervision by the Director of Fire Technology, the Administrative Assistant's (AA) duties include:

- Acting as contact point for students enrolling in the SRJCFA or other classes in the Fire Technology Program
- Preparing, distributing, and maintaining all student paperwork including:
 1. Personal information (address, emergency contact information, medications, EMT/paramedic certifications)
 2. Academy certificates (Haz-Mat FRO, ICS Certificates, SFM Academy Certificates and Graduation Certificates)
- Ensuring all paperwork is submitted within specified timeframes.
- Distributing and collecting academy applications and all associated documentation.
- Updating policies and procedures, staff and student and other updates as directed.
- Maintaining and archiving records in accordance with District policies and the Education Code.
- Maintaining all academy rosters and grades.

- Ordering all materials, books and handouts for classes.
- Coordinating and ordering all SFT course requests, written and skills testing and course processing.
- Deliver written tests as permitted by SFT

Fire Program Materials Handler

Under the direction of the Director of Fire Technology and Academy Coordinator, the Materials Handler is responsible for supporting the physical needs of the academy. The Materials Handlers responsibilities include:

- Maintaining and cleaning facilities, power tools, SCBA's and other instructional materials.
- Making minor improvements to facilities, performing errands, constructing props/aids and preparing equipment and props for instruction.
- Regularly exercising and conducting minor maintenance of fire apparatus. NOTE: Operation of apparatus off of the PSTC requires possession of a valid CA Commercial Driver's License (or Class C with FF Endorsement) and the approval of District Police through completion of a *Request for Driver Clearance* form (Appendix B)

Academy Instructor

The Academy Instructor is the primary point of contact for the students and are responsible for instruction in their areas of expertise and the conduct of their classes. Instructors are selected based on their expertise in the specific area of study. General responsibilities include:

- Delivering all classroom and manipulative instruction that is consistent with the most current SFT FFI course plan.
- Adhering to the SFT Instructor Code of Conduct (Appendix C).
- Monitoring classroom activities to ensure student conduct and instructional quality.
- Maintaining and updating lesson plans and other instructional materials.
- Defining and reinforcing expected behavior to the students.
- Observing, evaluating, and documenting undesirable student behavior, providing feedback and notifying the Academy Coordinator.
- Reporting any significant and/or unusual situations/needs to the Academy Coordinator or Director immediately.
- Informing the Academy Coordinator **with 1 week advanced notice or immediately after the weekly schedule is emailed to instructors** of the equipment, apparatus or logistical needs to implement their assigned class.
- Maintaining awareness and monitoring temperatures and humidity in accordance with the academy's *Heat Illness Prevention Plan* (Appendix D)

- Ensuring all equipment, tools, apparatus and props are handled properly by students and staff and returned to “in service” status for use by the next class.
- Ensuring when equipment, tools, or props are damaged or deemed “out of service” a tag with the stated problem is attached to such and the Coordinator and/or is Director advised of the problem by phone, email, text or in person.
- Ensuring that if students have a problem handling equipment, it is used as a teaching moment to correct the problem and promote the student’s success.
- Maintaining professional relationships with students and limit contact outside of the PSTC setting as not to jeopardize the PE-student relationship.
- Immediately report any damage of PSTC grounds or facility to the Coordinator and/or Director.

Physical Training Coordinator

The Physical Training (PT) Coordinator has contact with the Students during the PT portion of the academy. General responsibilities include:

- Developing and implementing an appropriate nutrition and fitness program for SRJCFA students with the goal of supporting the physical demands of a firefighter.
- Developing and presenting relevant lecture(s) regarding health and fitness issues for firefighters and the general population.
- Immediately reporting any injury or illness that may impact a student’s success or performance
- Coordinating PT activities with academy staff to ensure training is complementary with the other physical demanding portions of the academy (particularly drill ground activities).
- Recommending to the Academy Coordinator any student training adjustments, particularly those recovering from injuries.
- Providing timely reports to the Academy Coordinator regarding student’s performance, injuries, illnesses and general fitness issues.
- Immediately reporting any student behavior deemed inappropriate to the RTO or Academy Coordinator.
- Maintaining awareness and monitoring temperatures and humidity in accordance with the academy’s *Heat Illness Prevention Plan*.

Professional Experts

Professional Experts (PE’s) assist instructors with the delivery of course materials and are used during mid-term and final testing as subject matter experts (SME). General duties include:

- Providing instruction that is consistent with the lesson plan and manipulative skills presented by the lead instructor for that topic.

- Providing consistent and objective quality testing and evaluation that adheres to SFT and District policies.
- Ensuring all equipment, tools, apparatus and props are handled properly by students and staff and returned to “in-service” status for use by the next class.
- Report any equipment, tools, props, etc., that are out of service to the instructor.
- Maintaining professional relationships with students and limit contact outside of the PSTC setting as not to jeopardize the PE-student relationship.
- Only participate in instruction, evaluation and testing for those skills they possess subject matter expertise.
- Serving as Skills Evaluators during final skills testing if certified and in good standing with SFT and the SRJCFA.

Skills Evaluators

Skills Evaluators are used during certification testing to evaluate student performance and are considered those approved to do so by SFT and the SRJCFA. General duties include:

- Following SFT policies and procedures for evaluating skills testing as found in the Evaluator Code of Conduct (Appendix E).
- Following the direction of a Lead Evaluator/testing Incident Commander (IC).
- Recording evaluations/testing using EVALS, SFT forms and other documents as required.
- Only participate in the evaluation/testing of those skills they possess subject matter expertise.
- Refrain from participating in the evaluation/testing of those skills they delivered instruction on as the Lead Instructor during the semester.

Volunteers

Volunteers are utilized in the SRJCFA as a means to allow fire personnel who are interested in serving as instructional staff to participate in the academy. Prior to serving in any capacity, said individuals shall complete a *Volunteer Agreement* form (Appendix F) and return to the Academy Coordinator.

Academy Staff Rules and Regulations

It is the expectation that SRJCFA staff maintain professional conduct at all times toward students, fellow Public Safety Training Center (PSTC) staff, outside agencies and the public. General rules of conduct include:

General (Section I)

1. Treating all people regardless of rank or affiliation with respect and dignity. Never degrade or berate anyone in public or otherwise.
2. Adhering to all local, state and federal laws.
3. Projecting a professional image at all times by wearing an **approved**, clean and properly maintained uniform and proper grooming standards while conducting activities at the SRJCFA. An **approved** uniform can consist of the following; 1) Fire Department class B uniform in good repair. FD T-shirt can be worn on the fire ground, but should not be worn in the classroom while teaching. 2) The approved Fire Technology Polo Shirts can be worn in the place of Class B, but will be accompanied by uniform pants or slacks/Dockers/etc. No blue jeans or shorts are to be worn at any time 3) Fire Department Baseball caps may be worn. 4) Business casual, or better, may be worn in the classroom (slacks, shirt, etc.). 5) No inappropriate t-shirt, cap, etc. shall be worn at any time.
4. Refrain from the use of language unbecoming of a professional firefighter as well as the use of inappropriate slang terminology and cursing.
5. Refrain from any conduct or activities that would contribute to a negative image or opinion of the SRJCFA, respective departments or the fire service.
6. Never make any racial, ethnic, sexual, gender or other comment regarded as derogatory toward a particular group or person. Any form of discrimination in the workplace will not be tolerated.
7. Never conduct non-SRJCFA or non-College activities in uniform or utilizing SRJCFA or College resources unless granted permission by the Program Director.
8. Be accurate for all claimed hours on time sheets and include the following information:
 - Hours worked - Hours totaled - Employee ID #
 - Class section # - Employee signature
9. In order to meet payroll deadlines, time sheets shall be left in the Class Box, with the Academy Coordinator or Program Director before their due date of the 20th of each month for Adjunct Instructors (yellow timecards) and 9th of each month for PE's (salmon timecards). If staff are not scheduled to instruct for the balance of the pay period, they are encouraged to turn their timecards in early.
10. All SRJCFA time sheets shall be reviewed and approved by the Director of Fire Technology and Public Safety Dean.
11. Any work performed outside of scheduled academy hours must be approved by the Program Director prior to work. Approval is most easily obtained by making the request using email.
12. Working in excess of 8 hours per day is prohibited unless prior approval is obtained from the Program Director
13. Late time sheets will be processed on the following month.
14. Staff shall take lunch and other breaks as required by State and Federal laws.

15. Preparing and reviewing for all lectures and manipulative lessons prior to the course and making sure you are teaching the appropriate skills set forth by the Academy Coordinator and SFT course plan.
16. Following all guidelines established by the Director and/or Academy Coordinator during manipulative and academic instructional periods.
17. Never discuss any specifics of student performances or staff issues with non-academy staff members. When approached or asked by any person outside of the SRJCFA staff about the academy or any specific issues, simply respond "Federal law (FERPA) prohibits us from discussing any specifics regarding students or their activities in the academy".
18. Consumption of alcohol, cannabis related products or illegal substances such as recreational drugs is strictly prohibited. No smoking or tobacco chewing is allowed on campus.
19. If an instructor cannot attend a class they are scheduled to teach, that instructor shall immediately notify the Academy Coordinator and do everything possible to find their own replacement from the qualified instructors list.
20. The use of cell phones on the training grounds is strongly discouraged (emergencies excepted). Absence of cell phone use sends a message to the students you are monitoring their progress and safety with your undivided attention.
21. If a student is injured during training, the following procedures shall be followed:
 - A. Minor or non-life threatening Injuries
 - Provide immediate first-aid and evaluation.
 - Notify the Academy Coordinator
 - Notify Student Health Services (527-4445) during business hours
 - If outside of Student Health Services hours of operation and/or indicated by their complaint or condition, the recruit (with Training Center assistance) should contact their private physician or seek evaluation the student desires
 - If the recruit is sponsored* by an agency, instructions shall be obtained from the agency for seeking care. If unable to reach the agency, inform the student of the need to utilize employee health benefits and to file a Workers Compensation claim with their agency.
 - *Sponsorship means the home agency is paying the costs of the academy.
 - B. Immediately complete a Student Health Services *Incident Report* (Appendix G) and submit to the Academy Coordinator.
 - If the student is seen at a medical facility, have them complete a *Student Accident Insurance Claim Form* (Appendix H) as soon as possible. It is the student's responsibility to provide PSTC staff with documentation as to the time off required, and/or expected date of return to full/unrestricted academy training status. The student shall submit a *Record of Absence* form upon return to class.
- B. Immediate, Life-Threatening Illness or Injury Requiring an Emergency Response:
 - Provide immediate evaluation and First Aid.
 - Activate EMS using 911.
 - Contact the Fire Academy Coordinator to assist with necessary communications and documentation.

- Additional notifications will be made by PSTC staff, as needed.
 - For injuries requiring hospitalization, Cal OSHA shall be called within 8 hours of the Injury at 707-576-2388.
 - File a Student Health Services *Incident Report* (Appendix G) and *Student Accident Insurance Claim Form* (Appendix H). It is the recruit's responsibility to provide staff with documentation as to the expected date of return to full, unrestricted status. The Recruit shall submit a *Record of Absence* form upon their return.
22. If a Training Center Employee is injured, the following procedures shall be followed:
- A. Minor or non-life threatening injuries
 - Provide immediate first-aid and evaluation.
 - Notify the Academy Coordinator
 - Notify HR at 527-4945 during business hours to utilize employee benefits and to file a Worker's Compensation claim. If outside of business hours notification shall be made as soon as possible.
 - If outside medical care is needed (business hours), use Kaiser Occupational Health at 3975 Old Redwood Highway Suite 152 (566-5555). If after hours, use the Kaiser ER (393-4800).
 - B. Immediate Life Threatening Illness or Injury Requiring an Immediate Response:
 - Provide immediate evaluation and First Aid.
 - Activate EMS using 911.
 - Contact the Fire Academy Coordinator to assist with necessary communications and documentation.
 - Notify HR at 527-4945 during business hours to utilize employee benefits and to file a Worker's Compensation claim. If outside of business hours notification shall be made as soon as possible.
 - For injuries requiring hospitalization, Cal OSHA shall be called within 8 hours of the Injury at 707-576-2388.

Staff (Section II)

1. Work in a cooperative manner with fellow staff members contributing to a positive and productive working environment.
2. Never correct or disagree in public or in an instructional setting with a fellow staff member at the expense of their credibility or dignity. If you observe incorrect instruction or behavior by a fellow staff member discuss the issue(s) with that instructor in a respectful manner as early as is convenient privately.
3. Hostility or aggression toward a fellow staff member will not be tolerated regardless of differences of opinion. Respect the rights of others to maintain a belief or opinion that may differ from yours.
4. In the event you are unable to resolve a disagreement or conflict with a fellow staff member you must report the situation to the Academy Coordinator.
5. In the event the conflict is with the Academy Coordinator you may exercise the right to report directly to Program Director.

6. Incidents involving acts prohibited by local, state, and federal laws, such as but not limited to, violence in the workplace, harassment of any nature, or discrimination shall be reported to the appropriate officials immediately and will be dealt with in accordance with the applicable laws.

Students (Section III)

1. Students shall be treated with fairness and respect at all times, avoiding arbitrary actions that may be deemed as inequitable either positively or negatively.
2. Refrain from conversation of a casual nature and any personal dialogue or exchange of information that is not relevant to contributing to the student's success in the academy.
3. Instruct all students in the same manner using the same techniques and standards unless otherwise identified in a District Disability Accommodation Report.
4. Individualized instruction is permissible and should be based on the particular deficiencies or difficulties each student may have meeting academy standards. However, individualized instruction during regular drill ground activities must be limited in time and not at the expense of the opportunities of other students to have adequate practice time.
5. Never provide any student an advantage not provided to all students under the same conditions and held to the same standard.
6. Refrain from any physical contact with a student except as necessary to instruct or to prevent the potential for an accident. Casual contact of any nature is strictly prohibited.
7. Physical fitness activities shall not be arbitrarily applied toward a student as a means of discipline. Physical fitness activities such as climbing stairs for inadequate performance(s) may only be imposed if all students are held to the same standard and the discipline has relevance to meet training objectives.
8. Never ask a student to do something you would not do yourself or could be deemed as unsafe per the standards or curriculum of the SRJCFA.
9. Never ask a student to perform any kind of personal favor such as shining your shoes or cleaning your personal vehicle.
10. Immediately stop any student committing a safety violation and use corrective action to eliminate future occurrences.
11. Significant corrective action or counseling for student behavior and/or performance deficiencies will be conducted with at least two staff members.

Academy Staff Evaluations:

1. **Adjunct Instructors:** Pursuant to Section 14A02 (B) of the AFA contract, all Adjunct Instructors shall be evaluated at a minimum once every 3 years by other program staff using the procedures established in that section of the contract.
2. **Professional Experts/RTOs:** While there is no District policy or contract mandating regular evaluations of PE's, feedback on their performance is solicited in the Academy

Evaluations completed by the students and shared with PE's to provide a means of continuous self-improvement.

Academy Survey Evaluations

At the conclusion of the academy, students are asked to provide feedback to the SRJCFA regarding their overall experience. This includes feedback on facilities, staff and curriculum. The purpose of the surveys is to identify perceived strengths and weaknesses of instructors and components of the academy process. The surveys are the final assignment and are returned to the Academy Coordinator prior to graduation. The surveys are anonymous allowing the students a greater opportunity to be open. Following graduation, the surveys are reviewed and consolidated to show overall scores and written comments. The Director of Fire Technology reviews the survey and Academy Coordinator and a summary of the findings distributed to academy staff.

Post-Graduation Survey

Approximately one year after graduation, students are sent a link to an online survey. The survey looks at who has been hired, who is still looking for work and the level of preparedness that they felt they got from the academy.

Recruit Training Officer Manual



Santa Rosa Junior College
Firefighter I Academy

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RECRUIT TRAINING OFFICER

The role of the RTO has been modified considerable over the years. The classical role as administrator of discipline has given way to the concept of RTO as educators and trainers of fire recruits. The application of guidance towards production of a quality firefighter trainee is a well-accepted and valued practice.

The immediate impact each RTO has on the recruits' view of the fire service cannot be overlooked. It is important that the RTO represents the profession of the fire service in a manner that projects a positive image. The RTO has three major role models he/she must keep in mind. He/she represents their agency, the Public Safety Training Center and the fire service. His/her actions and demeanor can reflect a positive or negative view of all three roles, not to mention his/her own values and standards. The RTO is the first and last model the recruit trainee has on his initial contact with the fire service profession.

In order to provide the recruit with the best possible program, it is necessary that the day to day operations of the fire academy be run in as consistent a manner as possible. The understanding of each RTO's duties and responsibilities, when applied consistently by each Officer will help the academy operation be as orderly and efficient as possible. This manual may not contain all the assignments since the RTO's activities may change with improved policies or as procedures are developed. It does however provide the RTO with the majority of these activities that are accomplished on the routine basis. As changes develop, the manual will be updated to reflect such changes.

The manual, as it relates to RTOs, is broken down into five sections. The first section gives a description of minimum qualifications for the position of RTO. The second section details the conduct and demeanor required of all RTOs. The third describes the RTO's duties and responsibilities. The fourth provides guidance for conducting discipline. The fifth details inspections and parade ground procedures.

I. VALUE STATEMENTS

- A. A good RTO has an exemplary character. It is of utmost importance that an RTO is trustworthy to lead others. A good RTO “walks the walk: and in doing so earns the right to have responsibility for the recruits. True authority is born from respect for the good character and trustworthiness of the person who leads.
- B. A good RTO is enthusiastic about his/her work or cause and also about their role as an RTO. The recruits will respond more openly to a person of passion and dedication. RTOs need to be able to be a source of inspiration and be a motivator towards the recruits required actions.
- C. A good RTO is confident. In order to lead and set direction an RTO needs to appear confident as a person and in the leadership role. Such a person inspires confidence in the recruits and draws out the trust and best efforts of the recruits to complete all tasks.
- D. An RTO also needs to function in an orderly and purposeful manner in situations of uncertainty. The recruits look to the RTOs during times of uncertainty and unfamiliarity and find reassurance and security when the RTO portrays confidence and a positive demeanor.
- E. Good RTOs are tolerant of ambiguity and remain calm and composed.
- F. A good RTO is committed to excellence. The good RTO not only maintains high standards but also is proactive in raising the bar in order to achieve excellence in all areas.

II. QUALIFICATIONS

- A. Three years of experience as a firefighter in an all risk fire department.
- B. Ability to participate in the physical fitness program with the recruit's class.

III. CONDUCT AND DEMEANOR

The following regulations concerning conduct and demeanor apply to all training staff members while on the college campus or off-campus training facilities. RTOs selected for the position agree to conform to all established or future rules and regulations as documented in this manual. Should any disagreement with the policy develop, their concerns should be raised with the Academy Coordinator or other staff member so that a complete understanding can be achieved.

- A. No staff member will socialize with recruits in any form or at any function while the recruit is in a training status.
 - 1. It should be clearly understood that regardless of how minor the level of socialization may appear, it is not acceptable.
- B. No consumption of alcoholic beverages are permitted while on duty or at any training facility.
- C. RTOs will conduct themselves in a courteous and professional manner when dealing with any college student or at any facility.
 - 1. Any negative contacts should be immediately reported to the Academy Coordinator or other program manager.
- D. Training staff will not have visitors meet them while on duty at the campus facility or any off campus site.
- E. RTOs will not become involved in discussions with students or faculty concerning philosophy, rationale or why we are teaching certain fire training tactics, methods and strategy. Individuals needing such information will be directed to contact the Academy Coordinator.
- F. RTOs will refrain from any conduct on campus or at any training facility that would cause a negative image or opinion towards the fire academy or the fire service.
- G. RTOs will conform to the following rules and regulations when handling recruits. These rules apply on or off campus.

1. RTOs will not discipline recruits verbally or physically in public.
2. RTOs will never use profane or abusive language towards recruits.
3. RTOs will never make physical contact with recruits unless involved in a hands-on training activity.
4. RTOs will not make any racial, ethnic or sexual comments concerning or directed towards any recruits.
5. RTOs will treat each recruit equally, regardless of race, sex, age, religion or agency affiliation.
6. Discipline or reprimands for recruit conduct will be done by one RTO. No “group” tactics will be used for the purpose of recruit discipline.
7. RTOs will not keep recruits after hours or have them come early unless it is for the purpose of short counseling sessions, specific administrative tasks or at the request of the recruit.
8. RTOs will not pull recruits out of class, unless it is absolutely necessary or they have approval of the Academy Coordinator or administrative staff.
9. RTOs will allow recruits to have lunch breaks and class breaks. No Training Officer will prevent recruits from these breaks. The only exceptions is when the recruit requests assistance or under an emergency situation (lunch breaks will not be less than 30 minutes).
10. RTOs will maintain a uniform appearance that will project a positive image of the fire service. They shall be neat and clean at all times.
11. RTOs shall wear their agency’s class B uniforms.
12. RTOs will only assign memos to recruits that are reasonable and have teaching or training purpose behind them. Also refer to the Academy Procedures Manual, section VI C. G, VII and VIII.
13. RTOs are responsible for maintaining appropriate discipline within the recruit class.
14. RTOs will not accept any gratuities from recruits.

IV. DUTIES AND RESPONSIBILITIES

The following description of duties and responsibilities is in no way complete. It details as much as possible of the day to day administrative functions necessary to operate an effective training program. It may be necessary to perform additional activities not covered in this manual.

- A. RTOs will monitor and evaluate recruit conduct and performance while they are in the training program.
- B. RTOs will inspect recruits on a scheduled basis to evaluate their personal protective equipment (PPE), demeanor, uniform, hygiene and ability to follow instructions.
- C. RTOs will monitor classroom activities to insure recruit conduct and instructional quality.
- D. RTOs will provide assistance and counseling to recruits as it is requested by them or made necessary by their observations.
- E. RTOs will complete a daily log (Appendix A) that details recruit activities, daily assignments, discipline or counseling activities and any other activity or problems encountered. This log will be completed, maintained and submitted to the Academy Coordinator for review.
- F. RTOs will review and grade memorandums submitted by recruits. These documents will be reviewed, documented and returned to the recruits as soon as possible.
- G. RTOs will render first aid to any injured recruit. A complete Incident Report (Appendix B) will be filled out as soon as possible (within 72 hours) and submitted to the administrative staff. The report shall include the following information (for additional guidance on injuries, see the Academy Procedures Manual, section VI H).

- 1. Detail aid rendered by the RTO
- 2. Detail additional assistance from other medical services rendered.
- 3. Detail location or hospital transported to.
- 4. Non-affiliated recruits will be sent to the College Health Center, if open and available.
- 5. If the injured recruit is sponsored, his/her agency is to be notified immediately.
- 6. All injuries will have any witness statements attached to the report. These statements are to be in memorandum format.

V. DISCIPLINE

A discipline policy for persons attending the academy must positively reinforce the training received. It must provide for consistency and be lawful in its application. Furthermore, it should serve as part of the foundation for establishing the values of successful fire service career.

A. DISSEMINATION OF RULES, REGULATIONS AND STANDARD OF CONDUCT

Each academy participant must be provided with a copy of the Recruit Procedures Manual that includes the standards of academic performance as well as personal conduct expected. This information will be reinforced by written examination to verify understanding.

B. PROGRESSIVE DISCIPLINE

Disciplinary action must be consistent with the conduct or poor academic performance which caused it. The administration of any discipline must carry with it an admonition that any future misconduct or less than acceptable academic performance will result in a more severe form of discipline. Thus, it would be appropriate for an incident that called for one level of discipline to receive a higher level if it could be shown that the subject had been disciplined for a similar incident in the past. It is important that a progression of discipline be followed.

Discipline must serve to bring unacceptable conduct to an end and it can only do so if its effectiveness is not weakened by improper administration. When administered fairly, progressively and with the admonishment that further misconduct will be dealt with more severely, the optimum results are achieved.

C. DOCUMENTATION AND FILE BUILDING

The documentation of a recruit's performance, both in academic and personal areas, is important to the effective application of discipline. Documentation should be made of any incident that comes to the supervisor's attention. Entries should be kept in chronological order. Any negative entry must also have a statement of what actions the supervisor took regarding the incident.

D. RECRUIT COUNSELING REPORT

A Recruit Counseling Report (RCR) (Appendix C) is not discipline per se, nor is it intended to replace a written reprimand or other disciplinary action. A RCR is a

formal notice that details less than acceptable performance and provides direction for improvement. It is appropriate for use in addressing academic deficiencies as well as documenting other forms of misconduct which, if repeated, will result in more severe disciplinary action.

The first step in the administration of a RCR is a formal conference with the subject, held by the supervisor. In the conference, the undesirable performance or conduct is discussed and the subject is allowed to respond. Subsequent to the formal conference, correspondence is completed to the subject detailing the discussion. The elements of the conference and the subsequent correspondence are as follows:

1. A statement outlining the unacceptable performance or conduct, with comments regarding efforts by staff or the Academy Coordinator to correct the deficiencies. The response, or lack of response, by the recruits to the efforts.
2. A specific example, or examples, of the undesirable performance including dates and times.
3. A statement that the performance cited is not acceptable and that continued poor performance will result in disciplinary action.
4. Any response or acknowledgment from the recruit made during the conference, including an indication that the subject understood the deficiencies and that failure to correct them could result in disciplinary action, should be included in the correspondence.

E. LEVELS OF DISCIPLINARY ACTION

1. Training and/or Counseling

At this level, the subject of the discipline is advised in the clearest terms of the breach in conduct or procedure. Steps outline to remedy the problem cited could include additional training. The recruit is admonished that a further violation or similar incident could result in more severe discipline. This discipline action is undocumented.

2. Oral Reprimand

This is administered verbally by informing the recruit of the violation and the consequences of further misconduct. A written notation on the reprimand and brief statement of violation should be written in the RTO log book.

3. Written Reprimand

This discipline is formal correspondence from the agency or community college administrator. It describes the conduct of the recruit that resulted in the disciplinary action and clearly admonishes the recruit that a further violation or continued unacceptable performance could lead to dismissal from the program. If the written reprimand constitutes a second violation, a meeting with the Program Director shall be required prior to resuming academy classes. A meeting with the Director does not guarantee return to the academy (refer to Section VII B and VIII in the Procedures Manual).

4. Suspension

This form of discipline is considered appropriate for recruits attending the academy only under the most unusual condition and usually reserved for behavior which is a danger to the recruit or staff.

5. Failure from the Academy Program

This level of discipline is based upon recommendation of the academy staff and can only be administered by the highest authority in the academy program. It is imperative that only “signature ready” staff work is presented to the terminating authority.

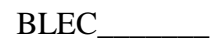
VI. PERSONAL INSPECTIONS AND PARADE GROUND DRILL PROCEDURES

- A. The purpose of these procedures is to inform the RTO of the inspection and parade ground drill procedures (refer to Appendix D, Formation Protocols).
- B. Recruits will be allowed to drop their bags in the classroom before line up which will begin at 1710 or 0750
- C. Inspection – inspections will be held on the Parade Ground
 - 1. Uniforms shall be worn pursuant to section X of the Procedures Manual. The uniform shall be in a clean and non-wrinkled condition.
 - 2. Grooming standards shall be maintained pursuant to section X of the Procedures Manual.
 - 3. Personal Protective Equipment (PPE) shall be brought to each class session and presented as instructed during inspection. It shall be kept clean and dry at all times.
- D. Commands used on the drill grounds
 - 1. All commands used on the Parade Ground consist of a preparatory command and an action command.
 - 2. The preparatory command states what action is going to be taken and the action command causes the movement.
 - 3. Definitions of commands used at the SRJC Firefighter 1 Academy:
 - a. **Attention** - Stand straight with hands at side looking straight ahead. Moving or talking is not allowed unless ordered by Academy Staff.
 - b. **Parade Rest** – A formal motionless position of rest. Hands are clasped palm to back of hand with thumbs together in center of small-of-back. No talking or other movement is allowed.
 - c. **At Ease** – An informal position of rest during formation. Recruits are not allowed to leave formation but are allowed to converse and are allowed body movement. Left foot must remain in position at all times.

- d. **Fall in** – The command to form ranks by squads. This will be for inspection or for manipulative drills.
- e. **Dress Right Dress** – The command used to straighten a line of recruits and create uniform distance between each recruit.
- f. **Ready Front** – The command to drop your left arm and turn your head back to the front.
- g. **Cover** – The command used to establish uniform distance between rows.

E. General Instructions

1. Recruits will fall into formation in a quick and orderly manner.
2. There will be **NO TALKING** after the command **FALL IN** is given.
3. Recruit Training Officer will accompany inspecting class leaders through the recruit ranks.
4. Recruits whose uniform or personal hygiene does not meet the Procedures Manual section IX will be addressed or may be dismissed until problem is corrected.
5. Any recruit not meeting the clean shave requirement shall be dismissed until the problem is corrected.
6. Boots shall be cleaned and shined.
7. Shirts and pants are to be clean and neatly pressed. No writing items, knives or other objects will be allowed in the pockets of the academy uniform. This includes both shirts and pants pockets. Buttons shall be fastened except for top shirt button.
8. Belt will be kept black and shined. NO raw leather may be seen.

Appendix A.12

Santa Rosa Junior College
Public Safety Training Center
Accident or Injury Report
Worksheet

Reporter's name: _____

Reporter's position/title: _____

Reporter's phone number: _____

Reporter's email: _____

Program of injured party: _____

Date of incident: _____ Time of incident: _____

Location of incident: _____

Witnesses: _____

Injured Party

Name: _____ Gender: _____

Student ID: _____ DOB: _____

Phone Number: _____ Email: _____

Address: _____

Explain incident: _____

Describe injury (e.g., body part): _____

Describe the action taken: _____

Did the incident occur during class? _____

If yes, what was the course Title/Section Number: _____

If yes, name of instructor: _____



Santa Rosa Junior College
Public Safety Training Center
5743 Skylane Blvd, Windsor CA 95492 • 707.836.2906

RECRUIT COUNSELING REPORT

- | | |
|---|---|
| <input type="checkbox"/> Academic Deficiency | <input type="checkbox"/> Recruit Request Counseling |
| <input type="checkbox"/> Physical Training Deficiency | <input type="checkbox"/> Practical Performance Deficiency |
| <input type="checkbox"/> Behavior Deficiency | <input type="checkbox"/> Other/Follow-up |

Recruit: _____

Date and Time: _____

Narrative: _____

Corrective Measures:

- | | |
|---|---|
| <input type="checkbox"/> Review all pertinent test material | <input type="checkbox"/> Make any appropriate challenges |
| <input type="checkbox"/> Utilize practice quizzes in IFSTA | <input type="checkbox"/> Identify problem learning objectives |
| <input type="checkbox"/> Review your notes | <input type="checkbox"/> Other: _____ |

Recruit Signature

Coordinator Signature

RTO Signature

Date

c: File white
Recruit yellow

APPENDIX E

Formation Protocols

Students are to drop bags in classroom and begin to form up 15 minutes prior to the beginning of class. At “**exactly**” 10 minutes prior to class, roll call will begin followed by inspection. The following is a script for completion of this evolution. If a student is not present, by roll call, they are tardy!

Class Leader = CL

Assistant Class Leader = ACL

Recruit Training Officer = RTO

1. CL: Class # fall in (**NO TALKING**. Turnout gear in right hand)
2. CL: Attention.
3. CL: Dress right. Dress.
4. CL: Ready front.
5. CL: Cover.
6. CL: Prepare to present gear. Present gear (left foot forward, right foot planted).
7. CL: Prepare to cover. Cover.
8. CL: Inspects front rank squad leaders.
 - a. CL: Squad Leader, any memos? Squad leaders inspect squads.
9. ACL: Inspects back rank squad leaders.
 - a. ACL: Squad Leader, any memos? Squad leaders inspect squads.
10. CL and ACL return to their positions.
11. CL: Recite oath.
12. CL: Recite motto (if any).
13. CL: Stow gear (return to the line **QUICKLY**).
14. CL: Attention.
15. CL: Dress right. Dress.
16. CL: Ready front.
17. CL: Cover.
18. CL: Left face.
19. CL: Column of files from the right.
20. Once the entire class is standing at attention behind their seats. There will be **NO TALKING**. The RTO will give the command **SEATS**. (RTO will pass on any information he/she might have for the recruits before the recruits are handed over to the instructor).
21. RTO: At ease (the class session may then start with **NO TALKING**).



Sonoma County Junior College District Police

1501 Mendocino Avenue
Santa Rosa, CA 95401
(707) 527-1000
(707) 524-1695 (Fax)

REQUEST FOR DRIVER CLEARANCE

APPLICANT INFORMATION

Full Name (Last, First, Middle):		Date of Birth:	<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Volunteer
Driver License Number:	State:	License Type: <input type="checkbox"/> A (Commercial) <input type="checkbox"/> B (Bus) <input type="checkbox"/> C (Passenger)	License Valid: <input type="checkbox"/> Yes <input type="checkbox"/> No	
SRJC Department:	E-Mail Address: @santarosa.edu		Phone:	
Resident Address:				

I hereby give the Sonoma County Junior College District permission to conduct a records check on my driving history. I have read the reverse side of this form and understand the criteria used to determine my clearance. I will respect the judgment of the Sonoma County Junior College District in determining my qualifications for clearance to drive a District vehicle. I understand that this records check becomes the property of the Sonoma County Junior College District and will be retained confidentially in the District's driver clearance file.

I further understand that the District reserves the right to refuse an employee authorization to operate a vehicle on District business or be reimbursed mileage if the individual is determined to be a negligent operator as defined in District policy, or fails to maintain a valid California driver's license.

Applicant Signature

Date

DEPARTMENT AUTHORIZATION

Authorized District Representative Printed Name:		
SRJC Department:	E-Mail Address: @santarosa.edu	Phone:

Signature

Date

FOR DISTRICT POLICE DEPARTMENT USE

Date Received:	Records Officer:	Date of Check:	Date Routed to Fac Ops:
Records Check: CDL: <input type="checkbox"/> Clear <input type="checkbox"/> No Valid: <input type="checkbox"/> Yes <input type="checkbox"/> No Class: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C		DRIVER CLEARED <input type="checkbox"/> Yes <input type="checkbox"/> No Approved by:	

REQUEST FOR DRIVER CLEARANCE GUIDELINES

1. The Sonoma County Junior College District Police Department will conduct annual employee driver history inspections through the Department of Motor Vehicles. Each time a driver is convicted of a moving traffic law violation, the court notifies the Department of Motor Vehicles. A record of the conviction is placed in the driver's license file.
 - a. When a traffic conviction shows that a person drives a motor vehicle unsafely on a highway, it counts as one point towards determination of a negligent driver.
 - b. Two points are charged if the driver is convicted of:
 - (1) Reckless driving
 - (2) Hitting an unattended vehicle without notifying the owner
 - (3) Causing property damage, injury, or death by hit-and-run driving
 - (4) Manslaughter involving a vehicle
 - (5) Causing injury or death with a vehicle while evading a peace officer
 - (6) Driving on the wrong side of a divided highway
 - (7) Speed contest or exhibition of speed
 - (8) Illegal transport of explosives
 - (9) Driving under the influence of liquor and/or any drug
 - c. An accident is normally counted as one point. If an employee's total point count exceeds the allowable limit due to an accident found not to be his/her fault, an appeal not to consider the accident may be filed with the District Police Department or Human Resources Department. It shall be the employee's responsibility to supply a copy of the traffic accident report or insurance company report with the appeal.
 - d. For District's purposes, a driver is considered a negligent operator of a motor vehicle when the employee's driving record shows the following point count:
 - 2 points in a 12 month period
 - 3 points in a 24 month period
 - 4 points in a 36 month period
2. The District shall refuse an employee authorization to operate a District vehicle if the individual is determined to be a negligent operator in accordance with "1.d." above or fails to maintain a valid California Class A, B, or C driver's license.
3. The District Facility Operations Department and the District Police Department shall maintain a list of approved employees who are authorized to operate District vehicles.
4. A "District vehicle" is defined as, "A motor vehicle owned by the Sonoma County Junior College District, gasoline powered, and used for the purpose of moving or propelling any person or property upon a highway."
5. Driving records must remain "acceptable" or "clear" as graded on the table below, for continued employment in positions with driving duties and/or continued District vehicle driving privileges.

