

Substantive Change Proposal

Additional Locations and Contracting for the Delivery of Programs

Public Safety Programs - Fire Academy and Police Academy

**Los Medanos College
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Pittsburg, CA 94565**

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Submitted by:

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Date: October 10, 2013

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Certification of the Substantive Change Proposal

DATE: October 7, 2013

TO: Accrediting Commission for Community Colleges and Junior Colleges
Western Association of Schools and Colleges

FROM: Los Medanos College

Los Medanos College requests approval for substantive changes in its two public safety academies:

- Fire Academy – Establishing an off-campus location where at least half the courses required for a career technical education certificate are offered.
- Police Academy – Establishing an off-campus location where at least half the courses required for a career technical education certificate are offered; and contracting for the delivery of the program with a non-regionally accredited organization.

This request documents that the College meets all of the Commission's requirements for the proposed changes.

Mr. Bob Kratochvil
President, Los Medanos College

Fire Academy

Proposed Change and Rationale

Brief Description of Change

This Substantive Change Proposal is to report that the Los Medanos College Fire Academy is now delivered and facilitated off-site at 2945 Treat Blvd., Concord, CA 94518. One locally approved College “Skills Certificate” in “Basic Fire Academy” can be completed 50 percent or more at this site.

Relationship to Institutional Mission

The LMC mission statement reads: “Los Medanos College is a public community college that provides quality educational opportunities for those within the changing and diverse communities it serves. By focusing on student learning and success as our first priorities, we aim to help students build their abilities and competencies as life-long learners. We create educational excellence through continually assessing our students’ learning and our performance as an institution. To that end, we commit our resources and design our policies and procedures to support this mission.”

<http://www.losmedanos.edu/aboutcollege/mission.asp>

Since learning and success are its first priorities, the college identified several goals to support its mission and strategic directions. The goals are:

- Goal 1: Improve the learning of students.
- Goal 2: Create an educational environment in which all people have a chance to fully develop their potential and achieve their educational goals.
- Goal 3: Offer high quality programs that meet the needs of students and the community.
- Goal 4: Ensure the fiscal well-being of the college.
- Goal 5: Enhance a culture of innovation, inclusiveness, and collaboration.
- Goal 6: Establish a culture of research and planning, implementing, assessing, and improving.

The Fire Academy program and services offered by LMC improve the learning of all fire students by offering state-of-the-art modes of delivery to meet their educational goals (goal 1). The College, in collaboration with Contra Costa County Fire Protection District, requests this change in order to improve and promote innovation and to incorporate new technology in fire training (goal 5). The College has revised training formats, developed new delivery methods and selected an excellent off-site facility to conduct this training, based on student need (goals 2 and 3). All training and methods utilized are in accordance with local and state fire agency guidelines and standards. The Fire Academy collaborates closely with LMC Fire Technology and EMS Advisory Board in order to research and

plan for improvements (goal 6). With the off-site location, LMC is able to offer this fire training program efficiently and effectively, in comparison to the costs incurred by many other community colleges (goal 4).

LMC is one of 26 community colleges in California that has been authorized and approved by the California State Fire Marshal (CSFM) to deliver Certificates of Completion to students who complete the Fire Academy training program.

The College does not have the training facilities, space capacity or equipment to host a fire academy on its main Pittsburg campus. For years, fire faculty looked for an off-site facility to host what has become a complex training program. Previously, local fire stations hosted training drills at various locations, which required students to constantly change training locations. This issue, along with equipment accessibility and parking problems, resulted in negative feedback from some academy students. It became apparent to College faculty and management that a more permanent solution to provide for an on-going, quality training facility was needed.

It was also becoming more evident that local and state fire training standards were difficult for students to achieve using the limited training experience at local fire stations. Therefore, after doing research and considering alternatives, Los Medanos College entered into an agreement with Contra Costa County Fire for use of its training facility in Concord (13 miles southwest of the main campus in Pittsburg). Offering the academy at the Concord location has resulted in improved student success. (*Appendix A*)

Rationale for the Change

The Fire Academy is an integral part of LMC's curriculum, providing a hands-on approach to student learning. The 15-unit academy produces learner success through innovative, interactive teaching, learning and technology. To this end, curriculum and student services are regularly reviewed and improved. Both previous instructors and fire students had requested use of the more permanent site in Concord in central Contra Costa County. At this location, training can now be conducted in a more effective and consistent manner, at no additional cost to the college.

LMC is the only community college in Contra Costa County to offer a program in fire – Fire Technology which serves as a foundation for the Basic Fire Academy. The College strives to meet the needs of the diverse community, including those who find it difficult or impossible to travel to east Contra Costa County to the LMC campus in Pittsburg. Many Fire Academy students live outside East County, so a more central location is helpful.

To improve or expand the facilities and provide equipment at the LMC campus in order to host the Fire Academy would be very expensive, especially at a time the state has been facing severe fiscal constraints. Space would have needed to be set aside and dedicated for the sole purpose of delivering a standard fire academy. LMC would have needed to develop large areas for the safe movement and placement of large fire apparatus; several mock up buildings would have been needed in order to accommodate interior training; and multiple training props would need to have been purchased and installed. A

flammable liquid space would be needed to be provided for safe delivery of flammable and combustible liquids training, as well as a multi-story drill tower for simulation and training. College and program leaders concluded that these many factors made creation of an on-campus facility impractical.

In 2007, the Fire/EMS Department, working with its advisory board (*Appendix D*), reviewed the California State Fire Marshal's Firefighter I Training Program Standards, which is the state approved curriculum of LMC's Basic Fire Academy. As part of the program development, it was determined by the faculty and advisory group that a central facility capable of handling all the activities was required. The Fire Academy is completed as one 15-unit course; approximately 90 percent of which is completed in the off-site facility.

In order to provide these students with seamless support, the College provides services face-to-face at the Pittsburg campus and on-line. Counseling, Financial Aid and other student services are maintained through personal contact, email, telephone, face-to-face meetings (groups or individuals) and other methods.

Planning Process

In 2007, LMC formed an advisory committee through the Contra Costa County Fire Training Officers Association. The committee was charged with aiding LMC in finding and evaluating alternate locations for hosting future fire academies. The committee prepared a list of facility requirements, based on state Fire Marshal's standards that would provide for suitable training site. The group concluded that student learning outcomes would be improved with use of a more modern, permanent facility.

Local fire agencies were then visited looking for a facility that would meet all the needs that had been identified by the advisory committee. During summer 2007, LMC representatives met to discuss the options proposed by the Fire Advisory Committee. Most of the potential facilities considered were either too far from the main campus or had limited access and parking issues. All group members concluded that the Contra Costa County Fire Training Center in Concord provided the most suitable site to conduct future fire academies.

Institutional Approvals

The Basic Fire Academy program is a 15 unit course (FIRE 120). It is approved by the College's Curriculum Committee as a "Skills Certificate". The curriculum is based on the California State Fire Marshal's Firefighter I Training Program.

The agreement to use the training facility has been approved by the Contra Costa County Fire Protection District and the Governing Board of the Contra Costa Community College District. The current agreement – covering the period from July 2013 through June 2015 – was approved by the CCCC Board at its March 2013 meeting (*Appendix E*).

Police Academy

Proposed Change and Rationale

Brief Description of Change

This Substantive Change Proposal is to report the establishment of an additional location geographically apart from the main campus at which Los Medanos College offers law enforcement academy certificates to students. Three Certificates of Achievement – Basic Law Enforcement Academy, Intensive; Basic Law Enforcement Academy, Intermediate; and Basic Law Enforcement Academy, Advanced – and one locally-approved Skills Certificate are offered at the off-site location in downtown Pittsburg at 340 Marina Boulevard, at the Law Enforcement Training Center.

Additionally, the proposal is to report the contracting for the delivery of these programs in the name of the institution with a non-regionally accredited organization - namely, Contra Costa County on behalf of the Contra Costa County Office of the Sheriff.

Relationship to Institutional Mission

The college mission statement states: “Los Medanos College is a public community college that provides quality educational opportunities for those within the changing and diverse communities it serves. By focusing on student learning and success as our first priorities, we aim to help students build their abilities and competencies as life-long learners. We create educational excellence through continually assessing our students’ learning and our performance as an institution. To that end, we commit our resources and design our policies and procedures to support this mission.”

(<http://www.losmedanos.edu/aboutcollege/mission.asp>)

Keeping learning and success as its first priorities, the college identified several goals to support its mission and strategic directions. The Los Medanos College Ten Year Educational Master Plan goals include:

- Goal 1: Improve the learning of students.
- Goal 2: Create an educational environment in which all people have a chance to fully develop their potential and achieve their educational goals.
- Goal 3: Offer high quality programs that meet the needs of students and the community.
- Goal 4: Ensure the fiscal well-being of the college.
- Goal 5: Enhance a culture of innovation, inclusiveness, and collaboration.
- Goal 6: Establish a culture of research and planning, implementing, assessing, and improving.

Moving the Regular Basic Academy programs from the LMC campus to the Law Enforcement Training Center, supported by an Instructional Services Agreement with the Contra Costa County Office of the Sheriff, is consistent with the mission and goals of the College. The change reflects the College's commitment to continuous assessment and program improvement that is necessary to maintain and/or improve the quality of education provided to the communities LMC serves.

Rationale for the Change

Any person seeking a career as a sworn peace officer in the State of California must successfully complete a Commission on Peace Officer Standards and Training (POST) Regular Basic Course program. There are approximately 40 POST-certified Regular Basic Course presenters (police academies) in California. The state certifies the academies based on regional needs. The Bay Area is one of the largest metropolitan areas in the state and, as such, has a strong need for Regular Basic Course presenters to meet the demands of its law enforcement agencies. To this end, the rationale for the change is to utilize existing local resources that have the space and capacity to accommodate the demand for law enforcement training. Los Medanos College recognizes the value of shared resources as a prudent use of public space, but also to provide relevance and rigor to the program by aligning closely with the industry and ultimately end user: the employer.

The demand for LMC's Regular Basic Course is not limited to law enforcement agencies within the region. The program serves law enforcement agencies throughout Northern California. Those agencies may choose to recruit new hires from any certified Regular Basic Course in the state, and many choose to recruit from the LMC program over those in their immediate region. This speaks to the quality of education that LMC students are receiving in the program, which exceeds the minimum training standards established by POST.

The Regular Basic Academy, intensive format program, is a 26-week course and is typically offered twice each year. Projected enrollment each year is 120 students; approximately 90-100 completers are anticipated each year. The extended format program which leads to the intermediate and advanced certificates as shown below are offered once per year with projected enrollments of 20 – 30 students per course.

Similar to many law enforcement basic academies in California, the Los Medanos College academy is now represented in partnership with the local Office of the Sheriff. The Contra Costa County Law Enforcement Training Center (LETC) is located in downtown Pittsburg, approximately four miles north of the LMC main campus (*Appendix F*). Instructional services are provided by an agreement between Contra Costa County on behalf of the Office of the Sheriff and the Contra Costa Community College District on behalf of Los Medanos College (*Appendix I*). The agreement is authorized by Education Code section 78015, and Title 5, California Code of Regulations, sections 51006, 53410, 55002, 55005, 55230-55232, 55805.5, 58051.5, 58055, 58056, 58058 and 58102-58106 and permits employees of the County Sheriff's Office who meet the California Chancellor's Office Minimum Qualification guidelines to be hired by the College to provide training and instruction in the area of Administration of Justice to students

enrolled in the college. The agreement adheres to all the “Guidelines for Good Practice in Contracting with Non-Regionally Accredited Organizations” listed in the ACCJC “Policy on Contractual Relationships with Non-Regionally Accredited Organizations”.

The Contra Costa County Office of the Sheriff has hired 218 sworn peace officers during the past two years. Most of these individuals are hired before they have completed a Regular Basic Course; they are subsequently sent through LMC’s Regular Basic Course Program. The employment projections for the next two to five years are about the same, meaning roughly 100 new peace officers will be hired each year. The Office of the Sheriff’s personnel unit estimates about 80 percent of those new hires will need to attend the regular Basic Course. The remaining 20 percent will have already completed their training through the LMC program or elsewhere.

Other law enforcement agencies also send students to the LMC program, or hire the “non-affiliated” students who successfully complete the program. Non-affiliated students are those who attend the Basic Law Enforcement Academy on their own prior to be hired by any law enforcement agency. During the last two years, approximately 50 percent of the program’s non-affiliated graduates have gained employment as peace officers.

As previously noted, the Contra Costa County Office of the Sheriff is the primary source of students for the program - however, these are open enrollment courses and attract general students, including returning veterans, seeking employment in the field of law enforcement. The Office of the Sheriff provides all of the staffing, equipment and facilities utilized in the program. The Office of the Sheriff maintains certification through POST, which supports the inclusion of non-affiliated students.

Description of the Program to be Offered

LMC’s Basic Law Enforcement Academy is certified through the State Commission on Peace Officer Standards and Training (POST) as part of the Regular Basic Course program. The academy program is the requisite first educational step for persons who wish to become peace officers (as defined by sections 830.1 through 830.33 in the California Penal Code) in the state of California. Students, who have been hired provisionally by a law enforcement agency, as well as those who have not, enroll in the class.

POST describes the mission of the program as follows:

The primary goal of basic training is to prepare students mentally, morally, emotionally and physically to enter and successfully complete the Field Training Officer (FTO) program.

To accomplish this, the program teaches curriculum designed to develop the following competencies in the student:

- Police Vehicle Operation
- Conflict Resolution
- Use of Force
- Local Procedures

- Leadership
- Problem Solving/Decision Making
- Legal Authority/Individual Rights
- Officer Safety
- Communication
- Ethics
- Stress Tolerance and Emotional Maturity

In order to accommodate different student needs, the basic law enforcement academy is offered in an intensive format (full-time, 40 hours per week) and in an extended format (evenings and weekends).

Law Enforcement Academy Certificate of Achievement Requirements:

Basic Law Enforcement Academy Intensive (25 units)

Required course:

ADJUS-005 Basic Law Enforcement Academy (25 units)

Basic Law Enforcement Academy Intermediate (15 units)

Required courses:

ADJUS-001 Basic Law Enforcement Academy – Beginning (6 units)

ADJUS-002 Basic Law Enforcement Academy – Intermediate (9 units)

Basic Law Enforcement Academy – Advanced (29 units)

Required courses:

ADJUS-001 Basic Law Enforcement Academy – Beginning (6 units)

ADJUS-002 Basic Law Enforcement Academy – Intermediate (9 units)

ADJUS-003 Basic Law Enforcement Academy – Advanced (14 units)

Certificate of Achievement in Basic Law Enforcement Academy – Intensive is a 25-unit program designed for persons seeking full-time employment in law enforcement and for those who have been recently hired by a local law enforcement agency. It is certified by the California Commission on Peace Officer Standards and Training (POST) and is presented in the intensive full-time format consisting of 1,020 hours of instruction delivered over 26 weeks (*Appendix H-4*).

