

**IVC Fire Instructor Meeting – Tuesday, 3/23/2010  
10:30am**

Present:

Cpt. Alfredo Estrada	Cpt. Robert Malek	Laura Hartsock
Ed Wells (Briefly)		

Topics discussed

POST Coordinator:

1. Ed Wells met with Alfredo to discuss the merging of departments and any needs for the Fire programs. Alfredo submitted a mission statement for the fire programs and it will be incorporated with Ed’s mission statements for Public Safety. EMS was also included.

Accreditation:

2. Instructors stated that they are using the State’s skills check-off sheets in the Academy as these will eventually be required once the program gets accredited. They felt that the goal of the program is to have students meet Firefighter I certification status upon completion without having any of the skills pending. This was not the case with past classes.

Timesheets:

3. As a result of using the State’s skills sheets, additional staff was needed. Alfredo said he had to add more instructors to accommodate the skills and application of skills for the number of students. Saturdays are when skills days are scheduled. Instructors said they will collect the timesheets to make sure of any schedule changes.

Admission Criteria/Changes:

4. Merging the Academy into two didactic components was discussed. Instructors felt this would keep the program consistent with other State accredited programs and would look better for getting the program accredited. Robert said problems have occurred with re-entry students who do not want to retake courses. It was also noted that scheduling activities and lecture would be much easier. Discussed taking PE 100 and 104 out of the certificate and replacing it with a physical agility component like CPAT (Candidate Physical Ability Test). This would still be within guidelines of a Firefighter I certificate. Laura said this would require a major change in course outlines but it may be possible. Robert said the CPAT is a standardized physical exam test that fire departments are beginning to administer.
5. The Fire Technology core courses were discussed. Instructors felt these are not needed as prerequisites to the Academy.
6. Eliminating the entrance exam was discussed. Everyone agreed not to continue with the pre-entrance test as it was outdated.

7. Maintaining an alternate list was discussed. This can happen if enough students apply and are eligible.
8. Accepting 25 students was agreed upon.
9. Drug screening clearance was discussed. Instructors felt this is important and can be incorporated to the clearance process. Other clearance information will still be needed such as CPR, malpractice insurance, and physical/TB.
10. , students will take the entire program without trying to bypass sections they have already completed.

Advertisement/Marketing:

11. Bobby said he would like to advertise the program more to the community and attend career fairs and job fairs. Laura will send both the Applied Sciences IV Expo in April to attend.

Budget/Fees:

12. Discussed 2009-10 budget – Alfredo will get a total figure to Laura for what it costs to run the Academy. This would justify the College budget and show need for possibly hiring additional staff.
13. Discussed incorporating a materials fee – this was agreed upon for the use of the equipment – this can be added to the 2010-11 catalog.
14. With Perkins funds possibly available next year, Alfredo will submit a list of supplies/equipment to attach to the 2010-11 CTEA request that is due Friday, 3/26.
15. Discussed coordinator duties and how they are defined for payment. At this time, the coordinator budget will be reduced to offset the budget for instructors to finish in the black this Spring.

Schedules:

16. Discussed F10 schedules and changing Wednesday lectures to Friday. Classes can meet earlier on Fridays. This was preferred due to the weekend activity of the students. This will be looked at for F10.
17. Merging classes for F10 is too soon but will eventually be needed to meet accreditation standards.
18. Officer level courses were discussed for Fall. Choice courses were Fire 117, Auto Extrication, and Prevention 1A and 1B. Offering A through C classes on one semester on a monthly basis is key to meeting fire personnel needs.
19. Alfredo said he will look at State ratios, but currently schedules the # of instructors needed pending the activity, especially on Saturdays.

Other:

20. Instructors will look at requesting donations from industry as they have numerous contacts that offer assistance.
21. Instructors asked to refer students to their email addresses if they have questions or need advise about the Fire programs.