Violations ↓	Chargeable Accidents →			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any Major Violation	Poor	Poor	Poor	Poor

Table 1 - provides guidance on evaluating an employee's driving record and determining their driving eligibility.



STATE FIRE TRAINING

INSTRUCTOR CODE OF ETHICS/CONDUCT

MISSION STATEMENT

The instructor, believing in the worth and dignity of every person, recognizes the importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The instructor accepts the responsibility to adhere to the highest ethical standards.

The instructor recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of peers, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. This code of ethics/conduct indicates the aspiration of all instructors and provides standards by which to judge conduct.

PRINCIPLE I

Commitment to the Student

The instructor strives to help each student realize his or her potential as a worthy and effective member of the fire service. The instructor therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the instructor...

- 1) Shall create a positive learning environment for all students.
- 2) Shall encourage students to think and act independently in their pursuit of learning.
- 3) Shall encourage critical thinking and expression of varying points of view.
- 4) Shall make reasonable effort to protect the student from physical conditions harmful to learning or to health and safety.
- 5) Shall not be under the influence of illicit drugs or alcohol during any portion of a class.
- 6) Shall foster and support the diversity each student brings to the classroom.
- 7) Shall treat all students with equal respect and provide equal opportunities.
- 8) Shall establish and maintain the student/instructor professional relationship.
- 9) Shall not intentionally expose the student to embarrassment or disparagement.
- 10) Shall promote an environment that is free of inappropriate racial, ethnic, religious, political, or sexual comments.
- 11) Shall not use profane or abusive language.
- 12) Shall maintain each student's right to privacy and confidentiality.
- 13) Shall do everything possible to impart knowledge relevant to student's success.

PRINCIPLE II

Commitment to the Training and Education Profession

The training and education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In fulfillment of the obligation to the profession, the instructor...

- 1) Shall be honest and above reproach when presenting their instructional qualifications by giving only accurate information.
- 2) Shall maintain classroom integrity by allowing only authorized instructors to teach.
- 3) Shall disclose information obtained in the course of professional service only when disclosure serves a compelling professional purpose or is required by law.
- 4) Shall maintain professional integrity by not accepting any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

PRINCIPLE III

Commitment to State Fire Training

In the belief that the quality of the services of the education profession directly influences the state and its citizens, the instructor shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the instructor...

- 1) Shall maintain exam integrity by not distributing old or new exams for student review.
- 2) Shall teach the course to meet the course objectives and course goals set by State Fire Training.
- 3) Shall administer the summative and formative exam(s) under direct, visual supervision.
- 4) Shall adhere to the policies and procedures of State Fire Training.
- 5) Shall monitor student attendance daily and document the approval of any absences.
- 6) Shall keep up-to-date on the topics they are registered to teach.
- 7) Shall not teach to the exam.
- 8) Shall adhere to all copyright laws.
- 9) Shall meet or exceed the course content requirements.
- 10) Shall use, at a minimum, the course materials identified by State Fire Training as required for the course.
- 11) Shall request course approval prior to course delivery in accordance with State Fire Training policy.
- 12) Shall return all State Fire Training class materials promptly and in accordance with State Fire Training policy.
- 13) Shall submit payment when obligated.
- 14) Shall confirm with the registrar that all students meet the course prerequisites.
- 15) Shall ensure the student/instructor ratio is maintained at all times.
- 16) Shall inform State Fire Training on any issues found with the curriculum or course delivery.
- 17) Shall report to State Fire Training information about classes and/or instructors that do not meet the standards required by State Fire Training.
- 18) Shall teach only a class or portions of class for which they are qualified.
- 19) Shall report to State Fire Training any negative or harmful classroom dynamics that occurred during the delivery of a State Fire Training class.
- 20) Shall not make false or malicious statements about State Fire Training.
- 21) Shall support the mission of State Fire Training at all times and assume the responsibility of an ambassador.

This agreement must be signed and filed with State Fire Training to be registered as an instructor.

PLEASE WRITE LEGIBLY

I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH STATE FIRE TRAINING'S INSTRUCTOR CODE OF ETHICS.

Date: _____ SS# (last 4 digits): _____

Name (Print): _____

Signature: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Email Address: _____

If mailing in the agreement, please complete the information above and make a copy for your files. Return the original to:

**PACE II Coordinator
PO Box 944246
Sacramento, CA 94244-2460**

Santa Rosa Junior College Fire Technology Program	District Safety Handbook	
Effective Date: 5/31/2019	Heat Illness Prevention Plan	Page 1 of 3

- 1.01 PURPOSE** To provide guidelines to the Santa Rosa Junior College Fire Technology Program Students and instructional staff for working safely in high heat/humid conditions. Working safely is intended to mean to control the risk of occurrence of heat illness.

When the body overheats and loses the ability to cool itself, serious injury and sickness, up to and including, death may result. Because the body cannot “catch up,” good hydration should occur days before scheduled drills and trainings. Use of fire or chemical protective clothing traps heat and may worsen the body’s ability to cool itself. Working in high heat/humid conditions and/or near fire or other heat sources may increase the heat load and the body’s ability to cool itself. These situations may be encountered during training or other activities.

- 1.02 SCOPE** All Fire Program Students and Instructional Staff

- 1.03 POLICY** All students and staff (hereafter referred to as employees) shall comply with the following procedures when working in high heat/humid conditions.

1. Employees shall have access to potable drinking water in sufficient quantities for each employee to consume during the designated training session.
2. Employees shall have access to shade to prevent heat illness or to rest if a recovery period is needed. The shade shall be in an open-air area or provided with ventilation or cooling.
3. All employees shall be trained in the recognition and prevention of heat illness*.
 - a. The employee training shall include:
 1. Environmental and personal risk factors for heat illness. (Personal risk factors for heat illness include; an individual’s age, acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body’s water retention or other physiological responses to heat);
 2. Employer’s requirements for complying with the standard;
 3. The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties;
 4. The different types of heat illness and the common signs and symptoms of heat illness;
 6. The importance to employees of immediately reporting to the Instructor directly symptoms or signs of heat illness in themselves, or in co-workers.
 7. The procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;
 8. The procedures for contacting emergency medical services and providing directions to the training facility.

*Instructional staff who demonstrate knowledge of the above requirements through participation in a Heat Illness Program with their fire agency may waive this requirement.

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- b. Instructor training will be provided on the following topics:
 1. The information required to be provided to the employees as stated above;
 2. The procedures to be followed to implement the provisions of this SOP.
 3. The procedures to be followed when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

1.04 PROCEDURES

1. Pre-Training Briefings
 - a. Prior to engaging in high heat training activities such as live fire exercises or physical training, the Instructor of Record shall conduct a briefing covers the following topics*:
 1. Location of water sources (containers, bottles, fountains, etc). Unless specified otherwise, water shall be provided in the shaded locations identified in 104.3 below.
 2. The importance to remain hydrated through frequent consumption of small quantities of water.
 3. The location of shaded areas or structures.
 4. Identification of the person responsible for providing water.
 5. A reminder that if they feel any symptoms of a heat related illness to immediately report it to the Instructor of Record or immediate supervisor.
 6. For live fire activities, the rotation of employees out of high heat areas and the identification of the persons assigned as the Safety Officer and to render first aid.
 - * In live burn exercises, these items can be addressed during the safety briefing.
2. Students (employees) shall be responsible for providing their own drinking water where training and strenuous activities are being conducted to provide for at least the first two hours (the class leader will work with the instructor to provide additional water if training exceeds this period.
3. Training shall be conducted in the vicinity of a shaded area. At the Santa Rosa Training Tower, this shall be the shaded picnic benches adjacent to the restroom and at the PSTC, the warehouse adjacent to the Fire Tower. An awning, canopy may also be erected to provide shade.
4. Response to Symptoms:
 - a. Muscle cramps are an early warning signs or first stage of heat-related illness:
 1. Stop activity and rest.
 2. Drink water
 3. Stretch muscles
 - b. Heat Exhaustion, the second stage of heat related illness may include the following symptoms: cool, moist, pale skin, headache, dizziness and/or weakness (exhaustion), nausea, change in skin temperature or a combination of these which may occur at any time. The following actions should be taken should these symptoms occur:

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1. Get person to a cool place.
 2. Drink water.
 3. Remove or loosen tight clothing.
 4. Apply cool, wet cloths such as towels or sheets.
 5. Watch closely for worsening symptoms and seek medical treatment.
- c. Heat strokes, unlike heat exhaustion, strikes suddenly, with little warning. When the body's cooling system fails, the body temperature rises fast. Heat Stroke is a life-threatening situation. Symptoms of heat stroke may include: vomiting, decreased level of alertness or complete loss of consciousness, high body temperature (104 degrees F or higher), skin may still be moist or victim may stop sweating and skin may be red, hot and dry, rapid or weak pulse, rapid, shallow breathing, confusion, hallucinations, loss of consciousness and convulsions. In the event of these symptoms:
1. Move the person to a cooler place
 2. Quickly cool the body.
 3. Use wet towels or sheets.
 4. Watch for signals of breathing problems and keep the airway clear.
 5. Do CPR if not breathing.
 6. Keep person lying down.
 7. Transport to Hospital Emergency for emergency medical care.
4. Contacting Emergency Medical Services shall occur by dialing 911 and as specified in the Medical plan of the IAP when applicable.
 5. All injuries or hazards shall be reported to the Fire Academy Coordinator and Fire Technology Director in order to provide the necessary follow-up and documentation as specified in section VI H of the Fire Academy Procedures manual.

1.05 REFERENCES

California Code of Regulations, Title 8, Section 3395 Heat Illness Prevention.
<https://www.redcross.org/services/hss/tips/heat.html>
<http://www.heathy.net/scr/article.asp?ID=1291>
<http://dir.qld.gov.au/workplace/subjects/sunsafety/heatstress/causes/index.htm>
<http://www.osha.gov>



California State Fire Training

PO Box 944246, Sacramento, CA 94244-2460
Phone (916) 568-2911



Registered Evaluator Code of Conduct

As a Registered Lead Evaluator and/or Skills Evaluator for State Fire Training, I realize that consistent, quality testing and evaluation is a primary obligation to candidates and the departments/agencies they serve.

It is my job to administer examinations that will provide the candidates with a successful and rewarding experience, and I will work to ensure the success of each candidate. Furthermore, I agree to recuse myself from any assignment as an evaluator where I know that I will be unable to objectively evaluate one or more of the candidates.

I will refrain from making remarks or telling stories/jokes that may be considered offensive to others. I will be professional regarding socializing with candidates, and I will limit candidate contact outside of the examination process as not to put the evaluator-candidate relationship at risk. It is my responsibility to use good judgment in selecting clothing that projects a professional image, and that is appropriate for both evolutions and classroom activities.

I agree that I will never evaluate testing for a level of certification for which I am not personally certified or for which I do not possess a mastery of the subject.

If I have comments or complaints about other instructors, evaluators, candidates, and/or staff members, I will express them to State Fire Training, and not to other individuals or groups.

I expect safety rules to be observed by everyone—evaluators, instructors, visitors, as well as candidates.

If for any reason I am unable to serve as Lead Evaluator for the exam I have been assigned, I will contact State Fire Training as soon as possible, but in any case no less than 48 hours prior to the exam date.

As a Registered Lead Evaluator/Skills Evaluator, I agree to abide by all the policies and procedures stipulated by State Fire Training including but not limited to: conducting training, delivering certification exams, maintaining examination security, maintaining records and submitting reports. I further agree not to reproduce or release any certification examination materials.

I understand that to disregard any of State Fire Training's policies and procedures would violate my agreement with State Fire Training and thereby cause me to be subject to disciplinary action.

This completed agreement must be submitted to State Fire Training with the Evaluator Application Form and other supporting documents.

I have read, understand, and agree to comply with, State Fire Training's Registered Evaluator Code of Ethics/Conduct.

Date: _____ SFT ID or SSN (last 4 digits): _____

Name (print): _____

Signature: _____

Address: _____

Phone: _____ Email: _____



Volunteer Agreement

Please complete and forward to the Human Resources Department BEFORE the volunteer begins work.

To: Human Resources Department

Date: _____

Name of Supervisor: _____ Dept: _____

Supervisor Signature: _____

Start Date: _____

End Date: _____

Name of Volunteer: _____

Address: _____

Telephone Number: _____

By signing below you are agreeing to volunteer at the Santa Rosa Junior College. You understand that Santa Rosa Junior College will provide workers' compensation insurance for your volunteer activities. Therefore, you will assume liability for any loss, damage, injury, and/or all claims of action incurred by you during such activity in which you assist, except for those covered by workers' compensation.

If you are injured while assisting the college, BOTH the volunteer and the supervisor must report the injury to Human Resources within **24 HOURS**. Call the HR Analyst at (707) 524-1624.

Volunteer's Signature

Date

Santa Rosa Junior College
Public Safety Training Center
Accident or Injury Report
Worksheet

Reporter's name: _____

Reporter's position/title: _____

Reporter's phone number: _____

Reporter's email: _____

Program of injured party: _____

Date of incident: _____ Time of incident: _____

Location of incident: _____

Witnesses: _____

Injured Party

Name: _____ Gender: _____

Student ID: _____ DOB: _____

Phone Number: _____ Email: _____

Address: _____

Explain incident: _____

Describe injury (e.g., body part): _____

Describe the action taken: _____

Did the incident occur during class? _____

If yes, what was the course Title/Section Number: _____

If yes, name of instructor: _____

2016-17 STUDENT & INTERCOLLEGIATE ATHLETIC ACCIDENT INSURANCE CLAIM FORM

Mail form to: A-G Administrators, P.O. Box 979, Valley Forge, PA 19482 • Claims Phone: (800) 634-8628 • Claims Fax: (610) 935-2860

PART I - POLICYHOLDER'S REPORT (Must be completed by appropriate college official)

Policy Number US727385	Name of School Santa Rosa Junior College	Address of School 1501 Mendocino Avenue, Santa Rosa, CA 95401
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DETAILS OF INJURED PERSON (Claimant)

1. Name	2. Sex <input type="checkbox"/> F <input type="checkbox"/> M	3. Date of Birth / /	4. Social Security # - -	5. Full Time Student? <input type="checkbox"/> Yes <input type="checkbox"/> No
6. Address	City	State	Zip	7. Phone #

DETAILS OF ACCIDENT

8a. Date / /	8b. time : am/pm	9. Place	10. Name of Event/Activity
11a. Injury is related to: <input type="checkbox"/> Not Sports <input type="checkbox"/> Police/Fire Academy <input type="checkbox"/> Intercollegiate Athletics <input type="checkbox"/> Club/Intramural Sports		11b. If sport, which?	11c. During... <input type="checkbox"/> Game <input type="checkbox"/> Practice
12. Indicate body part injured		13. Did Accident occur... a. During a policyholder sponsored & supervised event? <input type="checkbox"/> Yes <input type="checkbox"/> No b. While traveling to or from a policyholder sponsored & supervised event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Name and Title of Supervising Representative			
15. Describe how the accident occurred. Give all possible details.			

16a. Signature of School Representative 	16b. Date Signed	16c. Signer's Phone #
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PART II - OTHER INSURANCE STATEMENT (Must be completed by Claimant or by Parent/Guardian if Claimant is a minor)

1. Are you covered under this school's Student Health Plan (USHIP)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Other than the USHIP, are you covered by any health/medical/dental (if tooth injury) coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No	
a. If yes, who is the subscriber? <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Other	
b. If not self, please provide: Subscriber Name _____ Phone _____ Street _____ City _____ State _____ Zip _____	
c. Type of Coverage <input type="checkbox"/> PPO <input type="checkbox"/> HMO <input type="checkbox"/> Major Medical <input type="checkbox"/> Dental <input type="checkbox"/> Other	
d. Please provide for the Insurance Company: Company Name _____ ID# _____ Group # _____ Phone _____ Street _____ City _____ State _____ Zip _____	

AUTHORIZATION TO RELEASE INFORMATION

AFFIDAVIT: I verify that the statement on other insurance is accurate and complete. I understand that the intentional furnishing of incorrect information via the U.S Mail may be fraudulent and violate federal laws as well as state laws. I agree that if it is determined at a later date that there are other insurance benefits collectible on this claim I will reimburse United States Fire Insurance Company to the extent for which United States Fire Insurance Company would not have been liable.

AUTHORIZATION TO RELEASE INFORMATION: I authorize any Health Care Provider, Doctor, Medical Professional, Medical Facility, Insurance Company, Person or Organization to release any information regarding medical, dental, mental, alcohol or drug abuse history, treatment or benefits payable, including disability or employment related information concerning the patient, to United States Fire Insurance Company, its employees, and authorized agents for the purpose of validation and determining benefits payable. I further authorize United States Fire Insurance Company to furnish the Policyholder or its agents, any and all information with respect to my insurance claim for the purpose of assisting with claims adjudication. This data may be extracted for the use in audit or statistical purposes. I understand that I have the right to revoke this authorization in writing at any time and that such a revocation is not effective to the extent that such authorization has already been relied upon.

PAYMENT AUTHORIZATION: I authorize all current and future medical benefits, for services rendered and billed as a result of this claim, to be made payable to the physicians and providers indicated on the invoices, unless paid receipts accompany this form.

 Signature (Parent or guardian if claimant is a minor) _____ Date _____

California Residents: Anyone who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

STUDENT BLANKET ACCIDENT CLAIM FILING INSTRUCTIONS

How to file a Claim under the School's Blanket Accident Policy:

When an injury occurs, a claim must be filed with the College/University's claims administrator for the Blanket Accident policy. In order for charges to be paid under the Blanket Accident policy by the administrator, the following steps must be followed:

1. The Accident Claim form must be fully completed and signed by claimant and appropriate College/University official. Each new injury requires a new form. This should be sent immediately to the claims administrator listed below.
2. **All claims should first be submitted to the Claimant's Primary Insurance for payment! If the student/athlete has any other medical insurance coverage, submit the claim to the claimant's primary insurance for processing. The College/University's Blanket Accident policy pays claims on an excess basis; only covered expenses that are in excess of amounts paid by the claimant's other health insurance will be considered for payment.**
3. After the claimant's primary insurance has processed the claim, any balance owed can be submitted to the claims administrator for consideration under the Blanket Accident Policy.

The following items must be submitted to the claims administrator listed below in order for the claim to be processed:

- a. Itemized bills for services rendered by providers. Ask the provider for "the form used to bill insurance" (aka "1500" or "UB" forms). Statements on Account or Balance Due bills are not sufficient for claim processing.)
- b. Copies of final determinations (Explanation of Benefits - EOBs) made by the student's primary insurance must be submitted, including any denials made by the primary insurance carrier. The EOBs must include any denial message (not just the denial code).
- c. For prescriptions, the detailed prescription slip provided by the pharmacy must be submitted. This form includes the name, code and dosage of the medication and the names of the patient and prescribing physician. A register receipt is not sufficient for claim processing.
- d. For physical therapy claims, the physician's prescription must be provided.

All claims should be mailed to the claims administrator listed below:

A-G Administrators
P.O. Box 979
Valley Forge, PA 19482

Caution: Any person who, knowingly and with intent to defraud, or helps to commit a fraud against, any insurance company or other person: (1) files an application for insurance or statement of claim containing any materially false information; or (2) conceals for the purpose of misleading, information concerning any material fact thereto, commits or may be committing a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.



Fire Academy Training Schedule – Spring 2020

DAY	DATE	RTO	INSTRUCTOR	HOURS		TOPIC
Sat	1/18	All	Thompson/RTOs	0800-1200	4	Orientation/Procedure Manual
M	2/3	All	Thompson	0800-1200	4	Academy Rules and Regs
			RTO's	1300-1700	4	Formation/Marching/Conduct/CL
T	2/4		RTO's	0800-1200	4	Formation/Marching/PT
			McNulty	1300-1700	4	PT Lecture and PT
W	2/5		Caldwell	0800-1200	4	Ropes and Knots
			Gaab	1300-1700	4	Ethics (CL Essay Due)
Th	2/6		Gaab	0800-1200	4	3.1-3.3 Communications
			Simmons	1300-1700	4	Fire Service Organization
F	2/7		Caldwell	0800-1700	8	4.1 Ropes and Knots
						(CL and SL Interviews)
M	2/10		Pena	0800-1700	8	4.2-4.4 Maint, tools and lighting
T	2/11		RTOs	0800-1000	2	Marching/Color Guard/etc.
			Gaab	1000-1600	5	5.3 Fire Extinguishers
			Sullivan	1600-1700	1	Marin Co. Fire
W	2/12		Turbeville	0800-1700	8	2.2 Struct. Pers. Prot. Ensemble (Fit Test)
						2.4 Responding on an Apparatus
						2.5 Operating at an Emer. Scene
Th	2/13		Turbeville	0800-1700	8	2.3 SCBA
						(CL and SL Interviews)
F	2/14		McNulty	0800-1700	8	PT Course (Split Class)
			Ratliff			Community Risk Reduction (Split Class)
M	2/17		Davis	0800-1700	8	5.7 Ground Ladder Operations
T	2/18		Davis	0800-1200	4	5.7 Ground Ladder Operations
			Davis	1300-1700	4	Fire Dynamics
W	2/19		Davis	0800-1200	4	Fire Suppression, Strategy and Tactics
			McNulty	1300-1700	4	5.6 Utility Control
Th	2/20		McNulty	0700-0800	8	PT
			Gaab/Ayers	0800-1700	8	5.5 Hose Lecture
						5.5 Hose Loads, rolls, ready lines
F	2/21		Gaab/Ayers	0800-1700	8	7.1 Exterior Fires, Make and Break
M	2/24		Thompson	0800-1700	6	ICS

DAY	DATE	RTO	INSTRUCTOR	HOURS		TOPIC
T	2/25		Montanye	0800-1500	6	7.2 Vehicle Fires
			McNulty	1500-1700	2	PT
W	2/26		Davis	0800-1700	8	5.7 Ground Ladder Ops
Th	2/27		Ayers/Gaab	0800-1500	6	5.5 Hose and Water Operations
			McNulty	1500-1700	2	PT
F	2/28		Gaab/Ayers	0800-1700	8	Hose and Water Ops
M	3/2		Gaab/Ayers	0800-1700	8	5.10 Structural Ops
T	3/3		Thompson	0800-1200	4	ICS
			Engen	1300-1700	4	Wildland
W	3/4		McNulty	0800-1200	4	PT Midterm (Course)
			Thompson/Staff	1300-1700	4	Practical Review
Th	3/5		Thompson	0800-0900	1	WRITTEN MIDTERM
			Thompson/Staff	0900-1700	7	Practical Review
F	3/6		Thompson/Staff	0800-1700	8	SKILL MIDTERM
M	3/9		Engen	0800-0800	24	Wildland
T	3/10		Engen	0800-0800	24	Wildland
W	3/11		Engen	0800-2200	14	Wildland
Th	3/12		Engen	0800-2200	14	Wildland
F	3/13		Engen	0800-2200	14	Wildland
M	3/16		Rickert/Ayers	0800-1200	4	Forcible Entry
			Davidson	1300-1700	4	Cause and Origin
T	3/17		McNulty	0700-0800	1	PT
			Rickert/Ayers	0800-1700	8	Forcible Entry
W	3/18		Peña	0800-1700	8	Auto Extrication (SFT)
Th	3/19		Peña	0800-1700	8	Auto Extrication (SFT)
F	3/20		Peña	0800-1700	8	Auto Extrication (SFT)
M	3/23		McNulty	0700-0800	1	PT
			McCarthy	0800-1700	8	Rapid Intervention
T	3/24		Ayers/Gaab	0800-1200	4	5.10 Structural Operations
			Girard	1300-1700	4	Ventilation
W	3/25		Davis	0800-1700	8	5.13 Property Conservation
Th	3/26		Montanye	0800-1700	8	Building Construction

DAY	DATE	RTO	INSTRUCTOR	HOURS		TOPIC
F	3/27		McNulty	0800-1200	4	Hike at Hood Mtn.
			Wildcard	1300-1700	4	Wildcard
S	3/29		Siragusa	0800-1000	2	Berkeley Fire Case Study
			Girard	1000-1700	6	Doll House, Phase 1 (Flashover)
M	3/30		Girard	0800-1700	8	Ventilation
T	3/31		Simmons	0800-1500	6	Behavioral Health and Cancer Awareness
			Grinnel	1500-1700	2	CISM
W	4/1		Collister	0800-1700	8	9.1 Recognizing Haz Mat (CSTI)
Th	4/2		Collister	0800-1700	8	9.2 Identifying Haz Mat (CSTI)
						9.3 Emergency Decon (CSTI)
						9.4 Mitigating Haz Mat (CSTI)
F	4/3		Collister	0800-1200	4	Haz Mat Skills Review
			Collister	1300-1700	4	Haz Mat Skills Final
M	4/6		Kitchel	0800-1700	8	LARRO (SFT)
T	4/7		Kitchel	0800-1700	6	LARRO (SFT)
W	4/8		McNulty	0700-0800	1	PT
			Kitchel	0800-1700	8	LARRO (SFT) Lake Sonoma
Th	4/9		Thompson/Staff	0800-1700	8	SFT Skill Review
F	4/10		McNulty	0700-0800	1	PT
			McCarthy	0800-1700	8	Building Search and Rescue
M	4/13		Thompson/Staff	0800-1700	8	SFT Skill Review
T	4/14		McNulty	0700-0800	1	PT
			Thompson	0800-1700	8	Skill Review
W	4/15		Haines/Caldwell	0800-1700	8	Confined Space Awareness (SFT)
Th	4/16		McNulty	0700-0800	1	PT
			Girard	0800-1700	8	FF Safety and Survival (SFT)
F	4/17		Girard	0800-1700	8	FF Safety and Survival (SFT)
M	4/20		McNulty	0800-1000	2	PT Final (1.5 mile, pushups, sit ups)
			Wildcard	1000-1400	3	Wildcard
			Thompson	1400-1600	2	Resume Writing and Interviewing Tech
			Larsen	1600-1700	1	SRJC Internship Program
T	4/21		McNulty	0800-1400	5	PT Final

DAY	DATE	RTO	INSTRUCTOR	HOURS		TOPIC
			Thompson/Staff	1400-1700	3	SFT Skill Review
W	4/22		Sebastiani/Thompson	0800-1100	3	SFT WRITTEN FINAL
			Thompson/Staff	1100-1700	5	SFT Skill Review
Th	4/23		Thompson/Staff	0800-1700	8	SFT SKILL FINAL
F	4/24		Thompson	0800-1700	8	SFT Written and Skill Retakes
Sun	4/26		Girard	0800-1700	8	Live Fire
Fri	5/1		Graduation	1000-1200	2	Windsor PSTC
			TOTAL HOURS		562	



Appendix 4

Fire Technology Advisory Committee Minutes



Santa Rosa Junior College Public Safety Training Center

Fire Technology Advisory Committee Meeting Minutes

Time: 10:00 pm

Date: November 26, 2019

Place: SRJC Public Safety Training Center
5743 Skylane Blvd
Windsor, CA 95492
Room 103

Members in Attendance:

Jeff Adair	Ukiah Valley Fire
Eric Alvarez	Little Lake Fire Protection District
Spenser Andreis	Sonoma Valley Fire & Rescue Authority (via phone)
Mike Bates	Rohnert Park Department of Public Safety
Paula Dueweke	Sonoma County FPOs
Tony Gossner	Santa Rosa Fire Department
Jason Hatfield	San Rafael Fire Department
Ken Sebastiani	Santa Rosa Fire Department
Glen Weeks	American Canyon Fire Protection District
Tom Welch	Mill Valley Fire Department

Members Attending as Proxy:

Members Absence:

Brad Caldwell	CalFire
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Staff in Attendance:

Josh Adams	Dean, Curriculum
April Chapman	Dean, Public Safety
Randy Collins	Director, Fire Technology
Nicole Frantz	Santa Rosa Junior College
Lauralyn Larsen	Santa Rosa Junior College
Kim Thompson	Coordinator, Firefighter 1 Academy
Heather Wonneberger	Administrative Assistant, Fire Technology

Was there a quorum? Yes (ten of eleven members present)

1. **Call to Order:** Chair Sebastiani called the meeting to order at 10:02 AM.
2. **Self-Introductions:** As there were a few new faces, self-introductions were made
3. **Approval of Minutes of Last Meeting:** Chief Welch made a motion to approve the minutes, second by Commander Bates. Unanimous vote.

4. **Changes/Approval of Agenda:** Ken Sebastiani announced to the group that he is a candidate for the Fire Director's position and to avoid a conflict of interest is tendering his resignation as Chair of the Committee which would open the position and opened the floor to nominations for his replacement. Randy spoke to the responsibilities of the position, which included developing meeting agendas, running the meeting, assisting in general guidance of the program and attending the two FFI graduations each year with an estimated time commitment of approx. 12 hours. Chief Welch volunteered to fill the position and the vote that followed was unanimous. Randy asked that "Stand-alone Certification Test Class" be added as an item VIIC under New Business and Chief Gossner asked a discussion on partnering with the program to graduate more FF/Paramedics be added under New Business as item VIID. The changes were approved unanimously.
5. **Public Comments for items not listed on the agenda:** None
6. **Old Business:**
 - A) **Budget:** Randy shared last spring we were tasked to cut 9% of class offerings and asked to do the same this semester. This was accomplished by cancelling two courses that had multiple offerings, which avoided any interruptions to our students schedules. Some SFT Company Officer (CO) classes were cut due to low enrollment, but were continued by the TO's/OP's through our partnership with them. Another impact has been the difficulty in offering new classes without demonstrating cuts elsewhere. However, because of the CO cuts we have been able to offer two sections of the wildland academy in the spring, which we will be running for County Rangers, Water Board and private prescribed burning personnel. There have also been concerns of our ability to access the funding needed to conduct required and routine maintenance for equipment and props for the program. However after pleading our case, the funding has been approved. .
 - B) **Truck Academy:** Delivered just after this group last met, Randy shared that it went very well considering it was the first offering. There were some logistical issues that were unanticipated but it received very high evaluations from the students and we have received interest in offering a one-week residential truck academy in the future.
 - C) **Support of Fire Program White Paper (action item):** Randy began by sharing that through involvement with SFT and STEAC, he has been exposed to all of the changes occurring to training at the State level, including the expansion of certification testing. He also expressed his concerns with the sustainability of the program with the current and future demands. As an ARTP, we are required to follow specific curriculum for our academies and offer certification testing to outside students. Being only one of a few ARTP's to offer this service, we have experienced a high amount of interest from students all across the state who need testing. The next challenge will be FFII testing that SFT will require beginning July 1, 2020, adding to the existing demands on our staffing and facility challenges. To that end, he prepared the White Paper and requested the group's support for it. Jim Eastman added his support for the paper from the SFT perspective. Kim Thompson reported that there are times when other academy programs are also using the equipment and real estate of this campus. This creates continuous problems with over-crowded which negatively affects training for all programs and reinforces support for the White Paper in order to expand the facility. Randy emphasized that if we are not able to implement these changes, it probably would result in our inability to provide the service that will allow fire personnel to meet the MQ's required for their positions and subsequently pressure agencies to become ALA's. Chief Adair stated that the White Paper is ambitious but agrees with its necessity. Randy is planning to discuss this document with Dr.

Chong at his exit interview. He also plans to bring the document to the Sonoma County Fire Chiefs for their support as well. Dean Chapman reflected that with the completion of new multi-purpose building and no Modular or Ranger academies in the foreseeable semesters, we should see some improvement with classroom availability. Chief Weeks made a motion to approve the resolution supporting the White Paper with a second by Chief Adair. The vote was unanimous.

- D) FFI Cert:** Jeff Davidson reported on the Stand Alone FFI Skills Test Class (Fire 208.4) we are offering in December immediately following the fire academy testing. This is our first offering of this class and we anticipate learning a lot from the experience. The schedule calls for delivering the written test on the morning of day one followed by three days of practice and then testing. As a test class, there is no official instruction (students provided with videos of acceptable skills demos). Since the needs of the students vary (some everything, some wildland only and some haz-mat only), the schedule is more structured to address these needs and is more complex than originally expected. An approval letter is required from each student's Fire Chief stating that they are prepared to test in these skills.
- E) New Hire Partnership:** Chief Gossner shared that hiring FF/Paramedics has become difficult and inquired if there was a partnership opportunity that could assist with this problem. Randy made two suggestions. The first was to work with the Paramedic program to determine ways to make scheduling more efficient. The second was to replicate what occurs with the POST model of having students sponsored to relieve them of the financial burden and create an incentive to enter both programs. To that end, Randy made a motion to have the Fire Director to explore training delivery options with EMC to facilitate an efficient and prioritized dual program. Seconded by Chief Gossner. Unanimous vote of approval.

7. New Business/Discussion Item:

A) Approval of SFT CO Degree/Certificate Program (Action item): Since first discussed at our last meeting, a model curriculum (known as C-ID) has been approved by the Chancellor's office, which gave the fire program the green light to begin the approvals process here at SRJC. As of Nov. 25, all classes required for the degree/certificate have been approved. They have also been re-numbered to be transferrable to the CSU's and the unit value increased to coincide with those in C-ID. If classes were taken privately, people can take part in a Credit by Exam to receive the units and take part in the Degree program (as long as the curriculum matches). One benefit of the program is that by receiving a degree/certificate, it will allow the District to capture apportionment from the State under the new Student Centered Funding Formula which will help our financial challenges. It also "dovetails" with SFT's Professional Pathways Program, which is being pursued to allow students completing SFT certification tracks to also obtain College degrees. To obtain recognition of the CO program by the Chancellor's office, as a CTE program, this group must approve it. To that end, a motion to approve the SFT CO Degree program was made by Ken Sebastiani, second by Paula Dueweke. Unanimous vote of approval.

B) 2019 FFI & FFII Changes, Discussion & Selection of Delivery Options (Action item): Jim Eastman who served as the SFT cadre lead for the new FFI/II curriculum gave a detailed PPT on the changes for the committee. The goal is to have one true standard for a Fire Academy that adheres to the standards and JPR's of NFPA 1001, 1051, and 1072 (new 472). There is also a min. EMR requirement as well as CPR/AED. Confined Space Rescue Awareness is still required by law (with a registered instructor). 8 hours for Behavioral Health and Cancer Awareness has been added and Firefighter Safety/Survival can be done without a registered instructor (no diploma) or a

registered instructor (SFT diploma given). Incident Command Training IS 100, 200, 700 and 800 is online but time should be set aside for instruction in class (ICS-200) is preferred and only two textbooks are allowed (IFSTA, 7th ed. and Jones & Bartlett, Fundamentals of Fire Fighter Skills, 4th ed). For FFII there are four test skills that must be performed and task books will be allowed to be initiated in the academy. The work experience component has also been moved to the end of FFII which could impact the internship that is administered by the District's Work Experience Dept. To that end, Lauralyn Larson, the program's Director gave a background on their program, how the students receive college credit and the benefits it provides for local agencies. She also encouraged agencies that have students that are newly hired to enroll in it. Jim Eastman continued and shared that the FFI/II transition period is January 1, 2020 through December 31, 2020. FFII curriculum transition will go through December 31, 2021. There are no changes in the instructor requirements for Firefighter I and II and the new fees will go into effect July 1, 2020. Because the changes now allow for more flexibility with the delivery of the academy and FFII to be included, Randy shared a handout illustrating delivery options (see attachment to these minutes) with the pros and cons of each and sked for the group to deliberate. An extended discussion on the various options followed. In the end, the group agreed Option C was the best for the program and a motion to have the Director begin developing the curriculum for it was made by Commander Bates and second by Chief Gossner. Unanimous vote.

8. Updates:

A) Fire Program (Program Director):

1. Curriculum update: Covered above under the Company Officer degree and the handout on the courses that had been approved by the curriculum committee.