Certificate of Achievement in Basic Law Enforcement Academy – Intermediate is a 15-unit program for persons wishing to apply as a **Level II Reserve** with a participating law enforcement agency or upon completion apply as a full-time regular law enforcement officer with a participating law enforcement agency. The courses in the program are certified by the California Commission on Peace Officer Standards and Training (POST) and are presented in the extended (evenings and weekends) format (*Appendices H-1 and H-2*).

Certificate of Achievement in Basic Law Enforcement Academy – Advanced is a 29-unit program for persons wishing to apply as a **Level I Reserve** police officer or apply as a full-time regular law enforcement officer with a participating law enforcement agency. The courses that make up this program are certified by the California Commission on Peace Officer Standards and Training (POST) and are presented in the extended (evenings and weekends) format (*Appendices H-1, H-2 and H-3*).

Upon successful completion of the program, the student is prepared to pursue further professional development as a peace officer.

In addition to the college-issued Certificate of Achievement, completion of these programs qualifies the student to receive a POST certificate of completion. The Regular Basic Course minimum training and testing specifications are prescribed by the Commission on Peace Officer Standards and Training. The certificate is issued by the Contra Costa County Office of the Sheriff Law Enforcement Training Center, and is assigned a unique course control number issued by POST. The certificate remains valid during the student's time of employment, or for up to three years of non-employment as a peace officer in California.

Students are provided all learning resources needed for successful completion of each course. Materials provided are:

POST Learning Domain Workbooks - California POST

California Penal Code - published by Lexus-Nexus

California Vehicle Code - published by Lexus-Nexus

California Hazardous Materials Guidebook – published by the US Department of Transportation.

Planning Process

After many years of running the Police Academy on campus, LMC and the Sheriff's Office worked together to plan and implement the contract/off-campus model. The change is consistent with the College mission in that continuous assessment and program improvement are necessary to maintain quality educational programs for the diverse students and communities that LMC serves. Law enforcement in Contra Costa County strives to deliver high quality services in every aspect, including training. The on-going evaluation of basic law enforcement training and the need for program improvement led the Office of the Sheriff to propose the off-site contract model to the College.

The proposed change related directly to LMC's Ten Year Educational Master Plan, particularly three goals:

- Goal 4: Ensure the fiscal well-being of the college.
- Goal 5: Enhance a culture of innovation, inclusiveness and collaboration.
- Goal 6: Establish a culture of research and planning, implementing, assessing and improving.

The infrastructure required to conduct and support a POST-certified Regular Basic Course is one of the most extensive and expensive of all programs listed in the College Catalog. Collaboration with local law enforcement agencies is crucial to successful training, and the more local agencies that are included, the stronger a program is. The change described in this application is the result of quality research and planning by the College and county law enforcement agencies including consultant input in order to provide improved educational services.

The College's continuous assessment of needs and resources takes place based on its relationship with the college's Administration of Justice Advisory Committee and with the Office of the Sheriff. The Sheriff is affiliated with the Contra Costa County Police Chiefs Association and its members in an advisory capacity (*Appendices J and K*). The police chiefs meet monthly to discuss proposed changes in state curriculum, testing, and POST regulations that have an impact on their current and future employees. Feedback is solicited related to the training program and work is done to coordinate and share resources.

The Chiefs Association represents the single largest group of employers in the region. LMC's relationship with the group is vital for the success of the program and students. The Chiefs Association membership who supported the change to the off-site, contract model is included in appendix J. In addition to the Contra Costa County Police Chiefs Association, the Sheriff is part of the statewide Commission on Peace Officer Standards and Training Academy Directors and Coordinators Consortium. The Consortium consists of Directors and Coordinators from all 40 POST-certified Regular Basic Course presenters in the State, as well as members of POST assigned to the Basic Training Bureau. Academy managers meet three times each year to receive updates on curriculum, regulations and legislation affecting the Regular Basic Course.

The College uses its relationship with the Sheriff to conduct constant assessment of needs and resources related to conducting successful and effective law enforcement academy courses. These communications informed the discussions that led to the decision to move the academy off-site and have it delivered via an Instructional Service Agreement with the Office of the Sheriff.

The primary effect of the change has been the migration of instructional activities from the LMC campus to the Law Enforcement Training Center in downtown Pittsburg, approximately four miles from the campus. The classrooms, lockers, gym, automobiles, training props, et cetera have been purchased and maintained by the Sheriff. Additionally, academy instructors will no longer be full-time or adjunct college faculty, but instead will be "gratuitous" employees of the college, and hired by the Sheriff with the approval of the college and provided wages and benefits by the Sheriff. The faculty will continue to meet the Chancellor's Office Minimum Qualifications. There is no change in the College's relationship with the students. All on-campus services and facilities continue to be available to academy students.

Law Enforcement Academy students meet for one full day for Orientation approximately one week prior to the start of each academy. LMC's Academy Manager and a representative from college Admissions and Records conduct a comprehensive orientation to college programs and services such as counseling, tutoring, library services, career services and transfer. Students are provided a Student Handbook outlining all aspects of available programs and services available online and at the college campus, and are encouraged to take advantage of the vast resources available to them.

All parties including college faculty, managers and law enforcement representatives agreed that moving the academy from the college campus to the newly constructed law enforcement training center would benefit student success due to the closer alignment of industry experts, POST learning domains and the aspiring law enforcement student body. The many months of planning and preparation by key college and law enforcement personnel led to a successful transition that, coupled with regular course assessment and annual review of the Instructional Services Agreement, continues to serve students and the community. The change is also financially beneficial for LMC.

Institutional Approvals

LMC's Administration of Justice degree and certificates have been approved by the Chancellor's Office of the California Community Colleges. In addition, the Police Academy programs and courses have been approved by the college's Curriculum Committee. The Instructional Services Agreement (*Appendix I*) between the Contra Costa Community College District and Contra Costa County (Office of the Sheriff) has been approved by the appropriate authority in both entities.

Institutional Resources for Law Enforcement & Fire Academy:

Evidence of Adequate and Accessible Student Support Services

Students enrolled in the Fire Academy are provided with a pre-instruction orientation by the academy administrator. During the orientation, a representative from student services is on hand to answer specific questions related to the services of the college and guide students through the sections of the college catalog related to services of the college. This orientation is conducted at the main campus location, where students can easily be referred to campus services.

In addition to a formal orientation to the program, the first two weeks of instruction of the Fire Academy is conducted at the main campus. This provides an opportunity for students to become familiar with the larger college environment and campus services. Furthermore, the Basic Fire Academy (FIRE 120) is a capstone program, with most students having completed the introductory Fire Technology courses at Los Medanos College before beginning the Fire Academy, so students would be familiar with services offered.

Similar to the Fire Academy, the Police Academy provides a comprehensive program orientation prior to instruction. Although held off site from the main campus, a senior student services representative and the College's academy administrator are present at the orientation to assist students with information about the comprehensive student services offered online and at the Los Medanos College campus.

In both the law enforcement and fire academies, students are provided with information regarding registration, financial aid, assessment and counseling services, disabled students services, parking information, college life and similar services aimed at student success. In addition, student services are available online for offsite students include admissions, registration, FAFSA, parking permit purchases, and assessment appointments. Students may also prepare for the assessment tests (English and math) using the online study guides. The orientation for new students may also be completed online in a self-paced format. Once the orientation is complete, the student may make an appointment with a counselor. E-advising services include answering questions about classes and programs, transferability for LMC courses, prerequisites and co-requisites, course content, college procedures and academic policies, and admission and registration information.

The Counseling Department offers an *e-advising link*, with remote access to the following services:

- Information regarding LMC classes, programs and services
- Transferability and articulation agreements for LMC courses
- General academic advisement
- Prerequisites, co-requisites, and course content
- General education options
- Referrals to campus and community resources
- College procedures and academic policies

- Admission and registration information

Students who use the e-advising link are promised a response within three business days. The link: <http://www.losmedanos.edu/studentervices/counseling/online.asp>

Phone advising is also available, by appointment only, for the following counseling services:

- Transcript evaluation
- Verification of graduation, certificate, or transfer eligibility
- Grade review
- Education plans
- Review of placement test scores or grades
- Personal and/or career counseling

Accessibility

The Disabled Students Programs & Services (DSP&S) web page (<http://www.losmedanos.edu/dsps/default.asp>) includes helpful links to information about: applying for DSP&S services, assessment (diagnostic testing), student accommodations, alternate media (including the request form), specialized instruction for disabled students (taught by DSP&S specialists), and the testing center location. The DSPS Application for Services as well as the Disability Verification/Authorization to Release Information are available online at <http://www.losmedanos.edu/dsps/forms.asp>. In addition, the DSP&S Student and Faculty Handbooks have recently been made available in electronic format, accessible on the DSP&S web page or on the faculty shared drive.

Services and accommodations provided by DSP&S include priority registration, alternative testing, adaptive computer technology and training, sign language interpreters, hearing amplification, audio and Braille textbooks, lecture note takers and readers. Students with disabilities may contact DSP&S staff via email and arrange for online testing accommodations. Assistive software is located in computer labs throughout the LMC main campus and at the Brentwood Center. Training on assistive software is done in the library on the second floor; students have access to these computers any time the library is open.

In addition, Learning Skills 70 course is an introduction to adaptive computer technology for students with disabilities, which is offered by DSP&S. The syllabus and description for this course are listed on the DSP&S web page:

<http://www.losmedanos.edu/dsps/courseessyllabi.asp>

Online instructors are provided with helpful tools, information, and professional development that address accessibility in online courses. The DSP&S specialists conduct training for faculty. DSP&S specialists do one-on-one training with faculty, as well as attend department meetings and assist faculty with creating accessible documents and multi-media resources. Accessibility information is also included in flex activities (in-service training) for web design and online instruction.

A web accessibility checklist is available on the LMC website under “Web Support” (<http://www.losmedanos.edu/marketing/docs/checklist.asp>). Recognizing that usability is a contributing factor in a truly accessible website, the LMC website was redesigned in 2010, incorporating feedback from various target audiences. For more information, see: <http://www.losmedanos.edu/marketing/usability.asp>.

Admissions and Records

From their first inquiry about enrolling in LMC classes through graduation and beyond, Admissions provides the ability for online and off-campus students to gather information, complete the registration process, monitor their progress, and order transcripts electronically. The college catalog is available online, as well as a searchable schedule of courses. Forms are available online and may be accessed through the Admissions and Records web page: <http://www.losmedanos.edu/admissions/forms.asp>. Information regarding policies (registration, late additions, dropping a course(s) and withdrawals) is also available online.

Students may apply for graduation and order official transcripts online. The ability to request and pay for official transcripts online, via WebAdvisor, is a collaborative effort district wide. Upon ordering the transcript, students are able to view the status of their order and receive immediate feedback about any holds. This service offers convenience and flexibility to students looking for a quick and reliable method to order transcripts.

Delivery of Course Material

Books and other required materials are available for online purchase through the LMC Bookstore website. In addition, for library reserves, faculty can work with library staff to set up links to articles available through college periodical databases and they can link to e-books owned by the library.

Financial Aid

The Financial Aid Office (FAO) has made the Board of Governors Fee Waiver application available for students online via CCCApply.org. Students can submit the application at their convenience – processing takes approximately 48 hours.

Other online services developed by FAO include maintaining a presence on social networking sites such as Facebook and Twitter. FAO employees are able to communicate on a regular basis to over 2,000 “friends” through these various social media sites about important dates, financial aid opportunities, and campus and office news. Students also receive information through their InSite Portal email regarding updates and deadlines concerning financial aid status.

Additionally, the FAO offers YouTube video tutorials to help students navigate the financial aid process and complete various forms, such as the FAFSA.

Career Center Services

The Career Center web page offers a wealth of online resources for students seeking information about particular careers and/or applying for jobs. Online assessment tools, such as *Eureka*, are available to students to help them assess career choices and learn about training opportunities. Links to online resources provide access to information

about career and major exploration, resume writing, interviewing, specific industries and job openings. Students may schedule an appointment online with a Career Center staff member and ask questions via the telephone or online contact form.

Employment Services

LMC Students may access the College Central Network Services website to search campus and off-site job openings using the following link:

<http://www.collegecentral.com/losmedanos/>. In addition, the system hosts a portfolio feature for various majors where students can upload and save important documents, photos, videos, and transcripts for employers to view. The site also contains career advice videos that focus on appropriate interview attire, responses to key interview questions, and tips on resume writing. Students, alumni, employers, and the community can access these services.

Reading and Writing Consultants

The Center for Academic Support (<http://www.losmedanos.edu/core/>) offers students one-on-one assistance with reading and writing assignments in person in Brentwood and Pittsburg, as well as online. Students may submit drafts to writing consultants using the online form or send the draft as an email attachment. Generally, consultants will provide feedback within two business days.

Cooperative Work Experience Education (CWEE)

CWEE provides an automated software system that allows students to complete their application online. As part of the application process, students can choose which orientation date and time they prefer. The CWEE Student Handbook is available in electronic format; it includes information about developing objectives as well as due dates for work to be completed. Instructor resources are also available online through the CWEE web page. <http://www.losmedanos.edu/cwee/resources.asp>

Assessment

The Assessment Center provides students with the opportunity to schedule appointments online for placement testing. Study guides are available online, as well as a link to download the Accuplacer Study App for the iPhone.

In addition, LMC has a program to help students whose primary language is Spanish with an online placement test in Spanish. Participants receive e-mail notification informing them of which course at LMC best fits their proficiency level.

International Students

International students may complete an online orientation that allows them to acquire critical information about LMC prior to entering the United States. Completing the orientation also allows students to enroll in classes at LMC prior to entering the United States. The International Students web page <http://www.losmedanos.edu/inted/> includes descriptive information about the LMC campus environment as well as updates on important deadlines, information about transferring, announcements, etc.

Other services – Communication with Students

Online and off-site students at LMC receive timely information about deadlines, campus events, and student services in a variety of ways. Website banners highlight important information, and critical information may be entered as a pop-up on the InSite portal. A monthly e-newsletter is sent to all students with relevant information as well as feature articles. The student newspaper is available online at: <http://lmcexperience.com>. By providing the newspaper electronically, multi-media content such as videos are also included.

Tutorials on various topics, from general interest to technical tutorials, are posted to the LMC YouTube site as web videos <http://www.youtube.com/losmedanoscollege>. Developing useful videos is an ongoing process.

Library Services

The LMC Library supports student learning and success by providing materials, services and instruction to all students, staff and faculty, regardless of location. Fire and Police Academy students have access to on-campus library resources and services and/or remote access to 72,500 electronic books and 53 electronic databases, which include access to thousands of full-text journals and newspapers. The electronic resources can be accessed 24 hours a day, seven days a week, by all students, faculty and staff from anywhere with Internet access. All electronic search tools and collections can be accessed through the library's "electronic resources" webpage. The page is designed to help users choose the appropriate search tool for their need, whether by type of information or topic of information. LMC librarians are also available to assist with research needs, either in person or electronically.

Evidence of Sufficient and Qualified Faculty, Management and Support Staffing

Faculty

Faculty in the Fire and Police academies are hired based on the Chancellor's Office Minimum Qualifications. Faculty must have either an Associate Degree with 6 years of related experience or a Bachelor's Degree with two years of related experience. The Fire Academy also uses professional experts to assist the instructor of record during drills and to bring in special field expertise.

The Sheriff's Office provides at least one instructor who meets minimum qualifications for each course. Instructors are selected in collaboration with College personnel. All instructional training is conducted by instructors who meet the criteria established by the California Community College Board of Governors for occupational/vocational instructors. Calif. Code of Regulations, Title 5, Section 53410. Instructor qualifications are included as attachments to each agreement.

Faculty participate in professional development activities offered by the college as well as by the local, state and federal agencies. Faculty are evaluated using the same standards and forms as are used for courses on campus.

Management

The Dean of Career Technical Education and Social Science is the academic manager who oversees the Fire Academy and the Police Academy as well as the on-campus Fire Technology, Emergency Medical Services, and Administration of Justice programs. The Department Chair for Fire and EMS closely monitors the operations of the Fire Academy and is onsite every week, in addition to teaching in the Fire Academy. The Manager of Special Programs has been overseeing the daily operations of the Police Academy and reports to the Dean mentioned above.

LMC's Fire Academy programs was last accredited by the California State Fire Marshall (CSFM) and is currently in good standing with CSFM. Accreditation from the CSFM required a comprehensive self-study of the Fire Academy Program, along with a site visit of industry professionals and fire service educators. The findings of the report were favorable and the Los Medanos Fire Academy was accredited as a CSFM accredited Firefighter 1 academy.

Equipment and Facilities

The Fire Academy is conducted at the Contra Costa County Fire Training Center (*Appendix A*) which occupies 12 acres in Concord. The site is centrally located in the College District, with good freeway and main arterial road access. At the site, training occurs for fire-rescue service standards, emergency response demands, and career development needs. The Center is divided into four sections - probationary development, academy training, in-service training, and safety. The center contains six offices; four audio visual equipped classrooms, each capable of handling 40 adult learners; a video development/editing and media room; a reinforced concrete 50-foot open balcony Drill Tower; and an open space area utilized for trench rescue and wild land training.

The Fire Training Center was designed to improve fire-rescue training programs for firefighters within the county. It also allows Contra Costa County Fire Protection District to provide superior fire-rescue training programs and accessibility to outside agencies, such as Los Medanos College Fire Academy and private entities within the county. The Center is also designed to accommodate a wide range of training programs to benefit law enforcement emergency medical services (EMS), public/private corporations, and community and civic groups.

The Fire Training Center provides a wide variety of props and materials required to successfully execute the Fire Academy Program. In addition to these resources, the facility provides room to expand the Fire Academy Program to more advanced training in the future, as well as consider additional programmatic and curricular development to meet the needs of the firefighting industry and community. All in all, combining efforts at one facility allows for successful execution of the Fire Academy Program, while leveraging public resources for maximum efficiency.

In the case of the Police Academy, classroom instruction is delivered off-campus at the Law Enforcement Training Center (*Appendix F*) located approximately 4 miles north of the LMC main campus in downtown Pittsburg. Students are encouraged to use the resources – electronic and physical - of the state-of-the-art LMC library. The training center, located at 340 Marina Boulevard, Pittsburg, CA, consists of classrooms, a state-of-the-art fitness center, firing range, Emergency Vehicle Operations Course and off-site

“simulated ammunitions” enclosed dwellings. All facilities and equipment are funded and maintained by the Contra Costa County Office of the Sheriff.

Instructional services are provided by an agreement (*Appendix I*) between Contra Costa County on behalf of the Office of the Sheriff and the Contra Costa County Community College District on behalf of Los Medanos College. For the services provided within the agreement, the District pays the County for each student for each instructional hour. The dollar amount per student instructional hour, as well as the maximum dollar amount and FTES, is negotiated annually. Instructional hours are defined as those hours that are reported on the District’s CCFS-320, California Community Colleges Apportionment Attendance Reports. The Sheriff’s Office budget for the basic academy is approximately \$920,000 per year, primarily in personnel costs.

Sustainable fiscal resources

LMC is one of three colleges in the Contra Costa Community College District. The District implemented a new financial allocation model (referred to as the SB-361 model) in 2010-11. This model gives each college greater autonomy and responsibility for managing its fiscal resources. LMC is assessed for services provided by the District and is expected to maintain a fiscal reserve of 1 per cent to address unforeseen events. Now in the third year of implementation, and despite several years of declining financial support from the State of California, LMC has and continues to support the Fire and Police Academy instruction and students support services adequately. The operating funds of the Fire Academy (*Appendix B*) is budgeted by the college in the department’s annual budget. The operating funds of the contracted Police Academy is provided by the self-sustaining Instructional Skills Agreement (*Appendix G*). The College and the District are committed to continuing to support this training and serve the needs of the region.

Plan for Monitoring Outcomes

Assessment process

Student Learning Outcomes for the Fire and Police academies are assessed by the same standards as other courses and programs on campus. The assessment of program student learning outcomes, as well as the course-level student learning outcomes, requires a detailed description as to how each course level student learning outcome will be achieved. Individual course level outcomes, regardless of modality or location, are assessed according to the regular college cycle of assessment, reflection and redevelopment.

LMC recently completed an extensive, college-wide dialogue to evaluate and improve its assessment cycle. Each course is now on a continuous cycle of assessment and improvement and is tied to program level assessment. Program level outcomes are also assessed using this model.

Program Review

All instructional programs complete the same program review process regardless of mode or location of delivery. Every five years, a comprehensive program and unit review process takes place. LMC completed that review during the 2012-2013 academic year. It included the following required sections:

- Advisory Board update
- Analysis of data, including success and retention with plans to improve where needed
- Curriculum update
- Course offering analysis
- Instructional methodologies
- Assessment summary (program level and course level assessment reports/plans)
- Certificate and degree requirements
- Strategic priorities
- Long term goals
- Professional development

Eligibility Requirements

According to the Accreditation Standards, with the move of Fire and Police Academies off site and the contract with the Sheriff's Office for the Police Academy, Los Medanos College continues to meet or exceed all Eligibility Requirements. Eligibility Requirements, and LMC's adherence to them, are listed below:

1. Authority

LMC is authorized by the State of California to operate as a public community college. As such, the college is authorized under Title 5 of the Administrative Code to offer Associate in Arts and Associate in Science degrees, and appropriate approved certificates.

2. Mission

The college has an approved mission appropriate for a public California community college that clearly defines the college's primary purposes and describes the institutional commitment to achieving student learning. The College mission, vision, and values statement adopted by the Contra Costa Community College District (CCCCD) Governing Board are posted online, as well as published in the catalog and other public documents. The off-campus location of the Fire Academy and the contracted off-campus location of the Police Academy support the mission statement.

3. Governing Board

An elected Governing Board has oversight responsibility for the CCCCCD and its three colleges. The Board is responsible for the quality and integrity of the institution, for ensuring that the institution's mission is carried out, and for ensuring that the institution's financial resources are directed toward a sound educational program. The Board, composed of five members elected to represent specific areas of Contra Costa County, is sufficient in size and composition to fulfill its responsibilities. As a body charged with independent policy-making, it reflects the interests of the public and constituents in its decisions. Board members do not have employment, family, ownership, or personal financial interests in the institution. The Board adheres to a conflict of interest policy and code of ethics that are designed to ensure impartiality in all its deliberations and decisions.

4. Chief Executive Officer

LMC's chief executive officer is President Bob Kratochvil. The Board appoints the chief executive officer to his role as president, and his primary responsibility is to the institution. The Board delegates to the president the authority to administer board policies for the College. Neither the college president nor the District's chancellor serves as chair of the board.

5. Administrative Capacity

LMC is staffed by administrators to provide the services necessary to support the college's mission and purposes. Administrators are selected competitively and all possess the appropriate qualifications, preparation and experience to fulfill their

assigned roles. A qualified academic administrator – Dean of Career and Technical Education and Social Sciences - oversees both the Fire Academy and the Police Academy.

6. Operational Status

The college is in full and continuous operation. Students are actively pursuing degree and certificate programs offered by the institution.

7. Degrees

The majority of LMC's course offerings lead to associate degrees and/or certificates. The college routinely scrutinizes course offerings to assure that they meet degree and program objectives. All degrees have been approved by the California Community Colleges Chancellor's Office.

8. Educational Programs

LMC's certificate/degree programs including the Basic Fire Academy and the Police Academy, are congruent with its mission, based on recognized fields of study, are of sufficient content and length, are conducted at appropriate levels of quality and rigor and culminate in identified student learning outcomes.

9. Academic Credit

Academic credit for coursework is awarded in accordance with Section 55002.5, Credit Hour, of Title 5 of the California Code of Regulations. LMC offers courses on a semester system. As such, all credit courses require a minimum of 18 hours of lecture or 54 hours of lab for one unit of credit. These credit standards are applied to both the Fire and the Police academies.

10. Student Learning and Achievement

Student learning outcomes have been developed for all programs and individual courses including in the Fire Academy and the Polices Academy, and they are assessed on a regular and systematic schedule. The assessment process is the same, regardless of modality or location. Student Learning Outcomes for students are published in the college catalog. The online catalog can be accessed at <http://www.losmedanos.edu/catalog/> Course level student learning objectives are included in the course syllabi.

The college recently completed an evaluation of its assessment processes, through extensive input by faculty and the Teaching and Learning Committee. The assessment processes are now completely integrated with college planning and resource allocation processes. The result is an ongoing cycle of assessment and continuous improvement that is tied to funding requests.

11. General Education

All associate degrees offered by LMC require a general education component. General education requirements are defined by CCCCD Board Policy 4011, which is consistent with Title 5 general education policy (Section 55063) for California community colleges and is consistent with levels of quality and rigor appropriate to higher education. The college's general education requirements are designed to ensure breadth of knowledge and promote intellectual inquiry and include demonstrated

proficiency in writing and mathematics. The Fire Academy does not have a general education component since it does not lead to an Associate Degree; however, the Associate of Science Degree in Fire Technology does. Similarly, the Police Academy does not have a general education component since it does not lead to an Associate Degree; however, the Associate of Science in Administration of Justice does.

12. Academic Freedom

Board Policy 2018, adopted by the board in 1984 and revised in 1999, defines academic freedom for faculty, staff and students. Specifically, faculty, staff and students are free to teach, study, conduct research, write and challenge viewpoints without undue restriction. LMC supports and sustains a culture that protects intellectual freedom and independence.

13. Faculty

LMC has a core of well-qualified and experienced full-time faculty to support the college's educational programs. The United Faculty contract clearly specifies the responsibilities of a faculty member. Both the contract and the evaluation procedures describe the faculty's responsibilities for program and curriculum development, as well as for assessment of student learning. All faculty (full and part-time) meet state-mandated minimum qualifications, regardless of teaching location.

14. Student Services

Services available online, which are particularly convenient for off-site students, include admissions applications, FAFSA application, registration, parking permit purchases, and assessment appointments. Students may also prepare for assessment tests using the online study guides. The orientation for new students may be completed online in a self-paced format. Once the orientation is complete, the student may make an appointment with a counselor. E-advising services include answering questions about classes and programs, transferability for LMC courses, prerequisites and co-requisites, course content, college procedures and academic policies, and admission and registration information.

15. Admissions

LMC has adopted and strictly follows admissions policies that are consistent with the community college mission and Title 5 requirements. The policies, printed in the catalog and class schedules, specify the qualifications necessary for admission to the institution. Admissions personnel are qualified for and understand their role relative to established policies. The Fire Academy and the Police Academy follow standard admissions policies required of public institutions, while adhering to the entry requirements mandated by CSFM and POST accrediting agencies.

16. Information and Learning Resources

A wide range of information and learning resources are provided to support the college's mission and educational programs. The library owns or licenses a large inventory of print, non-print, and web-accessible materials. Students may access library database resources through the web, whether on or off campus. All instructional programs, including those delivered online or off-site, may access these resources. Resources are also available through dedicated campus computer labs as well as online.

17. Financial Resources

The College has sufficient financial resources to support student learning programs and services and to improve institutional effectiveness. Planning takes place at both the College and the District levels and is evaluated and updated regularly. Financial resources support the mission and provide financial stability – the District has significant financial reserves. The College has adequate financial resources to offer the Fire Academy and the contracted Police Academy on a regular basis.

18. Financial Accountability

As required by law, LMC undergoes regular financial audits in concert with the rest of CCCC. External auditors, who are certified public accountants and have no other relationship to the District or college, conduct the audits. These annual audit reports, along with an annual financial report, are submitted to the ACCJC as part of the college's annual report.

19. Institutional Planning and Evaluation

LMC has a well-established institutional shared governance planning process that integrates planning, assessment, evaluation and resource allocation. It has served the college well and continues to be successful. Instructional, administrative, and student service programs engage in an annual program review update process that includes examining information on student achievement, demographic data and assessment of student learning outcomes results. Every five years, the programs and services conduct a comprehensive program review. Individual programs' resource requests are tied directly to the stated objectives in their program reviews, requiring programs to demonstrate a link between student learning and achievement, and the resources needed for improvement. Additionally, each objective in the program review must directly support the strategic priorities of the college and the District. As part of this process, all programs, regardless of modality or location, engage in program review in which they assess their student learning outcomes and achievement data. The programs make recommendations based on these findings and request funds, if needed, for improvements.

The District Research and Planning office collects data, conducts surveys and generates reports to assess institutional effectiveness and to assist in District and College planning efforts. Research information is available via the Research and Planning website and through SQL Reporting Services, an online database.

20. Public Information

LMC updates and publishes its college catalog annually. In order to ensure accuracy and currency, appropriate employees review the entire catalog. The catalog is published in printed form and is also available in electronic format on the college web site: <http://www.losmedanos.edu/catalog/> The catalog contains general college information, including its mission, vision, values and goals; course, program, and degree offerings; academic calendar and program length; academic freedom statement; available student financial aid and learning resources; names and degrees of administrators and faculty; names of governing board members; admission requirements and procedures; policies, rules and regulations directly affecting students, including fees and other financial obligations; degree, certificate, graduation and transfer requirements; and

academic regulations including academic honesty, acceptance of transfer credits, statement of nondiscrimination, sexual harassment policy and complaint and grievance procedures. Accurate, up-to-date information about the Fire Academy and the Police Academy is available in electronic and print forms.

21. Relations with the Accrediting Commission

The Governing Board affirms that LMC adheres strictly to the eligibility requirements, accreditation standards and policies of the Commission; describes itself in identical terms to all of its accrediting agencies; communicates any changes in its accredited status; and agrees to disclose information required by the Commission to carry out its accrediting responsibilities. Moreover, the college complies with Commission requests, directives, decisions and policies, and makes complete, accurate and honest disclosures in all communications.