2. 2019 Grant: Of the \$58,000 in grant funding to purchase a wide variety of equipment for the program, most of the items have been encumbered and are in the process of being delivered. The deadline to spend the balance of the funds is December 6th and Randy has been working feverishly to meet it.

3. New Director Hire Update: The interviews were yesterday, a candidate was moved forward. Two additional interviews are to be scheduled, then must be approved by the Board of Directors. The candidate should be appointed by December 16th in order to assist with the transitional period.

4. SFT Update

a. Fee Update: SFT requested STEAC examine their fee schedule as they have been losing money for over a year. The result was a fee study with proposed increases that went before and were approved by STEAC at their October meeting. The CFSTES class fee will go from \$80 to \$140 and FSTEP from \$20 to \$70. This will increase the total cost of the Firefighter Academy by approximately \$500. Much of the costs are associated with the management and oversight costs required by IFSAC/PROBOARD. Because of the impact this will have on our students, Randy shared that at the STEAC meeting he circulated the "Statement of a Problem" document (shared with this committee) that spoke to the need to make SFT fee neutral. He has since met with Assemblyman Jim Wood to seek a legislative remedy and he had recommended working with SFT to request a budget increase instead of asking for legislation. The strategy is to draft a letter to use as a template for ARTPs to ask for the fee increase while cc'ing legislators in their areas (Randy has been working on this letter).

b. Behavioral Health & Cancer Awareness: As mentioned above, 8 hours will be set aside in our spring academy to deliver this unit. This semester we will implement a decon exercise at the end of each live burn activity to promote this topic and have already purchased all of the equipment to do so.

c. Fire Control 3: Changes that are being proposed include requiring all existing Fire Control 3 instructors to take a 24-hour up-date class as well as S-404 and ICS-300 to continue to serve in this capacity. Randy is working on a PACE process with SFT to have them recognized and avoid taking the class.

d. Skills Coach position: Is a new position that SFT created (came up when more restrictive student to instructor ratios were adopted with the new CA-219). Because the same issue has been raised with the new FC3, the use of the position has been expanded to include this course as well. To serve as a Skills Coach, students must have successfully completed the applicable course and have competency on the topic or the “equivalent”. Randy expressed his concern about the vagueness of the “equivalent” provision and how it will be interpreted.

e. Reaccreditation schedule: We are up for renewal in May of 2020 which means our self-study has to be submitted to SFT by February 1st. Randy will discuss requesting an extension for 6 months with the new Director when he/she comes on-board.

5. Fire Academy Update (Academy Coordinator): 40 students started the academy. At midterms, we usually lose students, but due to their high standards, none have failed. Because of the Kincade Fire, we had to make up 38 hours of instructor. Skills practice starts this week and we will be testing the second week of December. The next academy will begin with 40 students in the spring.

B) Sonoma Training/Operations Officers (Andreis): A November Striker class was cancelled due to Kincaid Fire. One of the groups 2020 goals will be to continue to support the SRJC Fire Program.

C) Marin Training Officers (Hatfield): TOs have not had a meeting since the summer. No updates at this time.

D) Mendocino Training Officers (Adair): Completed Fire Control 3 class. Getting ready to put on engine boss classes, Driver Operator 1A and 1B.

E) Fire Prevention Officers (Dueweke): Nothing to report at this time.

9. Roundtable/Announcements: With all of the recent fire activity, Kim shared a group of Windsor residents have established a scholarship for fire academy students. Among a slew of recent donations to the fire program include; an engine from Rohnert Park, a ladder truck from Fortuna Fire Department, 175 SCBA's from Santa Rosa and a bunch of hose, hand tools and nozzles from San Rafael and San Mateo. Randy shared that all of the equipment is extremely helpful and allows the program to stretch the grant funds it receives. He closed the meeting by thanking each of the members for serving on the committee and handing out challenge coins to express his appreciation, especially since this is his last meeting as Director.

10. Adjournment: Meeting adjourned at 1:40.

NOTE: Next Fire Advisory Committee meeting will be held Friday, May 1, 11:30 AM immediately following the FFI Academy graduation



Santa Rosa Junior College Public Safety Training Center

Fire Technology Advisory Committee Meeting Minutes

Time: 11:00 am

Date: April 24, 2020

Place: Zoom Video

Members in Attendance:

Eric Alvarez	Little Lake Fire Protection District
Spenser Andreis	Sonoma Valley Fire & Rescue Authority (via phone)
Mike Bates	Rohnert Park Department of Public Safety
Tony Gossner	Santa Rosa Fire Department
Jason Hatfield	San Rafael Fire Department
Glen Weeks	American Canyon Fire Protection District
Tom Welch	Mill Valley Fire Department

Members Attending as Proxy:

Members Absence:

Jeff Adair	Ukiah Valley Fire
Brad Caldwell	CalFire
Paula Dueweke	Sonoma County FPOs

Staff in Attendance:

Josh Adams	Dean, Curriculum
April Chapman	Dean, Public Safety
Barry Gaab	Adjunct Faculty
Ken Sebastiani	Director, Fire Technology
Kim Thompson	Coordinator, Firefighter 1 Academy
Heather Wonneberger	Administrative Assistant, Fire Technology

Was there a quorum? Yes (seven of ten members present)

1. Call to Order & Quorum Established (Chair): Tom Welch calls the meeting to order at 11:05 AM.
2. Self-Introductions (All)
3. Approval of Minutes (Chair): First motion of approval by Glen Weeks, second by Tony Gossner.
4. Changes/Approval of the Agenda (Chair):
 - A. April Chapman's retirement added to the Updates.
5. Public Comments Period (for business not listed on the agenda): None.
6. Old Business
 - A) Chancellor's Office approval of Company Officer AS Degree/Cert: Ken updates the group the Company Officer AS Degree/Cert was approved by the Chancellor's Office last month. Students have

two degree options now: either Fire Technology or Company Officer degrees. These programs are transferable to 4-year colleges.

B) 2019 FFI and FFII will be combined into one class in Fall 2020: Ken Sebastiani reports that the curriculum was reviewed and approved. When students complete the academy, they will leave with both FFI and FFII training. We will begin this academy at the end of July if the campus is opened. This change has added a couple weeks to the academy which is why the academy begins in the summer.

C) Randy Collins has retired and will return as a volunteer: After 6 months leave, he will come back to teach and build props for the Fire Academy.

7. New Business/Discussion Item

A) FFI Academy to Distance Learning model: Ken Sebastiani reports that the current Fire Academy is continuing their education during the COVID-19 closure by transferring as many classes to an online format as possible. Testing and skills will be continued upon return to campus (June 1 being the goal).

B) Working on Re-Entry Plan for tentative date June 1st PSTC Reopening: Ken reports that safety precautions will be taken for the safety of the students including temperature tests, cleaning procedures and questionnaires. Safety policies will be solidified in the coming weeks. Semester length classes have been switched over to online formats in order to complete courses for spring semester.

C) Sonoma Valley FPD donating a fire engine: Ken expresses thanks for the generosity of this donation. Regarding other equipment, an inventory process will be developed. Any donations are appreciated. Cotton jacketed wildland hose is a specific need mentioned by Ken.

8. Updates

A) Fire Program (Program Director)

1. Curriculum update of FF Academy and Residential Truck Academy: Updated Firefighter Academy Curriculum has been mentioned above. The current Truck Academy (FIRE 284) is geared more towards senior firefighters with a high skill-level; the residential truck academy would be scaled back and would be more of a basic training for any less-experienced firefighters to gain hands-on truck experience.

2. 2019/20 Grant update: A propane-powered flag trailer will be requested this year as well as a dumpster fire trailer. Seek monitors were also purchased as part of the safe re-entry plan.

3. SFT Update (Program Director):

a. Fee Update: Effective in July, 2020. This will affect every class that involves certifications. Reaccreditation fee was also increased (+\$2,000).

b. FF2: If individuals do not have their FFII Certification, they will need to be certified by ALAs or ARTPs. As an ARTP, we will be able allow individuals to test for their FFII certification alongside our Fire Academy students if space allows.

c. Reaccreditation schedule: Reaccreditation is required every 3 years and is due in September, 2020. This is an auditing process to ensure that our courses and academy meet State Fire Training standards.

4. SRJC Budget: We will need to decrease costs where possible. Not all course requests will be approved.

5. Instructor hiring: There is a bank of individuals interested in teaching at the PSTC. Interviews will take place once the campus closure is lifted. Ken asks the committee to encourage employees to get

involved in order to increase depth of instructors available to help with the academy. Kim adds that they are looking for both adjunct instructors (more experienced) and professional experts (to assist adjunct instructors). This is also a great opportunity for departments to meet and recruit students. No application deadline has been established as of right now. Ken will create and distribute a flyer to fire agencies.

6. Fire Academy Update (Academy Coordinator): Kim Thompson reports that the academy was able to complete wildland week prior to the campus closure. Our academy was more than halfway completed when campus was closed due to COVID-19 and instructors are working hard to keep this academy active online instead of cancelling the academy completely. The goal is to complete the spring academy by the first week of July. Tony Gossner asks if there is any movement on a Fire/Medic program. Ken reports that the EMC Department is working on a possible plan for an intensive Paramedic program. April reports that this has been put on a back burner due to COVID-19.

B) Sonoma Training/Operations Officers (Andreis): No update; they have not met since early March due to COVID-19.

C) Marin Training Officers (Hatfield): No update; everything has been cancelled due to COVID-19.

D) Mendocino Training Officers (Adair): Academy was cancelled due to COVID-19. Hoping to develop online training.

E) Fire Prevention Officers (Dueweke): None.

F) April's Retirement: Ken thanks her for her years of dedication and leadership. April wishes all the best.

9. Roundtable/Announcements: Mike Bates thanks Ken for his work on combining the FFI and FFII curriculum so quickly. Tom Welch thanks Ken and Kim for working on keeping the academy active during the COVID-19 closure.

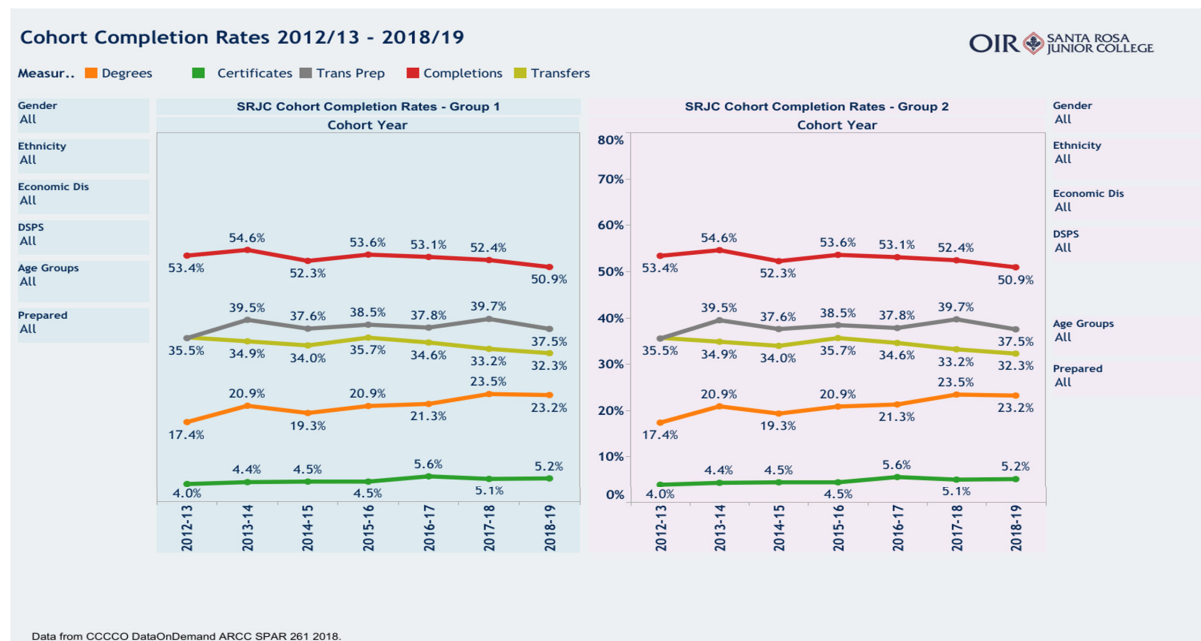
10. Adjournment: Meeting adjourned at 11:46 AM

NOTE: Next Fire Advisory Committee meeting time will be announced at a later date.



SRJC Cohort Completion Rates

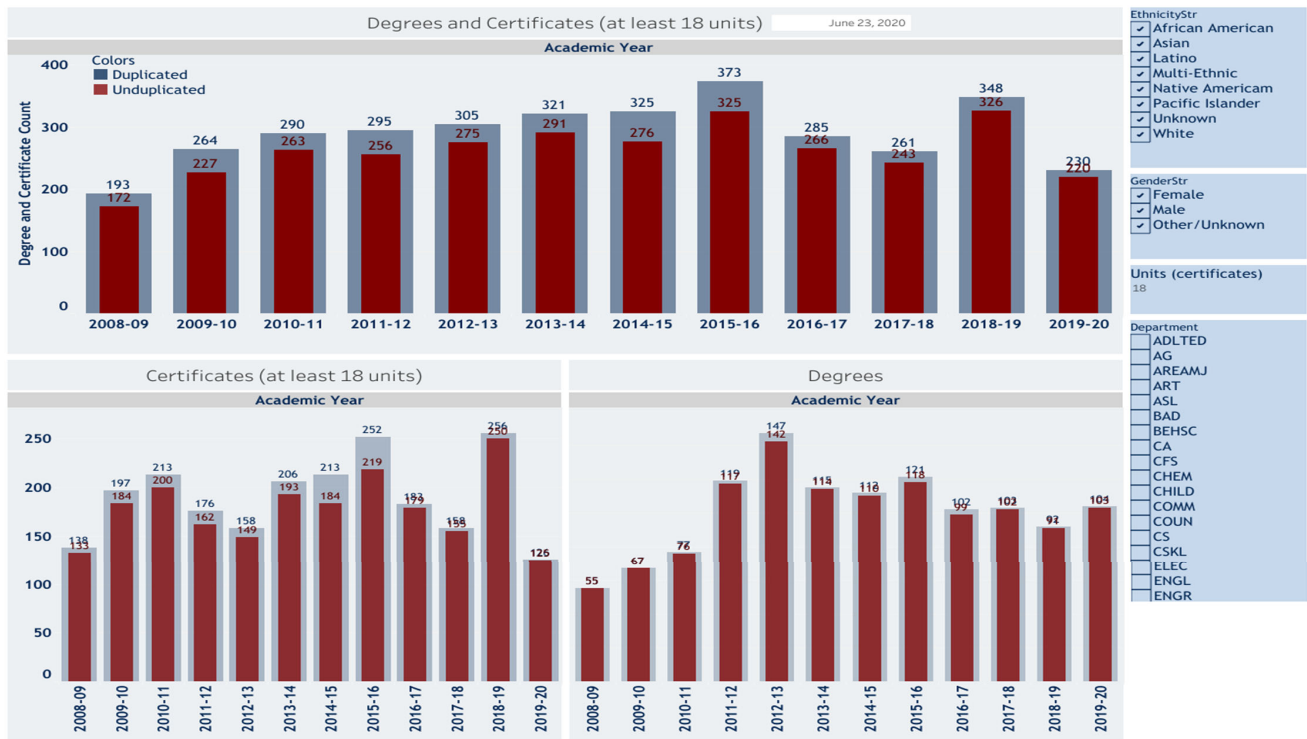
Cohort completion rates for SRJC Students





SRJC Degree and Certificates Counts

SRJC degrees and certificate awards



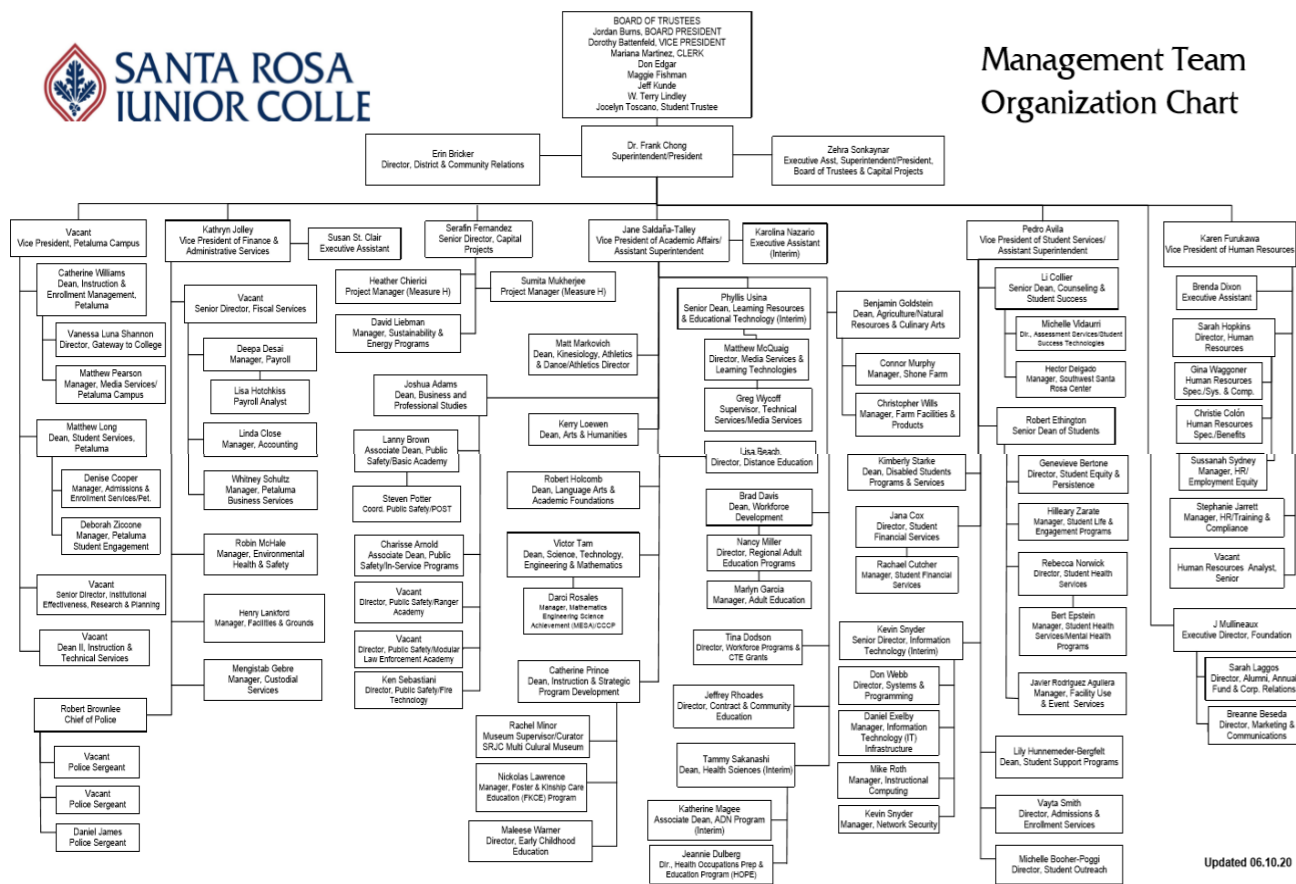


Appendix 7

Management Team Organizational Chart



Management Team Organization Chart



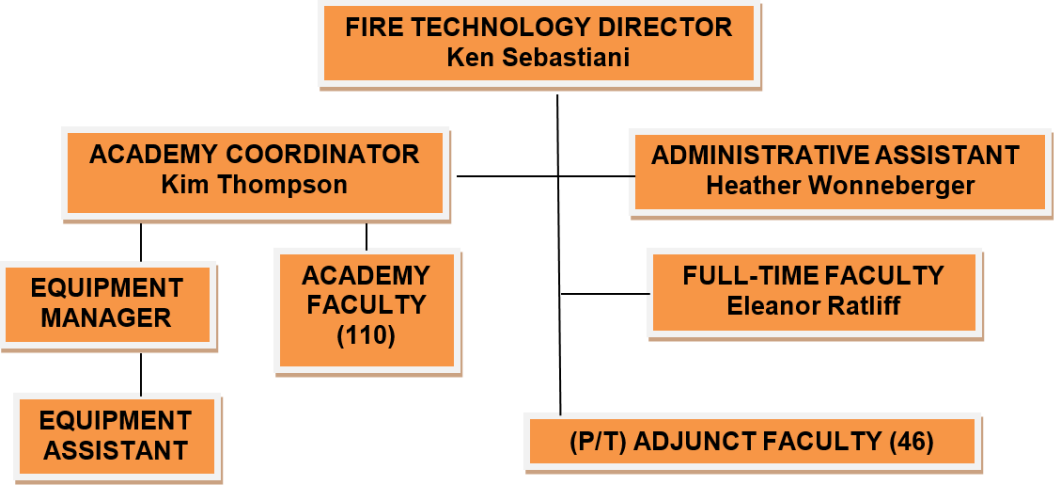
Updated 06.10.20



Appendix 8

Fire Technology Organizational Chart

FIRE TECHNOLOGY ORGANIZATIONAL CHART





Appendix 9

Population Participation (Access) for Student Equity

Population Participation (Access) for Student Equity

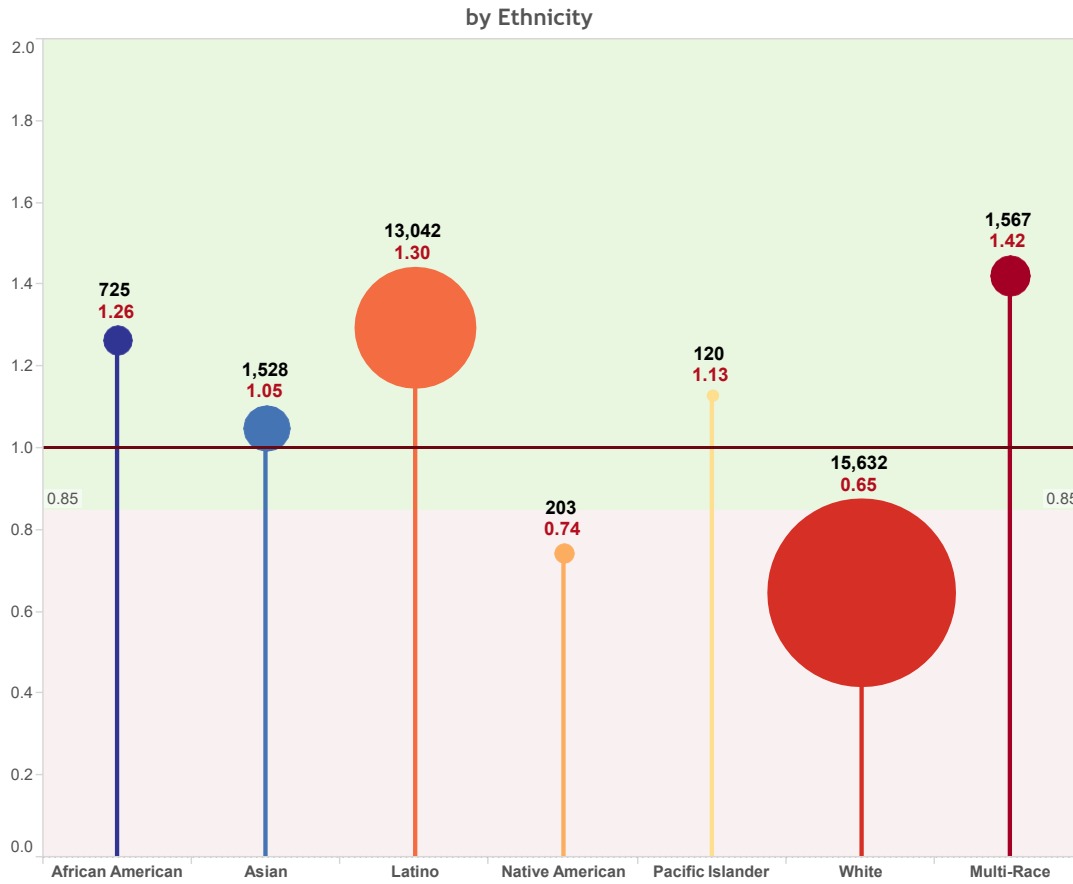
Year1
2018

Gender
All

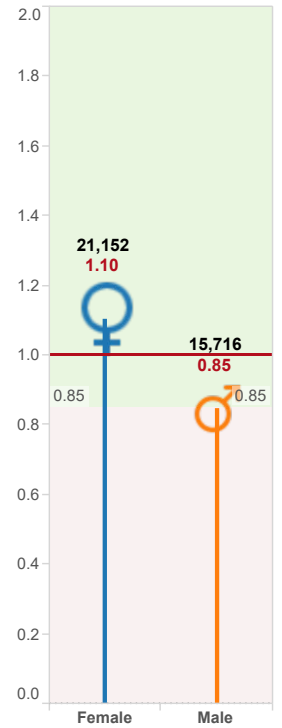
Age Group
All

Cohort Data - all
Ethnicities

Sonoma Population	510,930
Population Count	510,930
Enrollment Count	37,746
Equity Index - Access	1.00



by Gender - all Ethnicities



Data Tables

	African American	Asian	Latino	Native American	Pacific Islander	White	Multi-Race	Unknown
Population Count	7,765	19,720	136,321	3,695	1,439	327,071	14,919	0
Enrollment Count	725	1,528	13,042	203	120	15,632	1,567	4,929
Equity Index - Access	1.26	1.05	1.30	0.74	1.13	0.65	1.42	
Participation in Population	1.52%	3.86%	26.68%	0.72%	0.28%	64.01%	2.92%	0.00%
Participation in Enrollment	1.92%	4.05%	34.55%	0.54%	0.32%	41.41%	4.15%	13.06%
Enrollment Rate	9.34%	7.75%	9.57%	5.49%	8.34%	4.78%	10.50%	



**Letter of Endorsement for ARTP re-accreditation
from Sonoma County Fire Chiefs**



Sonoma County Fire Chiefs Association Training Officers Section

August 10, 2020

Chief Andrew Henning
State Fire Training
Office of the State Fire Marshal
2251 Harvard Street, Suite 400
Sacramento, CA 95815

Re: Letter of Endorsement

Dear Chief Henning;

This letter is being forwarded as an endorsement of the application of Santa Rosa Junior College (SRJC) for re-accreditation as an Accredited Regional Training Program (ARTP). SRJC delivers the Firefighter I and 2 Academy, Fire Officer courses, and other CFSTES and FSTEP courses.

The Fire Chiefs in Sonoma County have long supported these programs with the use of our facilities, apparatus, equipment, donations and staff in an effort to train and educate aspiring firefighters, Fire Officers and Chief Officers as well as In-service personnel.

We have been pleased with the direction of the Fire Technology/Fire Academy programs at SRJC and we support this application for re-accreditation as the next positive step in the Santa Rosa Junior College's Fire Technology program.

Your consideration of this request is appreciated. Should you have any questions, please contact me at

Sincerely,

A handwritten signature in blue ink, appearing to read "Spencer Andreis".

Spencer Andreis
Training/Operations Group Chair



Appendix 11

**Letter of Endorsement for ARTP re-accreditation
from Marin County Fire Chiefs**



Marin County Fire Chiefs Association

1004 Sir Francis Drake Blvd.
Kentfield, CA 94904

Phone: 415 453-7464

August 7, 2020

Chief Andrew Henning
State Fire Training
Office of the State Fire Marshal
2251 Harvard Street, Suite 400
Sacramento, CA 95815

Re: Letter of Endorsement

Dear Chief Henning;

It is my privilege to offer support and endorsement on behalf of the Marin County Fire Chiefs Association for the application of Santa Rosa Junior College (SRJC) for re-accreditation as an Accredited Regional Training Program (ARTP). SRJC delivers the Firefighter I and 2 Academy, Fire Officer courses, and other CFSTES and FSTEP courses.

The Fire Chiefs throughout Marin County have long supported these programs with the use of our facilities, apparatus, equipment, donations and staff in an effort to train and educate aspiring firefighters, Fire Officers and Chief Officers as well as In-service personnel.

We have been pleased with the direction of the Fire Technology/Fire Academy programs at SRJC and we support this application for re-accreditation as the next positive step in the Santa Rosa Junior College's Fire Technology program.

Your consideration of this request is appreciated. Should you have any questions, please contact me at

Sincerely,


Bill Tyler Fire Chief
President of the Marin County Fire Chiefs Association



Appendix 12

SRJC Equal Opportunity Plan 2017-2020



SANTA ROSA JUNIOR COLLEGE

EQUAL EMPLOYMENT OPPORTUNITY PLAN

2017 - 2020



SRJC aspires to be an inclusive, diverse and sustainable learning community that engages the whole person.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN
July 1, 2017 – June 30, 2020

The California Legislature and the State Board of Governors of the California Community Colleges strongly support the concept of equal employment opportunity in the employment practices of the California Community College system. In accordance with state law, every California community college district is required to have a Board of Trustees - approved Equal Employment Opportunity (EEO) Plan on file with the Chancellor of the California Community Colleges. Many of the legal requirements related to EEO Plans are contained in Title 5 regulations adopted by the State Board of Governors. These Title 5 regulations form a basic strategy for ensuring equal employment opportunity.

The Sonoma County Junior College District fully embraces the concept of equal employment opportunity in its employment practices. The District has developed an EEO Plan to outline its commitment to equal employment opportunity and diversity. The District includes a copy of the state EEO regulations that address equal employment opportunity in its Plan to verify its commitments and to make the basic state requirements readily available to all.

The District wishes to acknowledge and thank the members of the 2016/2017 EEOAC for their assistance in the development, implementation and promotion of the EEO plan.

Equal Employment Opportunity Advisory Committee Members - 2016/17

Jeanette Ben Farhat (Fall 2016)	Faculty, Social Science
Juanita Dreiling (Tri-Chair)	Health Services Assistant
Galen George (Tri-Chair)	Faculty, Chemistry & Physics
Malena Hernandez Logorreta	Coordinator, Mi Casa
Andre LaRue	Faculty, Social Science
La Reva Myles	Student
Catherine Prince (Tri-Chair)	Dean, Instruction & Strategic Program Development
Sussanah Sydney	Manager, HR/Employment Equity
Angelica Tercero	Media Production Technician
Julie Thompson (Spring 2017)	Faculty, English

PREFACE AND INTRODUCTION OF THE EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN

The California Legislature and the State Board of Governors of the California Community Colleges strongly support the concept of equal employment opportunity in the employment practices of the California Community College system. A richly diverse workforce addresses the needs of our diverse student population and is a true asset to college districts. Attaining a diverse workforce requires focusing on equal employment opportunities to eliminate barriers to employment that are not job related, such as limited advertising and outreach, an unwelcoming culture or climate, or implicit and explicit bias during hiring processes. Eliminating these barriers requires a proactive, intentional effort by college districts.

Every California community college district must have an Equal Employment Opportunity (EEO) Plan that is approved by the Board of Trustees. The EEO Plan is a written document in which a college district's work force is analyzed and plans and procedures are set forth for ensuring equal employment opportunity. Legal requirements related to EEO Plans are set forth in Education Code Sections 87100-87108 and Title 5 of the California Code of Regulations, Section 53000.

The EEO Plan of the Sonoma County Junior College District for 2017-2020 was developed by members of the Equal Employment Opportunity Advisory Committee (EEOAC). This is an active Committee with broad inclusion of faculty, staff, managers and student representatives. The District's EEO Plan outlines various methods by which equal employment opportunity is ensured and how the District conveys its commitment to cultivating a richly diverse workforce. Much research and preparation has been done in the development of this Plan, including training of the EEOAC Committee members and working with the District's legal counsel to ensure that the Plan meets legal mandates. This EEO Plan outlines our District's commitment to equal employment opportunity and diversity.

However, this Plan does not cover every aspect of hiring and employment that relates to equal employment opportunity. Rather, this Plan works in conjunction with Board-approved policies and procedures of the District, as well as District practices and employees' efforts to create an environment of acceptance. The Plan is consistent with but not identical to the District's Board-approved policies and procedures. If there are sections of the Plan that are determined to be contradictory with the District's Board-approved policies and procedures, it should be noted that District policies and procedures shall supersede this Plan. Similarly, if there appear to be contradictions with any this Plan or any Board policies and procedures and federal or state law related to EEO, it should be noted that federal or state law shall supersede this Plan and Board policies and procedures.

It is the goal of the District that all employees promote and support equal employment opportunity, which requires a commitment and a contribution from every segment of the District. Thank you for your continued efforts to foster a respectful, inclusive community.

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Component 1	Introduction - Message from the Superintendent/President
Component 2	Definitions
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* Component 4	Delegation of Responsibility, Authority and Compliance
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* Component 6	Equal Employment Opportunity Complaints
* Component 7	Notification to District Employees
* Component 8	Training for Screening/Selection Committees
* Component 9	Annual Written Notice to Community Organizations
* Component 10	Analysis of Applicant Pool and District Workforce
* Component 11	Supporting Effective Hiring Processes
* Component 12	Indicators of Institutional Commitment to Diversity
* Component 13	Additional Steps to Remedy Underrepresentation
* Component 14	Persons with Disabilities Accommodations
* Components required by Title 5. All other components are optional and not included at this time, with the exception of Component 1.	

Appendix A – Definitions

Appendix B – SRJC Recruitment Advertising Sources

Appendix C – Current Workforce Demographics

Appendix D – Additional Steps to Remedy Underrepresentation

Appendix E – Notice to Community Organizations

Appendix F – List of Diversity Organizations and Publications

Appendix G – Diversity in Action at Santa Rosa Junior College

Plan Component 1: *Introduction - Message from the Superintendent/President*

In our effort to make SRJC the best community college in the country, we recognize that there is no excellence without diversity. SRJC's Strategic Plan highlights diversity as one of our core values, and serving our diverse communities as one of our eight goals. Embracing diversity means valuing the talents, energies, creativity and challenges that come with a diverse workforce.

One official purpose of an Equal Employment Opportunity Plan is to outline our legal obligation. Even more important, this plan represents our moral responsibility to employ a quality and qualified, diverse workforce.

Who among us can claim complete freedom from preconceptions, resistance and judgments of others? These are often based on old and unconscious teachings. Yet as an educational institution, we believe strongly in the possibility of learning and of change. The commitment we each take to examine ourselves will form the solid foundation for moving SRJC forward significantly in building a vibrantly diverse workforce.

With the retirement of a large number of our colleagues, we have a unique opportunity to attract, hire and retain a new workforce. I am committed to providing the professional development opportunities, training in cultural competencies, and more that will help release us from our own biases and prejudices.

The Plan's immediate focus is equal employment opportunity in our recruitment and hiring policies and practices pursuant to the applicable Title 5 regulations, as well as the steps the District will take when we find underrepresented groups. It also contains analysis of the demographic makeup of the District's workforce population, complaint procedures, establishment of an Equal Employment Opportunity Advisory Committee and other relevant information.

I urge you to read this important document, and take it to heart. As we all embrace and celebrate our differences, we will see that we are creating meaningful, positive changes in our wonderful College.



Dr. Frank Chong
Superintendent/President



Plan Component 2: *Definitions*

Definitions pertinent to this Plan are included in the attached Appendix A under Title 5, section 53001¹.

Plan Component 3: *Policy Statement*

In accordance with Board Policy 8.2.1, it is the policy of the Sonoma County Junior College District to prohibit illegal discrimination and to promote equal employment through a continuing equal employment opportunity program. For purposes of this policy, “equal employment opportunity” means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and fully enjoy the benefits of employment by the District.” (See EC 87101(a).)

The Superintendent/President of the Sonoma County Junior College District shall develop an equal employment opportunity program that outlines various methods by which equal employment opportunity is ensured. (See EC 87101(c).) The program shall highlight the value of diversity as a condition of broad inclusion in the employment environment that offers equal employment opportunity for all persons. (See Title 5, section 53001(b).) Part of the program shall be the development and ongoing review of an Equal Employment Opportunity Plan which shall include procedures for achieving equal employment opportunity. The EEO Plan shall be adopted by the Board of Trustees and submitted to the Chancellor of the California Community Colleges in accordance with law. (See Title 5, section 53003.) The EEO Plan shall be reviewed at least once every three years and revised as determined necessary by the Superintendent/President. (Title 5, section 53003(b).)