Accreditation Standards

LMC continues to meet or exceed all of the standards of accreditation. The College's last comprehensive accreditation visit was in 2008; subsequently, the Accrediting Commission for Community and Junior Colleges (ACCJC) took action to reaffirm accreditation, with the requirement of a follow up report in 2009 and a Focused Midterm report in 2011. The College completed these reports, which were then accepted by ACCJC. The College also completed and submitted the Status Report of Student Learning Outcomes Assessment Report, required by all colleges, during the first round of submission in October, 2012. The College has completed the annual report in March 2013. Approval of the off-site Fire Academy and the contracted off-site Police Academy enhances LMC's compliance with the Standards.

Standard I – Institutional Mission and Effectiveness

LMC's mission statement clearly articulates the focus on student learning for all students in a diverse community. The vision and values statements that guide the college's activities and processes support this focus on student learning. Each of these statements is posted online and in the College catalog. In addition, and aligned to these, the College has six strategic goals that guide departments and services. The Fire Academy and the Police Academy are congruent with the college mission, vision and goals.

- A. *Mission:* "LMC is a public community college that provides quality educational opportunities for those within the changing and diverse communities it serves. By focusing on student learning and success as our first priorities, we aim to help students build their abilities and competencies as life-long learners. We create educational excellence through continually assessing our students' learning and our performance as an institution. To that end, we commit our resources and design our policies and procedures to support this mission."

Vision: "LMC provides the premier educational opportunity for East County residents, where learning matters most."

Values: "Values remind us of what matters most. LMC is an educational community that cares deeply about learning, collaboration, effective communication, and engagement with our surrounding community."

Learning: "Student learning and student success are the focal points of our college. We strive to create a dynamic environment that encourages life-long engagement with academic and societal challenges. We value the importance of critical thinking, effective communication, ethical behavior and diversity. We engage in on-going assessment to measure and improve student achievement and institutional effectiveness."

Collaboration: "While we value the contributions of the individual, most of our endeavors require collaboration, communication, and cooperation. It is in working together that we spark creative and innovative approaches, build on each other's ideas, and give mutual support. It is in collaboration that we learn to value multiple perspectives and resolve conflict in constructive ways."

Communication: “Communicating clearly and effectively is critical to both student success and organizational effectiveness. We want our students to read critically and write clearly. We also want them to compose oral presentations that demonstrate poise, competence, and an understanding of new technologies. We want an organization that has clear decision-making processes that embody these same competencies and expresses them in consistent, unambiguous policies and procedures.”

Engagement: “Our mission is to provide educational opportunities for the people that live in our surrounding communities. We must be responsive to changing needs and seek partnerships that promote the well-being of our diverse and growing communities.”

College Goals:

- Goal 1: Improve the learning of students.
- Goal 2: Create an educational environment in which all people have a chance to fully develop their potential and achieve their educational goals.
- Goal 3: Offer high quality programs that meet the needs of students and the community.
- Goal 4: Ensure the fiscal well-being of the college.
- Goal 5: Enhance a culture of innovation, inclusiveness, and collaboration.
- Goal 6: Establish a culture of research and planning, implementing, assessing, and improving.

Each of these guiding statements is aligned, ensuring the college follows its mission to serve students. The vision and values directly support the mission. In addition, the goals are aligned to these statements, and are used in various planning processes. As part of the annual program review update process, programs and services must confirm that their own mission supports the college mission. Next, programs select objectives for the year that are directly tied to the goals and strategic directions of the college. Program review also includes both quantitative and qualitative results of analyses of student learning outcomes. The information contained in program reviews is used in the Resource Allocation Process to ensure integration of planning, evaluation, implementation and re-evaluation. Measurable improvement in student learning, success, persistence and completion is the primary goal of this evaluation cycle.

B. Improving Institutional Effectiveness

LMC has implemented several structures, processes, documents, and procedures to improve institutional effectiveness within its shared governance structure. Improving institutional effectiveness is ongoing and based on college wide dialogue.

LMC was selected as one of 15 colleges in the state to receive a Bridging Research, Inquiry and Cultures (BRIC) initiative grant from the RP Group of California in 2011-2012. As part of this grant, the college received technical assistance in three areas: Student Learning Outcomes Assessment, Institutional Effectiveness Assessment, and Turning Data Into Meaningful Action. Each of these areas is closely tied to student learning outcomes assessment. The College used the outcomes from the technical assistance to revise its assessment model.

LMC has conducted extensive college-wide dialogue on its Student Learning Outcomes Assessment model. The College's recently revised model of assessment (passed by both the Academic Senate and the Shared Governance Council in spring 2012) was created after a year and a half of college wide dialogue, including an extensive faculty survey on assessment. The survey was completed by 168 faculty (87 percent of full time faculty and 25 percent of adjunct faculty) and included 821 comments.

The revised model, which began in fall 2012, established a five-year cycle of assessment and coincides with the state-mandated course outline revision timeline, and integrates course and program-level assessments with course outline revision, program review, planning and requests for resources. Dialogue begins at the department level with analysis of course level and program level student learning outcome assessment results. The assessment results are included in the annual program review and a summary is posted online for the public. An expanded Planning Committee reviewed the program review and provided feedback to close the loop in spring 2012.

The President's Cabinet, Shared Governance Council, and Career/Technical Education Committee review and rate resource allocation requests tied to program review. Grant funds, such as Perkins, have also supported program and course level assessment and professional development. Discussions and evaluation of the processes for planning, assessment and resource allocation are ongoing, occurring at College Assemblies, FLEX days, SGC meetings, Planning Committee meetings, and the Teaching and Learning Committee meeting. Included in all of these processes is the continual focus on the college goals, which are aligned with the vision and mission statements of the college.

Standard II – Student Learning Programs and Services

A. *Instructional Programs*

The College has a fully integrated process for ensuring the quality, currency, rigor and accountability of LMC programs. All programs are reviewed annually through Program Review. Program reviews are integrated with assessment, planning, and resource allocation. During the 2009-10 academic year, the College engaged in a sustained effort to update all course outlines of record (COORs). As a result, currently all COORs have been updated and include course level SLOs. In order to ensure timely review, the Curriculum Committee and Office of Instruction have developed a calendar for future COOR updates and revision of

all COORs within the Title 5 mandated five-year timeline. The SLOs are the same regardless of the mode or location of instruction.

Specifically, the Fire Academy courses and programs have student learning outcomes that are assessed on a regular basis. An active Fire Advisory Board has input into curriculum/program development and evaluation processes. The academy is based on the curriculum of the California State Fire Marshal's Office. Students who complete the Fire Academy demonstrate competencies that meet employment and state standards for fire service positions.

Specifically, the Police Academy courses and programs have student learning outcomes that are assessed on a regular basis. An active Administration of Justice Advisory Board has input into curriculum/program development and evaluation processes. The academy is also accredited by the POST. Students who complete the Police Academy demonstrate competencies that meet employment and state standards for law enforcement positions.

B. Student Support Services

LMC is a Hispanic Serving Institution, and recruits and admits students from a diverse and multicultural population. Several services are available online to meet student demand, whether they are taking courses online or off site, but cannot always get to campus. Student services available online include admissions, FAFSA, registration, parking permit purchases, and assessment appointments. Students may also prepare for assessment tests using the online study guides. The orientation for new students may be completed online in a self-paced format. Once the orientation is complete, the student may make an appointment with a counselor. E-advising services include answering questions about classes and programs, transferability of LMC courses, prerequisites and co-requisites, course content, college procedures and academic policies, and admission and registration information. Students may keep track of their progress regarding their educational plan through an online tool in WebAdvisor. Students may also obtain online help with improving their reading and writing skills.

C. Library and Learning Support Services

LMC supports online and off-site learning by providing resources that include online library resources, student services (counseling, admissions and records, financial aid, etc.) that are available both online and via telephone, a robust Learning Management System for online classes, numerous student computer labs, and the physical network equipment and servers necessary for student access to online courses from both on and off-campus.

Standard III – Resources (human, physical, technological and financial)

A. Human Resources

A full-time academic manager, the Dean of Career Technical Education and Social Science, oversees the Fire Academy, in collaboration with the Fire/EMS Department Chair. The same full-time academic manager oversees the Police Academy too. All faculty, full-time and part-time, meet the minimum

qualifications to teach in the program. In addition to the required academic preparation, all instructors in the Fire Academy have years of practical experience in the fire service; and all instructors in the Police Academy have many years of practical experience in law enforcement.

B. Physical Resources

The Fire Academy off-site location in Concord - at the Contra Costa County Fire Protection District Training Center - has a high quality facility and all of the state-of-the-art equipment necessary to support student success in the program.

Equipment includes fire service tools, self-contained breathing apparatus, fire service ladders, power tools, hydraulic equipment, forcible entry and ventilation equipment, and medical equipment.

The Police Academy off-site location in downtown Pittsburg, the Law Enforcement Training Center, has a high quality facility, including a fitness center, and all of the state-of-the-art equipment necessary to support student success in the program. The program also has access to off-site driving and firing ranges and “simulated ammunitions” enclosed dwellings.

C. Technology Resources

In addition to the instructional technology available at the Fire Training Center, Fire Academy faculty and students have access to all other technological resources on the Pittsburg campus, which is a 20-25 minute drive from the Concord location of the Fire Academy.

Similarly, the Police Academy faculty and students have access to all the technological resources on the Pittsburg campus, which is a 10-15 minute drive from the downtown Pittsburg location of the Police Academy.

D. Financial Resources

Colleges throughout the state and the District, including LMC, have had “workload reductions” recently. The College and District have had to become more efficient in order to serve as many students as possible given the funding limitations. The CCCCDC continues to have adequate financial reserves which exceed the local Governing Board requirement of 1 per cent. With the passage of Proposition 30, the funding outlook for the next several years has improved.

LMC continues to have adequate resources to offer at least one Fire Academy each academic year, serving 33-41 students each time; and multiple Police Academies each academic year generating FTES revenues for the College.

Standard IV – Leadership and Governance

A. Decision-Making Roles and Processes

The concept of participatory governance is fundamental to LMC, and includes active faculty, staff, and student groups, who participate in decision-making. The principal participatory governance body is the Shared Governance Council, which receives input from other governance and operational committees and makes recommendations to the president. The president is the college’s chief executive

officer, reporting to the chancellor, who serves as chief executive officer of the District. The president is responsible for the leadership of the college, and the chancellor, who reports to the Governing Board, is responsible for the leadership of the District.

The Curriculum Committee, Teaching and Learning Committee, General Education Committee and Distance Education Committee are committees that have some responsibility in assuring the quality, consistency and availability of instruction. The committees work closely with the Professional Development Advisory Committee, a subcommittee of SGC, in determining professional development needs to improve instruction.

B. Board and Administrative Organization

LMC is part of the Contra Costa Community College District, which is overseen by a five-member Governing Board. The citizens of Contra Costa County elect the CCCCDC Governing Board. The District's Chancellor is the chief executive officer of the District with overall responsibility for District operations. Supporting the chancellor are a Vice Chancellor of Education and Planning, a Vice Chancellor of Human Resources, and a Director of Finance and Administrative services. Participatory governance at the district level occurs through the District Governance Council. This body makes recommendations to the Chancellor's Cabinet, which is made up of the chancellor, vice chancellors and the college presidents.

Participation

LMC employees with the most knowledge of the development of the Fire and the Police Academies participated in the development of this substantive change proposal.

They are:

- Mike Grillo, Fire Academy Director and Department Chair for Fire/EMS
- Dave Wahl, Special Programs Manager (includes coordination of the Police Academy)
- Natalie Hannum, Dean of Career Technical Education and Social Sciences
- Richard Livingston, Senior Dean of Educational Services
- Kiran Kamath, Senior Dean of Planning and Institutional Effectiveness
- Robin Armour, Director of Admissions and Records
- Shirley Baskin, Counselor
- Sandra Schmidt, Senior Administrative Assistant to Office of Instruction

Following review by the above group, the draft proposal was revised. It was then reviewed and approved by the Academic Senate, Shared Governance Council, by the college president and the Governing Board of the Contra Costa Community College District.

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CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

INFORMATION SHEET

MIC-IS3

SUBJECT: Contra Costa County Fire District Training Center			
Revision Date March 2008	Replaces April 2007	Approved By B/C Hartford	Pages 5
DISPOSITION: Place in Information Sheet Manual under "Miscellaneous"			

INTRODUCTION:

In 1966, Contra Costa County Fire District developed plans for construction of a Training Center. In 1968, the first phase of construction was started.

The following briefly outlines the existing components and features of the present Training facility.

INFORMATION:

A. Area

A site of 12 acres purchased by the Fire District and centrally located in the District with good freeway and main arterial road access.

This site is divided into the following areas:

- 1. Fire Station, Hose Tower and Warehouse 1.4 Acres
- 2. Apparatus Maintenance Shop .6 Acres
- 3. Training Center 10.0 Acres

B. Administration Building

- 1. Administrative Offices, work area, office equipment, and clerical staff.
- 2. Six Offices, for Training Staff.
- 3. One 23' x 35' Classroom (Classroom #1), equipped with dry erase board, electronic projection screen, podium for laptop computer, VCR, and DVD player. Room capacity is 40 students.
- 4. Reference Library contains textbooks, periodicals, and reference material for use by District employees.

5. Video Development/Editing and Media Room, used for developing, editing, duplicating, and recording video. Has satellite-receiving capability.
6. Copy and File Room, color and black & white copier capabilities and storage of personnel training files.
7. Break Room, coffee maker, refrigerator, water cooler, and microwave.
8. Men's and Women's Restrooms.

C. Classroom Building (Classrooms #2 & #3)

1. Two 24' x 36' Classrooms, equipped with dry erase board, electronic projection screen, podium for laptop computer, VCR, and DVD player. Each room has a capacity of 40 students.
2. Storage Room, contains cabinets for storage and cleaning supplies.
3. Training Aids Room, work area for student workers and storage for training aid equipment and supplies.
4. Projector Room, storage of audiovisual equipment.
5. Men's and Women's Restrooms.
6. Coffee Bar with Sink.

D. Classroom 4 Building

1. One 27' x 27' Classroom, equipped with dry erase boards, electronic projection screen, and smart board; podium with electronic controls for laptop, computer, VCR and overhead projection. Room capacity is 26 students.
2. Men and Women Restrooms, with showers, benches and lockers.
3. Break Room, with coffee bar, sink, microwave, and refrigerator.
4. Storage Room, for classroom and maintenance supplies.
5. Two cubicles, used as workstations for designated personnel.

E. EMS Building

1. One 27' x 19' Classroom, equipped with dry erase boards, and electronic projection screen; podium with electronic controls for laptop computer, VCR, DVD, and overhead projection. Includes storage cabinets and counter area with coffee bar, sink, and microwave. Room capacity is 20 students.
2. Reception Area, containing office equipment, files and work area for clerical staff.
3. Three Offices, for EMS Chief and QI Nurses.
4. One 17' x 12' Work Station, inclusive of two desks with computers, file drawers, and two work stations outfitted with computers.
5. Kitchen, with fax machine, duplicating machine, refrigerator, sink, dishwasher, and storage.
6. Unisex Restroom

F. Drill Tower

Tower is constructed of reinforced concrete, 50 feet in height and includes 5 floors with open balconies and an enclosed penthouse with skylight. Primary features are:

1. Basement with sidewalk doors.
2. Wet standpipe system with outlets on each floor including roof area.
3. Automatic sprinkler system on the first two floors and basement.
4. Inside stairwell.
5. Open exterior stairwell.
6. Post indicator valve and fire department sprinkler and standpipe connections.
7. Surrounding pad of concrete.
8. Smoke removal ventilation system in basement and first floor.
9. Sidewalk and curb on two side.
10. Water resistant interior lighting.
11. Automatic drain pump in basement.
12. Industrial roll-up door on ground floor.
13. Self-closing metal doors.
14. Marquee over entrance door.
15. State certified for rope rescue.
16. Permanent anchor points built into various locations throughout.
17. Forcible entry, ceiling breach, and roll up door mock-ups.

All features incorporated into the tower were designed to duplicate structural designs found in the District. Tower was not designed for actual fires to be set in any portion.

G. Drill Ground Area

Around the drill tower there is a 200' x 200' paved drill area with center drainage. Six hydrants are provided (one of each type found in District) on concrete pads around the outside edge of the pavement. Hydrant flows are adjustable through the 12" main in addition to a main pressure relief valve.

H. Parking Lots

Two lighted parking lots providing 72 spaces are provided for students, instructors and staff.

I. Drafting Pit

The District uses the drafting pit for apparatus testing and pump operator training. It is a converted 15' x 20' swimming pool. A removable safety net covers the drafting pit to prevent accidents. A vented roof-type cover and collecting pipe were added to the pool to make it operational. All drafting is done with hard suction hose.

J. "The CAGE"

A 30' x 27' concrete slab surrounded with chain link fencing and covered with a steel roof. The mock-up building area is used for training mock-ups considered too large or heavy for classroom demonstration. A sliding fence opening is large enough to allow apparatus to drive in. Shelves are provided to store training related items and a refrigerator is housed there for storage of cold liquids for hydration. Area has lights for nighttime use.

K. Skid Pad

A 100' x 150' concrete pad for driver in skid control instruction. The pad has a 1% sloping surface and contains a 1,000-gallon tank, electric pump and a gravity return system for recirculating water used for lubricating the surface.

L. Driver Skill Development Area

1,100 feet of 2-lane roadway is provided for instructing drivers. The driver area provides two (2) tee intersections and two (2) 90° turns in addition to an area 60 feet wide for intersection evasive action training.

M. Structure Fire Simulation Building

The structure fire simulation building is a wood 2-story, Type V, furnished residential structure, which is used for ladder training, salvage, search and rescue, forcible entry, hose evolutions and multi-company evolutions. Simulated smoke is used for training evolutions, but the use of water inside the house is prohibited.

N. Rescue/Haz Mat Simulation Area

An open non-paved area used for various types of transportation accident simulations. Vehicles are moved on and off the area as needed for specific training exercises.

O. Confined Space Simulation Area

1. Two (2) Below-Ground Vaults
2. Three (3) Above-Ground Vaults with Above Ground Access
(interconnected with 24" pipe and 18" pipe)
3. Above Ground Silo with Sloped Floors

P. Residential Structure Simulation Area

An open-frame, Type V residential structure mock-up, used for simulated roof top operations, FF Safety and Survival, building construction, and any other training deemed suitable.

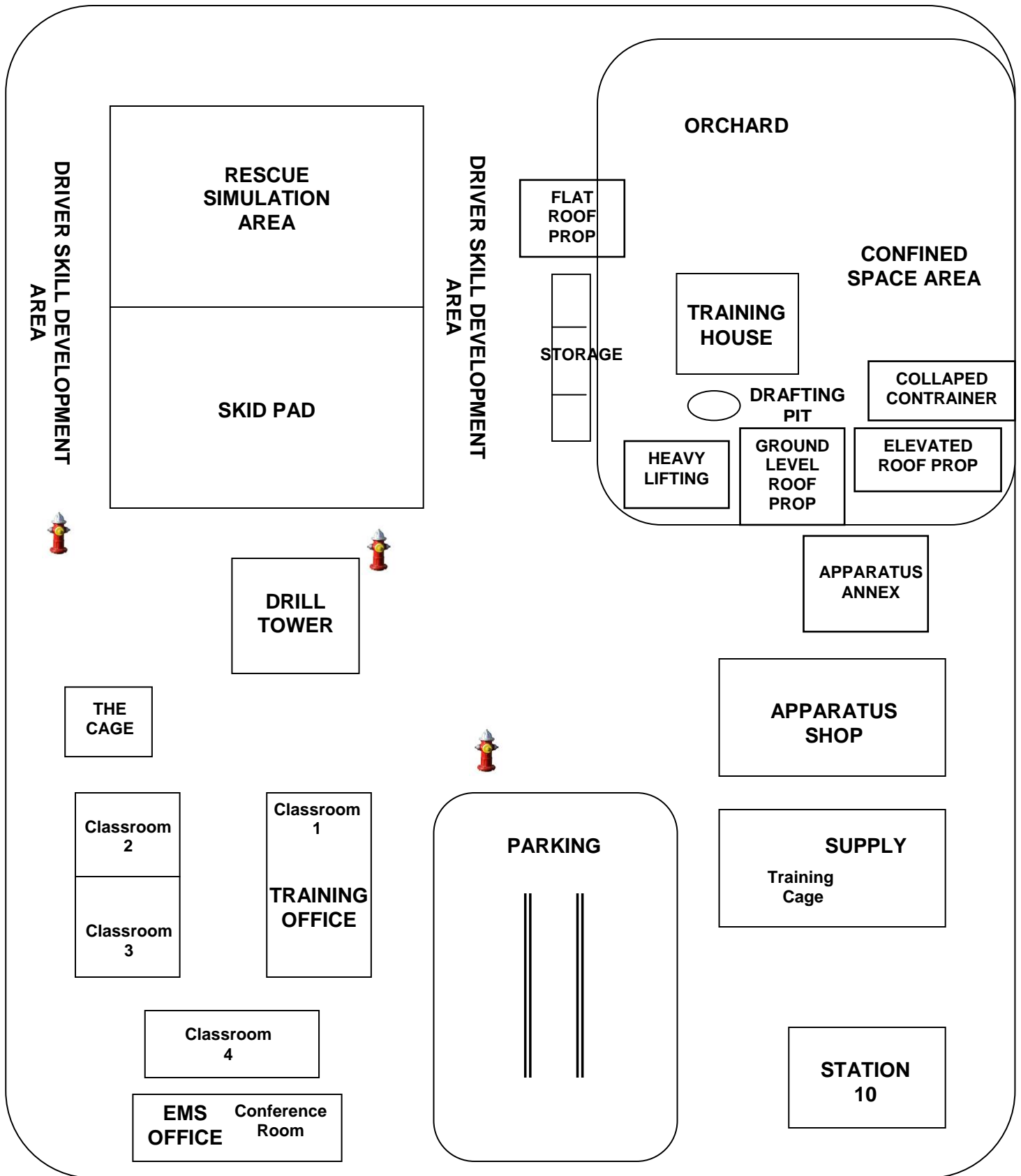
Q. Visual Aid Equipment

Maintained and used at the Training Center is the following audio-visual equipment:

- Video Projector
- LCD Projectors
- Smartboard
- Electric Controlled Projection Screen
- Podium with Electronic Controls for Laptop, Computer, VCR and Overhead Projection
- 1/2" VHS, 3/4" U-Matic Video Tape Players/Recorders and Monitors
- 16mm Movie Projectors
- Ektagraphic Slide Projectors
- Overhead Projectors
- Opaque Projectors
- Slide-Sync Cassette Tape Recorders
- Cassette Recorders and Players

The Training and Education Division maintains up to date equipment capable of recording, duplicating, editing, and producing audiovisual media.

CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT
TRAINING CENTER
2945 Treat Blvd., Concord, CA



2014 FIRE ACADEMY BUDGET

GL Account Number	Description	Total Expenses
11-01-306002-213350-51410	Variable Hourly Non-Instructional	\$11,429.00
11-01-306002-213350-52420	Variable Class Instructional Aide S-T Hourly	\$4,198.00
11-01-306002-213350-54100	Supplies/Materials Expense	\$500.00
11-01-306002-213350-55120	Consulting Services-Individuals	\$6,488.00
11-01-306002-213350-55690	Other Leases/Rental/Contracts	\$3,000.00
11-01-306002-213300-51100	A Faculty – Fire Control Technology	\$40,209.00
11-01-306002-213300-54100	Supplies/Material Expenses	\$489.00
11-01-306002-213300-55901	Interprogram Charges – Debit	\$160.00
TOTAL ANTICIPATED EXPENSES		\$66,473.00
TOTAL ESTIMATED REVENUE (based on 33 FTES for 2013-2014)		\$157,163.00

2945 T/Loat Blvd.

Los Medanos College Firefighter 1 Academy Schedule 2013 Academy # 13							
S#	Date	Time	Place	Topic	Instructor	Homework	Test
1 8L	Aug 10 Sat	0900- 1730	LMC	Orientation to the Fire Academy, Rules and Regs	Grillo Burriss <i>Reyes</i>	Read Chapter 1 W/B CH 1 Questions	
2 4 L	Aug 13 Tue	1800- 2200	LMC	LMC student services	Grillo <i>Admin</i> <i>Counseling</i>	Read Chapter 1 W/B Ch1 Questions Study for quiz IAC	
3 4 L	Aug 15 Thur	1800- 2200	CCC Tower	Fire Behavior , Fire Safety 1	Kelleher	Read Ch 3 W/B Ch 3 Questions	
4 9 L	Aug 17 Sat	0800- 1800	Los Medanos College	Fire Protection Systems,	Robinson <i>Tilley</i>		Quiz 1 AC
5 8L	Aug.18 Sun	0900- 1730	CCC Tower	Orientation to the Drill Tower	Grillo Burriss	Read Chap.16 W/B Ch 16 Questions	
6 4 L	Aug 20 Tue	1800- 2200	LMC	Fire Investigation Prevention	Robinson	Study for Quiz 2	
7 4 L	Aug 22 Thur	1800- 2200	LMC	Fire History	Grillo	Read Chap. 20 W/B Ch 20 Questions	
8 6 L 3 B	Aug. 24 Sat	0800 1800	Los Medanos College	Self Contained Breathing Apparatus SCBA Issue fire equipment	Grillo Price Burriss Tran Panfilio <i>Tilley</i>	Read Chap 2 W/B Ch 2 Questions Study for quiz 2 DOPQ	
9 2 L 2B	Aug. 27 Tue	1800- 2200	CCC Tower	SCBA and PPE drills Firefighter safety 2	Hurtado Price Herrera <i>Faumui</i>	Read Chap. 13 W/B Ch 13 Questions	Quiz 2 DOPQ
10 4L	Aug. 29 Thur	1800- 2200	CCC Tower	Introduction to Fire Hose and Fittings Hose # 1	Wong Hurtado Herrera Burriss <i>Faumui</i>	Read Chap 12 W/B Ch 12 Questions	

Paul
*Castro

11 4L	Sept. 3 Tues	1800- 2200	CCC Tower	Ropes and Knots 1	Kelleher Panacci Panfilio <i>Peeples</i>		
12 4B	Sept. 5 Thurs	1800- 2200	CCC Tower	Fire Hose # 2 Water Supply, Hydrants	Wong Burriss Panfilio <i>Faumui</i>		
13 9L	Sept 7 Sat	0800- 1800	CCC Tower	Fire Hose # 3	Wong Price Burriss <i>Faumui</i> <i>Grogans</i> <i>Tilley</i>		
14 8B	Sept 8 Sun	0900- 1730	CCC Tower	Ropes and Knots 2	Kelleher N.Grillo Tran Panfilio	Read Chap14 W/B Ch 14 Questions	
15 4B	Sept 10 Tue	1800- 2200	CCC Tower	Fire Hose # 4 Rescue Practice 1 Search and Rescue 1	Wong Burriss Panacci Panfilio <i>Faumui</i>	Study for quiz 3 H	
16 4L	Sept 12 Thur	1800- 2200	CCC Tower	Fire Hose # 5	Wong Burriss <i>Peeples</i> <i>Faumui</i>	Read Chap.7 W/B Ch 7 Questions	Quiz 3 H
17 9B	Sept 14 Sat	0800- 1800	CCC Tower	Rapid Intervention crews Firefighter safety 3	Grillo Price Tran Panfilio <i>Tilley</i>		
18 4B	Sept 17 Tue	1000- 1630	CCC Tower	ICS 100	Torres	Read Chap. 8 W/B Ch 8 Questions Study for quiz 4 GK	
19 4B	Sept. 19 Thur	1800- 2200	CCC Tower	Hose Drills #6	Wong Burriss Herrera <i>Peeples</i> <i>Faumui</i>		Quiz 4 GK

20 1L 8B	Sept 21 Sat	0800- 1800	CCC Tower	Intro to Power Tools 1	Grillo Price N. Grillo Panfilio Panacci <i>Grogans</i> <i>Tilley</i>	Prepare for Hose Evaluations CPAT 1800	
21 8L	Sept 22 Sun	0900- 1730	CCC Tower	Engine Company Hose Evaluations	Wong Burris Panfilio N. Grillo <i>Faumui</i>		
22 4L	Sept 24 Tue	1800- 2200		Fire Hose # 7	Wong Burris Herrera <i>Faumui</i>		
23 4B	Sept 26 Thur	1800- 2200	Contra Costa Tower	Salvage / Overhaul 1	Grillo Panfilio Peeples	Read Chap. 5 W/B Ch 5 Study for quiz 5 E	
24 9B	Sept 28 Sat	0800- 1800	CCC Tower	Rescue Practice 2 Rapid Intervention 2, Confine space 1	Rybicki Burris Price Panfilio <i>Tilley</i>		Quiz 5 E
25 4 B	Oct. 1 Tue	1800- 2200	Brentwood Center 11	Fire Extinguishers	Grillo	Read Chapter 6	
26 4L	Oct. 3 Thur	1800- 2200	CCC Tower	Fire Extinguishers 2 Fire Control	Grillo Panacci Herrera Peeples		
27 9L	Oct 5 Sat	0800- 1800	CCC Tower	Hands on Evaluations Power Tools 2 Power saws	Rybicki Burris Panfilio Herrera <i>Tilley</i>	Review Ch. 8 Study for Quiz 6 F W	