Plan Component 4: *Delegation of Responsibility, Authority and Compliance*

[Title 5, §§ 53003(c)(1) and 53020]

It is the goal of the Sonoma County Junior College District that all employees promote and support equal employment opportunity because equal employment opportunity requires a commitment and a contribution from every segment of the District. The general responsibilities for the prompt and effective implementation of this Plan are set forth below.

¹ Definitions included in Appendix A are for the following terms: “adverse impact,” “diversity,” “equal employment opportunity,” “equal employment opportunity plan,” “equal employment opportunity programs,” “ethnic group identification,” “in-house or promotional only hiring,” “monitored group,” “person with a disability,” “reasonable accommodation,” “screening or selection procedure,” and “significantly underrepresented group.” This listing may be changed to reflect revisions in regulatory language or to add definitions without the need for formal revision to this EEO Plan.

Board of Trustees

The Board of Trustees of the Sonoma County Junior College District is ultimately responsible for the implementation of the District's Plan at all levels of District operation, and for ensuring equal employment opportunity as described in the Plan.

Superintendent/President

The Board of Trustees delegates to the Superintendent/President the responsibility for ongoing implementation of the Plan and for providing leadership in supporting the District's equal employment opportunity policy and procedures.

Equal Employment Opportunity Officer

The District has designated the Vice President of Human Resources as the person who is responsible for the day-to-day implementation of the Plan. The Vice President of Human Resources is responsible for administering, implementing and monitoring the Plan and for ensuring compliance with the requirements of Title 5, sections 53000 et seq. The Vice President of Human Resources is also responsible for receiving complaints alleging that equal employment opportunity regulations have been violated and for ensuring that applicant pools and selection procedures are properly monitored.

Agents of the District

Any organization or individual, whether or not an employee of the District, who acts on behalf of the Board of Trustees with regard to the recruitment and screening of personnel, is an agent of the District and is subject to all the requirements of applicable law regarding nondiscrimination and equal employment opportunity and of this Plan.

Good Faith Effort

The District shall make a continuous good faith effort to comply with all the requirements of its Plan. (Title 5, section 53003(e).)

Plan Component 5: *Equal Employment Opportunity Advisory Committee*

[Title 5, section 53005.]

The Sonoma County Junior College District shall establish and maintain an Equal Employment Opportunity Advisory Committee (EEOAC) to act as an advisory body to the Vice President of Human Resources and assist the District in the development, implementation, and promotion of the Equal Employment Opportunity Plan required under Title 5 Section 53003.

The EEOAC shall include a diverse membership whenever possible and receive training in nondiscrimination laws, the identification and elimination of bias in hiring, and the educational benefits of workforce diversity.

Plan Component 6: *Equal Employment Opportunity Complaints*

[Title 5, §§ 53003(c)(2), 53026 and 59300 et seq.]

1) Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Title 5, Section 53026).

The District shall permit any person to file a complaint alleging that the District has violated the requirements of the Title 5 equal employment opportunity regulations.

- A. Any person who believes that the District has violated the equal employment opportunity regulations set out in Title 5 of the California Code of Regulations, sections 51010 and 53000 et seq. may file a written complaint describing in detail the alleged violation to the Vice President of Human Resources.
- B. All complaints shall be signed and dated by the complainant and shall contain, to the best of the complainant's ability: the names of the individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation.
- C. Complaints involving current District hiring processes must be filed no later than 5 calendar days after the occurrence of an alleged violation.
- D. Complaints alleging violations that do not involve current District hiring processes must be filed no later than 30 calendar days after the alleged violation or no later than 30 calendar days after the date a complainant knew or should have known of the facts of an alleged violation.
- E. The District may return, without action, any complaints that are inadequate because they do not allege a clear violation of the EEO regulations. All returned complaints must include a District statement of the reason for returning the complaint without action.

- F. The complaint shall be filed with the Vice President of Human Resources. If the complaint involves the Vice President of Human Resources, the complaint may be filed with the Superintendent/President. The Vice President of Human Resources will forward copies of all written complaints to the State Chancellor's Office upon receipt. A written determination on all accepted complaints will be issued to the complainant within ninety (90) days of the filing of the complaint. The determination shall include a finding as to whether there is probable cause to believe the alleged violation occurred, and a statement of any remedial action related to a violation. The District may extend the timeline for providing its determination if such extension supports the investigation or resolution of a complaint. The complainant shall be notified of the District's extension.
- G. A complainant may not appeal the District's determination of an EEO complaint to the California Community College State Chancellor's Office.

2) **Complaints Alleging Unlawful Discrimination or Harassment (Title 5, Section 59300 et seq.)**

The District has adopted procedures for complaints alleging unlawful discrimination or harassment. The Vice President of Human Resources is responsible for receiving such complaints and for coordinating their investigation. Complaints of a violation of State equal employment opportunity regulations that also allege unlawful discrimination shall be processed as discrimination complaints by the District.

Plan Component 7: Notification to District Employees
[Title 5, § 53003(c)(3)]

The Vice President of Human Resources will provide annual written notice to all District employees of the provisions of this Plan and the District's policy statement setting forth the District's commitment to its equal employment opportunity program. In addition, a description of the Plan and the policy statement will be included in the orientation materials provided to newly hired District employees.

EEO Plan Component 8: *Training for Screening/Selection Committees*

[Title 5, § 53003(c)(4)]

All individuals who serve on screening and selection committees must attend a mandatory Hiring Orientation prior to serving on a hiring committee.

The training shall include, but need not be limited to:

1. The requirements of Title 5 EEO regulations and of State and Federal nondiscrimination laws;
2. The educational benefits of workforce diversity;
3. The elimination of bias in hiring decisions; and
4. Best practices in serving on a selection or screening committee.

Individuals who have not received this training will not be allowed to serve on screening/selection committees. The Vice President of Human Resources, or designee, shall provide the required training.

District hiring procedures require that this training be updated every year after the individual's initial training. A system is in place to track and monitor individuals who have been trained.

Plan Component 9: *Annual Written Notice to Community Organizations*

[Title 5, § 53003(c)(5)]

The Vice President of Human Resources will provide annual written notice to community-based and professional organizations through mailings and/or electronic communications. The notice will inform these organizations of the District's commitment to equal employment opportunity and diversity, that they may obtain a copy of the District's EEO Plan including easy access to the Plan through the District's webpage, and shall solicit their assistance in identifying diverse qualified candidates for possible District employment.

A sample list of organizations that will receive this notice is attached to this Plan as Appendix F. This list shall be reviewed annually and revised as necessary.

Plan Component 10: *Analysis of Applicant Pool and District Workforce*²

[Title 5, § 53003(c)(6)]

A. Analysis of Applicant Pool

The Human Resources Department shall recruit broadly for vacant District positions in accordance with State regulatory requirements using measures that can reasonably be expected to attract a broad representation of candidates for potential District employment. (A list of Recruitment and Advertising Sources is attached to this plan as Appendix B.)

Applicants for employment will be provided with the opportunity to identify, on a voluntary basis, their gender, ethnic group identification, and if applicable, their disability. Persons may designate as many ethnicities as they identify with, but shall be counted in only one ethnic group for data reporting purposes. This information will be kept confidential and will be separated from employment applications that are forwarded to the screening/selection committees and hiring administrator(s).

Applicant data that are collected shall be reviewed in an effort to assess whether recruitment efforts are resulting in diverse applicant pools. The District will assess whether its applicant pools indicate significant underrepresentation in protected categories based on adverse impact analysis. Additionally, data will be analyzed over time and multiple job searches in an effort to assess whether movement from initial applicant pools to further consideration for employment appears to be disproportionate in terms of gender, ethnic group, or disability.

B. Analysis of Workforce Composition

The Human Resources Department will annually update the District's workforce composition data in the EEO Plan to support the evaluation of the District's progress in meeting the goals of the Plan and to provide data needed for the reports on monitored groups required by this EEO Plan:

Workforce composition data will include: Gender, Ethnicity (including American Indians or Alaska Natives, Asians or Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, and Caucasians), and persons with disabilities.

Employees will be afforded the opportunity to voluntarily identify their gender, any disability, and ethnic group identification. Employees may designate all ethnicities with which they identify.

² The State Chancellor is responsible for providing districts with "availability data" that project the number of persons who are qualified and available for employment based on gender, ethnic group, and disability status. Such data would allow the District to assess its recruitment efforts and its employee demographics in comparison with the availability data. Unfortunately, the State Chancellor has advised districts that it has been unable to provide any availability data. This lack of availability data restricts the District's ability to analyze its equal employment opportunity efforts.

The District will annually report to the Chancellor's Office the results of its workforce composition. Current staff shall be identified as belonging to one of the following identified job categories:

- 1) Executive/Administrative/Managerial;
- 2) Faculty and other Instructional Staff;
- 3) Professional Non-faculty;
- 4) Secretarial/Clerical;
- 5) Technical and Paraprofessional;
- 6) Skilled Crafts; and
- 7) Service and Maintenance

Appendix C identifies the District's current workforce composition by gender, ethnicity, and disability based on the job categories listed above.

The District recognizes that its ability to gather accurate data regarding applicants and employees depends on the willingness of applicants and employees to voluntarily provide accurate data to the District. Although the District cannot verify the accuracy of data it receives through the voluntary disclosures of applicants and employees, the District strives to ensure that all of its employment processes are free from improper bias and consistent with equal employment principles.

Plan Component 11: *Supporting Effective Hiring Processes*

[Title 5, § 53024.1 and 53001(c) and (e)]

The District is committed to encouraging the participation of a wide diversity of applicants for its vacant positions and actively recruits both internally and externally to attract applicants. The District designs its screening and interviewing processes to ensure that meaningful consideration is given to the extent that applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

The District shall appoint a monitor for each screening and selection process, in accordance with District policy, to ensure that selection considerations are based only on job-related criteria and to prevent a disproportionate negative impact on monitored groups (see Appendix A for the definition of monitored groups). It is strongly recommended that implementation of this Plan include a comprehensive review of District hiring policies, to encourage revision of those policies as necessary to ensure consistent compliance with Equal Employment Opportunity laws and ideals. Should screening and/or interviewing processes indicate circumstances that are inconsistent with the requirements of applicable nondiscrimination and equal employment opportunity laws, the Vice President of Human Resources is charged with recommending, in collaboration with relevant constituent groups, corrective action.

Additionally, the District's Board of Trustees will receive training on elimination of bias in hiring and employment every two years. Every member of the Board of Trustees will receive such training within six months of their officially assuming their duties as a Trustee.

Plan Component 12: *Indicators of Institutional Commitment to Diversity*

[Title 5, § 53003(c)(9)]

The District recognizes that multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce. Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to all individuals.

The following are examples of the District's indicators of Institutional Commitment to Diversity. For specific illustrations, see Appendix G – Diversity in Action at SRJC. The Equal Employment Opportunity Advisory Committee will review and amend this Appendix as needed.

(a) The District conducts exit interviews with employees who leave the District in order to identify whether there may be patterns of Adverse Impact as defined in Appendix A.

(b) The District provides training on elimination of bias in hiring and employment.

(c) The District provides cultural awareness training to members of the college community.

(d) The District maintains a variety of programs to support newly-hired employees such as mentoring, professional development, and leadership opportunities.

(e) The District has developed and/or maintains updated job descriptions and/or job announcements for all its positions.

(f) The District thoroughly investigates all complaints filed under this chapter, and all harassment and discrimination complaints filed under Title 5 (commencing with section 59300), and takes appropriate corrective action in all instances where a violation is found.

(g) The District complies with the requirements of Government Code section 12950.1 (Stats. 2004, Chapter 933 [AB1825]), and includes all forms of harassment and discrimination in the training.

(h) The District's publications and webpages express the District's diversity and commitment to equal employment opportunity.

(i) The District's mission statement conveys its commitment to diversity and inclusion, and recognition that a diverse and inclusive workforce promotes its educational goals and values.

(j) The District's hiring procedures require applicants for all positions to demonstrate sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students in a manner specific to the position.

(k) District employees may serve as resources, consultants, mentors and/or leaders to colleagues at other districts in the areas of EEO and diversity enhancement.

(l) The District supports faculty members in their efforts to maintain updated curricula, texts, and/or course descriptions to expand the global perspective of the particular course, readings or discipline.

(m) The District addresses issues of inclusion/exclusion in a transparent and collaborative fashion.

(n) The District attempts to gather information from applicants who decline job offers to find out why, records this information, and utilizes it where appropriate.

(o) The District conducts longitudinal analysis of various employment events by monitored group status such as: hiring, promotion, and retention.

The District's commitment to diversity includes sponsoring cultural events and speakers on issues dealing with diversity, supporting faculty members in their efforts to infuse diversity into the classroom and curriculum, promoting cultural proficiency, integrating diversity issues into the evaluation of management, providing learning opportunities and personal growth in the area of diversity, and making the physical environment responsive to the diverse employee and student populations.

The District will encourage community college students to become qualified as, and seek employment as, community college employees.

Plan Component 13: Additional Steps to Remedy Underrepresentation

[Title 5, § 53003(c)(8) and 53006]

In the absence of availability data from the State Chancellor's Office, the District will utilize its periodic, longitudinal analyses to assess whether members of monitored groups are disproportionately underrepresented in employment processes.

Where this analysis identifies that significant underrepresentation of a monitored group may be the result of non – job related factors in the employment process, the District shall implement additional measures designed to address the specific area of concern. These additional measures shall include the following:

- (1) Review its recruitment procedures and identify and implement any additional measures which might reasonably be expected to attract candidates from the significantly underrepresented group;

- (2) Consider various other means of reducing the significant underrepresentation which do not involve taking monitored group status into account, and implement any such techniques which are determined to be feasible and potentially effective;
- (3) Determine whether the group is still significantly underrepresented in the category or categories in question after the measures described in (1) and (2) have been in place a reasonable period of time (defined in Title V, section 53006(c) as three years); and
- (4) The selection committee chair(s) and committee members, in collaboration with Human Resources, will review each locally established “required,” “desired” or “preferred” qualification being used to screen applicants for positions in the job category to determine if it is job-related and consistent with:
 - a) Any requirements of federal law; and
 - b) Qualifications which the Board of Governors has found to be job-related throughout the community college system, including the requirement that applicants for academic and administrative positions demonstrate sensitivity to the diversity of community college students; or
- (5) Discontinue the use of any locally established qualification that has not been found to satisfy the requirements set forth in paragraph (4) of this subdivision;
- (6) Continue using qualification standards meeting the requirements of paragraph (4) of this subdivision only where no alternative qualification standard is reasonably available which would select for the same characteristics, meet the requirements of paragraph (4) and be expected to have a less exclusionary effect; and
- (7) Consider the implementation of additional measures designed to promote diversity that are reasonably calculated to address the area of specific need. Examples of such measures are in Appendix D. The Equal Employment Opportunity Advisory Committee will review and, if needed, amend this appendix on an annual basis.

Plan Component 14: *Persons with Disabilities: Accommodations*
[Title 5, § 53025]

Reasonable Accommodations. Applicants and employees with disabilities shall receive reasonable accommodations consistent with the requirements of applicable State and Federal laws protecting persons with disabilities. Such accommodations may include, but are not limited to, accommodations to assist applicants with disabilities to participate in hiring and employment processes, workstation modifications, job restructuring, variable scheduling, reassignment to a reasonably equivalent vacant position, adaptive equipment, and auxiliary aides such as readers, interpreters, note takers and other necessary accommodations to assist employees with performing the essential functions of their job.

The Vice President of Human Resources or designee is responsible for handling requests for reasonable accommodations from current employees pursuant to District Board Policy and Procedure 4.20 and 4.20P. The Human Resources Department is responsible for handling requests from applicants seeking such accommodations during the employment process.

APPENDIX A

§ 53001. Definitions

- (a) "Adverse impact" means that a statistical measure (such as those outlined in the Equal Employment Opportunity Commission's "Uniform Guidelines on Employee Selection Procedures") is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group protected from discrimination pursuant to Government Code section 12940. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.
- (b) "Diversity" is a condition of broad inclusion in an employment environment that offers equal employment opportunity for all persons. It requires both the presence, and the respectful treatment, of individuals from a wide range of ethnic, racial, age, national origin, religious, gender, sexual orientation, disability and socio-economic backgrounds.
- (c) "Equal Employment Opportunity" means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels in the seven job categories which include executive/administrative/managerial, faculty and other instructional staff, professional non faculty, secretarial/clerical, technical and paraprofessional, skilled crafts, and service and maintenance. Equal employment opportunity also involves:
 - (1) identifying and eliminating barriers to employment that are not job related; and
 - (2) creating an environment which fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination pursuant to Government Code section 12940.
- (d) "Equal Employment Opportunity Plan" is a written document in which a District's work force is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.
- (e) "Equal Employment Opportunity Programs" means all the various methods by which equal employment opportunity is ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with the requirements of section 53006 of Title 5.

- (f) “Ethnic Group Identification” means an individual's identification in one or more of the ethnic groups reported to the Chancellor pursuant to section 53004. These groups shall be more specifically defined by the State Chancellor’s Office consistent with State and Federal law.
- (g) “In-house or Promotional Only Hiring” means that only existing District employees are allowed to apply for a position.
- (h) “Monitored Group” means those groups identified in section 53004(b) for which monitoring and reporting is required pursuant to section 53004(a) of Title 5.
- (i) “Person with a Disability” means any person who:
 - (1) has a physical or mental impairment as defined in Government Code section 12926 which limits one or more of such person's major life activities; has a record of such an impairment; or is regarded as having such an impairment.

A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.

- (j) “Reasonable Accommodation” means the efforts made on the part of the District in compliance with Government Code section 12926 to allow persons with disabilities to perform the essential functions of their jobs.
- (k) “Screening or Selection Procedure” means any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to, traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms.
- (l) “Significantly Underrepresented Group” means any monitored group for which the percentage of persons from that group employed by the District in any job category listed in section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.

APPENDIX B



RECRUITMENT ADVERTISING SOURCES Spring 2017

- ACCCA (Management recruitments only):
Online advertisements
- AsiansinHigherEd.com
- BAJobs.com
- BlacksInHigherEd.com
- California Community Colleges Faculty and Staff Diversity Registry:
Online advertisements and attendance/recruiting at annual job fair(s)
- Chronicle of Higher Education (Management & Full-time Faculty recruitments only):
Online and print advertisements (print edition and 30 days online)
- EdJoin.org
- HigherEdjobs.com
- Higher Education Recruitment Consortium (HERC):
Online advertisements; includes postings with Indeed and SimplyHired jobsites
- HispanicsinHigherEd.com
- LGBTinHigherED.com:
Online advertisements
- List serve distributions:
Job announcements distributed statewide to all human resources and equal employment opportunity officers, Latino Service Providers and University of California Diversity list as well as other targeted sources
- SRJC Human Resources website
- The Press Democrat:
Online and print advertisements (weekly/every Sunday)
- VeteransinHigherEd.com:
Online advertisements
- Sonoma County Gazette
- La Voz Bilingual Newspaper

APPENDIX C

WORKFORCE COMPARISON DATA - FALL 2012

	Total	Male	Female	American Indian/Alaskan Native	Black/African American	Asian/Pacific Islander	Hispanic/Latino	White	Multiple Ethnicities	Unknown/Not Disclosed
Executive/Administrative/Managerial	82	40	42	0	4	10	6	60	0	2
Faculty and other instructional	1,160	475	685	13	11	47	56	1,013	1	19
Professional Non-faculty	35	13	22	0	1	1	2	29	0	2
Secretarial/Clerical	128	7	121	1	3	4	14	101	0	5
Technical and Paraprofessional	186	67	119	1	7	5	18	151	2	2
Skilled Crafts	21	20	1	0	1	0	5	15	0	0
Service and Maintenance	72	56	16	3	21	4	13	26	1	4
TOTAL	1,684	678	1,006	18	48	71	114	1,395	4	34

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WORKFORCE COMPARISON DATA - FALL 2016

	Total	Male	Female	American Indian/Alaskan Native	Black/African American	Asian/Pacific Islander	Hispanic/Latino	White	Multiple Ethnicities	Unknown/Not Disclosed
Executive/Administrative/Managerial	87	39	48	0	4	9	14	55	1	4
Faculty and other instructional	1,182	504	678	15	13	56	76	983	13	26
Professional Non-faculty	43	15	28	1	1	2	3	34	0	2
Secretarial/Clerical	145	8	137	0	4	2	20	107	5	7
Technical/Paraprofessional	196	76	120	1	6	11	38	126	6	8
Skilled Crafts	17	16	1	0	1	0	4	12	0	0
Service/Maintenance	65	53	12	2	23	3	14	19	0	4
TOTAL	1,735	711	1,024	19	52	83	169	1,336	25	51

Source: Chancellor's Office Data Mart, February 10, 2017

APPENDIX D

Plan Component 13: *Additional Steps to Remedy Underrepresentation*

- (a) Conducting surveys of campus climate on a regular basis, and implementing concrete measures that utilize the information drawn from the surveys.
- (b) Institutionalizing a District-wide inclusiveness training program for District employees.
- (c) Continuing to conduct exit interviews with employees who leave the District, and maintaining a data base of exit interviews, analyzing the data for patterns impacting particular monitored groups, and implementing concrete measures that utilize this information.
- (d) Continuing to strengthen training for persons who participate in the District's recruitment and selection process with regard to eliminating bias and embracing diversity, including providing training in awareness of implicit bias in hiring decisions.
- (e) Assessing the effectiveness of all hiring processes, and identifying recommendations to strengthen the College's ability to attract and recruit diverse candidates for employment.
- (f) Contacting student, professional, community and other organizations that represent the diverse community that the District serves. These organizations can serve as resources for referring potential candidates for employment.
- (g) Recognizing and valuing District employees who have promoted diversity and equal employment opportunity principles by awarding diversity recognition awards or other incentives.
- (h) Hosting events with guest speakers to educate District employees on issues of inclusiveness, civility, unconscious bias and other related topics.

APPENDIX E



Santa Rosa Junior College
1501 Mendocino Avenue
Santa Rosa, CA 95401

Notice to Community Organizations

Santa Rosa Junior College is a multicultural community of people from diverse racial, ethnic, linguistic and class backgrounds, national origins, religions, political beliefs, physical and mental abilities, and sexual orientations. To properly reflect our growing populations, we strive to achieve a workforce that is welcoming to men, women, persons with disabilities, veterans, and individuals from all ethnic backgrounds in order to ensure that the District provides an inclusive educational and employment environment. To that end, we have adopted an Equal Employment Opportunity Recruitment and Hiring Plan, which illustrates our commitment to providing equal employment opportunities and underscores our dedication to providing a learning experience that will better prepare our students to work and live in an increasingly global society.

We are now seeking your help to identify qualified candidates who can assist us in creating an environment that welcomes all, fosters diversity, and promotes excellence. We ask that you refer potential applicants to the Human Resources web page on the District website, where they can learn about the District and review our current job vacancies. We also hope that you will contact us with suggestions you may have regarding how we can better reach out to diverse populations.

We look forward to networking with you in the future. If you have any questions or suggestions, please feel free to contact me at (707) 527-4302.

Respectfully,

A handwritten signature in cursive script that reads "Karen Furukawa".

Karen Furukawa
Vice President of Human Resources

APPENDIX F

List of Diversity Organizations and Publications

Asians In Higher Ed

Asian Pacific Americans in Higher Education (APAHE)

Blacks In Higher Ed

Catholic Charities

Comité VIDA <http://vidaslegal.org/about/>

DDAC

Disabled In Higher Ed

Face to Face

Hispanics In Higher Ed

INSIGHT Into Diversity

La Voz Bilingual Newspaper

LGBT In Higher Ed

Men Evolving Non-Violently

NAMI Sonoma County

Native Americans in Higher Ed

North Bay Black Chamber of Commerce

North Bay Jobs with Justice <http://www.northbayjobswithjustice.org/index.php>

North Bay Organizing Project <http://northbayop.org/>

Positive Images

Redwood Gospel Mission

Social Advocates for Youth (SAY)

Women and Higher Ed

Veterans In Higher Ed

Voices

YMCA/YWCA

APPENDIX G

Diversity in Action at SRJC

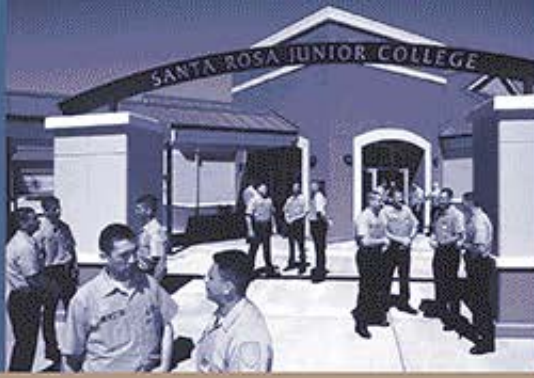
The following are examples of the District's indicators of Institutional Commitment to Diversity.

- The 2017 English Department's Work of Literary Merit this year is Ta-Nehisi Coates' Between the World and Me. Lecture series panel discussions, numerous English classes reading the book.
- The English Department offers courses such as English 36 – Lesbian, Gay, Bisexual, Transgender Arts and Literature.
- Embracing a Culture of Inclusion: Develops and provides training to district employees as well as developing video and materials promoting an inclusive workforce.
- SRJC's Fall 2017 PDA day theme: "Embracing a Culture of Inclusion"
- EEO members participate in diversity trainings, locally, statewide and nationally.
- Teaching Fellows Program, to develop and inspire the future generation of community college faculty. (<https://teaching-fellows.santarosa.edu/>)
- The Manager, HR/Employment Equity serves on the Chancellor's Task Force on EEO/Diversity so this position is able to bring knowledge/resources to help the development and implementation of the EEO plan.
- Learning Communities:
 - APASS (Asian and Pacific Islander)
 - Puente
 - Connections
 - Umoja
 - Link to student clubs

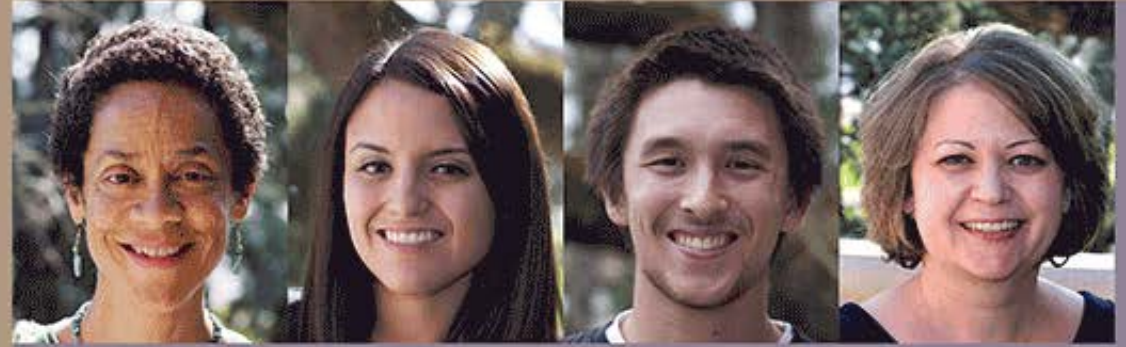


Appendix 13

SRJC Strategic Plan



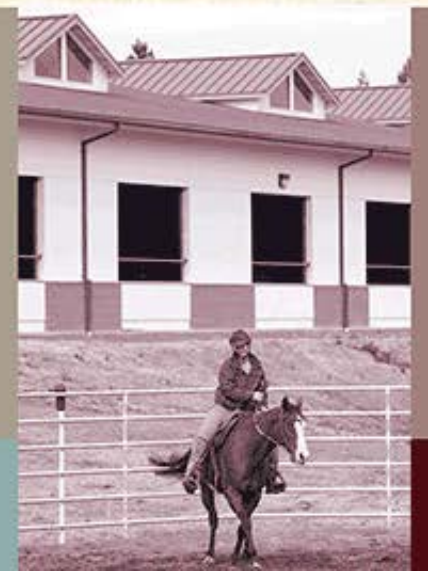
SANTA ROSA
JUNIOR COLLEGE



Strategic Plan



Petaluma
Public Safety Training Center
Santa Rosa
Shone Farm
Southwest Santa Rosa Center





Guiding a Premier Institution of Higher Education

I am pleased to present to you the 2014 Santa Rosa Junior College Strategic Plan.

The process to develop this plan has been transparent, inclusive, participatory and collaborative. It embodies our beliefs and aspirations.

When I began my tenure here in January, 2012, my goal was to make a great college better. The Strategic Plan will serve as our North Star for guiding our future direction as a premier institution of higher education. My pledge is to turn these words into reality. Let's join together to build on the foundation of 96 years of excellence. As we approach our 100 year anniversary, I am excited and enthusiastic to work with you as we lay the foundation for the second 100 years.

Thanks to all of you who worked so diligently in shaping the plan and to those who will be participants in its implementation.

With great pride and gratitude,



Dr. Frank Chong
Superintendent and President

BOARD OF TRUSTEES

Jeff Kunde, President

Donald S. Edgar, Vice President

B. Robert Burdo, Clerk

Richard W. Call

W. Terry Lindley

Onita Pellegrini

Don Zumwalt

Robert Edmonds, Student Trustee



A Community Engaged

Over the past 18 months, more than 400 faculty, staff, administrators, students, community partners, and Board trustees have worked together to develop the Sonoma County Junior College District's first-ever district-wide strategic plan. Their work has resulted in the 2014 Strategic Plan which will guide the direction of our District and college over the next three to five years.

The plan emerged under the guidance of the Strategic Planning Task Force and with the involvement

of the larger college community who discussed strategies and key issues, and offered feedback to the draft plan.

Opportunities for engagement included:

- A day-long planning retreat and regular Strategic Planning Task Force meetings
- Facilitated input from workshops held during three Professional Development Activity days
- A Board of Trustees study session
- Feedback from members of SRJC's external community provided via Community Conversations held in four locations throughout Sonoma County
- An ongoing series of college and community-wide surveys, and newsletters, plus regular updates of the Strategic Planning website
- Presentations to college-wide faculty, staff and student constituent groups

This work has been informed by best practices and data gathered from multiple sources, including a

comprehensive environmental scan and an interactive website. Critical demographic, social, and economic data were provided by the District's Office of Institutional Research and used to identify current and future demographic trends, social and economic patterns and future educational pathways in the region.

The 2014 Strategic Plan reflects a collectively agreed upon future for the Sonoma County Junior College District and Santa Rosa Junior College, and provides a common framework of goals, objectives and shared outcomes. It also serves as a starting point for strategy development and problem solving that the College as a whole and each department/unit can apply towards meeting the specific needs of our students, employees and facilities.



Our Vision

Santa Rosa Junior College aspires to be an inclusive, diverse and sustainable learning community that engages the whole person.

Our Mission

Santa Rosa Junior College
passionately cultivates learning
through the creative, intellectual,
physical, social, emotional,
aesthetic and ethical development
of our diverse community.

- We focus on student learning by preparing students for transfer; by providing responsive career and technical education; and by improving students' foundational skills.
- We provide a comprehensive range of student development programs and services that support student success and enrich student lives.
- We support the economic vitality, social equity and environmental stewardship of our region.
- We promote personal and professional growth and cultivate joy at work and in lifelong learning.
- We foster critical and reflective civic engagement and thoughtful participation in diverse local and global communities.
- We regularly assess, self-reflect, adapt, and continuously improve.



Our Values

We value *Learning* that includes:

- Excellent and innovative instruction and support services
- A learning- and learner-centered environment
- A welcoming physical environment
- A caring and supportive attitude among faculty and staff
- Access to programs and courses that lead to transfer and/or gainful employment

We value *Academic Excellence* that includes:

- Academic freedom balanced with academic responsibility, integrity and ethical behavior
- Effective and transparent communication with information being shared in a timely fashion
- Collaboration in continuous quality improvement of SRJC's programs and services

We value *Sustainability* that includes:

- The teaching of sustainability principles and concepts
- Research on sustainable development projects/ issues
- Incorporating ecological values and practices in the District's operations
- Support and promotion of sustainability efforts in our community
- Fiscal solvency and stability

We value *Diversity* that includes:

- Equal access for all students
- Multi-ethnic global perspectives and cultural competencies
- Employees who reflect the communities we serve
- Honesty and integrity in an environment of collegiality and mutual respect

We value *Community* that includes:

- Community partnerships and advocacy for workforce and economic development
- Cultural enrichment opportunities
- Lifelong learning

We value *Beauty* that includes:

- Well-maintained and aesthetically pleasing facilities and grounds
- Holistic wellness
- Joy in learning and work

We value *Compassion* that includes:

- Helping students develop a vision for their lives
- Civic engagement opportunities that contribute to real world problem solving
- Empathy to identify the challenges and address the needs of others
- Collaborative leadership

We value *Innovation* that includes:

- Creativity, openness and risk taking
- Multiple perspectives
- Response to demographic, global, and technological changes

We balance and integrate core values to assure the success of our diverse learning communities.



Our Goals and Objectives

In support of the Sonoma County Junior College District's vision, mission, and values, we are committed to the following goals and strategic objectives:

A. Support Student Success

Support development of the whole student from early college awareness through successful completion of educational and career goals

- Expand and sustain access by eliminating barriers, expanding strategic outreach efforts, and delivering services effectively through current technologies
- Increase retention and academic progress through student engagement with: academic and student services, faculty and staff, and campus and community activities
- Increase the number of students who complete their educational plans and goals
- Enhance cultural competency to better serve all student populations with a focus on first generation college students and the increasing Latino/a population

B. Foster Learning and Academic Excellence

Foster learning and academic excellence by providing effective programs and services

- Support and promote teaching excellence across all disciplines
- Engage students and spark intellectual curiosity in learner-centered environments
- Integrate academic and student support services across the college
- Identify and implement responsive instructional practices that increase the learning and success of our diverse students

E. Establish a Strong Culture of Sustainability

Establish a culture of sustainability that promotes environmental stewardship, economic vitality, and social equity

- Expand, support, and monitor district-wide sustainability practices and initiatives
- Infuse sustainability across the curriculum and promote awareness throughout District operations
- Promote social and economic equity in the communities we serve
- Ensure economic sustainability by leveraging resources, partnering with our communities, and contributing to the economic growth of the region

F. Cultivate a Healthy Organization

Cultivate an inclusive and diverse organizational culture that promotes employee engagement, growth, and collegiality

- Foster an environment focused on collegiality and mutual respect in regards to cultural and individual perspectives
- Recruit and hire outstanding faculty and staff and implement an exemplary Professional Development Program for all employees
- Establish robust programs to improve the health and wellness of students and employees
- Increase safety planning, awareness and overall emergency preparedness

C. Serve our Diverse Communities

Serve our diverse communities and strengthen our connections through engagement, collaboration, partnerships, innovation, and leadership

- Identify the educational needs of our changing demographics and develop appropriate and innovative programs and services with a focus on the increasing Latino/a population
- Contribute to the richness of our multicultural community by promoting cultural initiatives that complement academics and encourage the advancement and appreciation of the arts
- Meet the lifelong educational and career needs of our communities (e.g. seniors, emerging populations, veterans, re-entry students)
- Provide relevant career and technical education that meets the needs of the region and sustains economic vitality

D. Improve Facilities and Technology

Provide, enhance, integrate, and continuously improve facilities and technology to support learning and innovation

- Incorporate best practices and innovations for facilities and technologies in order to enhance learning and working environments
- Improve and sustain infrastructure, facilities, and technology to proactively support our diverse learning community
- Increase District-wide coordination and collaboration to improve facilities and technology access, efficiency, and effectiveness
- Provide effective facilities and technology technical training for all employees to ensure operational effectiveness

G. Develop Financial Resources

Pursue resource development and diversification while maintaining responsible fiscal practices and financial stability

- Increase the amount of discretionary, unrestricted general fund local revenue
- Increase and maintain the District reserves above the state requirements
- Pursue alternative funding sources including grants, partnerships, and scholarships to support our diverse communities and students
- Manage enrollment and course offerings to maximize apportionment funding

H. Improve Institutional Effectiveness

Continuously improve institutional effectiveness in support of our students, staff, and communities

- Fully implement continuous quality improvement strategies to achieve greater transparency, effectiveness, efficiency, and participation
- Enhance internal and external communication systems to ensure effectiveness



Strategic Planning



**SANTA ROSA
JUNIOR COLLEGE**

STRATEGIC PLANNING TASK FORCE

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Abigail Zoger

*And so many others
who contributed to this
remarkable effort!*



Appendix 14

Student Equity Plan

2019-2022



2019-22 Student Equity Plan

(For Planning Purposes Only)

1. In the chart below the three-year goal for each metric based on data for the college's overall student population and identify the activities that support goal attainment.

Metric	Current Baseline Data for Overall Student Population	Goals for Overall Student Population	Activities that support the goal
<i>Access: Successful Enrollment</i>	48.1%	53.0%	General outreach including CE programs, English Language Learners Outreach, Jump Start Program, Middle School Early Success Program, Credit and Noncredit Matric Services
<i>Retention: Fall to Spring</i>	69.7%	71%	Orientation, placement assessment, SRJC Ready Bridge Program, Welcome Center/ Welcome events, Financial Aid Campaign, Student Success Peer Coaching Program, Counseling and Education Planning, Peer Assisted Learning Specialists (PALS-Embedded Tutoring Supplemental Instruction), Tutorial Services/Writing Centers, Online Learning Resources, Student Success Workshops, Student Health/Psychological Services, Direct Student Support Program (Library Laptop/Textbook/Calculator Loan Programs, Equity Scholarship, Basic Needs Resources), Ask Me Campaign
<i>Transfer to a four-year institution</i>	7.2%	8.0%	Counseling and Education Planning, Transfer Center Support Services (workshops, application assistance, University rep visits, Celebrate Transfer), Student Success Peer Coaching Program, Learning Communities (Puente, APASS, Umoja), Student Success Campaigns
<i>Completion of transfer level math and English</i>	7.2%	10.0%	Placement assessment /AB 705 Implementation, SRJC Ready Bridge Program, Learning Communities (Puente, APASS, Umoja), Tutorial Services/Writing Centers, Online Learning Resources, Counseling and Education Planning, Noncredit to Credit support services, PALS Program, Student Success Peer Coaching Program, Library Laptop/Textbook/Calculator Loan Programs



2019-22 Student Equity Plan

(For Planning Purposes Only)

<i>Earned credit certificate over 18 units, associate degree, CCC bachelor's degree</i>	4.1%	5.0%	Counseling and Education Planning, CE In-reach, Student Success Peer Coaching Program, PALS Program, Learning Communities (Puente, APASS, Umoja), Tutorial Services/Writing Centers, Online Learning Resources, Student Success Workshops/Campaign, Intercultural Centers Engagement, Student Health/Psychological Services, Direct Student Support Program (Library Laptop/Textbook/Calculator Loan Programs, Equity Scholarship, Basic Needs Resources), Academic Engagement (World Language Fair, Art and Lecture Series), Financial Aid Campaign, Partnerships (other categorical programs and external partners), Student Success Campaigns
--	------	------	--



2019-22 Student Equity Plan

(For Planning Purposes Only)

2. In the chart below enter the three-year goal for each student equity population shown to be disproportionately impacted in each metric and identify the activities that support goal attainment.

Metric	Current Baseline Data for Disproportionately Impacted Student Population	Goals for Disproportionately Impacted Student Population	Activities that support the goal
Access: Successful Enrollment	American Indian or Alaska Native (Female): 40.6% White (Female): 41.2% White (Male): 45.3% Foster Youth (Male): 43.5% Veteran (Female): 36.3%	American Native or Alaska Native (Female): 44.3% White (Female): 44.6% White (Male): 46.7% Foster Youth (Male): 45.8% Veteran (Female): 42.2%	General outreach including CE programs, ELL Outreach, Jump Start Program, Middle School Early Success Program, Native American Summer Bridge (NASB), Foster Youth Success/NextUp, Veteran's Resources Center, Credit and Noncredit Matric Services
Retention: Fall to Spring	American Indian or Alaska Native (Female): 58.4% Black or African American (Male): 60.3% LatinX (Male): 66.4% White (Male): 67.7% Foster Youth (Male): 61.6% Veteran (Female): 63.3% Veteran (Male): 60.7% First Generation (Female): 67.7% First Generation (Male): 65.3%	American Indian or Alaska Native (Female): 64.1% Black or African American (Male): 65.0% LatinX (Male): 68.0% White (Male): 68.7% Foster Youth (Male): 65.7% Veteran (Female): 66.5% Veteran (Male): 65.2% First Generation (Female): 68.7% First Generation (Male): 67.5%	Orientation, placement assessment, SRJC Ready Bridge Program, Welcome Center/ Welcome events, Financial Aid Campaign, Student Success Peer Coaching Program, Counseling and Education Planning, Peer Assisted Learning Specialists (PALS-Embedded Tutoring/Supplemental Instruction), Tutorial Services/Writing Centers, Online Learning Resources, Student Success Workshops, Student Health/Psychological Services, Direct Student Support Program (Library Laptop/Textbook/Calculator Loan Programs, Equity Scholarship, Basic Needs Resources), Early Alert/Starfish, Ask Me Campaign. Learning Communities (Puente, Umoja, APASS), Intercultural Centers, Focused Population Counseling, Veteran's Resources Center, Foster Youth Success/NextUp, Dream Center, EOPS, DSPS, CalWORKs, MESA, Title V HSI, IGNITE/2nd Chance
Transfer to a four-year institution	American Indian or Alaska Native (Female): 4.7% American Indian or Alaska Native (Male): 5.6%	American Indian or Alaska Native (Female): 6.0% American Indian or Alaska Native (Male): 6.4%	Counseling and Education Planning, Transfer Center Support Services (workshops, application assistance, University rep visits, Celebrate Transfer), Student Success Peer Coaching Program, AB 705 Implementation, Learning Communities



2019-22 Student Equity Plan

(For Planning Purposes Only)

	Black or African American (Female): 4.9% DSPS (Female): 5.6% DSPS (Male): 5.1% First Gen (Male): 5.7% Foster Youth (Male): 4.9% LGBT (Male): 4.9%	Black or African American (Female): 6.1% DSPS (Female): 6.4% DSPS (Male): 6.1% First Gen (Male): 6.4% Foster Youth (Male): 6.1% LGBT (Male): 6.1%	(Puente, APASS, Umoja), Student Success Campaigns Intercultural Centers, Focused Population Counseling, Foster Youth Success/NextUp, Dream Center, EOPS, DSPS, CalWORKs, MESA, Title V HSI, IGNITE/2nd Chance, College2Career Coaching/Tutoring
Completion of transfer level math and English	American Indian or Alaska Native (Female): 0.0% Filipino (Male): 0.0% LatinX (Female): 3.6% Native Hawaiian or Other Pacific Islander (Female): 0.0% DSPS (Female): 1.7% Economically Disadvantaged (Female): 4.4% Foster Youth (Female): 2.3% LGBT (Female): 1.3% LGBT (Male): 2.1% First Generation (Female): 4.8%	American Indian or Alaska Native (Female): 3.6% Filipino (Male): 3.6% LatinX (Female): 5.4% Native Hawaiian or Other Pacific Islander (Female): 3.6% DSPS (Female): 4.4% Economically Disadvantaged (Female): 5.8% Foster Youth (Female): 4.7% LGBT (Female): 4.3% LGBT (Male): 4.7% First Generation (Female): 6.0%	Placement assessment /AB 705 Implementation, SRJC Ready Bridge Program, Learning Communities (Puente, APASS, Umoja), Tutorial Services/Writing Centers, Online Learning Resources, Counseling and Education Planning, Noncredit to Credit transition support services, PALS Program, Student Success Peer Coaching Program, Early Alert/Starfish, Library Laptop/Textbook/Calculator Loan Programs Foster Youth Success/NextUp, Title V HSI, EOPS, DSPS, CalWORKs, College2Career Coaching/Tutoring
Earned HS equivalency, noncredit certificate, CO approved credit certificate, associate degree, CCC bachelor's degree	American Indian or Alaska Native (Female): 2.6% American Indian or Alaska Native (Male): 2.6% Black or African American (Male): 2.7% LatinX (Male): 3.1% Native Hawaiian or Other Pacific Islander (Male): 2.0% Foster Youth (Female): 2.4% Foster Youth (Male): 2.5% LGBT (Female): 3.0% LGBT (Male): 2.3%	American Indian or Alaska Native (Female): 3.3% American Indian or Alaska Native (Male): 3.3% Black or African American (Male): 3.4% LatinX (Male): 3.6% Native Hawaiian or Other Pacific Islander (Male): 3.0% Foster Youth (Female): 3.3% Foster Youth (Male): 3.3% LGBT (Female): 3.6% LGBT (Male): 3.2%	Credit and Noncredit Counseling and Education Planning, In-reach, Student Success Peer Coaching Program, PALS Program, Tutorial Services/Writing Centers, Online Learning Resources, Direct Student Support Program (Library Laptop/Textbook/Calculator Loan Programs, Equity Scholarship, Basic Needs Resources), Student Success Workshops/Campaign, Student Health/Psychological Services, Academic Engagement (World Language Fair, Art and Lecture Series), Financial Aid Campaign, Partnerships (other categorical programs and external partners), Student Success Campaigns Learning Communities (Puente, APASS, Umoja), Intercultural Centers Engagement, Focused population counseling, Foster Youth Success/NextUp, Title V HSI, EOPS, DSPS, CalWORKs



2019-22 Student Equity Plan

(For Planning Purposes Only)

3. Outline a process and schedule for evaluating the progress made toward meeting your student equity goals. (500 words max)

Annual evaluation of progress toward reaching our three-year equity goals will occur as the Chancellor's Office releases SRJC-related MIS data through their Data on Demand webpage. Outcomes and equity gap changes in disproportionately impacted (DI) student populations will be added to a historical timeline for reference and shared with the campus community.

In addition, a shorter-term assessment will occur each academic semester via local data-tracking of the five metrics by DI populations – results of which will be presented to the appropriate programs/projects.

Lastly, the Integrated Student Success Committee (ISSC), in close collaboration with the Office of Institutional Research (OIR), will guide equity gap analyses of all relevant SEA activities and/or programs. Said evaluation data will aid in identifying "high impact" programs and practices that would merit being scaled-up, when feasible, throughout the district.

4. How will your college ensure coordination across student equity-related categorical programs or campus-based programs? (500 words max)

SRJC has a long history of successful student support and equity-related programs including Counseling, DRD, EOPS, CalWORKs, MESA, HSI, and Puente. During 2017-18, we successfully integrated the Student Success and Support Program (SSSP), Student Equity, and Basic Skills Initiative (BSI) committees into a single Integrated Student Success Committee (ISSC).

The formation of the ISSC has allowed for best practices, identification of challenges, and solution-focused ideas to be collated from amongst the three prior constituent committees. The integration has also resulted in broad representation and collaboration of faculty, staff, administrators, and students. Many ISSC members are not only expert practitioners in their program areas, but have also been active participants in accreditation, strategic planning, and departmental program review. These representatives have come together to form a unifying vision that encourages collaboration across the district.

With the ISSC's leadership, we have been weaving the vision and framework from the previous 2017-19 Integrated Plan into the fabric of SRJC along-side academic support services (e.g., via programs such as Peer Assisted Learning Specialists – also known colloquially as PALS) and student services (e.g., onboarding and guidance student success support programs, peer coaches, increased student engagement, etc.).

The ISSC has formed teams around "Student Success Pillars" (Invited/Welcomed; Guided/Supported; Engaged/Empowered). Each team is engaged in



2019-22 Student Equity Plan

(For Planning Purposes Only)

inquiry and research related to each “Pillar,” and with use of data from OIR they evaluate program effectiveness and provide guidance and recommendations to SEA-funded projects for improvement. The ISSC has benefited from the collaboration of scholars and specialists of different perspectives and strengths to understand equity gaps and to address these gaps. Recently, the District Guided Pathway (GP) Workgroup has adopted these same pillars as its framework. There have been joint discussions between the ISSC and GP Workgroup, and we expect further collaborations in the future.

Another valuable venue for coordination and collaboration is in staff development activities. SEA has taken the lead in offering professional development training that reaches a broad audience across the District. By sponsoring these trainings, SEA encourages not only individual growth experiences, but also the integration of an “equity lens” and associated practices to affect the general campus climate. The trainings are a rare opportunity for busy professionals to network and share successes and challenges in the realm of equity and student success. The seeds of innovative programs and services are often planted by expert presenters who serve as inspiring pioneers of equity work.

The ISSC is currently forming action plans for future collaborations that may include joint efforts with: The Guided Pathways Workgroup, other categorical programs, Student Health/Mental Health Services, Career Hub professionals, and Title V sponsored activities. Our goal is to advocate student equity goals and SRJC “Pillars” to all constituents across the district.

5. Each college must create an executive summary that includes, at a minimum, the Student Equity goals for each required student group, the activities the college will undertake to achieve these goals, and the resources budgeted for these activities. The executive summary for this plan must also include an accounting of how Student Equity funding for 2015-16, 2016-17 and 2017-18 was expended and an assessment of the progress made in achieving the identified goals from prior year plans. The summary must also include the name of the college or district official to contact for further information. The executive summary must be posted to the college website. Provide a link to your college’s executive summary below:

<https://studentequity.santarosa.edu/2019-22-student-equity-plan-executive-summary>



2019-22 Student Equity Plan

(For Planning Purposes Only)

6. Identify one individual to serve as the point of contact for your college (with an alternate) for the Equity Plan and provide the following information for that person:

Point of Contact:

Name Li Collier
Title Senior Dean, Counseling and Student Success
Email Address lcollier@santarosa.edu
Phone 707.524.1797

Alternate Point of Contact:

Name KC Greaney
Title Director, Office of Institutional Research
Email Address kgreaney@santarosa.edu
Phone 707.778.4188



2019-22 Student Equity Plan

(For Planning Purposes Only)

Approval and Signature Page

College: Santa Rosa Junior College District: Sonoma County Junior College District

Board of Trustees Approval Date: _____

We certify the review and approval of the 2017-19 Integrated Plan by the district board of trustees on the date shown above. We also certify that the goals, strategies and activities represented in this plan meet the legislative and regulatory intent of the Student Equity and Achievement program and that funds allocated will be spent according to law, regulation and expenditure guidelines published by the California Community Colleges Chancellor's Office.

Chancellor/President	Date	fchong@santarosa.edu Email Address
Chief Business Officer	Date	kjolly@santarosa.edu Email Address
Chief Instructional Officer	Date	lsaldana-talley@santarosa.edu Email Address
Chief Student Services Officer	Date	pavila@santarosa.edu Email Address
President, Academic Senate	Date	ethompson@santarosa.edu Email Address



Appendix 15

SRJC Budget

2019-2020

SANTA ROSA JUNIOR COLLEGE



2019 - 2020
BUDGET



SANTA ROSA JUNIOR COLLEGE

2019/20
BUDGET

Presented to the Board of Trustees for Adoption

September 10, 2019

Office of Finance & Administrative Services

Kate Jolley

Interim Vice President, Finance & Administrative Services

SANTA ROSA JUNIOR COLLEGE

BOARD OF TRUSTEES

BOARD OF TRUSTEES

Jordan Burns, President

Dorothy Battenfeld, Vice President

Mariana Martinez, Clerk

Don Edgar

Maggie Fishman

Jeff Kunde

W. Terry Lindley

Daniel Pablo, Student Trustee

SANTA ROSA JUNIOR COLLEGE

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September 10, 2019

To the Board of Trustees:

Last June, Governor Newsom signed his first budget into law, providing California community colleges with an additional \$246 million in Prop 98 ongoing funding plus another \$41 million in one-time funding. Details of the State's 2019/20 budget affecting community colleges are:

Unrestricted (On-going)

- \$292.5 million to fund the new Student Centered Funding Formula, including a COLA of 3.26%
- \$24.7 million to fund 0.55% enrollment growth

Restricted (On-going)

- \$42.6 million for California College Promise Program
- \$18.4 million for Student Success Completion Grant Program
- \$9 million to fund a student housing program
- \$5 million to augment Veteran's Resource Centers
- \$13 million to fund 3.26% COLA for various categorical programs

Restricted (One-time)

- \$13.5 million for Deferred Maintenance and Instructional Equipment
- \$6.7 million for Strong Workforce Program
- \$3.9 million for the Basic Needs Program and an additional \$0.5 million for college-based food programs
- \$1.5 million for Teaching Credentialing partnerships

As a reminder, restricted/categorical funding can only be expended for the restricted purpose for which the funds were received. At this time, it is not known what the District's share of the restricted program funding will be.

Because SRJC is still receiving the fire waiver for 2019/20, and with the hold harmless provision under the implementation of the new Student Centered Funding Formula, the unrestricted funding from the State will provide SRJC with approximately \$3.5 million in unrestricted COLA funding.

Although the District is receiving \$3.5 million in new funds in 2019/20, the increased expenditures are such that the District is budgeting \$6.5M in reductions to the non-instructional programs and an additional \$1M to instructional programs. This continues the implementation of the long term budget strategy outlined in November 2018 at the listening session. The large reductions are possible, in large part, because of the early retirement incentive and the reorganization the District is currently developing. The budgeted 2019/20 General Fund ending fund balance is \$7.06 million, which represents an ending fund balance of 5.3%. There will be updated budget information, including impacts from the reorganizations shared with the Board of Trustees and college community through a listening session in the near future.

I want to express my sincere appreciation for the work done throughout 2018/19 by the members of the Budget Advisory Committee listed below.

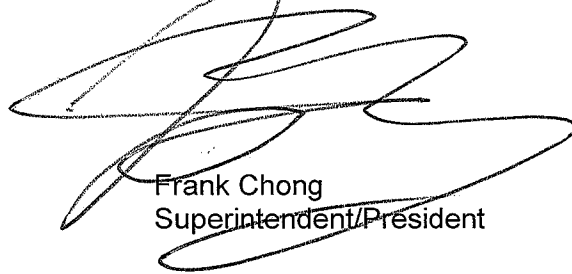
Budget Advisory Committee

Jackie De Lap	Classified	Kate Jolley	Vice President, Finance & Admin Services, Interim
Jessica Melvin	Classified	Pedro Avila	Vice President, Student Services/Assistant Superintendent
Eric Thompson	Faculty	Linda Close	Manager, Accounting, Interim
Samantha Lange	Faculty	Jeff Rhoades	Director, Community and Contract Education
Katie Seder	Faculty	Whitney Schultz	Acting Manager, Business Services, Petaluma
Kevin Sea	Faculty	Cathy Prince	Dean, Instruction & Strategic Program Development
Bud Metzger	Faculty	Junior Diarrassouba	Student Representative
Terry Mulcaire	Faculty	Justin Cox	Student Representative

Co-Chairs:

Eric Thompson	Faculty	Kate Jolley	Vice President, Finance & Admin Services, Interim
---------------	---------	-------------	---

Sincerely,

A large, stylized handwritten signature in black ink, appearing to read 'Frank Chong', is written over the printed name and title.

Frank Chong
Superintendent/President

BUDGET ASSUMPTIONS

SANTA ROSA JUNIOR COLLEGE

**BUDGET
ASSUMPTIONS
2019/20 BUDGET**

MAJOR REVENUE ASSUMPTIONS

* Budgeted district enrollment 19,451 FTES	
* 2019/20 COLA (3.26%)	\$ 3,550,000
* Deficit on state funding (0.0%)	0

MAJOR EXPENDITURE ASSUMPTIONS

* 2019/20 negotiated increases to salary schedules	\$ 4,236,000
* 2018/19 negotiated increases to salary schedules	778,000
* Step/column salary adjustments	940,000
* 9% reduction to Summer and Fall schedule of classes	(1,000,000)
* Early Retirement Incentive payment and fees	1,810,600
* Insurance, fire monitoring and transportation	700,000
* Minimum wage increase for students	100,000
* Reduction in non-instructional areas	(6,500,000)
* Restoration of transfer to Retiree Benefits Fund	1,800,000
* Adjustment of salary savings from slowdown of hiring	500,000
* STRS rate increase (16.28% to 17.1%)	295,500
* PERS rate increase (18.062% to 19.721%)	531,900
* Reduction to Faculty Obligation Number	(660,000)
* Health benefit increases (8.3%)	691,000

HISTORICAL DATA

SANTA ROSA JUNIOR COLLEGE

**GENERAL FUND REVENUE
2017/18**

	Unrestricted		Restricted	
	BUDGET	ACTUAL	BUDGET	ACTUAL
Federal Revenue				
Career Technology Education Act			\$598,098	\$598,098
National Science Foundation			228,042	138,835
SonomaWORKS			230,000	230,000
Temporary Assistance to Needy Families			81,663	108,950
Other Federal Revenue	\$35,000	\$41,207	2,235,591	2,099,445
Total Federal Revenue	\$35,000	\$41,207	\$3,373,394	\$3,175,328
State Revenue				
Adult Education			\$1,914,009	\$880,438
Basic Skills			176,386	186,891
Block Grant (carryover)/Instructional Equipment			1,849,374	913,543
CalWORKS			362,484	559,077
Disabled Student Programs & Services			3,061,918	2,904,852
Education Protection Act	\$14,650,000	\$14,564,378		
Extended Opportunity Program & Services			1,186,804	1,672,767
General Apportionment	29,210,244	26,666,135		
Lottery Proceeds	3,773,284	4,034,672		
Part-Time Faculty Support	400,316	346,894		
STRS On Behalf Payments	2,397,643	2,529,270		
Student Equity			2,248,995	2,042,553
Student Financial Aid Administration			636,664	634,464
Student Success & Support Programs			3,809,460	3,176,469
Non-Credit Student Success & Support			609,897	362,673
Tax Relief & Other Subventions	410,000	387,035		
Other State Revenue	1,123,512	2,266,888	5,523,670	4,730,240
Total State Revenue	\$51,964,999	\$50,795,272	\$21,379,661	\$18,063,967
Local Revenue				
Commissions	\$600,000	\$532,818		
Community Education & Traffic Violator School	803,000	616,343		
Contract Education	170,000	130,248		
Enrollment Fees	8,660,000	8,484,279		
Health Fees			\$1,085,334	\$919,549
Non-Resident Tuition & Foreign Student Fees	1,985,000	1,904,650	658,920	88,572
Property Taxes	53,600,000	53,929,140		
Sales & Rental of Facilities	546,530	265,533		
Other Local Revenue	3,925,736	5,979,307	1,592,317	775,282
Total Local Revenue	\$70,290,266	\$71,842,318	\$3,336,571	\$1,783,403
Total Revenue	\$122,290,265	\$122,678,797	\$28,089,626	\$23,022,698
Transfers from Other Funds	2,393,547	4,871,415	65,000	65,000
Other Transfers In	100,000	182,813	107,173	90,330
Total Revenue and Transfers	\$124,783,812	\$127,733,025	\$28,261,799	\$23,178,028
<i>Beginning Fund Balance, July 1</i>				7,882,804
TOTAL BUDGET RESOURCES				\$158,793,857

SANTA ROSA JUNIOR COLLEGE

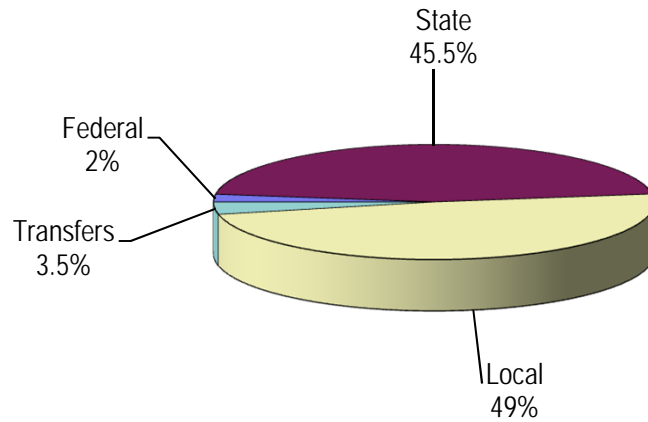
**GENERAL FUND EXPENDITURES
2017/18**

	Unrestricted		Restricted	
	BUDGET	ACTUAL	BUDGET	ACTUAL
Salaries and Benefits				
Academic Salaries	\$54,376,254	\$56,803,691	\$3,846,179	\$4,181,525
Classified Salaries	25,568,288	26,464,155	7,937,704	7,452,508
Employee Benefits	28,771,247	29,480,141	4,132,260	4,107,093
Total Salaries and Benefits	\$108,715,789	\$112,747,987	\$15,916,143	\$15,741,126
Supplies and Services				
Supplies	\$2,475,363	\$2,575,380	\$662,101	\$603,735
Services	10,466,835	11,342,234	2,419,226	3,379,503
Total Supplies and Services	\$12,942,198	\$13,917,614	\$3,081,327	\$3,983,238
Total Capital Outlay	\$197,363	\$314,090	\$3,852,347	\$2,728,280
Transfers and Other Outgo				
Child Development Fund	\$542,525	\$472,279		
Farm Fund	150,000	150,000		
Parking Fund	180,000	340,000		
Retiree Liability Fund	1,800,000	548,000		
Grants/Student Fees	37,631	27,235	\$523,829	\$852,765
Contingencies	23,362		5,014,882	
Other Outgo				
Total Transfers and Other Outgo	\$2,733,518	\$1,537,514	\$5,538,711	\$852,765
Total Expenditures, Transfers & Other Outgo	\$124,588,868	\$128,517,205	\$28,388,528	\$23,305,409
<i>Ending Fund Balance, June 30</i>				6,971,243
TOTAL BUDGET REQUIREMENTS				\$158,793,857

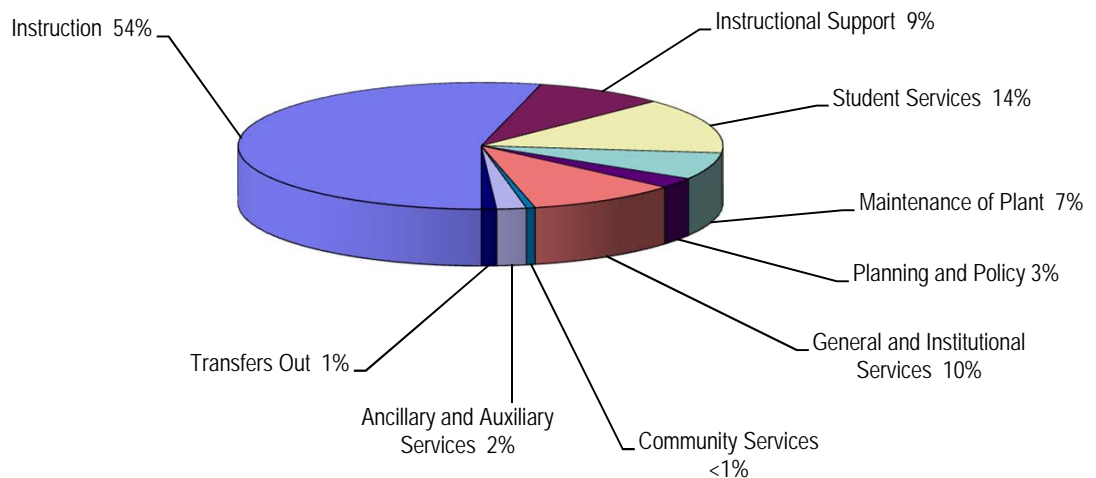
SANTA ROSA JUNIOR COLLEGE

GENERAL FUND
2017/18 ACTUAL

REVENUE BY SOURCE



EXPENDITURES BY FUNCTION



SANTA ROSA JUNIOR COLLEGE

**GENERAL FUND REVENUE
2018/19**

	Unrestricted		Restricted	
	BUDGET	ACTUAL	BUDGET	ACTUAL
Federal Revenue				
Career Technical Education Act			\$577,665	\$577,665
Hispanic Serving Institute			675,540	531,558
High School Equivalency Program			474,343	490,915
Other Federal Revenue	\$37,000	\$64,006	1,765,208	1,386,563
Total Federal Revenue	\$37,000	\$64,006	\$3,492,756	\$2,986,701
State Revenue				
Adult Education			\$1,997,147	\$1,083,517
Basic Skills			770,879	509,662
Block Grant (carryover)/Instructional Equipment			1,288,291	487,194
Career Technical Education Survey			2,229,164	1,068,694
Disabled Student Programs & Services			2,741,123	2,885,645
Education Protection Act	\$14,650,000	\$18,232,332		
Extended Opportunity Program & Services			1,503,536	1,645,283
General Apportionment	32,613,880	22,880,695		
Innovation Award			1,600,000	271,576
Lottery Proceeds	3,773,284	4,422,947		
Part-Time Faculty Support	408,907	456,268		
Prop 39			1,034,049	1,034,049
STRS On Behalf Payments	3,156,536	3,156,321		
Strong Workforce Program			7,486,557	3,536,662
Student Equity			2,297,952	1,948,843
Student Financial Aid Administration			569,681	569,681
Student Success & Support Programs			4,418,354	3,573,121
Tax Relief & Other Subventions	410,000	385,410		
Other State Revenue	1,977,675	4,512,404	2,427,040	4,084,755
Total State Revenue	\$56,990,282	\$54,046,377	\$30,363,773	\$22,698,682
Local Revenue				
Commissions	\$650,000	\$590,341		
Community Education & Contract Education	973,000	839,335		
Enrollment Fees	8,660,000	8,284,430		
Health Fees			1,019,175	\$999,840
Non-Resident Tuition & Foreign Student Fees	1,950,000	1,830,377	751,120	72,233
Property Taxes	53,600,000	58,645,144		
Sales & Rental of Facilities	558,547	298,099		
Other Local Revenue	4,127,123	4,720,725	1,512,910	740,421
Total Local Revenue	\$70,518,670	\$75,208,451	\$3,283,205	\$1,812,494
Total Revenue	\$127,545,952	\$129,318,834	\$37,139,734	\$27,497,877
Transfers from Other Funds	133,801	134,306		
Other Transfers In	202,209	171,842	111,016	89,901
Total Revenue and Transfers	\$127,881,962	\$129,624,982	\$37,250,750	\$27,587,778
<i>Beginning Fund Balance, July 1</i>				6,971,243
TOTAL BUDGET RESOURCES				\$164,184,003

SANTA ROSA JUNIOR COLLEGE

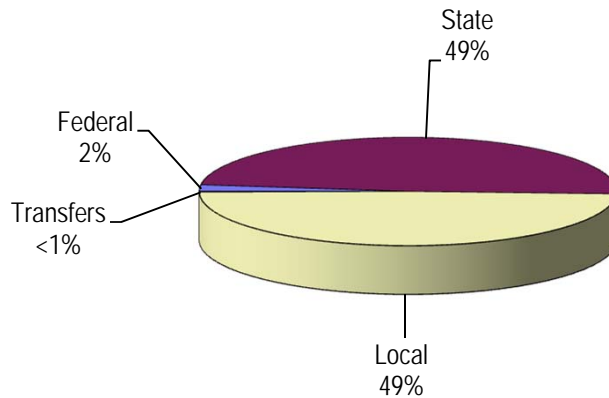
**GENERAL FUND EXPENDITURES
2018/19**

	Unrestricted		Restricted	
	BUDGET	ACTUAL	BUDGET	ACTUAL
Salaries and Benefits				
Academic Salaries	\$55,704,388	\$56,023,771	\$4,681,936	\$4,563,545
Classified Salaries	26,237,273	28,217,004	8,114,366	8,203,786
Employee Benefits	31,084,078	31,730,727	4,487,622	4,589,120
Total Salaries and Benefits	\$113,025,739	\$115,971,502	\$17,283,924	\$17,356,451
Supplies and Services				
Supplies	\$2,761,647	\$2,167,201	\$722,037	\$719,152
Services	9,866,797	10,441,154	4,274,666	5,131,793
Total Supplies and Services	\$12,628,444	\$12,608,355	\$4,996,703	\$5,850,945
Total Capital Outlay	\$178,368	\$227,490	\$4,110,673	\$3,275,381
Transfers and Other Outgo				
Child Development Fund	\$440,039	\$374,928		
Farm Fund	150,000	150,000		
Parking Fund	180,000	180,000		
Retiree Liability Fund				
Grants/Student Fees	35,551		\$637,311	\$1,107,111
Associated Students	10,000	10,000		
Foundation	2,000	2,000		
Contingencies	156,862		10,222,139	
Total Transfers and Other Outgo	\$974,452	\$716,928	\$10,859,450	\$1,107,111
Total Expenditures, Transfers & Other Outgo	\$126,807,003	\$129,524,275	\$37,250,750	\$27,589,888
<i>Ending Fund Balance, June 30</i>				7,069,840
TOTAL BUDGET REQUIREMENTS				\$164,184,003

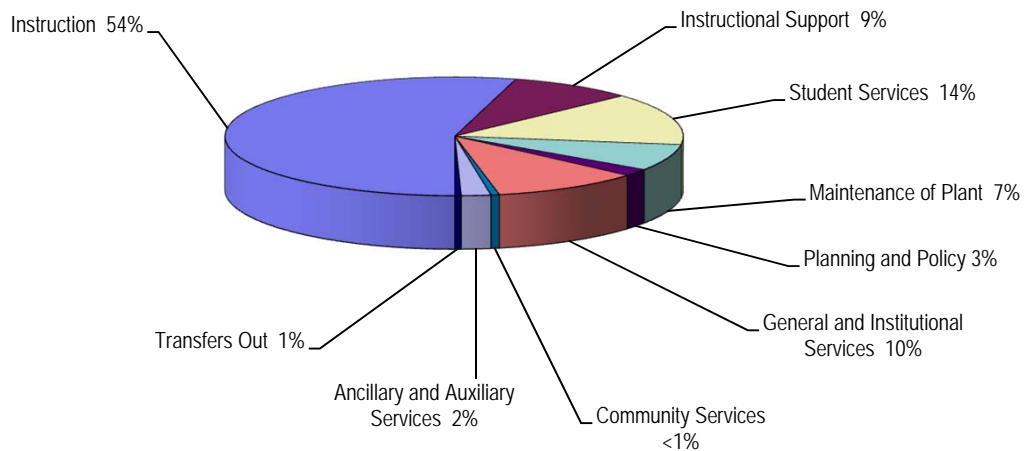
SANTA ROSA JUNIOR COLLEGE

GENERAL FUND
2018/19 ACTUAL

REVENUE BY SOURCE



EXPENDITURES BY FUNCTION



GENERAL FUND

SANTA ROSA JUNIOR COLLEGE

**GENERAL FUND REVENUE
2019/20 BUDGET**

	Unrestricted	Restricted	Total
<i>Beginning Fund Balance, July 1</i>			\$7,069,840
Federal Revenue			
Career Technical Education Act		\$630,719	\$630,719
Hispanic Serving Institute		143,981	\$143,981
High School Equivalency Program		481,928	\$481,928
Other Federal Revenue	\$37,000	1,632,998	1,669,998
Total Federal Revenue	\$37,000	\$2,889,626	\$2,926,626
State Revenue			
Adjunct Office Hour Reimbursement	\$1,200,000		\$1,200,000
Adult Education		\$1,921,184	1,921,184
Block Grant (carryover)/Instructional Equipment		930,136	930,136
Career Technical Education Survey		3,027,620	3,027,620
College Promise AB19		1,662,726	1,662,726
Disabled Student Programs & Services		2,894,898	2,894,898
Education Protection Act	18,633,975		18,633,975
Extended Opportunity Program & Services		1,595,278	1,595,278
General Apportionment	32,595,426		32,595,426
Guided Pathways		627,203	627,203
Innovation Award		1,328,424	1,328,424
Lottery Proceeds	4,122,728		4,122,728
Microgrid Demonstration		3,760,800	3,760,800
Part-Time Faculty Support	377,493		377,493
STRS On Behalf Payments	3,625,466		3,625,466
Strong Workforce Program		5,126,044	5,126,044
Student Equity & Achievement		7,352,680	7,352,680
Student Financial Aid Administration		624,980	624,980
Tax Relief & Other Subventions	420,000		420,000
Other State Revenue	1,609,199	3,259,592	4,868,791
Total State Revenue	\$62,584,287	\$34,111,565	\$96,695,852
Local Revenue			
Commissions	\$600,000		\$600,000
Community Education & Contract Education	993,000		993,000
Enrollment Fees	8,230,000		8,230,000
Health Fees		\$1,047,390	1,047,390
Non-Resident Tuition & Foreign Student Fees	1,950,000	1,023,273	2,973,273
Property Taxes	53,518,500		53,518,500
Sales & Rental of Facilities	566,594		566,594
Other Local Revenue	4,205,625	1,568,526	5,774,151
Total Local Revenue	\$70,063,719	\$3,639,189	\$73,702,908
Total Revenue	\$132,685,006	\$40,640,380	\$173,325,386
Transfers from Other Funds	2,800		2,800
Other Transfers In	212,179	110,633	322,812
Total Transfers	\$214,979	\$110,633	\$325,612*
Total Revenue and Transfers	\$132,899,985	\$40,751,013	\$173,650,998
TOTAL BUDGET RESOURCES			\$180,720,838