28 8L	Oct 6 Sun	0900- 1730	CCC Tower	Introduction to 1 Ladders #1	Grillo Burriss Gehling Herrera		Quiz 6 FW
29 4B	Oct 8 Tue	1800- 2200	CCC Tower	Ladders # 2 Truck Company Saws	Rybicki Burriss Herrera Panfilio		
29 4L	Oct 10 Thur	1800- 2200	CCC Tower	Ladders # 3 Lights Saws	Grillo Panacci Panfilio <i>Grogans</i>	Study for Midterm Written Exam	
30 9L	Oct 12 Sat	0800- 1800	CCC Tower	Ladders # 4 Blowers Saws	Grillo Burriss Price Gehling <i>Tilley</i>	Study for Quiz 7 I L	Midterm
31 4B	Oct 15 Tue	1800- 2200	CCC Tower	Ladders 5 Truck Company Roof Work Saws	Rybicki Herrera Panfilio Panacci	Read Chap. 10 W/B Ch 10 Questions	
32 4L	Oct 17 Thur	1800- 2200	CCC Tower	Salvage/ Overhaul#2	Grillo Burriss <i>Peeples</i>	Read Chap. 11 W/B Ch 11 Questions	
33 9B	Oct 19 Sat	0800- 1800	CCC Tower	Ladder # 6 Evaluations	Rybicki Burriss Price Herrera <i>Tilley</i>		Quiz 7 I L
34 8L	Oct 20 Sun	0900- 1730	CCC Tower	Fire Control	Grillo Panfilio Price Burriss Tran		
35 4B	Oct 22 Tue	1800- 2200	CCC Tower	Wildland 1, S-130	Cutino Cochnauer	Study for Quiz 8 N	
36 4B	Oct 24 Thur	1800- 2200	CCC Tower	Wildland 2, S-130	Cutino Cochnauer	Read Chap. 17	
37 9B	Oct 26 Sat	0800- 1800	CCC Tower	Wildland 3, S-190	Cutino Cochnauer <i>Tilley</i>	Study for Quiz 9 T	Quiz 8 N

38 4B	Oct 29 Tue	1800- 2200	CCC Tower	Wildland 4	Cutino Cochnauer	Read Chap. 15	
39 4L	Oct. 31 Thur	1800 2200	CCC Tower	Wildland 5	Cutino Cochnauer		
40 9L	Nov. 2 Sat	0800 1800	CCC Tower	Wildland 6	Cutino Cochnauer <i>Tilley</i>		Quiz 9 T
41 8B	Nov. 3 Sun	0900- 1730	CCC Tower	Forcible Entry Saws	Grillo Herrera Panfilio Panacci	Read Ch. 19	
42 4L	Nov 5 Tue	1800 2200	CCC Tower	ICS 200	Torres	ICS 100 for homework	
43 4 L	Nov 7 Thur	1800- 2200	CCC Tower	Rescue Drills Saws	Rybicki Panfilio Burris <i>Peeples</i>	Study for Quiz 10 J V	
44 9L	Nov. 9 Sat	0800- 1800	CCC Tower	Evaluations Power tools 3 Saws, Lights, Blowers	Grillo Price Panfilio <i>Tilley</i>	Read Chap. 9	
45 4L	Nov 14 Thurs	1800- 2200	LMC	Hazardous Materials # 1	AB	Read Ch24,25 WB Questions	Quiz 10 J V
46 9 L	Nov 16 Sat	0800- 1800	CCC Tower	Hazardous Materials # 2	AB Burris <i>Tilley</i>	Read Chaps 26 and 27 W/B 26,27 Study for Quiz 11 Haz Mat	
47 8B	Nov 17 Sun	0900- 1730	CCC Tower	Hazardous Materials # 3	AB Burris	Read Chapter 29 W/B Ch 29	CSTI Haz Mat Quiz 11 X
48 4L	Nov 19 Tue	1800- 2200	Brentwood	Building Construction # 1	Torres,D	Read Ch 4 Study for Quiz 12 C	
49 4L	Nov. 21 Thurs	1800- 2200	Brentwood	Building Construction # 2	Torres,D	Read Ch 4	Quiz 12 C

50 9 L	Nov 23 Sat	1800- 2200	CCC Tower	Auto Extrication 1	Ribicki/ Torres, J Burris Tilley	Study for Quiz 13 U	
51 8L	Nov. 24 Sun	0900- 1730	CCC Tower	Auto Extrication 2	Rybicki/ Torres, J Burris		Quiz 13 U
52 4L	Nov. 26 Tue	1800- 2200	CCC Tower	Emergency Medical Skills	Kelleher		
53 4L	Dec. 3 Tue	1800- 2200	CCC Tower	Emergency Medical Skills	Kelleher	Prepare for Skills Exam	
54 4L	Dec. 5 Thurs	1800- 2200	LMC	Emergency Medical Skills	Grillo		Skills exam
55 9B	Dec. 7 Sat	0800- 1800	CCC Tower	Power tools Ventilation	Hurtado Tran Price Panfilio Tilley		
56 6B	Dec. 8 Sun	0900- 1630	CCC Tower	Emergency Medical Skills 3	Hess	Prepare for Quiz 14 S	
57 4L	Dec. 10 Tue	1800- 2200	CCC Tower	Emergency Skills	Grillo		Quiz 13 U
58 4L	Dec. 12 Thurs	1800- 2200	LMC	Review for Final Exam	Grillo	Study for Finals	
59 7L	Dec. 14 Sat	0830- 1600	CCC	Fire Control 4	Hurtado Price Panfilio Tilley	Study for Finals	
60 4B	Dec. 17 Tue	1800- 2200	LMC	Final Exam	Grillo		Final Exam
61 4L	Dec. 19 Thur	1300- 1700	LMC	Turn in Clean Rental PPE	Grillo		
	Dec 20 Friday	1000	LMC	Graduation of LMC Fire Academy # 13	Grillo		

The 60 Core sessions = 228 of Lecture hours (L) and 136 Lab Hours (B) MG 100 L 26

Module Exams will be 25 - 35 questions of multiple choices, true-false and matching. You must supply your own scantrons and have a #2 pencil on hand. A minimum passing score of 75% is required. If you fail to meet this standard you will be allowed 1 one opportunity to remediate. A minimum passing score of 80\$ is required on all remediation exams.

Quiz 1 AC	Rules and regulations, Student services, fire behavior
Quiz 2 DOPQ	Personal protective Equipment, SCBA, Fire protection systems, Fire prevention
Quiz 3 H	Hose , nozzles, couplings, Fire service history
Quiz 4 GK	Ropes and Knots, Rescue
Quiz 5 E	Self Contained Breathing Apparatus
Quiz 6 FW	Fire Extinguishers, Confined Space rescue
Midterm	50 Questions
Quiz 7 IL	Ladders, Ventilation
Quiz 8 N	Salvage and Overhaul
Quiz 9 T	Wildland
Quiz 10 JV	Forcible Entry, Power Tools ,Incident Command
Quiz 11 X	Hazardous Materials
Quiz 12 C	Building Construction
Quiz 13 U	Vehicle Extrication
Quiz 14 S	Emergency Care
Final Exam	100 Questions

Essentials of Firefighting 5th Edition, Chapter Guide

1. Orientation and Fire Service History
2. Firefighter Safety and Health
3. Fire Behavior
4. Building Construction
5. Firefighter Personal Protective Equipment
6. Portable Fire Extinguishers
7. Ropes and Knots
8. Rescue and Extrication
9. Forcible Entry
10. Ground Ladders
11. Ventilation
12. Water Supply
13. Fire Hose
14. Fire Streams
15. Fire Control
16. Fire Detection, Alarm, and Suppression Systems
17. Loss Control
18. Protecting Fire Scene Evidence
19. Fire Department Communications
20. Fire Prevention and Public Education

FIRE/EMS ADVISORY BOARD

American Medical Response	Specialist	Paul Harper	5151 Port Chicago,	Concord
Cal Fire	Training Chief	Sam Gonzales	15670 Monterey St,	San.Jose
CCC Fire Protection Dist	EMS Chief	Ben Smith	2945 Treat Blvd	Concord
Crockett-Carquinez FPD	Training Chief	Dean Columbo	746 Loring Avenue	Crockett
Crockett-Carquinez FPD	Chief	Jerry Littleton	746 Loring Avenue	Crockett
East Bay regional Parks Dist FD	Captain	Paul Cutino	2950 Peralta Oaks Ct.	Oakland
East Bay Regional Park Dist FD	Captain	Tim August	2950 Peralta Oaks Ct.	Oakland
East Contra Costa Fire Protection Dist	Battalion Chief	Jeff Burris	134 Oak St	Brentwood
East Contra Costa Fire Protection Dist	Chief	H.Henderson	134 Oak St	Brentwood
El Cerrito Fire Dept	Fire Chief	Lane Maples	10900 San Pablo Ave	El Cerrito
El Cerrito Fire Dept	Training Chief	Dave Gibson	10900 San Pablo Ave	El Cerritto
EMS Office	Training Director	Pam Dodson	1340 Arnold Dr.	Concord
EMS Office	Medical Director	Joe Barger	1340 Arnold Dr.	Concord
EMS Office	Director	Pat Frost	1340 Arnold Dr.	Concord
Federal Fire Dept. Concord	Fire Chief	George F. Day	Bldg IA-7 10 Delta St	Concord
Los Medanos College	EMS Instructor	Sam Bradley	2700 E. Leland Rd	Pittsburg
Los Medanos College	Fire Instructor	Keith Cormier	2700 E. Leland Rd	Pittsburg
Los Medanos College	Fire Instructor	Alan Hartford	2700 E. Leland Rd	Pittsburg
Los Medanos College	Fire Instructor	John Kelleher	2700 E. Leland Rd	Richmond
Los Medanos College	Fire Instructor	Ed Macumber	4145 Woodhaven .	Oakley
Los Medanos College	Fire Instructor	Joe Robinson	737 S. 47th St.,	Richmond
Los Medanos College	Fire Instructor	Rick Hurtado	2700 E. Leland Rd	Pittsburg
Los Medanos College	Fire Instructor	Don Torres	2700 E. Leland Rd	Pittsburg
Moraga-Orinda Fire Dist.	Fire Chief	Randy Bradley	33 Orinda Way	Orinda
Moraga-Orinda Fire Dist.	Training Chief	Steve Healy	33 Orinda Way	Orinda
Pinole Fire Department	Fire Chief	Charles Handly	880 Tennent Ave	Pinole
Richmond Fire Dept.	Fire Chief	Michael Banks	1401 Marina Way S.	Richmond
Richmond Fire Dept.	Training Chief		1401 Marina Way S.	Richmond
San Ramon Valley Fire District	Fire Chief	Richard Price	1500 Bollinger Canyon	San
San Ramon Valley Fire District	Training Chief	Derek Krause		Ramon
Professional Firefighters Local 1230	President	Vince Wells	112 Blue Ridge Dr	Concord.
Chevron	Fire Chief	Mark Ayers	PO Box 1272	Richmond
Chevron	Training Officer	Mark Jelonek	PO Box 1272	Richmond
Dow Chemical	Fire Chief	Mark Ayers ₅₀	901 Loveridge Rd	Pittsburg

REQUEST TO PLACE CONTRACT ON GOVERNING BOARD AGENDA

DATE: February 13, 2013

TO: Doug Roberts Acting Vice Chancellor, Finance & Administration

FROM: Bob Kratochvil, Los Medanos College
(COLLEGE PRESIDENT)

Previous Current Contract No: 6444.0

CONTRACT PERIOD: (MONTH/DAY/YEAR)

START DATE: July 1, 2013 **END DATE:** June 30, 2015

THE GL # THE CONTRACT IS TO BE CHARGED TO OR AUGMENTED (IF REVENUE):

11-01-306002-213350-54100

CAMPUS CONTACT FOR THIS CONTRACT: Kiran Kamath, Dean, Career Technical Education

CONTRACTOR INFORMATION:

**Contract No: 6444.0*

NAME: Contra Costa Fire Protection District
ADDRESS 2945 Treat Blvd.
Concord, CA 94520

TAX ID #: _____ (or Vendor ID)

**(Please include a W-9 for new vendors)*

TYPE OF CONTRACT:

- REVENUE TO DISTRICT
- COST TO DISTRICT
- CATEGORICAL
- NO COST TO DISTRICT

COPY

NATURE OF SERVICES: Use of Facilities for the Pilot Fire Academy I

CONTRACT COMPENSATION:

HOURLY RATE:
OTHER:
TOTAL AMOUNT: \$0.00

Contra Costa Community College District

SHORT FORM SERVICE CONTRACT
Standard Form

1. Contract Identification: College: Los Medanos College Subject: Use of Facilities for the Pilot Fire Academy I Contract No. 6444.0 BPO No.

2. Parties. The Contra Costa Community College District (District), for its College named above, and the following named Contractor mutually agree and promise as follows: Contractor: Contra Co sta Fire Protection District Address: 2945 Treat Blvd., Concord, CA 94520

3. Term. The effective date of this Contract is July 1, 2013 and it terminates June 30, 2015 unless terminated sooner as provided herein.

4. Termination. This Contract may be terminated by the District at its sole discretion, upon five-day advance written notice thereof to the Contractor, or cancelled immediately by written mutual consent.

5. Payment Limit. District's total payments to Contractor under this Contract shall not exceed \$0.00.

6. District's Obligations. In consideration of Contractor's provision of services as described below, and subject to the payment limit expressed herein, District shall pay Contractor, upon submission of a properly documented demand for payment in the manner and form prescribed by District and upon approval of the president of the College for which this contract is made or his designee, as follows:

(Check one alternative only) [] hour; or [] a. FEE RATE: \$_____per service unit. [] session; as defined below; or [] calendar (insert day, week or month)

Not to exceed _____ service units.

[] b. PAYMENT IN FULL after approval by the College.

7. Contractor's Obligation. Contractor shall provide the following described services facilities, including classroom, training facilities and equipment. (as attached)

8. Independent Contractor Status. This Contract is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association. As an independent contractor, Contractor will be solely responsible for determining the means and methods for performing the services described herein. All of Contractor's activities will be at Contractor's own risk and Contractor is hereby given notice of Contractor's responsibility for arrangements to guard against physical, financial, and other risks as appropriate.

9. Indemnification. The Contractor shall defend, save harmless and indemnify the District and its officers, agents and employees from all liabilities and claims for damages for death, sickness or injury to persons or property, including without limitation, all consequential damages, from any cause whatsoever arising from or connected with the operations or the services of the Contractors hereunder, resulting from the conduct, negligent or otherwise, of the Contractor, its agents or employees.

10. Indemnification. The District shall defend, save harmless and indemnify the Contractor and its officers, agents and employees from all liabilities and claims for damages for death, sickness or injury to persons or property, including without limitation, all consequential damages, from any cause whatsoever arising from or connected with the operations or the services of the District hereunder, resulting from the conduct, negligent or otherwise, of the District, its agents or employees.

11. Legal Authority. This Contract is entered into under and subject to the following legal authorities: California Government Code and California Education Code Section 81655.

12. Signatures. These signatures attest the parties' agreement hereto:

COPY

CONTRA COSTA COMMUNITY COLLEGE DISTRICT

CONTRACTOR

By: David Wetmore, Director of Purchasing 500 Court Street Martinez, CA 94553

By: _____

Tax ID# _____

Date: _____

Date: _____

CERTIFICATE OF COVERAGE

Issue Date

7/19/2012

ADMINISTRATOR:
 Keenan & Associates
 1740 Technology Drive, Suite 300
 San Jose, CA 95110
 408-441-0754
 www.keenan.com

LICENSE # 0451271

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS BELOW.