*Detail on Page 11

SANTA ROSA JUNIOR COLLEGE

GENERAL FUND EXPENDITURES 2019/20 BUDGET

	Unrestricted	Restricted	Total
Salaries and Benefits			
Academic Salaries	\$56,431,494	\$4,911,432	\$61,342,926
Classified Salaries	24,514,196	8,273,787	32,787,983
Employee Benefits	35,835,003	4,971,059	40,806,062
Total Salaries and Benefits	\$116,780,693	\$18,156,278	\$134,936,971
Supplies and Services			
Supplies	\$1,726,263	\$697,202	\$2,423,465
Services	11,337,417	3,822,461	15,159,878
Total Supplies and Services	\$13,063,680	\$4,519,663	\$17,583,343
Total Capital Outlay	\$178,935	\$7,300,748	\$7,479,683
Transfers and Other Outgo			
Child Development Fund	\$440,039		\$440,039
Farm Fund	150,000		150,000
Parking Fund	180,000		180,000
Retiree Liability Fund	1,800,000		1,800,000
Grants/Student Fees	35,551	\$966,175	1,001,726
Associated Students	10,000		10,000
Foundation	2,000		2,000
Contingencies	269,554	9,808,149	10,077,703
Total Transfers and Other Outgo	\$2,887,144	\$10,774,324	\$13,661,468 *
Total Expenditures, Transfers & Other Outgo	\$132,910,452	\$40,751,013	\$173,661,465
Ending Fund Balance, June 30			7,059,373
TOTAL BUDGET REQUIREMENTS			\$180,720,838

*Detail on Page 11

SANTA ROSA JUNIOR COLLEGE

**DETAIL OF TRANSFERS AND OTHER OUTGO
2019/20 BUDGET**

To General Fund (Detail of figure found on Page 9)

<u>Transfers to General Fund From:</u>	<u>Amount</u>	<u>Reason</u>
Self Insurance Fund		EH&S Specialist
Student Representation Fee Fund	2,800	Administrative Fee
Foundation	35,000	Ag Trust Instructional Support
Foundation	13,658	Choral / Long Support
Foundation	39,023	Doyle Library Support
Foundation	8,957	Mahoney Library Support
Foundation	13,995	Mary Ross donation to support Children's Center
Doyle Administration Account	212,179	Support for Scholarship Office
	<u>\$325,612</u>	

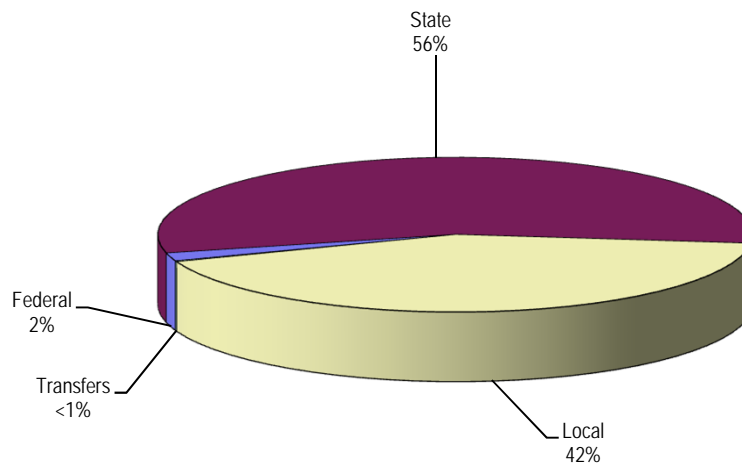
From General Fund (detail of figure found on Page 10)

<u>Transfers from General Fund To:</u>	<u>Amount</u>	<u>Source</u>
Child Development Fund	440,039	Unrestricted
Shone Farm Fund	150,000	Unrestricted
Parking Fund	180,000	Unrestricted
Retiree Benefits Fund	1,800,000	Unrestricted
	<u>\$2,570,039</u>	
 <u>General Fund Other Outgo</u>		
Associated Students	10,000	Unrestricted (Vending Commissions)
Foundation	2,000	Unrestricted (Vending Commissions)
Fees Paid for Students	1,001,726	Unrestricted and Categorical Funds (EOPS, CTEA, etc.)
Appropriations for Contingencies	10,077,703	Unrestricted and Categorical Funds (EOPS, CTEA, etc.)
	<u>\$11,091,429</u>	
	<u>\$13,661,468</u>	

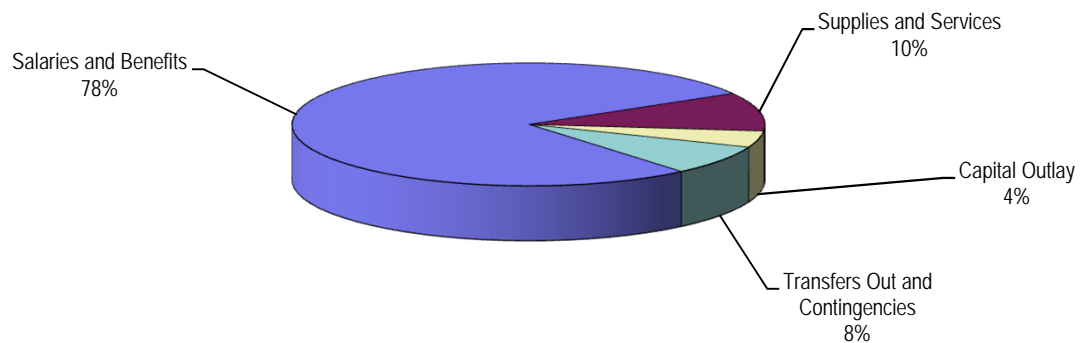
SANTA ROSA JUNIOR COLLEGE

**GENERAL FUND
2019/20 BUDGET**

REVENUE BY SOURCE



EXPENDITURES BY OBJECT



SANTA ROSA JUNIOR COLLEGE

**GENERAL FUND
FUND BALANCE DETAIL
2019/20 BUDGET**

	BEGINNING FUND BALANCE	EST ENDING FUND BALANCE
	July 1, 2019	June 30, 2020
Reserved		
Revolving Cash	\$120,000	\$120,000
Stores Inventory	32,691	45,000
Prepaid Expenditures	235,867	200,000
Health Fee	0	0
Total Reserved	\$388,558	\$365,000
Unreserved		
Designated		
General Reserve (@ 5 % of Budget)	6,476,214	6,645,523
Total Designated	\$6,476,214	\$6,645,523
Undesignated	\$205,068	\$48,850
Total Unreserved	\$6,681,282	\$6,694,373
TOTAL FUND BALANCE	\$7,069,840	\$7,059,373

CAPITAL PROJECTS FUNDS

SANTA ROSA JUNIOR COLLEGE

**CAPITAL PROJECTS FUND (41)
2019/20 BUDGET**

	2018/19	2019/20
	ACTUAL	BUDGET
<i>Beginning Fund Balance, July 1</i>	\$6,049,518	\$6,994,482
Revenue		
State Capital Outlay Projects	1,108,000	
State Scheduled Maintenance	96,626	820,074
Prop 39 Clean Energy Act	245,902	383,541
Local		
Redevelopment Funds	1,099,383	
Other	229,223	17,000
Total Revenue	\$2,779,134	\$1,220,615
Transfers In		
TOTAL BUDGET RESOURCES	\$8,828,652	\$8,215,097
Expenditures		
State Capital Outlay Projects	1,108,000	
State Scheduled Maintenance	96,626	820,074
Prop 39 Clean Energy Act	245,902	383,541
Redevelopment Projects	23,200	5,083,514
Local Projects	360,442	1,927,968
Total Expenditures	\$1,834,170	\$8,215,097
Transfers Out		
<i>Estimated Ending Fund Balance, June 30</i>	6,994,482	0
TOTAL BUDGET REQUIREMENTS	\$8,828,652	\$8,215,097

2019/20 CAPITAL PROJECTS FUND (41)

DETAIL FOR INFORMATION ONLY

	LOCAL	STATE
<i>Beginning Fund Balance, July 1</i>	\$6,994,482	\$0
Revenue		
State Capital Outlay Projects		
State Scheduled Maintenance		820,074
Prop 39 Clean Energy Act		383,541
Local - Redevelopment & Other	17,000	
Total Revenue	\$17,000	\$1,203,615
Transfers In		
TOTAL BUDGET RESOURCES	\$7,011,482	\$1,203,615
Expenditures		
State Capital Outlay Projects		
Science, Technology, Engineering & Math (STEM)		
Total State Capital Outlay Projects	\$0	\$0
State Scheduled Maintenance		
Roofing & HVAC Projects		478,855
To be determined		341,219
Total State Scheduled Maintenance	\$0	\$820,074
Prop 39 Clean Energy Act		
HVAC Projects		306,058
To be determined		77,483
Total Prop 39 Clean Energy Act	\$0	\$383,541
Local Projects		
Redevelopment Projects - To be determined	5,083,514	
Other Local - To be determined	1,927,968	
Total Local Projects	\$7,011,482	\$0
Total Expenditures	\$7,011,482	\$1,203,615
Transfers Out		
<i>Estimated Ending Fund Balance, June 30</i>	0	0
TOTAL BUDGET REQUIREMENTS	\$7,011,482	\$1,203,615

SANTA ROSA JUNIOR COLLEGE

MEASURE H - GENERAL OBLIGATION BOND PROJECTS FUND (44) 2019/20 BUDGET

	2018/19 Actual	2019/20 Budget
<i>Beginning Fund Balance, July 1</i>	\$73,312,937	\$8,401,913
REVENUE		
Proceeds from Bond Sale / Series B		180,000,000
Interest & Rebates	1,195,883	4,500,000
TOTAL BUDGET RESOURCES	\$74,508,820	\$192,901,913
EXPENDITURES		
Eligible Bond Program Costs	1,063,849	4,619,193
Program Planning and Project Development	601,701	4,031,819
<u>EXPANSION AND NEW CONSTRUCTION</u>		
Facility and Site Demolition	196,614	969,202
Jeff Kunde Hall	17,330,133	7,673,402
Lindley Center for Science, Technology, Engineering & Math (STEM)	2,203,729	45,007,348
Parking and Traffic Improvements	238,477	83,317
Petaluma Campus Science Laboratory	1,270,726	6,185,834
Property Acquisition		613,816
Public Safety Training Center Advanced Labs and Classrooms	2,213	55,512
Santa Rosa Southwest Center		6,800,000
Shone Farm Chemistry Lab and Site Upgrades	19,204	5,119,407
Swing Space	517,629	82,982
<u>RENOVATION AND MODERNIZATION</u>		
Baker Hall Renovation		2,000,000
Bertolini Hall Modernization	323,231	
Burbank Auditorium Renovation	16,212,443	9,000,243
Bussman Hall Renovation		1,000,000
Doyle Library Renovation		1,000,000
Garcia Hall Renovation	32,782	4,418,659
Kinesiology, Athletics & Dance Renovations (Track, Pool, Fieldturf, Quinn & Heahl)	1,646,533	24,778,038
Maggini Hall Renovation		1,600,000
Petaluma Campus Student Services and Food Service	319,638	4,642,726
Pioneer Hall Renovation		2,000,000
Plover Hall Renovation	266,709	92,703
Public Safety Training Center Modernization	5,895,591	322,158
Tauzer Gymnasium Renovation / Health, PE & Wellness Center	25,763	368,404
Miscellaneous Projects Greater Than \$50,000 Per Project (See Next Page)	504,562	1,434,383
Minor Projects Less Than \$50,000 Per Project	176,873	7,132,902
<u>INFORMATION TECHNOLOGY</u>		
Equipment for Student Services, Administration, Human Resources, Police	88,367	275,780
Doyle and Mahoney Libraries	66,112	517,914
Faculty and Staff Computers	189,627	3,238,470
Instructional Computing	496,643	4,700,994
Media Services	1,043,448	4,971,784
Network Infrastructure Equipment	282,962	2,509,715
Network Upgrade	429,527	814,180
Student Information System		7,000,350
<u>INFRASTRUCTURE, MAINTENANCE AND REPAIRS</u>		
Energy Conservation and Sustainability Projects (See Next Page)	10,651,968	12,219,354
Miscellaneous Maint/Repairs Greater Than \$50,000 Per Project (See Next Page)	3,524,220	1,718,769
Minor Maintenance and Repairs Less Than \$50,000 Per Project	281,932	228,367
<u>HEALTH AND SAFETY IMPROVEMENTS</u>		
Access Control	179,001	4,285,463
ADA Compliance	24,700	498,981
Reserves		8,889,744
TOTAL EXPENDITURES	\$66,106,907	\$192,901,913
<i>Estimated Ending Fund Balance, June 30</i>	8,401,913	0
TOTAL BUDGET REQUIREMENTS	\$8,401,913	\$192,901,913

SANTA ROSA JUNIOR COLLEGE

MEASURE H - GENERAL OBLIGATION BOND PROJECTS FUND (44)

2019/20 BUDGET

****ADDITIONAL DETAIL FOR INFORMATION ONLY****

	2018/19	2019/20
EXPENDITURE DETAIL - ENERGY CONSERVATION, SUSTAINABILITY PROJECTS, AND MISCELLANEOUS PROJECTS AND REPAIRS		
Energy Conservation and Sustainability Projects		
Cogeneration Plant Replacement	195,584	7,702,161
Electric Vehicle Charging Stations	896	45,972
Geothermal Burbank Plant	3,750,038	713,336
LED Lighting	-39,290	926,853
Photovoltaic	6,718,096	459,992
Submetering		2,370,224
Sustainability Equipment	26,644	816
SUBTOTAL	\$10,651,968	\$12,219,354
Miscellaneous Projects Greater Than \$50,000 Per Project		
Bailey Hall Remodel	16,211	21,578
Bailey Kiosk (Food Pantry)	7,728	
Bussman Hall Data Center Renovation	25,350	164,818
Bussman Hall Remodel	1,686	333,314
Doyle Library Remodel	171,150	63,203
Forsyth Hall Remodel	10,276	5,655
Foundation Remodel		750,000
Maggini Hall AV	231,230	
Pioneer Hall Remodel	29,439	37,307
Shone Farm Harvest Facility	11,492	58,508
SUBTOTAL	\$504,562	\$1,434,383
Miscellaneous Maintenance/Repairs Greater Than \$50,000 Per Project		
Baker Hall HVAC and Roof	472,298	22,699
Bussman Hall Roof	297,770	495
Emeritus Hall Roof		52,880
Groundwater Reclamation	69,240	84,558
Lounibos Hall Roof	1,172,693	610,654
Maggini Hall & Call Child Development Center Energy Control	660,722	147,542
Pedroncelli Center Roof	36,018	4,452
Public Safety Training Center Pavement Rehabilitation	28,958	4,132
Public Safety Training Center Roof & HVAC		403,175
Public Safety Training Center Water Intrusion	50,294	19,696
Retro Commissioning	4,577	270,030
Shone Farm Ag Pavilion Roof	26,955	450
Tauzer Gymnasium Roof	704,695	98,006
SUBTOTAL	\$3,524,220	\$1,718,769
TOTAL EXPENDITURES	\$14,680,750	\$15,372,506

<p>OTHER GOVERNMENTAL FUNDS</p>
--

SANTA ROSA JUNIOR COLLEGE

CHILD DEVELOPMENT FUND 2019/20 BUDGET
--

The Child Development Fund is designated to account for child development services as authorized under Education Code Section 8200. General purpose monies of the District may be used to support Child Development services by transfer from the General Fund.

	2018/19	2019/20
	ACTUAL	BUDGET
<i>Beginning Fund Balance, July 1</i>	\$0	\$0
Revenue		
Federal Revenue		
Food Program	54,383	55,000
State Revenue		
Department of Education	838,338	838,338
Local Revenue		
Interest	-146	
Parent Fees	46,546	60,000
Total Revenue	\$939,121	\$953,338
Transfer from General Fund	371,479	440,039
TOTAL BUDGET RESOURCES	\$1,310,600	\$1,393,377
Expenditures		
Academic Salaries	85,685	101,272
Classified Salaries	751,564	786,812
Employee Benefits	422,496	454,291
Supplies	46,673	36,063
Services	4,182	5,855
Capital Outlay		1,350
Contingencies		7,734
Total Expenditures	\$1,310,600	\$1,393,377
Transfers Out		
<i>Estimated Ending Fund Balance, June 30</i>	0	0
TOTAL BUDGET REQUIREMENTS	\$1,310,600	\$1,393,377

SANTA ROSA JUNIOR COLLEGE

FARM OPERATIONS FUND 2019/20 BUDGET
--

The California Community College's Budget and Accounting Manual authorizes the operations of a college farm as a special revenue fund to receive all monies from the sale of wine grapes, produce, olive oil, and other farm operations and to pay costs incurred in the farm's operation and maintenance.

	2018/19	2019/20
	ACTUAL	BUDGET
<i>Beginning Fund Balance, July 1</i>	\$708,809	\$991,558
Revenue		
Federal Revenue		
State Revenue		
Local Revenue		
Grape Sales	1,509,666	1,397,500
Farm Sales	162,273	122,260
Rental	200	150
Interest	17,670	15,000
Other		
Total Revenue	\$1,689,809	\$1,534,910
Transfer from General Fund	150,000	150,000
TOTAL BUDGET RESOURCES	\$2,548,618	\$2,676,468
Expenditures		
Academic Salaries	11,445	4,392
Classified Salaries	398,386	443,549
Employee Benefits	183,113	194,622
Supplies	100,464	117,494
Services	754,614	825,447
Capital Outlay	109,038	198,281
Contingencies		10,000
Total Expenditures	\$1,557,060	\$1,793,785
Transfers Out		
<i>Estimated Ending Fund Balance, June 30</i>	991,558	882,683
TOTAL BUDGET REQUIREMENTS	\$2,548,618	\$2,676,468

SANTA ROSA JUNIOR COLLEGE

AUXILIARY ENTERPRISE FUND 2019/20 BUDGET

This fund was established under the bond covenant from the 1972 Bond Series to account for the income from the auxiliary enterprises of the District, including the Dorm, Bookstore, and Food Services. With the repayment of the bonds in 2012, this fund accounts for commission income from food services.

	2018/19	2019/20
	ACTUAL	BUDGET
<i>Beginning Fund Balance, July 1</i>	\$45,403	\$98,358
Revenue		
Federal Revenue		
State Revenue		
Local Revenue		
Food Service	79,849	100,000
Interest	8,941	7,000
Other Local	17,015	10,000
Total Revenue	\$105,805	\$117,000
Transfers In		
TOTAL BUDGET RESOURCES	\$151,208	\$215,358
Expenditures		
Academic Salaries		
Classified Salaries		
Employee Benefits		
Supplies	1,934	5,500
Services	37,470	69,500
Capital Outlay	13,446	40,000
Total Expenditures	\$52,850	\$115,000
Transfers Out		
<i>Estimated Ending Fund Balance, June 30</i>	98,358	100,358
TOTAL BUDGET REQUIREMENTS	\$151,208	\$215,358

SANTA ROSA JUNIOR COLLEGE

**PARKING FUND
2019/20 BUDGET**

The California Community College's Budget and Accounting Manual authorizes a district to establish a parking fund. Parking revenue is restricted to expenditures for specified purposes including purchase, construction, operation, and maintenance of parking facilities.

	2018/19	2019/20
	ACTUAL	BUDGET
<i>Beginning Fund Balance, July 1</i>	\$53,946	\$152,375
Revenue		
Federal Revenue		
State Revenue		
Local Revenue		
Interest	-1,558	2,000
Parking Fees	1,644,993	1,911,000
Parking Fines	151,969	250,000
Other Local Revenue	194	
Total Revenue	\$1,795,598	\$2,163,000
Transfer from General Fund	180,000	180,000
TOTAL BUDGET RESOURCES	\$2,029,544	\$2,495,375
Expenditures		
Academic Salaries		
Classified Salaries	1,171,151	1,395,961
Employee Benefits	378,807	636,888
Supplies	21,518	23,835
Services	305,693	271,896
Capital Outlay		14,420
Total Expenditures	\$1,877,169	\$2,343,000
Transfers Out		
<i>Estimated Ending Fund Balance, June 30</i>	152,375	152,375
TOTAL BUDGET REQUIREMENTS	\$2,029,544	\$2,495,375

PROPRIETARY FUNDS

SANTA ROSA JUNIOR COLLEGE

SELF-INSURANCE FUND 2019/20 BUDGET

The State Education Code Section 81602 permits a self-insurance fund to be established to account for revenue and expenditures of self-insurance programs. This fund is used for the dental insurance coverage of eligible employees as an employee benefit and a self-insurance retention for property and liability insurance.

	2018/19	2019/20
	ACTUAL	BUDGET
<i>Beginning Fund Balance, July 1</i>	\$581,173	\$160,396
Revenue		
Federal Revenue		
State Revenue		
Local Revenue		
Dental Premiums	1,725,454	1,725,000
Interest	19,920	15,000
Other Local Revenue	137,223	
Total Revenue	\$1,882,597	\$1,740,000
Transfers In		
TOTAL BUDGET RESOURCES	\$2,463,770	\$1,900,396
Expenditures		
Academic Salaries	20,005	20,000
Classified Salaries	14,962	25,000
Employee Benefits	1,841	4,363
Supplies	5,775	5,500
Services - Dental and Liability Claims & Administration	2,121,691	1,770,205
Capital Outlay	8,099	10,000
Total Expenditures	\$2,172,373	\$1,835,068
Transfers Out	131,001	
<i>Estimated Ending Fund Balance, June 30</i>	160,396	65,328
TOTAL BUDGET REQUIREMENTS	\$2,463,770	\$1,900,396

SANTA ROSA JUNIOR COLLEGE

RETIREE BENEFITS FUND 2019/20 BUDGET

The District's independent audit report for the fiscal year ended June 30, 1990 recommended the District establish a fund to cover the estimated liability for retiree health benefits. An annual calculation will be made to determine increases to this liability.

	2018/19	2019/20
	ACTUAL	BUDGET
<i>Beginning Fund Balance, July 1</i>	\$3,080,391	\$1,606,997
Revenue		
Federal Revenue		
State Revenue		
Local Revenue		
Interest	52,433	28,000
Total Revenue	\$52,433	\$28,000
Transfer from General Fund		1,800,000
TOTAL BUDGET RESOURCES	\$3,132,824	\$3,434,997
Expenditures		
Academic Salaries		
Classified Salaries		
Employee Benefits	1,525,827	1,800,000
Supplies		
Services		
Capital Outlay		
Total Expenditures	\$1,525,827	\$1,800,000
Transfers Out		
<i>Estimated Ending Fund Balance, June 30</i>	1,606,997	1,634,997
TOTAL BUDGET REQUIREMENTS	\$3,132,824	\$3,434,997

FIDUCIARY FUNDS

SANTA ROSA JUNIOR COLLEGE

STUDENT REPRESENTATION FEE FUND 2019/20 BUDGET

The Student Representation Fee Trust Fund was established in accordance with Education Code 76060.5 to account for the student representation fee assessment, to be used by students for legislative advocacy.

	2018/19	2019/20
	ACTUAL	BUDGET
<i>Beginning Fund Balance, July 1</i>	\$193,347	\$191,448
Revenue		
Federal Revenue		
State Revenue		
Local Revenue		
Interest	3,979	1,000
Student Representation Fees	44,634	40,000
Total Revenue	\$48,613	\$41,000
Transfers In		
TOTAL BUDGET RESOURCES	\$241,960	\$232,448
Expenditures		
Academic Salaries		
Classified Salaries	30,561	29,734
Employee Benefits	11,707	13,047
Supplies	4,939	
Services		7,500
Capital Outlay		
Total Expenditures	\$47,207	\$50,281
Transfer to General Fund	3,305	2,800
<i>Estimated Ending Fund Balance, June 30</i>	191,448	179,367
TOTAL BUDGET REQUIREMENTS	\$241,960	\$232,448

SANTA ROSA JUNIOR COLLEGE

STUDENT CENTER FEE FUND 2019/20 BUDGET

The Student Center Fee Trust Fund was established in accordance with Education Code 76375 to account for the student center fee assessment to be used by the students for the purpose of financing, constructing, enlarging, remodeling, refurbishing, and operating a student body center.

	2018/19	2019/20
	ACTUAL	BUDGET
<i>Beginning Fund Balance, July 1</i>	\$251,194	\$265,274
Revenue		
Federal Revenue		
State Revenue		
Local Revenue		
Interest	5,536	1,000
Student Center Fees	171,644	154,000
Total Revenue	\$177,180	\$155,000
Transfers In		
TOTAL BUDGET RESOURCES	\$428,374	\$420,274
Expenditures		
Academic Salaries		
Classified Salaries	106,635	97,655
Employee Benefits	37,229	39,330
Supplies	2,853	
Services	16,383	22,800
Capital Outlay		
Total Expenditures	\$163,100	\$159,785
Transfers Out		
<i>Estimated Ending Fund Balance, June 30</i>	265,274	260,489
TOTAL BUDGET REQUIREMENTS	\$428,374	\$420,274



Appendix 16

Sonoma and Marin Fire Training Officer's Associations Minutes



Ops/To Minutes June 2020

1. Call to order: 0904

2. Approval of Minutes: Approved

3. Additions/Changes to Agenda: None

4. Liaison Reports

A. Fire Chiefs - COVID 19 update

B. FOPAC

going forward with a new version out soon. Covering post strike team testing and returning to work. Possibly wait 2-3 days post assignment to let soot clear out and RNA time to develop prior to testing.

C. EOC COVID 19 Fire Branch update:

PUI reporting going smooth and results now returning the same or next day.

May disband Fire Branch if the need is reduced but will maintain as long as still busy.

.D. COVID 19 PPE

E. PPE via MHOAC is working. Various gowns available and can be in short supply.

Novato testing washable cloth gown that has been working.

F.

COVID 19 FF/EMS Based Testing

COVID

Testing Train the Trainer Course at Sta 9 this week. We need to get to 26000 tests in Marin to meet requirements. Fire and Public Health partner to make it happen.

E. Special Operations - No report

F. Comm Center/Dispatch Standards Committee - MCI Trailers (Reese)

Reese working on MCI trailer locations and contents. Will bring a report

back to the group. If anyone has a trailer let BC Reese know.

G. OES - No report

H. Nor Cal TO's - Costs of classes are up about 200% and TOs are working on reducing costs. More to come.

I.SRJC Academy - starting back up for Law / Fire / and EMS.

J. EMS Report: Newprivate ambulance company petitioning to start up in Marin. No brick and mortar office requirement now and some companies are looking to begin service.

K. National Parks Service No Report

L. Open items: TC subgroup (Barnes/Stasiowski) - Rostering Integration Overview
Rostering on TC is now available with data integration for both CrewSense and Telestaff

B.Post Fire Gross Decon - FINAL DRAFT sent to Fire Chiefs (Dague)
Modified post fire Class B Uniform to agency specific uniform. Brand names of products are out of the document. Emphasizes no turnouts in the dorm / living areas during cover in assignments. Likely cover engines will be committed for longer.

6)

Training Officers update

Agency
training is still limited with COVID but will return as soon as safe to do so. Driver Operator 1A starting up in June with ten students. TOs gave \$2K to reduce student costs for the class. The Day 2 Countywide Zoom

Training continues until the end of June.

7)

New Business

A.

New Evacuation Appendix in process (Mahoney)

Evacuation maps now all hazards and easy to share with law. Mahoney heading up more improvements with the group's support.

8. Review/Adjust 2020 Goals with Impacts of COVID 19

A.

Continue Unified Command Training with Law Enforcement Partners and

Unified
Command Training still going forward in possibly altered configuration. Looking
into using technology to improve FD/LE training.

B.

Complete Appendix 22 by February, Presentation/Training by April

Almost complete with most of the training done for all agencies.

8)

Tabled Issues

None

9)

Next Meeting - July 1st, 2020

10)

Good of the Order/Around the Horn

Central

- New M14 arrived and hiring one FF/PM

Kentfield

- Three Seasonal Firefighters start this week

Tiburon-

Lt test this month

Novato

- Looking at technology called "My Sidewalk" that streamlines multi platform technology

Marin-

Will be at full staff next week. The State Radio Load is changing slightly and an update will be available.

Comm

OES and Marin Command will be the same.

Minutes submitted by B/C Matt Cobb

Sonoma County
Fire Chief's Association
Operations/Training Section
July 14th, 2020 Meeting Agenda
0900 - Noon
“Virtual Microsoft Team Meeting”

- | | |
|---|-----------------|
| I. CALL TO ORDER: | Andreis |
| II. SELF INTRODUCTIONS: | All |
| III. CHANGES TO THE AGENDA | Andreis |
| IV. APPROVAL OF THE MINUTES | Andreis |
| V. PRESENTATIONS: | None |
| VI. LIAISON REPORTS | |
| A. Sonoma County Fire Chiefs | Staff |
| B. Sonoma County Fire Prevention Officers | DeCarli |
| C. Marin TO/OP's | Sebastiani |
| D. Cal Fire | Nichols |
| E. NBIMT | Lacy |
| F. CICC | Thomas |
| G. SRJC Fire Tech Program | Sebastiani |
| H. REDCOM | McNulty |
| VII. OLD BUSINESS: | |
| A. Tablet Command | Andreis |
| B. 2020 Overhead Refresher Class | Andreis |
| VIII. NEW BUSINESS: | |
| A. REDCOM Staffing | Andreis/McNulty |
| B. Ops/To Budget 2020 | Andreis |
| C. CSTI Haz-Mat Specialist Course | Williams |
| IX. GOOD OF THE ORDER: | |
| X. ADJOURNMENT | |

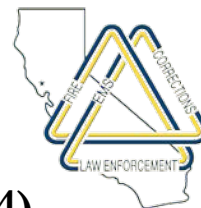
FUTURE AGENDA ITEMS:



SRJC Fire Technology Class Fliers



**Santa Rosa Junior College
Public Safety Training Center**



Truck Company Operations Academy (Fire 284)

Monday-Friday May 4-8 & 11-15 8a-5p

Public Safety Training Center Room 706

The Santa Rosa Junior College Truck Academy is an intensive 10 day (80 hour) training course designed for firefighters who have (2) two years full time experience or (4) four years volunteer experience that want to enhance their knowledge and ability as it pertains to fire ground truck operations, tactics and strategy. Topics covered will include basic building and roof construction, fire behavior, reading smoke, establishing incident priorities, vertical, horizontal, negative and positive ventilation, forcible entry, ladder skills, aerial placement, elevator mechanics, building search and live fire exercises. Upon successful completion, students will be awarded a certificate and earn 1.5 units of College Credit.

Note: This is a physically demanding course requiring students to be in good health and without any medical issues that would preclude them from participating in truck company activities.

Required Equipment: Department issued standard work uniform for classroom lectures, NFPA compliant structural firefighting PPE, ax and ax belt/scabbard, helmet and gloves, fit tested SCBA with a personal alarm device, a minimum of 2 spare bottles, NIOSH approved hearing & eye protection.

Truck Academy Outline

Day 1 (Week One)

Course Overview/Student Expectations
Building Construction
Reading Smoke/Incident Priorities

Day 2:

Fire Behavior
Live Fire

Day 3:

Building Construction Walk
Elevator Lecture

Day 4:

Ladders

Day 5

Forcible Entry (Residential)

Day 6 (Week Two)

Forcible Entry (Commercial)

Day 7

Search & Rescue (Residential)

Day 8

Search & Rescue (Commercial)
Ventilation Lecture

Day 9

Ventilation Skills Day

Day 10: (Skills Day)

Search & Rescue
Forcible Entry
Ventilation
Live Burn

COST: \$793.50

Registration: Contact Heather Wonneberger at: hwonneberger@santarosa.edu. Students must be affiliated with a fire agency and provide a support letter (or email) from their agency as well as a copy of their FFI Certificate. Please have the letter include if your agency plans to pay the course fees. Registration (including payment) will be handled on a first come, first serve basis and a wait list will be established.



**Santa Rosa Junior College
Public Safety Training Center**



Residential Truck Operations Academy (Fire 284)

Monday-Friday Nov 11-15 8a-5p

At the SRJC Public Safety Training Center

The Santa Rosa JC Truck Academy is an intensive 5 day (40 hour) training course designed for veteran firefighters who wish to enhance their knowledge and ability as it pertains to residential fire ground truck operations, tactics and strategy. Topics covered will include basic building and roof construction, fire behavior, reading smoke, establishing incident priorities, vertical & horizontal ventilation, forcible entry, building search and live fire exercises. Upon successful completion, students will be awarded a certificate and earn 1.5 units of College Credit.

Note: This is a physically demanding course requiring students to be in good health and without any medical issues that would preclude them from participating in truck company activities.

Required Equipment: Department issued standard work uniform for classroom lectures, NFPA compliant structural firefighting PPE, helmet and gloves, fit tested SCBA with a personal alarm device, a minimum of 2 spare bottles and NIOSH approved hearing & eye protection.

Truck Academy Outline

Day 1

Course Overview/Student Expectations
Reading Smoke/Incident Priorities
Residential Truck Priorities
Reading Smoke
Building Construction Review

Day 2

Fire Behavior
Live Fire

Day 3:

Forcible Entry Lecture
Residential Force Entry/ Ladders

Day 4

Vent Lecture
Residential Ventilation Operations
Search/VES – Smoke and Fire Ops

Day 5:

Oriented Search
Evolutions

COST: \$500

Registration: Through Heather Wonneberger at: hwonneberger@santarosa.edu. Students must be affiliated with a fire agency and provide a support letter (or email) from their agency. Registration (including payment) will be handled on a first come, first serve basis and a wait list will be established.



Santa Rosa Junior College
Public Safety Training Center



Driver Operator 1A
Fridays (December 11 & 18) 6-10pm and
Saturdays & Sundays (December 12, 13, 19 & 20) 8am-5pm
at:

SRJC Public Safety Training Center
5743 Skylane Blvd
Windsor, CA
Room 701

Driver Operator 1A: Provides students with the information on fire apparatus preventive maintenance and driving/operating. Topics include routine tests, inspections and servicing functions, operation, backing, maneuvering and turning apparatus under a variety of conditions; and operation of all fixed systems on a fire apparatus. The course is based on the National Fire Protection Association (NFPA) 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications. The course fulfills the requirements for a Class C Firefighter Endorsement. Upon successful completion, students will be awarded a completion certificate from the State Board of Fire Services.

Instructor: Sean Grinnell

Prerequisites: Current employment with a Fire Department

COST: \$153.50 *plus additional one-time student fees

REGISTRATION INSTRUCTIONS:

Email a request to Heather Wonneberger at hwonneberger@santarosa.edu and include a scanned letter of affiliation from your agency. Please have the letter specify if your agency will be paying for your course or if you will be paying for yourself.



Appendix 18

Fire Director's Resume

Ken Sebastiani

Work Experience

Santa Rosa Junior College	
• Director of Public Safety/Fire Technology Program	December 2019 to Present
California Fire Technology Directors	Aug 2019 to Present
Santa Rosa Fire Department	
• Battalion Chief	May 2015 to April 2019
• Division Chief of Training	February 2012 – May 2015
• Training Captain	Nov 2006 - September 2010
• Fire Captain	April 2000 – February 2012
• Firefighter/Engineer	June 1991 – April 2000
Santa Rosa Junior College	
• Fire Technology Advisory Committee	10/04 to 12/19
○ Chairperson	10/10 to 12/19
• Fire Technology Instructor	10/95 to Present
• Recruit Training Officer	1/98 to 2/09
California Task Force-4 USAR ~ FEMA	
• Heavy Rigger	3/03 to 07/09
• Rescue Specialist	07/09 to 02/12
Monterey Fire Department - Firefighter	7/90 to 6/91
Alameda Naval Air Station Fire Department - Firefighter	8/89 to 7/90
Brisbane Fire Department - Reserve Firefighter	10/88 to 7/90

Education

Lead Skills Evaluator	Oct 2019
Operations Section Chief	Oct 2018
Local Leaders Academy - City of Santa Rosa	2012
Hazardous Materials Technician - CSTI	April 2008
Master of Science - Emergency Services Administration	April 2006
• Cal State University, Long Beach	
Chief Officer - State Fire Marshal	November 2006
Fire Instructor I, II, III - State Fire Marshal	February 2005
Fire Officer - State Fire Marshal	June 2003
Safety Officer – State Fire Marshal	May 2016
Bachelor of Arts - Management - Saint Mary's College	January 2002
Supervisory Management - Santa Rosa Jr College	December 1999
AS in Fire Science - College of San Mateo	December 1989
AA in General Education- Skyline College	January 1989

Management Strengths and Experience

Personnel and program management; work collaboratively with all stakeholders to accomplish goals; plan, develop, institute, evaluate new programs, policies and procedures; budget preparation and control; curriculum development and public presentations.



SRJC Live Burn Incident Action Plan (IAP)

Santa Rosa Junior College

Firefighter I - Class 97

Live Burn

INCIDENT ACTION PLAN



OPERATIONAL PERIOD

6-28-2020 From 0700 to 1800

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name: <p style="text-align: center;">Class 97 LIVE BURN</p>	2. Operational Period:	Date From: 6/28/2020 Time From: 0700	Date To: 6/28/2020 Time To: 1800																									
3. Objective(s): <u>Management Objectives</u> 1. Provide for student and instructor safety at all times. 2. Conduct live fire exercise in accordance with N.F.P.A. Standard 1403. <u>Control Objectives</u> 1. Students will rotate between learning positions that will teach and reinforce the following skills; fire attack procedures, application of water on a structural fire, fire behavior/ stages of fire, identifying smoke conditions, safe fireground procedures, crew accountability, communications, rapid intervention crew tactics, and ventilation techniques. 2. Students will demonstrate teamwork while rotating through each position, they will show proficiency in following fireground commands from instructors and they will adhere to the strict safety guidelines provided by the academy staff. 3. The live fire portion of this exercise will follow NFPA 1403.																												
4. General Safety Message: Remain hydrated, stay alert, watch for signs of fatigue in staff and participants. Ensure the safety of participants at all times. All actions will be performed with safety in mind. All injuries will be reported immediately to the Instructor in Charge or the Safety Officer.																												
5. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located at:																												
6. Incident Action Plan <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">ICS 203</td> <td style="width: 20%;">ICS 208</td> <td style="width: 20%;"></td> <td style="width: 20%;">Rotation Matrix</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>ICS 204</td> <td>ICS 215A</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Logistical Needs List</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>ICS 205</td> <td>Weather Forecast</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>ICS 214</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>ICS 206</td> <td>Site Map</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>SRJC Injury Report</td> <td>Tactical Map</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>				ICS 203	ICS 208		Rotation Matrix	<input type="checkbox"/>	ICS 204	ICS 215A	<input type="checkbox"/>	Logistical Needs List	<input type="checkbox"/>	ICS 205	Weather Forecast	<input type="checkbox"/>	ICS 214	<input type="checkbox"/>	ICS 206	Site Map	<input type="checkbox"/>		<input type="checkbox"/>	SRJC Injury Report	Tactical Map	<input type="checkbox"/>		<input type="checkbox"/>
ICS 203	ICS 208		Rotation Matrix	<input type="checkbox"/>																								
ICS 204	ICS 215A	<input type="checkbox"/>	Logistical Needs List	<input type="checkbox"/>																								
ICS 205	Weather Forecast	<input type="checkbox"/>	ICS 214	<input type="checkbox"/>																								
ICS 206	Site Map	<input type="checkbox"/>		<input type="checkbox"/>																								
SRJC Injury Report	Tactical Map	<input type="checkbox"/>		<input type="checkbox"/>																								
7. Prepared By: Jeff Davidson		Position/Title: PSC																										
8. Approved by Incident Commander:		Signature: _____																										
ICS 202		Signature: _____																										

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period: Date From:		6/28/2020	Date To:	6/28/2020
Class 97 LIVE BURN		Time From:		0700	Time To:	1800
3. Incident Commander(s) and Command Staff:			7. Operation Section:			
IC/UC's	Barry Gaab	Chief				
Deputy	Nate Girard	Deputy				
Safety Officer	Kim Thompson	Night Ops				
Information Officer		Staging Area				
Liaison Officer	Ken Sebastiani	Branch				
		Division/Group	Burn	Nate Girard		
		Division/Group	Fire Attack	Ryan Takuda		
4. Agency/Organization Representatives:		Division/Group	Search	Sean McCarthy		
Agency/Organization	Name	Division/Group	Vent	Wes Kitchel		
		Division/Group	RIC	Mike Stefanac		
		Division/Group	Overhaul	Kelly Holt		
		Division/Group				
		Division/Group				
		Division/Group	Cleanup			
		Division/Group				
		Division/Group				
		Division/Group				
		Division/Group				
		Division/Group				
		Division/Group				
		Division/Group				
		Branch	IV			
5. Planning Section:		Division/Group				
Chief	Jeff Davidson	Division/Group				
Deputy		Division/Group				
Resource Unit	Jeff Davidson	Division/Group				
Situation Unit		Division/Group				
Documentation Unit		Branch	V			
Demobilization Unit		Division/Group				
GISS		Division/Group				
FBAN		Division/Group				
IMET		Division/Group				
Training Tech Spec		Staging Area				
		Air Operations Branch		Director:		
6. Logistics Section		Air Support Grp Sup				
Chief		Helibase Manager				
Supply Unit						
Facilities Unit		8. Finance/Administration Section:				
Ground Support Unit		Chief				
Hired Equipment Tech		Time Unit				
Communications Unit	Jeff Davidson	Procurement Unit				
Medical Unit	Kim Thompson	Comp/Claims Unit				
Motel Tech Spec		Cost Unit				
Prepared By: Name:		Jeff Davidson	Position/Title:		PSC	Signature: _____
ICS 203		Date/Time:		4/22/2020	1500 hours	

ASSIGNMENT LIST (ICS 204)

1. Incident Name: Class 97 LIVE BURN		2. Operational Period: Date From: 06/28/20 Date To: 06/28/20 Time From: 0700 Time To: 1800				3. Branch: Div/Group: Burn	
4. Operations Personnel: Operations Section Chief: Branch Director: Division/Group Supervisor: Nate Girard							
5. Resources Assigned:		** Resources Below in Bold are 12 Hour **				Reporting Location, Special Equipment, Remarks, Notes, and Information Time Location	
Resource Identifier		Leader	Personnel	Request #			
Squad 1						Refer to Rotation Matrix	
Squad 2						Refer to Rotation Matrix	
Squad 3						Refer to Rotation Matrix	
Squad 4						Refer to Rotation Matrix	
Squad 5						Refer to Rotation Matrix	
Squad 6						Refer to Rotation Matrix	
6. Work Assignments: Instruction on essential elements of interior firefighting during structure fire operations with emphasis on company integrity, accountability and teamwork. Included will be the use of hose, nozzles, SCBA, fire behavior and communications during fire combat.							
7. Special Instructions: Adhere to burn plan, communications plan and schedule of events.							
8. Communications (radio and/or phone contact numbers needed for this assignment):							
Name	Ch	Function	Rx Freq	Rx Tone	Tx Freq	Tx Tone	Notes
COLLEGE PSTC 5	8	COMMAND					
COLLEGE PSTC 6	9	TACTICAL					
CALCORD	3	MEDICAL	156.0750	156.7	156.0750	156.7	
9. Prepared by: Name: Jeff Davidson Pos/Title: RESL Signature: _____ ICS 204 Date/Time: 4/22/2020 1500 hours							

ASSIGNMENT LIST (ICS 204)

1. Incident Name: Class 97 LIVE BURN		2. Operational Period: Date From: 06/28/20 Date To: 06/28/20 Time From: 0700 Time To: 1800				3. Branch: Div/Group: Fire Attack	
4. Operations Personnel: Operations Section Chief: Branch Director: Division/Group Supervisor: Ryan Takuda							
5. Resources Assigned:		** Resources Below in Bold are 12 Hour **				Reporting Location, Special Equipment, Remarks, Notes, and Information	
Resource Identifier		Leader		Personnel		Time Location	
Squad 1						Refer to Rotation Matrix	
Squad 2						Refer to Rotation Matrix	
Squad 3						Refer to Rotation Matrix	
Squad 4						Refer to Rotation Matrix	
Squad 5						Refer to Rotation Matrix	
Squad 6						Refer to Rotation Matrix	
6. Work Assignments: Discuss and perform interior fire attack utilizing hose streams and various attack methods.							
7. Special Instructions: Adhere to burn plan, communications pland and schedule of events.							
8. Communications (radio and/or phone contact numbers needed for this assignment):							
Name	Ch	Function	Rx Freq	Rx Tone	Tx Freq	Tx Tone	Notes
COLLEGE PSTC 5	8	COMMAND					
COLLEGE PSTC 6	9	TACTICAL					
CALCORD	3	MEDICAL	156.0750	156.7	156.0750	156.7	
9. Prepared by: Name: Jeff Davidson Pos/Title: RESL Signature: _____ ICS 204 Date/Time: 4/22/2020 1500 hours							

ASSIGNMENT LIST (ICS 204)

1. Incident Name: Class 97 LIVE BURN		2. Operational Period: Date From: 06/28/20 Date To: 06/28/20 Time From: 0700 Time To: 1800				3. Branch: Div/Group: Search	
4. Operations Personnel: Operations Section Chief: Branch Director: Division/Group Supervisor: Sean McCarthy							
5. Resources Assigned:		** Resources Below in Bold are 12 Hour **				Reporting Location, Special Equipment, Remarks, Notes, and Information	
Resource Identifier		Leader		Personnel	Request #	Time Location	
Squad 1						Refer to Rotation Matrix	
Squad 2						Refer to Rotation Matrix	
Squad 3						Refer to Rotation Matrix	
Squad 4						Refer to Rotation Matrix	
Squad 5						Refer to Rotation Matrix	
Squad 6						Refer to Rotation Matrix	
6. Work Assignments: Discuss and perform interior search tasks in IDLH							
7. Special Instructions: Adhere to burn plan, communications plan and schedule of events.							
8. Communications (radio and/or phone contact numbers needed for this assignment):							
Name	Ch	Function	Rx Freq	Rx Tone	Tx Freq	Tx Tone	Notes
COLLEGE PSTC 5	8	COMMAND					
COLLEGE PSTC 6	9	TACTICAL					
CALCORD	3	MEDICAL	156.0750	156.7	156.0750	156.7	
9. Prepared by: Name: Jeff Davidson Pos/Title: RESL Signature: _____ ICS 204 Date/Time: 4/22/2020 1500 hours							

ASSIGNMENT LIST (ICS 204)

1. Incident Name: Class 97 LIVE BURN		2. Operational Period: Date From: 06/28/20 Date To: 06/28/20 Time From: 0700 Time To: 1800		3. Branch: Div/Group: Ventilation			
4. Operations Personnel: Operations Section Chief: Branch Director: Division/Group Supervisor: Wes Kitchel							
5. Resources Assigned:		** Resources Below in Bold are 12 Hour **			Reporting Location, Special Equipment, Remarks, Notes, and Information		
Resource Identifier		Leader		Personnel	Request #	Time Location	
Squad 1						Refer to Rotation Matrix	
Squad 2						Refer to Rotation Matrix	
Squad 3						Refer to Rotation Matrix	
Squad 4						Refer to Rotation Matrix	
Squad 5						Refer to Rotation Matrix	
Squad 6						Refer to Rotation Matrix	
6. Work Assignments: Discuss and perform verticle ventilation.							
7. Special Instructions: Adhere to burn plan, communications plan and schedule of events.							
8. Communications (radio and/or phone contact numbers needed for this assignment):							
Name	Ch	Function	Rx Freq	Rx Tone	Tx Freq	Tx Tone	Notes
COLLEGE PSTC 5	8	COMMAND					
COLLEGE PSTC 6	9	TACTICAL					
CALCORD	3	MEDICAL	156.0750	156.7	156.0750	156.7	
9. Prepared by: Name: Jeff Davidson Pos/Title: RESL Signature: _____ ICS 204 Date/Time: 4/22/2020 1500 hours							

ASSIGNMENT LIST (ICS 204)

1. Incident Name: Class 97 LIVE BURN		2. Operational Period: Date From: 06/28/20 Date To: 06/28/20 Time From: 0700 Time To: 1800				3. Branch: Div/Group: RIC	
4. Operations Personnel: Operations Section Chief: Branch Director: Division/Group Supervisor: Mike Stefanac							
5. Resources Assigned:		** Resources Below in Bold are 12 Hour **				Reporting Location, Special Equipment, Remarks, Notes, and Information	
Resource Identifier		Leader		Personnel	Request #	Time	Location
Squad 1						Refer to Rotation Matrix	
Squad 2						Refer to Rotation Matrix	
Squad 3						Refer to Rotation Matrix	
Squad 4						Refer to Rotation Matrix	
Squad 5						Refer to Rotation Matrix	
Squad 6						Refer to Rotation Matrix	
6. Work Assignments: Standby and prepare for FF emergency. Discuss and perform predeployment concepts.							
7. Special Instructions: Adhere to burn plan, communications plan and schedule of events.							
8. Communications (radio and/or phone contact numbers needed for this assignment):							
Name	Ch	Function	Rx Freq	Rx Tone	Tx Freq	Tx Tone	Notes
COLLEGE PSTC 5	8	COMMAND					
COLLEGE PSTC 6	9	TACTICAL					
CALCORD	3	MEDICAL	156.0750	156.7	156.0750	156.7	
9. Prepared by: Name:		Jeff Davidson		Pos/Title:		RESL	
ICS 204		Date/Time: 4/22/2020		1500 hours		Signature: _____	

ASSIGNMENT LIST (ICS 204)

1. Incident Name: Class 97 LIVE BURN		2. Operational Period: Date From: 06/28/20 Date To: 06/28/20 Time From: 0700 Time To: 1800				3. Branch: Div/Group: Overhaul	
4. Operations Personnel: Operations Section Chief: Branch Director: Division/Group Supervisor: Kelly Holt							
5. Resources Assigned:		** Resources Below in Bold are 12 Hour **				Reporting Location, Special Equipment, Remarks, Notes, and Information	
Resource Identifier		Leader		Personnel		Time Location	
Squad 1						Refer to Rotation Matrix	
Squad 2						Refer to Rotation Matrix	
Squad 3						Refer to Rotation Matrix	
Squad 4						Refer to Rotation Matrix	
Squad 5						Refer to Rotation Matrix	
Squad 6						Refer to Rotation Matrix	
6. Work Assignments: This position is responsible for overhaul and resetting of the burn chamber. Personnel must be on SCBA for overhaul operations.							
7. Special Instructions: Adhere to burn plan, communications plan and schedule of events.							
8. Communications (radio and/or phone contact numbers needed for this assignment):							
Name	Ch	Function	Rx Freq	Rx Tone	Tx Freq	Tx Tone	Notes
COLLEGE PSTC 5	8	COMMAND					
COLLEGE PSTC 6	9	TACTICAL					
CALCORD	3	MEDICAL	156.0750	156.7	156.0750	156.7	
9. Prepared by: Name: Jeff Davidson Pos/Title: RESL Signature: _____ ICS 204 Date/Time: 4/22/2020 1500 hours							

ASSIGNMENT LIST (ICS 204)

1. Incident Name: <p style="text-align: center;">Class 97 LIVE BURN</p>		2. Operational Period: Date From: 06/28/20 Date To: 06/28/20 Time From: 0700 Time To: 1800				3. Branch: Div/Group: Cleanup	
4. Operations Personnel: Operations Section Chief: Branch Director: Division/Group Supervisor:						Reporting Location, Special Equipment, Remarks, Notes, and Information Time Location	
5. Resources Assigned:		** Resources Below in Bold are 12 Hour **					
Resource Identifier	Leader	Personnel	Request #				
All Staff and All Squads							
6. The following items will be attended to at the end of the live burn. All Personal Protective Equipment · Gross decontamination of all PPE shall occur at the end of the day. · Gross decontamination will be done in Scenario Village next to the fire hydrant adjacent to Building C. Draeger Burn Prop · All charred material put in wood dumpster · All "non intact" pallets put in wood dumpster · All pallets stored under front porch of Draeger or stacked on West side · All materials stored in Draeger put back neatly · Shade structure and tables returned. Shade to warehouse, tables to Range SCBA · Fill all bottles if time allows · Clean and sanitize all masks (3 part solution-1-Solution, 2-pre rinse, 3-rinse · Rotate/change all of these solutions often. · Hang masks to dry in conex or warehouse to dry. · Wipe down all SCBA harnesses with solution drenched rag · Hang all SCBA harnesses in conex box. · Lay out all wet hose after rinsing if necessary. Engines · Clean inside and out—wash or chamois · Wax if necessary · Windows cleaned with windex · Polish chrome if necessary · Inventory and bring up to standards if needed Other · Sweep all rocks off asphalt around track, tower and warehouse · Wipe down all classroom tables, chairs, whiteboards, window sills · Organize forcible entry area if needed · Organize hose racks and behind engines if needed · Collect all borrowed PPE from students (boots, jackets, etc.)							
8. Communications (radio and/or phone contact numbers needed for this assignment):							
Name	Ch	Function	Rx Freq	Rx Tone	Tx Freq	Tx Tone	Notes
COLLEGE PSTC 5	8	COMMAND					
COLLEGE PSTC 6	9	TACTICAL					
CALCORD	3	MEDICAL	156.0750	156.7	156.0750	156.7	
9. Prepared by: Name: Jeff Davidson Pos/Title: RESL Signature: _____ <div style="display: flex; justify-content: space-between;"> ICS 204 Date/Time: 4/22/2020 1500 hours </div>							

ICS 205 - INCIDENT RADIO COMMUNICATIONS PLAN

CONTROLLED UNCLASSIFIED
INFORMATION//BASIC

1. Incident Name: Class 97 LIVE BURN			2. Date/Time Prepared Date: 04/22/2019 Time: 1830		3. Operational Period: Date From: 06/28/20 Date To: 06/28/20 Time From: 0700 Time To: 1800			
4. Communications								
Ch#	Function	Name	Assigned To	Rx Freq	Rx Tone	Tx Freq	Tx Tone	Notes
1	Command	PSTC 8	COMMAND					College Radio System Channel 8
2	Tactical	PSTC 9	TAC - ALL DIVISIONS					College Radio System Channel 9
3	Emergency	CALCORD	AIR TO GROUND	156.0750	156.7	156.0750	156.7	VHF: EMS Air to Ground Coordination
4	Emergency	REDCOMM	EMERGENCY COORD.	154.3100	146.2	159.9125	146.2	VHF: REDCOMM - Monitory only
5	Emergency	CONTROL 2	EMERGENCY COORD.	155.2650	123	159.4575	123	VHF: Assigned by REDCOMM
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
5. Special Instructions								
6. Prepared by (Communications Unit Leader): Name:						Signature: _____		
ICS 205 - CONTROLLED UNCLASSIFIED INFORMATION//BASIC						Date/Time: 4-22-19 1830		

MEDICAL PLAN (ICS 206)

1. Incident Name: <div style="text-align: center; font-weight: bold;">Class 97 LIVE BURN</div>		2. Operational Period: <div style="display: flex; justify-content: space-between;"> <div>Date From: 6/28/20 Time From: 0700</div> <div>Date To: 6/28/20 Time To: 1800</div> </div>					
3. Medical Aid Stations:							
Name	Location	Contact Number/Freq	Paramedics				
At ICP		College Ch 1	<input type="checkbox"/> No				
Helicopter (H) Landing Zone on Main Street East of Bldg 500	Latitude N 38° 31' 23.7193" Longitude: W 122° 48' 5.7325"						
4. Transportation (indicate air or ground):							
Name:	Location	Contact Number	Level of Service				
Bells	434 Powell Ave., Healdsburg CA 95448	911 707=433-1408	ALS Ground				
AMR/SLS	On Call	911	ALS Ground				
Sonoma County Sheriff (Henry 1)			Air				
REACH Air Ambulance	On Call	911	ALS Air				
5. Hospitals:							
Hospital Name	Address,	Contact Number(s)/ Frequency	Travel Time		Trauma Center	Burn Center	Helipad
	Lat & Long Helipad		Air	Ground			
Sutter Santa Rosa	30 Mark West Springs Rd	(707) 576-4000	2 mins	10 mins	EDAT	<input type="checkbox"/> No	Yes
Santa Rosa Memorial	1165 Montgomery Drive	707-525-2702	5	15	Level 1	<input type="checkbox"/> No	Yes
University of California- Davis Medical Center	2315 Stockton Blvd. Sacramento	916-734-2011	30	2 hours	Level 1	Yes	Yes
6. Special Medical Emergency Procedures							
All injuries, regardless on nature and/or severity will be reported to the Incident Commander or Safety Officer in order to initiate appropriate treatment and documentation. The Incident Commander will coordinate transportation as necessary. In the event of a serious injury, instruction/testing will be suspended and not resume until directed by the Incident Commander.			Injury Reporting Procedures Nature of Injury: _____ Location of Patient: _____ Point of Contact: _____ Transportation Requested by: Air ____ Ground ____ Point of Pick-Up: _____ Lat: _____ Long: _____ Patient Unit ID: _____ Is an EMT with Patient: Yes ____ No ____ Age: _____ Sex: Male ____ Female ____ All Emergencies - Secure the area and identified witnesses for later investigation. Keep accurate log of events.				
<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.							
7. Prepared by (Medical Unit Leader): <div style="display: flex; justify-content: space-between;"> <div>Kim Thompson</div> <div>Signature: _____</div> </div>							
8. Approved by (Safety Officer): <div style="display: flex; justify-content: space-between;"> <div>Kim Thompson</div> <div>Signature: _____</div> </div>							
ICS 206		Date/Time: 4-22-19 @ 1500 HOURS					

Injury Report

Santa Rosa Junior College
Public Safety Training Center
Accident or Injury Report
Worksheet

Reporter's name: _____

Reporter's position/title: _____

Reporter's phone number: _____

Reporter's email: _____

Program of injured party: _____

Date of incident: _____ Time of incident: _____

Location of incident: _____

Witnesses: _____

Injured Party

Name: _____ Gender: _____

Student ID: _____ DOB: _____

Phone Number: _____ Email: _____

Address: _____

Explain incident: _____

Describe injury (e.g., body part): _____

Describe the action taken: _____

Did the incident occur during class? _____

If yes, what was the course Title/Section Number: _____

If yes, name of instructor: _____

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name: Class 97 LIVE BURN	2. Operational Period:	Date From: 6/28/20 Time From: 0700	Date To: 6/28/20 Time To: 1800
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Site Hazards:

Potential Tripping & Fall Hazards are -

- Wet Surfaces
- Curbs
- Equipment - hose
- Traffic on drillground
- Hot and burning materials

Staff Information:

- All personnel are responsible for Safety: Thier's, Yours and Mine.
- Always be another pair of eyes
- Lead by Example
- Staff and Students should remain well hydrated.
- Personnel shall not deviate from written training plan without permission from the I.C.
- Report any and all injuries immediately to Safety Officer/Incident Commander
- Staff will monitor all participants for fatigue, heat exhaustion and enrounce regular hydration throughout the day.
- Staff and students to use appropriate PPE at each event
- Division/Group Supervisors will ensure that PPE is inspected at each event prior to participation.
- Participants will maintain accountability at each event.
- During any event a participant can get pulled out. If you need to exit notify and instructor and we will escort you to safety.
- Participants will notify staff of any medical problems.
- Students are OK? Instructor check back with student - OK.
- Student Mayday? Student wants out - regardless of reason - moved to exterior and checked.
- Gross decontamination of all PPE shall occur at the end of the day.

Notifications:

Prior to lighting make notifications with burn info and time duration:
REDCOM @ 707-576-1371
and Sonoma County Fire District @ 707-838-1163

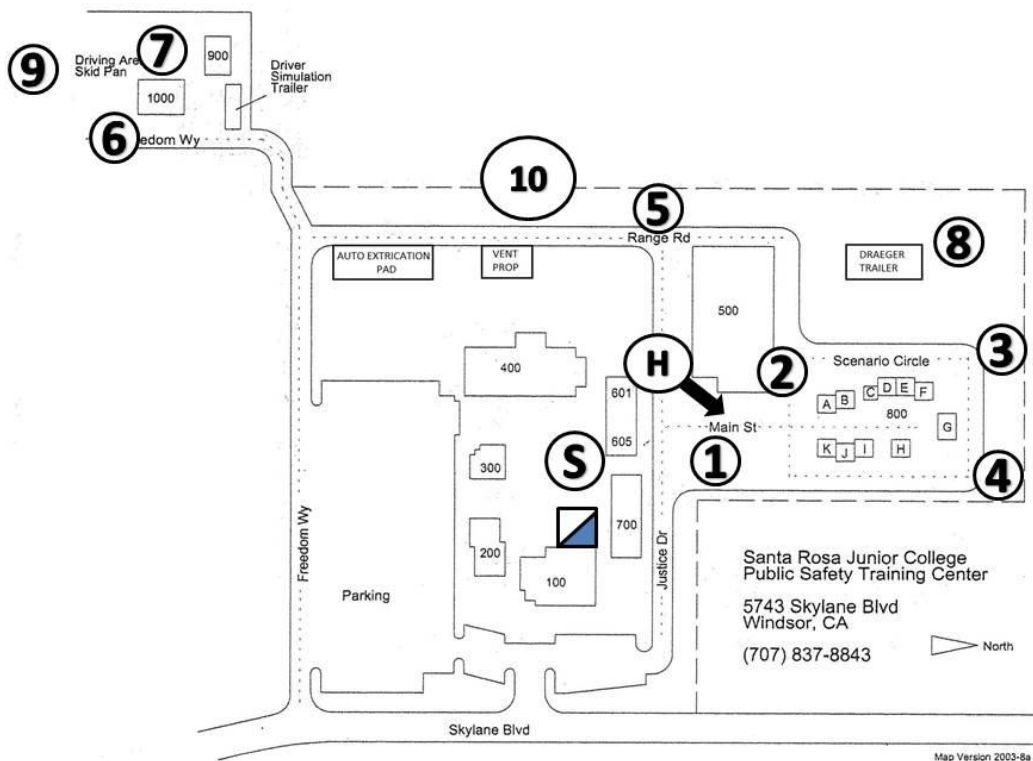
4. Site Safety Plan Required?	<input type="checkbox"/> No	
Approved Site Safety Plan(s) Located At:		
5. Prepared By: Kim Thompson	Position/Title: SOFR	Signature: _____
ICS 208	Date/Time: 4/22/2019 / 2030	

INCIDENT ACTION PLAN SAFETY ANALYSIS (ICS 215A)

1. Incident Name: Class 97 LIVE BURN	2. Operational Period:	Date From: 6/28/20 Time From: 0700	Date To: 6/28/20 Time To: 1800
Incident Area	Hazard/Risks	Mitigations	
Command and Control	Minimal risk associated with command and control. Students will be given assignments and safety briefed prior to exiting the Command post	Safety briefing for all students prior to receiving assignment	
Fire Behavior	Live Fire presents several hazards from the moment students enter the Burn prop to the time they exit. Be prepared to encounter slip, trip and fall hazards, low visibility under smoke conditions, and poor overall lighting, and live fire under semi contained conditions.	All students and instructors will be in full PPE, including SCBA's. Students have been given a walkthrough of the burn prop so they know where all hazards are and where to exit if needed	
Search	Live Fire presents several hazards from the moment students enter the Burn prop to the time they exit. Be prepared to encounter slip, trip and fall hazards, low visibility under smoke conditions, and poor overall lighting, and live fire under semi contained conditions. During search operations students may get mission focused and will lose track of where they are in the structure	All students and instructors will be in full PPE, including SCBA's. Students have been given a walkthrough of the burn prop so they now where all hazards area and where to exit if needed. Students will be reminded to not become mission focused and stay oriented while performing search operations	
Ventilation	Ventilation operations present several hazards. These hazards include, laddering the building, working on sloped surfaces, cutting with power chain saws over live fire conditions, smoke and possible fire present when the roof is opened up, and normal fire ground slip trip and fall hazards	All students and instructors will be in full PPE, including SCBA's. Students have been given a walkthrough of the burn prop so they now where all hazards area and where to exit if needed. All students during the academy should be briefed on proper use of chain saws.	
Rapid Intervention (RIC)	RIC operations of the fire ground have several hazards that include Using power tools and hand tools to soften building, fire ground slip trip and fall hazards, possible RIC activation performance inside live burn exercise.	All students and instructors will be in full PPE, including SCBA's. Students have been given a walkthrough of the burn prop so they now where all hazards area and where to exit if needed.	
Overhaul	Overhaul operations present those hazards that are associated with students becoming complacent as the live fire and other operations are winding down. Students will be pulling burned materials from burn building and using power equipment to reset multiple props	All students and instructors will be in full PPE, including SCBA's. Students have been given a walkthrough of the burn prop so they now where all hazards area and where to exit if needed. They will also be briefed on the use of all power tools that will be used to reset the props	
GrossDecon	Contaminants can accumulate on personnel and equipment (PPE) during live burn training. It is critical to health and safety to conduct gross decontamination of PPE from hazardous substances that may contaminate and eventually permeate the protective clothing, respiratory equipment, tools, vehicles, and other equipment used on site. Gross decon helps to protects all site personnel by minimizing the transfer of harmful materials into clean areas.	Gross Decon for students and instructors will be done in Scenario Village next to the hydrant adjacent to Building C. This will be done once all other cleanup is done at the burn prop.	
5. Prepared By: Kim Thompson Position/Title: SOFR			
ICS 215A	Date/Time: 4/22/2020 / 2030	Signature: _____	

Weather Forecast		Latitude: 38.5471327		Longitude: -122.81638		NWS Fire Weather	
1. Incident Name:		2. Operational Period:		Date From: 6/28/20		Date To: 6/28/20	
Class 97 LIVE BURN				Time From: 0700		Time To: 1800	
<p>SATURDAY...</p> <p>* Sky/weather.....Mostly sunny. Patchy fog early in the morning.</p> <p>* Max temperature.....79-87.</p> <p>* Min humidity.....40-50 percent.</p> <p>* 20-foot winds.....Southwest winds 5 to 10 mph.</p> <p>* CWR.....10%.</p> <p>* LAL.....1.</p> <p>.SATURDAY NIGHT...Mostly clear in the evening then becoming partly cloudy. West winds 5 to 15 mph. Lows in the 40s to upper 50s.</p> <p>.SUNDAY...Mostly clear. West winds 5 to 15 mph. Lows in the 40s to upper 50s. Highs in the 70s to lower 80s.</p>							
PREPARED BY:			Date/Time: 4/22/19 1300 hours				

1. Incident Name:	2. Operational Period:		3. Date/Time Prepared:	
	Date From: 6-28-20 Date To: 6-28-20			
	Time From: 0700 Time To: 1700		4-22-19 1500 Hours	



ICP - Rear entrance to Administration Building #100

S - Staging for All Candidates

1 - Parade Grounds

2 - Shoot Range

3 - Scenario Village NE: A Through F

4 - Scenario Village SE: G through K

5 - Range Road Access Road

6 - Tower

7 - Warehouse

8 - Draeger/US&R Prop

9 - EVOG Course

10 - Vent Prop

H - Helicopter Landing Zone (LZ)

Latitude N 38° 31' 23.7193"

Longitude: W 122° 48' 5.7325"

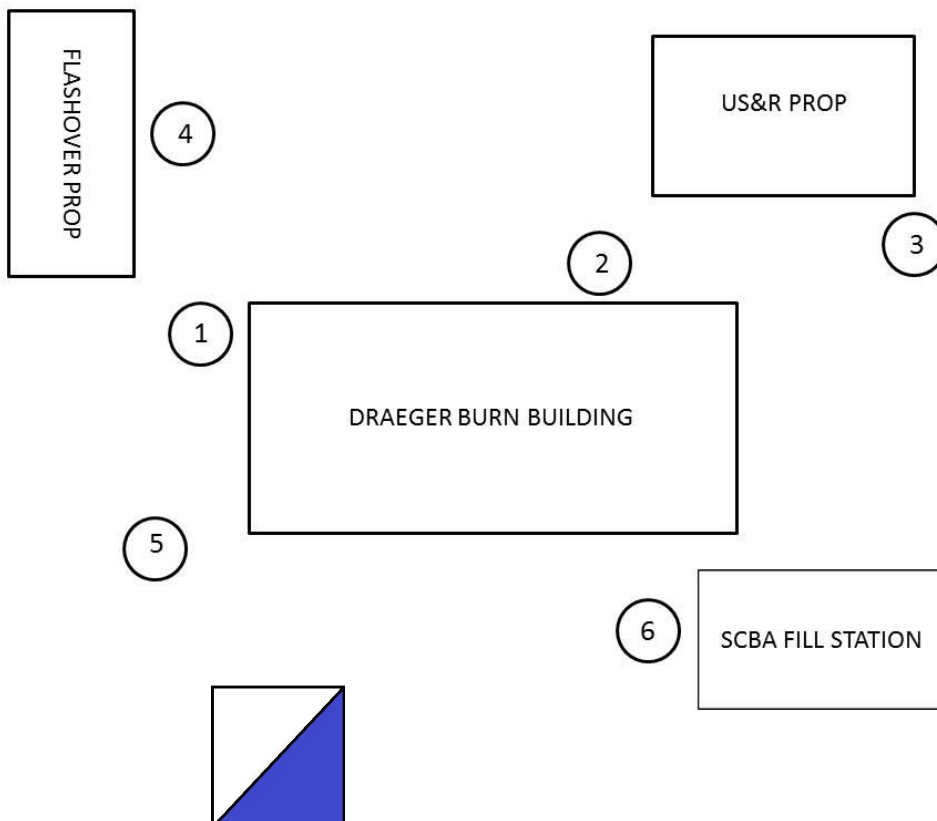
5. Prepared by:	Jeff Davidson	Pos/Title:	PSC	Signature: _____
	IAP Page	Date/Time:	4/22/2020 1500 Hours	

1. Incident Name: Live Burn Tactical Map		2. Operational Period: Date From: 6-28-20 Date To: 6-28-20 Time From: 0700 Time To: 1700		3. Date/Time Prepared: 4-22-19 1500 Hours	
<div style="text-align: right; margin-bottom: 10px;"> (H) = Fire Hydrant </div>					
5. Prepared by: Jeff Davidson		Pos/Title: PSC		Signature: _____	
IAP Page		Date/Time: 4/22/2019 1500 Hours			