ENTITIES AFFORDING COVERAGE:

- ENTITY A: Statewide Association of Community Colleges
- ENTITY B:
- ENTITY C:
- ENTITY D:
- ENTITY E:

COVERED PARTY:
 Contra Costa Community College District
 Bay Area CCD JPA
 500 Court Street
 Martinez CA 94553

THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED PARTY NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED HEREIN IS SUBJECT TO ALL THE TERMS AND CONDITIONS OF SUCH COVERAGE DOCUMENTS.

ENT LTR	TYPE OF COVERAGE	COVERAGE DOCUMENTS	EFFECTIVE/ EXPIRATION DATE	MEMBER RETAINED LIMIT / DEDUCTIBLE	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> GOVERNMENT CODES <input checked="" type="checkbox"/> ERRORS & OMISSIONS <input type="checkbox"/>	SWC 00901-18	7/1/2012 7/1/2013	\$ 100,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> HIRED AUTO <input checked="" type="checkbox"/> NON-OWNED AUTO <input checked="" type="checkbox"/> GARAGE LIABILITY <input checked="" type="checkbox"/> AUTO PHYSICAL DAMAGE	SWC 00901-18	7/1/2012 7/1/2013	\$ 100,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000
A	PROPERTY <input checked="" type="checkbox"/> ALL RISK <input checked="" type="checkbox"/> EXCLUDES EARTHQUAKE & FLOOD <input type="checkbox"/> BUILDER'S RISK	SWC 00901-18	7/1/2012 7/1/2013	\$ 250,000	\$ 250,000,000 EACH OCCURRENCE
A	STUDENT PROFESSIONAL LIABILITY	SWC 00901-18	7/1/2012 7/1/2013	\$ 5,000	\$ Included EACH OCCURRENCE
	WORKERS COMPENSATION [] EMPLOYERS' LIABILITY			\$	[] WC STATUTORY LIMITS [] OTHER \$ E.L. EACH ACCIDENT
	EXCESS WORKERS COMPENSATION [] EMPLOYERS' LIABILITY			\$	\$ E.L. DISEASE - EACH EMPLOYEE \$ E.L. DISEASE - POLICY LIMITS
	OTHER			\$ \$	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL PROVISIONS:
 Use of training facility at 2945 Treat Blvd. Concord Cal 94518 by Los Medanos College Fire 107 students for participation in an orientation and supervised training on July 21 - July 22, 2012 as scheduled.

CERTIFICATE HOLDER:
 Contra Costa County Fire Protection District
 2010 Geary Road
 Pleasant Hill C 94523

CANCELLATION..... SHOULD ANY OF THE ABOVE DESCRIBED COVERAGES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING ENTITY/JPA WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. ~~ANY FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE ENTITY/JPA, EXCEPT AS MAY BE OTHERWISE PROVIDED.~~

COPY



Graham Grice

AUTHORIZED REPRESENTATIVE

CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

USE PERMIT APPLICATION

TRAINING CENTER

2945 Treat Blvd., Concord, CA 94518.
(925) 941-3631 -- (925) 941-3639 (fax)

Requesting Agency LOS MEDANOS COLLEGE

Purpose of Use FIRE ACADEMY

DATE(S) OF USE	HOURS OF USE	ESTIMATED ATTENDANCE
SEE ATTACHED		
RESOURCES REQUESTED		TRAINING AIDS REQUESTED
<input checked="" type="checkbox"/> Classroom(s) ① <input checked="" type="checkbox"/> Drill Tower <input checked="" type="checkbox"/> Drill Grounds <input checked="" type="checkbox"/> Training House <input type="checkbox"/> Driving Area <input type="checkbox"/> Skid Pad <input type="checkbox"/> Disentanglement Area <input checked="" type="checkbox"/> Confined Space Area		<input checked="" type="checkbox"/> LCD Projector <input type="checkbox"/> 172" VHS Video Player-Monitor <input type="checkbox"/> Overhead Projector <input type="checkbox"/> Manikin <input type="checkbox"/> Smoke Machine <input checked="" type="checkbox"/> Use of Hydrants

The undersigned as an authorized representative for the above named agency hereby:

- Agrees to defend, hold harmless, and indemnify the Contra Costa County Fire Protection District, its officers, agents, and employees from all liabilities and claims for damages for deaths, sickness, or injury to persons or property, including without limitation all consequential damages, from any causes, whatsoever arising from or connected with its use of the Fire District's Training Center, whether or not resulting from negligence of the above-name agency, its agents or employees;
- Agrees to adhere to the policies, rules and regulations so specified for use of the Training Center;
- Confirms receipt of TG-P5 'Use of Fire District Training Center' Policy _____ (Initials)
- Verifies that the requesting agency has liability insurance to cover the training activities in the amount of:

\$250,000 for each person
\$500,000 for each accident or occurrence
\$100,000 for property damage

4-23-13
Date
439-2181 EXT 3274
513-1697
Agency Phone and FAX


Please Sign and Print Name
MIKE GRILLO
2700 EAST LELAND RD PITTSBURG, CA 94565
Agency Address

THIS SPACE FOR DISTRICT USE ONLY

REQUEST: GRANTED NOT GRANTED INSURANCE YES
 COPY OF TG-P5 GIVEN TO AUTHORIZED REPRESENTATIVE NO

SPECIAL INSTRUCTIONS: Use of Engines OK, but you must

REASON NOT GRANTED: Leave the Engines gased up, when over.

5-8-13
Date

By

COPY

Los Medanos College has enjoyed the privilege of conducting their Firefighter 1 academy at The Contra Costa County Fire training center on Treat Blvd. for years. We intend on conducting another fire academy starting the 2nd or 3rd week of June 2013. We are requesting the limited use of the Treat facility on the following schedule.

1. Tuesday and Thursday evenings during the latter part of August 2013 up to and including the first week of December 2013. The academy hours on these evenings will be from 6 pm til 10 pm.
 2. Saturdays during the same time frame from 8am til 6pm
 3. Every other Sunday during the same time frame from 9am til 5pm
- a. We always have an LMC staff of at least 3-4 personnel on hand at each drill for the entire drill.
 - b. There is always 1 lead instructor at each drill for the entire drill
 - c. Our cadets are furnished with all their PPE thru LMC and are not involved in any type of live fire training
 - d. We will providing a temporary lock up storage unit to house our equipment.
 - e. CCCFPD reserve engines are occasionally used for hose drills, but always moved/ pumped by experienced fire operators provided by LMC
 - f. We always clean up all equipment and the facility after each use.
 - g. We consider CCCFPD training as the primary users of the facility and we will always alter our program for front line company training.
 - h. I am the primary contact for any and all concerns Mike Grillo 925-752-4290

COPY

Single Stop USA, Inc.

Contract No:	7619.0	(Revenue)
Contract Amount:	Maximum: \$270,807.95	
Contract Period:	07/01/12 through 03/31/14	
Services:	An amended agreement to increase the maximum amount from \$157,214.75 to \$270,807.95 and extend the ending date from 03/31/13, to 03/31/14, to provide access to resources and services to help students and families surmount economic barriers, stay in school, and attain economic mobility.	

Judy Vonada

Contract No:	7766.0	(Cost)
Contract Amount:	Maximum: \$20,000.00	
Contract Period:	08/01/12 through 12/20/13	
Services:	An amended agreement to extend the ending date from 06/30/13, to 12/20/13, to serve as the neutral third party facilitator during CCCCD and Public Employees Union Local 1 negotiations.	

LOS MEDANOS COLLEGE

NEW/RENEWAL AGREEMENTS:

Foundation for California
Community Colleges

Contract No:	5963.13	(Revenue)
Contract Amount:	Maximum: \$184,078.08	
Contract Period:	01/01/13 through 12/31/13	
Services:	A renewal agreement to reimburse the District for Linda Collins serving as the Executive Director of the Career Ladders Project.	

First 5 Contra Costa Children and
Families Commission

Contract No:	6283.8	(Revenue)
Contract Amount:	Maximum: \$289,218.00	
Contract Period:	07/01/13 through 06/30/14	
Services:	A renewal agreement to provide instructional and administrative support services.	

Contra Costa Fire Protection
District

Contract No:	6444.1	(No Cost)
Contract Amount:	Maximum: None	
Contract Period:	07/01/13 through 06/30/15	
Services:	A renewal agreement for facilities use for the Pilot Fire Academy I.	

ADMINISTRATOR: LICENSE # **0451271**
Keenan & Associates
 1740 Technology Drive, Suite 300
 San Jose, CA 95110
 408-441-0754
 www.keenan.com

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS BELOW.

COVERED PARTY:
Contra Costa Community College District
 Bay Area CCD JPA
 500 Court Street
 Martinez CA 94553


ENTITIES AFFORDING COVERAGE:
 ENTITY A: **Statewide Association of Community Colleges**
 ENTITY B:
 ENTITY C:
 ENTITY D:
 ENTITY E:

THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED PARTY NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED HEREIN IS SUBJECT TO ALL THE TERMS AND CONDITIONS OF SUCH COVERAGE DOCUMENTS.

ENT LTR	TYPE OF COVERAGE	COVERAGE DOCUMENTS	EFFECTIVE/ EXPIRATION DATE	MEMBER RETAINED LIMIT / DEDUCTIBLE	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> GOVERNMENT CODES <input checked="" type="checkbox"/> ERRORS & OMISSIONS <input type="checkbox"/>	SWC 00901-18	7/1/2012 7/1/2013	\$ 100,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> HIRED AUTO <input checked="" type="checkbox"/> NON-OWNED AUTO <input checked="" type="checkbox"/> GARAGE LIABILITY <input checked="" type="checkbox"/> AUTO PHYSICAL DAMAGE	SWC 00901-18	7/1/2012 7/1/2013	\$ 100,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000
A	PROPERTY <input checked="" type="checkbox"/> ALL RISK <input checked="" type="checkbox"/> EXCLUDES EARTHQUAKE & FLOOD <input type="checkbox"/> BUILDER'S RISK	SWC 00901-18	7/1/2012 7/1/2013	\$ 250,000	\$ 250,000,000 EACH OCCURRENCE
A	STUDENT PROFESSIONAL LIABILITY	SWC 00901-18	7/1/2012 7/1/2013	\$ 5,000	\$ Included EACH OCCURRENCE
	WORKERS COMPENSATION <input type="checkbox"/> EMPLOYERS' LIABILITY			\$	<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER \$ E.L. EACH ACCIDENT
	EXCESS WORKERS COMPENSATION <input type="checkbox"/> EMPLOYERS' LIABILITY			\$	\$ E.L. DISEASE - EACH EMPLOYEE \$ E.L. DISEASE - POLICY LIMITS
	OTHER			\$ \$	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL PROVISIONS:
 Use of training facility at 2945 Treat Blvd. Concord Cal 94518 by Los Medanos College Fire 107 students for participation in an orientation and supervised training on July 21 - July 22, 2012 as scheduled.

CERTIFICATE HOLDER:
Contra Costa County Fire Protection District
 2010 Geary Road
 Pleasant Hill C 94523

CANCELLATION.....SHOULD ANY OF THE ABOVE DESCRIBED COVERAGES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING ENTITY/JPA WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. ~~NO CANCELLATION OR LIABILITY OF ANY KIND UPON THE ENTITY OR AGENTS OR REPRESENTATIVES.~~

Graham Grice
 AUTHORIZED REPRESENTATIVE

Law Enforcement Training Center
340 Marina Blvd.
Pittsburg, CA 94565

Marina Park

E 3rd St
OLD TOWN

New York Slough



Satellite

Traffic



Bella Vista Mobile Home Park

Willow Pass Rd

W 10th St

PITTSBURG

N Parkside Dr

N Parkside Dr

Solari St

Deanza Park

Parkside Elementary School

Pittsburg High School

E 14th St

California Delta Hwy

Rancho Medanos Jr High School

W Leland Rd

W Leland Rd

California Delta Hwy

Pittsburg-Antioch Hwy

Hampton Inn & Suites Pittsburg

Leland Rd

Stoneman Park

Delta View Golf Club

E Leland Rd

E Leland Rd

E Leland Rd

Motel 6 Pittsburg

Big O Tires

California Delta Hwy

E Leland Rd

Los Medanos College
2700 East Leland Rd.
Pittsburg, CA 94565

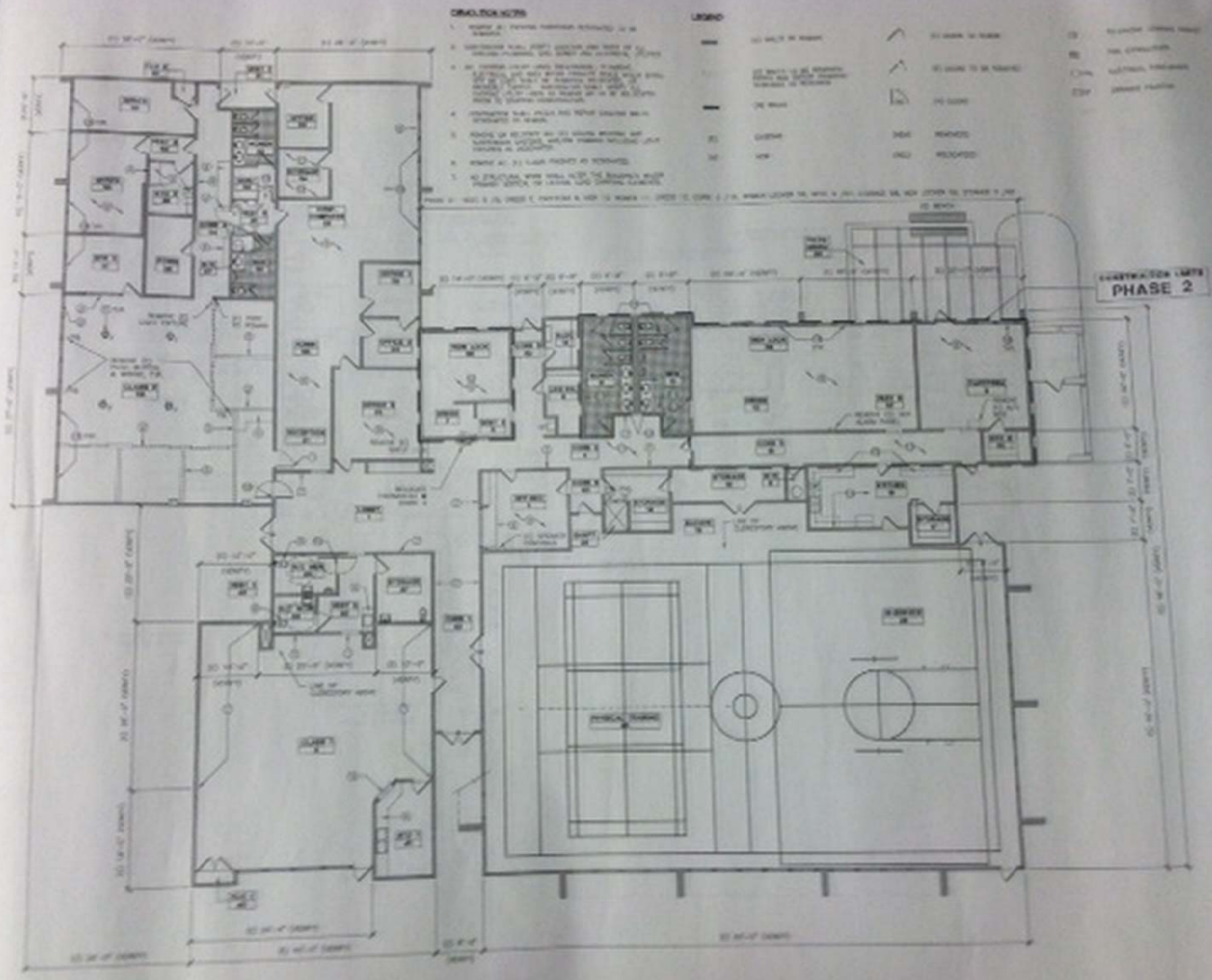
Los Medanos College

2000 ft
500 m

58



NO.	REVISION	DATE



**Annual Operating Budget
for the
Contra Costa County Office of the Sheriff
Law Enforcement Training Center
Basic Academy**