ROTATION MATRIX

1. Incident Name: Live Burn Assignments and Rotations	2. Operational Period: Date From: Date To: Time From: 0700 Time To: 1700	3. Date/Time Prepared: 11-5-19 1500 Hours
--	---	--

	Time:					
	0900	1000	1100	1200	1300	1400
Assignment:						
1 - Fire Attack	SQUAD 1	SQUAD 6	SQUAD 5	SQUAD 4	SQUAD 3	SQUAD 2
2 - Ventilation	SQUAD 2	SQUAD 1	SQUAD 6	SQUAD 5	SQUAD 4	SQUAD 3
3 - Search	SQUAD 3	SQUAD 2	SQUAD 1	SQUAD 6	SQUAD 5	SQUAD 4
4 - RIC	SQUAD 4	SQUAD 3	SQUAD 2	SQUAD 1	SQUAD 6	SQUAD 5
5- Overhaul	SQUAD 5	SQUAD 4	SQUAD 3	SQUAD 2	SQUAD 1	SQUAD 6
6 - Logistic	SQUAD 6	SQUAD 5	SQUAD 4	SQUAD 3	SQUAD 2	SQUAD 1



4. Prepared by:	Jeff Davidson	Pos/Title:	PSC	Signature: _____
	IAP Page	Date/Time:	4/22/2019	1500 Hours

LIVE FIRE LOGISTICAL NEEDS

1. Incident Name: Class 97 LIVE BURN	2. Operational Period:	Date From: <u>6/28/20</u> Time From: <u>0700</u>	Date To: <u>6/28/20</u> Time To: <u>1800</u>
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- | <i>Number:</i> | <i>Item:</i> |
|---------------------------------|---|
| <input type="checkbox"/> 1 | Rebar tree |
| <input type="checkbox"/> 3 | Halligan tool |
| <input type="checkbox"/> 3 | Fireman's axe |
| <input type="checkbox"/> 60 | Sheets OSB |
| <input type="checkbox"/> 12 | 2 x 6 x 8' |
| <input type="checkbox"/> 1 each | Ladder 24' and Ladder 20' |
| <input type="checkbox"/> 1 | Air Unit |
| <input type="checkbox"/> 1 | Engine (Type 1) |
| <input type="checkbox"/> | Enough 2 1/2" hose to stretch from hydrants to prop (app. 300') |
| <input type="checkbox"/> | Enough 1 3/4" hose for attack and backup (app. 300') |
| <input type="checkbox"/> 3 | TIC with chargers |
| <input type="checkbox"/> 3 | Pop ups |
| <input type="checkbox"/> 2 | Chainsaws with oil, scrench and fuel |
| <input type="checkbox"/> 2 | Circular Saws |
| <input type="checkbox"/> 20 | Portable Radios with Extender Mics and Fully Charged |
| <input type="checkbox"/> 2 | Wheel Barrows |
| <input type="checkbox"/> 2 | Rakes |
| <input type="checkbox"/> 2 | Brooms |
| <input type="checkbox"/> 2 | Scoop shovels |
| <input type="checkbox"/> 1 | Propane w/torch |
| <input type="checkbox"/> 1 | Dummy |
| <input type="checkbox"/> | Food and water w Ice chests |
| <input type="checkbox"/> 1 | Bale of Hay |
| <input type="checkbox"/> 2 | Folding Tables |
| <input type="checkbox"/> 1 | A-Frame Display Board |
| <input type="checkbox"/> 1 | Mobile Air Unit - Gold Ridge Fire to provide |

4. Materials List Approved by: Signature: _____	5. Materials Secured by: Signature: _____
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[illegible]



Appendix 20

Draeger Live Burn Training

Appendix 20

Public Safety Training Center Live Fire Training Log

[illegible]



Appendix 21

Cal Fire Contract for Wildland Fire Academy (Fire 206)

MASTER AGREEMENT BETWEEN
Santa Rosa Junior College District
AND
The South Lake County Fire Protection District

This AGREEMENT is made and entered into by and between the Sonoma County Junior College District (hereinafter referred to as DISTRICT) and the South Lake County Fire Protection District (hereinafter referred to as AGENCY), for the purpose of outlining the responsibilities of each party as they relate to providing affiliated educational courses for the Agency. DISTRICT & AGENCY agree as follows:

I. RESPONSIBILITIES OF THE DISTRICT

- A. DISTRICT shall offer approved educational courses through its various programs to meet the needs of the AGENCY.
- B. DISTRICT shall provide a coordinator to work with the AGENCY. Said coordinator shall act as the AGENCY co-director for all DISTRICT-affiliated educational courses. Under no circumstances, however, shall the coordinator have authority over the remaining operations of the AGENCY, including, but not limited to, personnel issues concerning AGENCY representatives, operational budget, or the use, maintenance or scheduling of AGENCY facilities.
- C. DISTRICT will ensure that ancillary and support services are provided for the students (e.g. Counseling and Guidance, Placement Assistance).
- D. DISTRICT shall assist the AGENCY in registration and other support services to students in order to adequately manage and control its course offerings.
- E. DISTRICT shall approve of the selection of instructors and facilitators and evaluate the quality of instruction to ensure that it meets the needs of the students and the accreditation requirements of the DISTRICT.
- F. DISTRICT shall ensure that course offerings meet all appropriate State of California Code of Regulations Title 5 (hereinafter referred to as Title 5) and State of California Education Code (hereinafter referred to as Education Code) requirements.
- G. DISTRICT shall consult the AGENCY on any revisions to existing DISTRICT courses, initiation of new courses, or any other changes, in order to ensure the quality of educational services and to meet the needs of the AGENCY.
- H. DISTRICT will provide each student a copy of the course syllabus in keeping with the approved course outline.
- I. DISTRICT shall provide to the AGENCY classroom space and the use of its facilities, free of charge, for the delivery of instruction covered under the scope of this contract and on an as-needed, space-available basis for affiliated programs.
- J. DISTRICT has the primary right to control and direct the instructional activities of the instructor and shall demonstrate control and direction through such actions as providing the instructor of record an orientation, instructor's manual, Title 5 course outlines, curriculum materials, testing and grading procedures and any other materials and services it would provide its hourly instructors on campus.
- K. By signing this AGREEMENT, the DISTRICT certifies that it does not receive full compensation for direct education cost of the course from any public or private agency, individual or group.

II. RESPONSIBILITIES OF THE AGENCY

- A. AGENCY shall provide instructors, facilitators, equipment, materials, day-to-day management support, and all other related overhead necessary to conduct the DISTRICT's affiliated educational programs.
- B. AGENCY shall cooperate with the DISTRICT to ensure that all personnel, equipment, and materials used in carrying out its responsibilities under this contract conform to Education Code and Title 5 mandated standards governing instructional programs including minimum qualifications for instructors.
- C. AGENCY shall use the money received as compensation for services under this contract for educational and training related purposes as they relate to public safety courses.
- D. AGENCY shall assist the DISTRICT in collecting all enrollment fees associated with the class offerings under this contract.
- E. Records of student attendance and achievement shall be maintained by the AGENCY. The AGENCY will maintain the confidentiality of all student records. Should any request for disclosure of student record information be made to the AGENCY or to any AGENCY employee or representative of the AGENCY, that request shall immediately

be forwarded to the DISTRICT. Records will be open for review at all times by officials of the college and submitted on a schedule developed by the DISTRICT.

F. By signing this AGREEMENT, the AGENCY certifies that the instructional activity to be conducted will not be fully funded by other sources.

G. AGENCY will ensure that students enrolled under this AGREEMENT will be engaged in educational activities required of such students and shall be under the immediate supervision and control of qualified faculty of the DISTRICT as authorized by 5 CCR 58058(b) and as immediate supervision and control is defined in 5 CCR 58056.

III. THE EDUCATIONAL PROGRAM

A. The DISTRICT is responsible for the educational program that is the subject of this AGREEMENT.

B. Any instructor used for service under this AGREEMENT shall possess the minimum qualifications for instruction in the course and shall have any other applicable qualifications that are consistent with the teaching requirements of any similar course which is given by the DISTRICT. Such instructor shall teach the course in a manner consistent with the approved outline of record of this course if it is taught directly by the DISTRICT. The DISTRICT shall have the primary right to control and direct the activities of said instructor while he/she is performing services under this AGREEMENT.

C. Courses under this AGREEMENT will be held at facilities which are open to the public. Enrollment in said courses is available to all admitted limitations described in 5 CCR 58106. The DISTRICT's policy on open enrollment is published in its catalogue and class schedule as is information on whether courses covered by this AGREEMENT are offered for credit or are transferable. The DISTRICT's policy on nondiscrimination relates to the conduct of all courses under this AGREEMENT.

D. All courses under this AGREEMENT must have met any applicable approvals and standards, including any applicable approval by the Board of Trustees and the State Chancellor's Office.

E. The rules and regulations governing the withdrawal of students prior to completion of courses under this AGREEMENT shall be stated in the Santa Rosa Junior College catalog.

IV. PAYMENT FOR SERVICES

A. In consideration for the services provided hereunder, DISTRICT shall pay AGENCY: A maximum of \$9,491.02 (\$8,302.88 contract cost and \$1,188.14 administrative fee) for (2) two Wildland Fire Academy courses (Fire 206), (1) one delivered each semester to be conducted within the Firefighter I Academy.

B. DISTRICT shall pay the AGENCY upon submission of valid invoices.

C. Instructional hours are defined as those hours that are reported on the DISTRICT's CCFS-320, California Community Colleges Apportionment Attendance Reports, and are subject to audit by the DISTRICT's independent auditor and the California Community Colleges Chancellor's Office.

V. MISCELLANEOUS

A. If any of the provisions of this contract are found to be, or become contrary to State law or regulations or court decisions, DISTRICT and AGENCY agree that the contract shall be renegotiated as it relates to said provision, without affecting the balance or intent of this contract.

B. The DISTRICT agrees to indemnify and hold harmless the AGENCY and its authorized agents, officers, volunteers, and employees against any and all claims or actions arising solely from DISTRICT's acts, errors or omissions and for any cost or expense incurred by the AGENCY on account of any claim therefore arising out of or alleged to arise out of or in any way connected with the making or performance of this AGREEMENT.

C. The AGENCY agrees to indemnify and hold harmless the DISTRICT and its authorized agents, officers, volunteers, and employees against any and all claims or actions arising solely from AGENCY's acts, errors or omissions and for any cost or expense incurred by the DISTRICT on account of any claim therefore arising out of or alleged to arise out of or in any way connected with the making or performance of this AGREEMENT.

D. The term of this AGREEMENT shall run from October 1, 2019, and terminating June 30, 2020. Notwithstanding the foregoing, this contract may be terminated at any time, with or without cause, upon written notice given to the other party at least sixty (60) days prior to end of the term in which classes are currently in session. Notwithstanding the foregoing, this AGREEMENT may be terminated at any time by the DISTRICT, with or without cause, upon at least 60 days written notice given to the AGENCY. This AGREEMENT may be terminated by the AGENCY, with or without cause, effective at the end of the term in which classes are currently in session upon at least 60 days written

notice given to the DISTRICT. Neither the DISTRICT nor AGENCY shall cancel during any instructional session. Neither party shall incur any liability to the other by reason of such termination.

E. Specific Course(s)

COURSE TITLE & No: Wildland Fire Academy (Fire 206)

TOTAL COURSE HOURS: 70.00 hours

INSTRUCTOR: Gary Engen/Cody Parks

INSTRUCTOR OF RECORD: Ken Sebastiani

GRADING: Pass/No Pass

F. Course Dates:

2019: Oct 29 (orientation), Monday & Tuesday November 4th & 5th 8 AM-8 AM and 8 AM-5PM Wednesday-Friday, November 6th - 8th

2020: Orientation day TBD, Monday & Tuesday March 9th & 10th 8 AM-8 AM and 8 AM-5PM Wednesday-Friday, March 11th-13th.

Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, certified, postage prepaid to the following address:

DISTRICT: Sonoma County Junior College District
1501 Mendocino Ave.
Santa Rosa, CA 95401

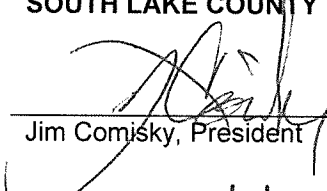
AGENCY: South Lake County Fire Protection District
ATTEN: Mike Wink
Box 1360 – 21095 Hwy 175
Middletown, CA 95461

SONOMA COUNTY JR COLLEGE DISTRICT

SOUTH LAKE COUNTY FIRE PROT. DISTRICT



Kate Jolley, VP Business Services



Jim Comisky, President

Date:

7/24/2020

Date:

5/1/20



Appendix 22

Instructor Qualifications

Ayers, John

Sonoma

jjamisonayers@yahoo.com

- Hazardous Materials First Responder Awareness Level
- Basic Pump Operations
- Fire Apparatus Driver/Operator 1B
- Confined Space Rescue Awareness
- Fire Apparatus Driver/Operator 1A
- Hazardous Materials First Responder Operational Level
- Fire Fighter 1 & 2 (Historically Recognized)
- Fire Fighter 1 Skills Evaluator
- Fire Fighter 2 Skills Evaluator

Bonfigli, Dean

Sonoma

dbonfigli@tiburonfire.org

- Basic Emergency Vehicles Operations
- Basic Pump Operations
- Fire Apparatus Driver/Operator 1B
- Fire Apparatus Driver/Operator 1A
- Fire Fighter 1 & 2 (Historically Recognized)

Bull, Daniel

Sonoma

dbull911@gmail.com

- Low Angle Rope Rescue Operational
- Trench Rescue
- Basic Emergency Vehicles Operations
- Fire Apparatus Driver/Operator 1B
- Fire Apparatus Driver/Operator 1A
- Hazardous Materials First Responder Operational Level
- Hazardous Materials First Responder Awareness Level
- Basic Pump Operations
- Confined Space Rescue Awareness
- Fire Fighter 1 & 2 (Historically Recognized)
- Fire Fighter 1 Skills Evaluator
- Fire Fighter 1 Lead Evaluator
- Vehicle Extrication
- Fire Fighter 2 Skills Evaluator
- Fire Fighter 2 Lead Evaluator

Caldwell, Bradley

Sonoma

brad.caldwell@fire.ca.gov

- Fire Apparatus Driver/Operator 1A
- Fire Fighter 1 Skills Evaluator

- Fire Fighter 1 Lead Evaluator
- S-290: Inter Wildland Fire Behavior
- S-212 Wildland Fire Chain Saws
- S-190 Intro to Wildland Fire Behavior
- S-130 Fire Fighter Training
- I-200
- Vehicle Extrication
- Hazardous Materials First Responder Operational Level
- Hazardous Materials First Responder Awareness Level
- Confined Space Rescue Awareness
- Animal Technical Rescue Awareness
- Basic Pump Operations
- Basic Emergency Vehicles Operations
- Fire Apparatus Driver/Operator 1B
- Fire Fighter 1 & 2 (Historically Recognized)
- Fire Fighter 2 Skills Evaluator
- Fire Fighter 2 Lead Evaluator

Campana, Anthony

Sonoma

acampana@santarosa.edu

- Fire Fighter 1 & 2 (Historically Recognized)
- Fire Fighter 1 Skills Evaluator
- Fire Fighter 2 Skills Evaluator

Cercos, Frank

Sonoma

fbcercos@yahoo.com

- Confined Space Rescue Technician (Senior)
- Hazardous Materials First Responder Awareness Level
- Hazardous Materials First Responder Operational Level
- Hazardous Materials Responder Operational, Decontamination
- Confined Space Rescue Awareness
- Company Officer 2D
- Trench Rescue Technician (Senior)
- Rescue Systems 2 (2010) (Senior)
- Trench Rescue
- Rescue Systems 1 (2010) Ropes/Low Angle Rescue (Senior)
- Rescue Systems 1 (2010) Heavy Objects/Breaking and Breaching (Senior)
- Rescue Systems 1 (2010) Ladder Rescue Systems (Senior)
- Low Angle Rope Rescue Operational
- Rescue Systems 1 (2010) (Senior)
- Rescue Systems 1 (2010) Emergency Building Shores (Senior)
- Fire Fighter 1 & 2 (Historically Recognized)
- Rescue Systems 2 (2010) (Primary)
- Confined Space Rescue Technician (Primary)

- Company Officer 2B (2014)
- Company Officer 2A (2014)

Collins, Randolph

Sonoma

rcollins1941@gmail.com

- Fire Investigation 1C (2017)
- Incident Management of High Rise Fires (2016)
- Fire Service Labor/Management Relations (2017)
- Chief Fire Officer 3A
- Chief Fire Officer 3B
- Chief Fire Officer 3C
- Fire Investigation 1A (2017)
- Fire Investigation 1B (2017)
- Fire Instructor 2C: Employing Audiovisual Aids (1989)
- Chief Fire Officer 3D
- Company Officer 2D
- Fire Fighter 1 & 2 (Historically Recognized)
- Fire Fighter 1 Lead Evaluator
- Fire Fighter 1 Skills Evaluator
- Incident Management of Major Fires (2015)
- Company Officer 2A (2014)
- Company Officer 2B (2014)
- Fire Inspector 1A (2010)
- Fire Inspector 1B (2010)
- Fire Inspector 1C (2010)
- Fire Inspector 1D (2010)
- Fire Inspector 2A: Fire Prevention Administration (2010)
- Fire Inspector 2B: Fire and Life Safety Requirements (2010)
- Fire Inspector 2C: Inspecting New & Existing Fire & Life Safety Systems (2010)
- Fire Inspector 2D: Hazardous Materials, Operations, and Processes (2010)
- Fire Fighter 2 Skills Evaluator
- Fire Fighter 2 Lead Evaluator

Collister, Linda

Sonoma

lcollister@comcast.net

- I-200
- Fire Investigation 1B (2017)
- Fire Investigation 1A (2017)
- Hazardous Materials Responder Operational, Decontamination
- Hazardous Materials First Responder Operational Level
- Hazardous Materials First Responder Awareness Level
- Fire Investigation 1C (2017)
- Fire Fighter 1 & 2 (Historically Recognized)
- Fire Fighter 1 Skills Evaluator

- Fire Inspector 2D: Hazardous Materials, Operations, and Processes (2010)
- Fire Inspector 2C: Inspecting New & Existing Fire & Life Safety Systems (2010)
- Fire Inspector 2B: Fire and Life Safety Requirements (2010)
- Fire Inspector 2A: Fire Prevention Administration (2010)
- Fire Inspector 1D (2010)
- Fire Inspector 1C (2010)
- Fire Inspector 1B (2010)
- Fire Inspector 1A (2010)
- Fire Fighter 2 Skills Evaluator

Davidson, Jeffrey

Marin

jdavidson3212@comcast.net

- Company Officer 2D
- Basic Emergency Vehicles Operations
- I-200
- I-300
- I-400
- Fire Control 2
- Fire Control 6
- Fire Control 7
- Fire Investigation 1A (2017)
- Fire Investigation 1B (2017)
- Fire Investigation 1C (2017)
- S-339AR Division/Group Supervisor ALL RISK
- S-339 Division/Group Supervisor
- Fire Fighter 1 & 2 (Historically Recognized)
- Fire Fighter 1 Skills Evaluator
- Fire Fighter 1 Lead Evaluator
- Company Officer 2A (2014)
- Company Officer 2B (2014)
- Company Officer 2C (2014)
- Company Officer 2E (2014)
- Fire Inspector 1A (2010)
- Fire Inspector 1B (2010)
- Fire Inspector 1C (2010)
- Fire Inspector 1D (2010)
- Vehicle Extrication
- Fire Fighter 2 Skills Evaluator
- Fire Fighter 2 Lead Evaluator
- AH-330 Strike Team/Task Force Leader All Hazards (2017)

Davis, Loren

Sonoma

ldavis@sonic.net

- Confined Space Rescue Awareness

- Fire Apparatus Driver/Operator 1B
- Fire Apparatus Driver/Operator 1A
- Basic Pump Operations
- Basic Emergency Vehicles Operations
- Fire Fighter 1 & 2 (Historically Recognized)
- Fire Fighter 1 Skills Evaluator
- Fire Control 3A (Primary)
- Fire Control 3B (Primary)
- Vehicle Extrication
- Fire Fighter 2 Skills Evaluator

Davis, Steven

Sonoma

sdavis51@sbcglobal.net

- S-231 Engine Boss - Single Resource
- S-339AR Division/Group Supervisor ALL RISK
- S-339 Division/Group Supervisor
- I-200
- I-300
- I-400
- Fire Fighter 1 Skills Evaluator
- Fire Fighter 1 Lead Evaluator
- S-404: Safety Officer
- S-215 Fire Operations in the Wildland Fire Behavior
- S-230 Crew Boss - Single Resource
- S-130 Fire Fighter Training
- S-190 Intro to Wildland Fire Behavior
- Company Officer 2D
- Fire Fighter 1 & 2 (Historically Recognized)
- Incident Management of Major Fires (2015)
- Company Officer 2E (2014)
- Company Officer 2B (2014)
- Company Officer 2A (2014)
- Fire Fighter 2 Skills Evaluator
- Fire Fighter 2 Lead Evaluator

Dueweke, Paula

Sonoma

pkdueweke@gmail.com

- Fire Investigation 1B (2017)
- Fire Investigation 1A (2017)
- Fire Investigation 1C (2017)
- Fire Fighter 1 & 2 (Historically Recognized)
- Fire Fighter 1 Skills Evaluator
- Fire Inspector 1D (2010)
- Fire Inspector 1C (2010)

- Fire Inspector 1B (2010)
- Fire Inspector 1A (2010)
- Company Officer 2C (2014)

Gaab, Barry

Sonoma

bgfire03@sbcglobal.net

- Basic Emergency Vehicles Operations
- Basic Pump Operations
- Fire Apparatus Driver/Operator 1A
- Fire Apparatus Driver/Operator 1B
- I-200
- I-300
- I-400
- Fire Control 6
- S-130 Fire Fighter Training
- S-131 Fire Fighting Training
- Tire Fire Prevention & Suppression
- Company Officer 2D
- S-404: Safety Officer
- S-190 Intro to Wildland Fire Behavior
- Fire Investigation 1A (2017)
- Fire Investigation 1B (2017)
- Trench Rescue
- Fire Investigation 1C (2017)
- Fire Fighter 1 & 2 (Historically Recognized)
- Fire Fighter 1 Skills Evaluator
- Company Officer 2E (2014)
- Company Officer 2A (2014)
- Vehicle Extrication
- Rescue Systems 1 (2010) Ropes/Low Angle Rescue (Primary)
- Rescue Systems 1 (2010) Ladder Rescue Systems (Primary)
- Rescue Systems 1 (2010) Heavy Objects/Breaking and Breaching (Primary)
- Rescue Systems 1 (2010) Emergency Building Shores (Primary)
- Company Officer 2B (2014)
- Fire Fighter 2 Skills Evaluator
- Confined Space Rescue Awareness
- AH-330 Strike Team/Task Force Leader “All Hazards” (2017)
- I-400 Advanced ICS (2019)
- I-300 Intermediate ICS (2019)

Girard, Nate

Sonoma

nategirard@hotmail.com

- Company Officer 2D
- Trench Rescue

- Fire Fighter Survival
- Low Angle Rope Rescue Operational
- S-230 Crew Boss - Single Resource
- S-231 Engine Boss - Single Resource
- S-190 Intro to Wildland Fire Behavior
- S-130 Fire Fighter Training
- S-131 Fire Fighting Training
- Fire Fighter 1 & 2 (Historically Recognized)
- Fire Control 3B (Primary)
- Fire Control 3B (Senior)
- Fire Fighter 1 Skills Evaluator
- Rescue Systems 1 (2010) Heavy Objects/Breaking and Breaching (Primary)
- Rescue Systems 1 (2010) Ropes/Low Angle Rescue (Primary)
- S-200 Initial Attack Incident Commander Type 4
- S-215 Fire Operations in the Wildland Fire Behavior
- S-270: Basic Air Operations
- S-290: Inter Wildland Fire Behavior
- Fire Fighter 2 Skills Evaluator

Grinnell, Sean

Sonoma

grinnellsean@gmail.com

- Basic Pump Operations
- Basic Emergency Vehicles Operations
- I-200
- Fire Control 2
- Fire Apparatus Driver/Operator 1A
- Fire Apparatus Driver/Operator 1B
- Company Officer 2D
- S-190 Intro to Wildland Fire Behavior
- Hazardous Materials First Responder Awareness Level
- Hazardous Materials First Responder Operational Level
- Hazardous Materials Responder Operational, Decontamination
- Fire Fighter 1 & 2 (Historically Recognized)
- Fire Fighter 1 Skills Evaluator
- Company Officer 2A (2014)
- Company Officer 2B (2014)
- Fire Fighter 2 Skills Evaluator

Gustafson, Matthew

Sonoma

mgustafson@windsorfpd.com

- Instructor 1
- Instructor 2
- Company Officer 2D
- Chief Fire Officer 3A

- Fire Apparatus Driver/Operator 1B
- Fire Apparatus Driver/Operator 1A
- Fire Control 1
- Basic Emergency Vehicles Operations
- Basic Pump Operations
- Fire Fighter 1 & 2 (Historically Recognized)
- Company Officer 2B (2014)
- Company Officer 2A (2014)
- Vehicle Extrication
- Fire Inspector 1B (2010)
- Fire Inspector 1A (2010)

Haines, Robin

Sonoma

pakadrm@yahoo.com

- Trench Rescue
- Confined Space Rescue Awareness
- Fire Fighter 1 Skills Evaluator
- Fire Fighter 1 & 2 (Historically Recognized)
- Confined Space Rescue Technician (Primary)
- Fire Fighter 2 Skills Evaluator

Hall, Darren

dmhall@sdcdd.edu

- Instructor 2
- Fire Apparatus Driver/Operator 1B
- Fire Apparatus Driver/Operator 1A
- Company Officer 2D
- Basic Pump Operations
- Basic Emergency Vehicles Operations
- Instructor 1
- Company Officer 2B (2014)
- Company Officer 2A (2014)

Kitchel, Wesley

Sonoma

wvkitchel@comcast.net

- Low Angle Rope Rescue Operational
- Trench Rescue
- Rescue Systems 1 (2010) Ladder Rescue Systems (Senior)
- Rescue Systems 1 (2010) Heavy Objects/Breaking and Breaching (Senior)
- Rescue Systems 1 (2010) Ropes/Low Angle Rescue (Senior)
- Trench Rescue Technician (Senior)
- Confined Space Rescue Technician (Senior)
- Company Officer 2D
- Rescue Systems 1 (2010) Emergency Building Shores (Senior)

- Rescue Systems 1 (2010) (Senior)
- Confined Space Rescue Awareness
- Fire Fighter 1 & 2 (Historically Recognized)
- Vehicle Extrication
- Confined Space Rescue Technician (Primary)

McNulty, Justin

Shasta

lieutenantrmcnulty@gmail.com

- Fire Fighter 1 & 2 (Historically Recognized)
- Fire Fighter 1 Skills Evaluator
- Fire Fighter 2 Skills Evaluator
- Vehicle Extrication

Montanye, Mack

Sonoma

mmontanye@ci.healdsburg.ca.us

- Company Officer 2D
- Hazardous Materials First Responder Awareness Level
- Fire Apparatus Driver/Operator 1B
- Fire Apparatus Driver/Operator 1A
- Low Angle Rope Rescue Operational
- Confined Space Rescue Awareness
- Basic Emergency Vehicles Operations
- Basic Pump Operations
- Trench Rescue
- Hazardous Materials First Responder Operational Level
- Fire Fighter 1 & 2 (Historically Recognized)
- Vehicle Extrication

Newsom, Curtis

Sonoma

newcurt@aol.com

- Ethical Leadership in the Classroom
- Company Officer 2D
- Instructor 2
- Instructor 1
- Techniques of Evaluation (2017)
- Chief Fire Officer 3A
- Company Officer 2B (2014)
- Company Officer 2A (2014)
- Fire Inspector 1A (2010)

Pena, David

Sonoma

dpena707@gmail.com

- S-190 Intro to Wildland Fire Behavior
- I-200
- Vehicle Extrication
- S-130 Fire Fighter Training
- Fire Fighter 1 & 2 (Historically Recognized)
- Fire Fighter 1 Skills Evaluator
- S-131 Fire Fighting Training
- Fire Fighter Survival
- Fire Fighter 2 Skills Evaluator

Piccinini, Jack

Sonoma

jpich@aol.com

- Fire Investigation 1A (2017)
- Fire Investigation 1B (2017)
- Fire Investigation 1C (2017)
- Company Officer 2D
- Fire Fighter 1 & 2 (Historically Recognized)
- Company Officer 2B (2014)
- Company Officer 2A (2014)

Rickert, Corinne

Sonoma

girlinflames@msn.com

- Fire Fighter 1 & 2 (Historically Recognized)
- Fire Fighter 1 Skills Evaluator
- Fire Fighter 2 Skills Evaluator

Romer, Mark

Placer

chiefromer@yahoo.com

- Ethical Leadership in the Classroom
- Fire Fighter 1 Lead Evaluator
- Fire Apparatus Driver/Operator 1B
- Fire Apparatus Driver/Operator 1A
- Company Officer 2D
- Techniques of Evaluation (2017)
- Group Dynamics and Problem Solving (2017)
- Employing Audiovisual Aids (2017)
- Instructor 3
- Volunteer Fire Service Management
- Tire Fire Prevention & Suppression
- Instructor 2
- Instructor 1
- Fire Fighter 1 & 2 (Historically Recognized)
- Fire Inspector 1B (2010)

- Fire Inspector 1A (2010)
- Company Officer 2B (2014)
- Company Officer 2A (2014)

Rosengren, Duane

Sonoma

mdrosengren@comcast.net

- Fire Fighter 1 Lead Evaluator
- Company Officer 2D
- Basic Emergency Vehicles Operations
- Confined Space Rescue Awareness
- Fire Control 1
- Fire Control 2
- Basic Pump Operations
- Fire Fighter 1 & 2 (Historically Recognized)
- Fire Fighter 1 Skills Evaluator
- Fire Control 3B (Primary)
- Fire Control 3A (Primary)
- Fire Fighter 2 Lead Evaluator
- Fire Fighter 2 Skills Evaluator

Schieber, Kurt

Sonoma

wogman4@aol.com

- Fire Fighter 1 & 2 (Historically Recognized)
- Fire Fighter 1 Skills Evaluator

Sebastiani, Ken

Sonoma

ksebastiani@santarosa.edu

- Group Dynamics and Problem Solving (2017)
- Company Officer 2D
- Instructor 1
- Instructor 3
- Chief Fire Officer 3D
- Chief Fire Officer 3A
- Chief Fire Officer 3C
- Instructor 2
- Incident Management of High Rise Fires (2016)
- Fire Service Labor/Management Relations (2017)
- Fire Fighter 1 & 2 (Historically Recognized)
- Incident Management of Major Fires (2015)
- Company Officer 2B (2014)
- Company Officer 2A (2014)
- Fire Fighter 1 Lead Evaluator
- Fire Fighter 2 Lead Evaluator

Simmons, Jason

Sonoma

plugmedic@sbcglobal.net

- Fire Fighter 1 & 2 (Historically Recognized)
- Fire Fighter 1 Skills Evaluator
- Fire Fighter 2 Skills Evaluator

Stefanac, Michael

mvstefanac@hotmail.com

- River & Flood Water Rescue
- Fire Apparatus Driver/Operator 1B
- Rescue Boat Operations
- Fire Fighter Survival
- Fire Apparatus Driver/Operator 1A
- Basic Emergency Vehicles Operations
- Basic Pump Operations
- Fire Control 3B (Primary)
- Fire Fighter 1 Skills Evaluator
- Fire Fighter 1 & 2 (Historically Recognized)
- Trench Rescue
- Rapid Intervention Crew Operations
- Fire Fighter 2 Skills Evaluator

Suter, Steve

normalsaline@mac.com

- Company Officer 2D
- Fire Fighter 1 & 2 (Historically Recognized)
- Company Officer 2A (2014)
- Company Officer 2B (2014)

Thompson, Kim

Sonoma

kthompson@santarosa.edu

- I-200
- I-300
- S-339AR Division/Group Supervisor ALL RISK
- S-339 Division/Group Supervisor
- Fire Fighter 1 & 2 (Historically Recognized)
- Fire Fighter 1 Lead Evaluator
- Fire Fighter 1 Skills Evaluator
- Company Officer 2E (2014)

Turbeville, Marshall

Sonoma

marshall.turbeville@fire.ca.gov

- Fire Control 2

- S-215 Fire Operations in the Wildland Fire Behavior
- S-244: Field Observer
- S-346: Situation Unit Leader (2008)
- S-390: Introduction to Wildland Fire Behavior Calculations
- S-339AR Division/Group Supervisor ALL RISK
- S-339 Division/Group Supervisor
- S-219 Firing Operations
- S-190 Intro to Wildland Fire Behavior
- I-400
- I-300
- Incident Safety Awareness for Hired Vendors (2017)
- Chief Fire Officer 3A
- Confined Space Rescue Awareness
- Hazardous Materials First Responder Awareness Level
- Hazardous Materials First Responder Operational Level
- I-200
- Fire Fighter 1 & 2 (Historically Recognized)
- Fire Fighter 1 Skills Evaluator
- Company Officer 2A (2014)
- Company Officer 2B (2014)
- Company Officer 2E (2014)
- Incident Management of Major Fires (2015)
- S-490: Advanced Wildland Fire Behavior Calculations
- S-290: Inter Wildland Fire Behavior
- S-270: Basic Air Operations
- CA-219: Wildland Firefighting - Firing Operations
- AH-330 Strike Team/Task Force Leader All Hazards (2017)



Appendix 23

Fire Academy Coordinator's Resume

KIM THOMPSON

707 484-7645

krcdf@aol.com

WORK EXPERIENCE

6/1/2012-Present

SRJC FIRE ACADEMY COORDINATOR

Coordinate FF1 Academy for SRJC. Schedule, monitor instruction, and test students to SFT FF1 and FF2 standards.

4/12/2012-Present

FIELD BATTALION CHIEF

Volunteer Shift Battalion Chief for three local government fire stations- Healdsburg, Cloverdale and Geyserville.

08/98-12/04/2011

FIELD BATTALION CHIEF-CAL FIRE

Manage two fire stations with 4 Type 3 engines, one dozer and 10 permanent personnel and 14 seasonal personnel. Emphasis on training, pre-fire engineering and education.

10/95-08/98

TRAINING BATTALION CHIEF-CAL FIRE

Manage a training program of 120 permanent employees, 165 seasonal employees and 220 volunteers. Directly supervise 4 training captains.

05/92-10/95

FIRE CAPTAIN (Training and Emergency Command Center)

Training captain and ECC operator. Updated Emergency Resource Directory, dispatching of emergency resources and recruitment of seasonal employees.

10/83-05/92

FIRE APPARATUS ENGINEER

Supervision of Sea Ranch Volunteer FD. Maintain apparatus and equipment. Perform LE-38 inspections, hydrant testing, pre-plans and Schedule A budget.

06/74-10/83

LT FAE, FIREFIGHTER I AND II

3 years as Firefighter I including one summer as a helitack crewman. 4 winters as a Firefighter II and 7 summers as a Limited Term Fire Apparatus Engineer.

EDUCATION

BS in Business Administration, CSU, Chico. May 1979.

AS degree in Forest Technology, SRJC June 1977.

SPECIAL ASSIGNMENTS

- Sonoma Ranger Unit Recruitment Coordinator (1986-1993)
- Region 1 8100 Handbook Rewrite Committee (1990-1992)
- CDFEA Statewide Health and Safety Chairperson (1990-1992)
- Developed Burn Victim Flow Chart (Governors 1991 Safety Award)
- FFI Training Cadre Leader (1993-1998)
- Safety Officer and Operations Section Chief ICT #6 (1997-2005)
- Cadre Leader Incident Management 2 (Coast Area 1997-2011)
- Statewide Cadre Leader Wildland Firefighter Safety and Survival (1999-2011)
- Cadre Leader ICS 200, 300 (Coast area 1999-2008)