Operating Budget

Description	Total Expenses
Employee Costs	\$717,134.00
Equipment and Maintenance	\$46,326.00
Miscellaneous	\$162,035.00
TOTAL ANTICIPATED EXPENSES	\$920,495.00
TOTAL ESTIMATED REVENUE (based on 198 FTES for 2013-2014)	\$943,456.00

APPENDIX H-1

ADJUS-001 Schedule

ADJUST-001 SCHEDULE

MINIMUM CONTENT AND HOURLY REQUIREMENTS

REGULAR BASIC COURSE (307th) - MODULAR FORMAT

DOMAIN NUMBER	DOMAIN DESCRIPTION	WRITTEN TEST	MINIMUM HOURS	LETC HOURS
01	Leadership, Professionalism & Ethics	NWT	8 hours	9 hours
02	Criminal Justice System	02-26-13	2 hours	2 hours
03	Policing in the Community	NWT	6 hours	7 hours
05	Introduction to Criminal Law	02-19-13	4 hours	5 hours
15	Laws of Arrest	NWT	5 hours	5 hours
16	Search and Seizure	NWT	4 hours	9 hours
17	Presentation of Evidence	NWT	2 hours	2 hours
18	Investigative Report Writing	NWT	8 hours	16 hours
19	Vehicle Operations	NWT	8 hours	8 hours
20	Use of Force	NWT	5 hours	5 hours
28	Traffic Enforcement	NWT	2 hours	2 hours
30	Crime Scenes, Evidence, and Forensics	NWT	2 hours	2 hours
31	Custody	03-05-13	2 hours	2 hours
32	Lifetime Fitness	NWT	0 hours	2 hours
33	Arrest Methods/Defensive Tactics	NWT	24 hours	24 hours
34	First Aid and CPR	04-09-13	21 hours	22.5 hours
35	Firearms/Chemical Agents	NWT	28 hours	28 hours
36	Information Systems	03-19-13	2 hours	4 hours
39	Crimes Against the Justice System	NWT	1 hours	1 hours
42	Cultural Diversity/Discrimination	NWT	1 hours	3 hours
Instructional Hours TOTAL			135 hours	158.5 hours

TESTS	POST HOURS MINIMUM	LETC HOURS
Examination review	3 hours	6 hours
Test administration (LD's 2,5,31,34,36)	4 hours	5 hours
End-of-Course Proficiency Test	2 hours	2 hours
Written Tests TOTAL	9 hours	13 hours
Other (Drill, Inspection, Line-up)	0	1 hours
Minimum Required Hours TOTAL	144 hours	172.5 hours

Instructional Teams

Firearms Team	Defensive Tactics Team	EVOC Team	DA'S TEAM
Gackowski, J.	Kornblum	Schembra	Cabral
Baker	Watts, DJ	Sage	Graves
Ryan, K.	Staten	Kroll	Mowad
Kholmier	Rafanan	Mullnex	
Galer, P.	Hartman, D	Benavides	
		Crime Lab Team	Webb Team
		Nyguen	Galer, P.
		Wong	Galer, L.
		Finley	Blazer, C.
			Webb, C.

APPENDIX H-2

ADJUS-002 Schedule

MINIMUM CONTENT AND HOURLY REQUIREMENTS REGULAR BASIC COURSE (RBC) MODULAR FORMAT- MODULE II				
DOMAIN NUMBER	DOMAIN DESCRIPTION	WRITTEN TEST	MINIMUM HOURS	LETC HOURS
03	Policing in the Community	06-04-13	12 hours	12 hours
06	Property Crimes	06-19-13	6 hours	8 hours
07	Crimes Against Persons/Death Investigation	06-19-13	6 hours	25 hours
08	General Criminal Statutes	06-25-13	2 hours	3 hours
15	Laws of Arrest	07-09-13	7 hours	8 hours
16	Search and Seizure	07-09-13	8 hours	10 hours
17	Presentation of Evidence	NWT	4 hours	4 hours
18	Investigative Report Writing	NWT	20 hours	20 hours
20	Use of Force	07-23-13	5 hours	5 hours
21	Patrol Techniques	NWT	6 hours	6 hours
22	Vehicle Pullovers	NWT	6 hours	6 hours
23	Crimes in Progress	NWT	10 hours	10 hours
30	Crime Scenes, Evidence, and Forensics	NWT	4 hours	4 hours
32	Lifetime Fitness	NWT	0 hours	33 hours
33	Arrest Methods/Defensive Tactics	NWT	16 hours	16 hours
35	Firearms/Chemical Agents	NWT	44 hours	44 hours
39	Crimes Against the Justice System	06-25-13	4 hours	4 hours
42	Cultural Diversity/Discrimination	NWT	15 hours	16 hours
Instruction Hours TOTAL			175 hours	234 hours
TESTS	POST HOURS MINIMUM	LETC HOURS		
Examination review	4 hours	5 hours		
Test administration	8 hours	8 hours		
Written Tests TOTAL	12 hours	13 hours		
End-of-Course Proficiency Test (included in test admin)	04-18-13	0 hours (included in test admin above)		
Exercise Tests (Physical Skills Pilot Tests)	0 hours	0 hours		
Other (Drill, Inspection, Line-up)	0	2 hours		
Minimum Required Hours TOTAL	189 hours	249 hours		

Instructional Teams

Firearms Team	Defensive Tactics Team	Crime Lab Team	DA'S TEAM
Gackowski, J.	Rafanan	Nyguen	Cabral
Webb, C.	Staten	Wong	Graves
Galer, P.	Hartman, D.	Finley	Mowad
Hartman, R.	Daniels		Chandler
Ryan, K.	Kornblum		
			Webb Team
			Galer, P.
			Galer, L.
			Ryan
			Blazer, C.
			Webb, C.

APPENDIX H-3

ADJUS-003 Schedule

DOMAIN NUMBER	DOMAIN DESCRIPTION	MINIMUM HOURS	ACADEMY HOURS	TEST DATE
04	Victimology/Crisis Intervention	6 hours	6 hours	
09	Crimes Against Children	4 hours	6 hours	10-8-13
10	Sex Crimes	4 hours	6 hours	10-1-13
11	Juvenile Law and Procedures	3 hours	3 hours	11-5-13
12	Controlled Substances	12 hours	13 hours	12-10-13
13	ABC Law	2 hours	3 hours	
18	Investigative Report Writing	20 hours	29.5 hours	
19	Vehicle Operations	40 hours	40 hours	1-7-14
20	Use of Force	4 hours	8 hours	
21	Patrol Techniques	12 hours	13.5 hours	
22	Vehicle Pullovers	14 hours	17 hours	
23	Crimes in Progress	18 hours	30.5 hours	
24	Handling Disputes/Crowd Control	8 hours	8.5 hours	
25	Domestic Violence	10 hours	11.5 hours	11-12-13
26	Unusual Occurrences	4 hours	8 hours	2-18-14
27	Missing Persons	4 hours	8 hours	
28	Traffic Enforcement	16 hours	16 hours	12-17-13
29	Traffic Collision Investigations	12 hours	12 hours	
30	Crime Scenes, Evidence, and Forensics	6 hours	9 hours	
32	Lifetime Fitness	40 hours	54 hours	
33	Arrest Methods/Defensive Tactics	32 hours	46 hours	
35	Firearms/Chemical Agents	12 hours	16 hours	
37	People with Disabilities	6 hours	8.5 hours	11-5-13
38	Gang Awareness	2 hours	4.5 hours	
40	Weapons Violations	4 hours	9 hours	10-22-13
41	Hazardous Materials Awareness	4 hours	4 hours	
43	Emergency Management	16 hours	16 hours	2-18-14
	Minimum Instructional Hours	307 hours	406.5 hours	
Scenario	18 hours Scenario Demonstration	18 hours	19.5 hours	
	40 hours test administration	40 hours	41 hours	
	TOTAL	58 hours	60.5 hours	
LD testing	13 hours test administration; 6 hours examination review	19 hours	21 hours	
POST Final		2 hours	2 hours	
PT Testing	Physical Skills Pilot Test	0 hours	0 hours	
	TOTAL HOURS	394 hours	490 hours	

Instructional Teams

Firearms Team	Defensive Tactics Team	EVOC Team	DA'S TEAM
Gackowski, J.	Rafanan	Schembra	Cabral
Webb, C.	Staten	Sage	Graves
Galer, P.	Hartman, D.	Kroll	Mowad
Hartman, R.	Daniels	Mullnex	Chandler

APPENDIX H-4

ADJUS-005 Schedule

MINIMUM CONTENT AND HOURLY REQUIREMENTS REGULAR BASIC COURSE (173rd) - STANDARD FORMAT

DOMAIN NUMBER	DOMAIN DESCRIPTION	WRITTEN TEST	MINIMUM HOURS	LETC HOURS
01	Leadership, Professionalism & Ethics	NWT	8 hours	12 hours
02	Criminal Justice System	09-16-13	2 hours	6 hours
03	Policing in the Community	09-16-13	18 hours	18.5 hours
04	Victimology/Crisis Intervention	NWT	6 hours	6.5 hours
05	Introduction to Criminal Law	09-23-13	4 hours	4 hours
06	Property Crimes	09-30-13	6 hours	6.5 hours
07	Crimes Against/persons/DeathInvest.	09-23-13	6 hours	16 hours
08	General Criminal Statutes	10-04-13	2 hours	6.5 hours
09	Crimes Against Children	12-16-13	4 hours	6.5 hours
10	Sex Crimes	11-01-13	4 hours	6.25 hours
11	Juvenile Law and Procedure	01-27-14	3 hours	6.0 hours
12	Controlled Substances	01-21-14	12 hours	20.5hours
13	ABC Law	NWT	2 hours	2.5 hours
15	Laws of Arrest	11-12-13	12 hours	13.0 hours
16	Search and Seizure	11-12-13	12 hours	19.5 hours
17	Presentation of Evidence	NWT	6 hours	10.0 hours
18	Investigative Report Writing	NWT	48 hours	57 hours
19	Vehicle Operations	10-07-13	40 hours	41.5 hours
20	Use of Force	10-25-13	12 hours	19.0 hours
21	Patrol Techniques	NWT	12 hours	14.5 hours
22	Vehicle Pullovers	NWT	14 hours	35.0 hours
23	Crimes in Progress	NWT	20 hours	40.5 hours
24	Handling Disputes/Crowd Control	NWT	8 hours	11.0 hours
25	Domestic Violence	12-16-13	10 hours	13.0 hours
26	Unusual Occurrences	01-13-14	4 hours	7.5 hours
27	Missing Persons	NWT	4 hours	4 hours
28	Traffic Enforcement	01-21-14	16 hours	16.5 hours
29	Traffic Collision Investigations	NWT	12 hours	14 hours
30	Crime Scenes, Evidence, and Forensics	NWT	12 hours	22.83hours
31	Custody	10-07-13	2 hours	2 hours
32	Lifetime Fitness	NWT	40 hours	73.5 hours
33	Arrest Methods/Defensive Tactics	NWT	60 hours	75.0 hours
34	First Aid and CPR	03-03-14	21 hours	22.5 hours
35	Firearms/Chemical Agents	NWT	72 hours	75.25hours
36	Information Systems	12-04-13	2 hours	4 hours
37	People with Disabilities	01-13-14	6 hours	6.5 hours
38	Gang Awareness	NWT	2 hours	6.5 hours
39	Crimes Against the Justice System	10-04-13	4 hours	6.5 hours
40	Weapons Violations	11-27-13	4 hours	13.0 hours
41	Hazardous Materials Awareness	NWT	4 hours	4 hours
42	Cultural Diversity/Discrimination	NWT	16 hours	19.0 hours
43	Emergency Management	02-18-14	16 hours	16.00hours
TOTAL	Instructional Hours		560 Hrs.	767.5 Hrs.

TESTS	POST HOURS MINIMUM	LETC HOURS
Scenario Demonstration	18 hours	18.5 hours

Scenario Tests 02-10-14 & 02-19-21	40 hours	48 hours
Scenario Demonstration and Tests TOTAL	58 hours	66.5 hours
Examination review	13 hours	15 hours
Test administration	25 hours	25 hours
Written Tests TOTAL	38 hours	40 hours
Pre-Course Test (included in test admin)	09-09-13	1 hour
Mid-Course Proficiency Test (included in test admin)	01-07-14	2 hours
End-of-Course Proficiency Test (included in test admin)	03-05-14	2 hours
Exercise Tests (Physical Skills Pilot Tests)	0 hours	0 hours
Other (Drill, Inspection, Line-up)	0hours	54.5 hours
Minimum Required Hours TOTAL	664 hours	928.5 hours

Instructional Teams

Firearms Team	Defensive Tactics Team	EVOC Team	DA'S TEAM
Gackowski, J.	Cameron	Schembra	Cabral
Webb, C.	Dexheimer	Sage	Graves
Ryan, M.	Hartman, D.	Kroll	Mowad
Malone	Daniels	Mullnix	Chandler
Hartman, R.	Kornblum	Benavides	
Baker	Watts, DJ		
Ryan, K.	Staten	Crime Lab Team	Webb Team
Kholmier	Harbison	Nyguen	Galer, P.
Galer, P.	Rafanan	Wong	Galer, L.
		Finley	Ryan M.
			Blazer, C.
			Webb, C.

REQUEST TO PLACE CONTRACT ON GOVERNING BOARD AGENDA

DATE: 5/29/12

TO: David S. Wetmore, Director of Purchasing

FROM: Richard Livingston, Interim President

NEW CONTRACT: No

IF NO, PREVIOUS CONTRACT NUMBER: 7030

CONTRACT PERIOD: (MONTH/DAY/YEAR)

START DATE: 07/01/12

END DATE: 6/30/13

THE GL # THE CONTRACT IS TO BE CHARGED TO OR AUGMENTED (IF REVENUE):

11-01-308001-210550-55640

CAMPUS CONTACT FOR THIS CONTRACT: David Wahl, Special Projects Manager

CONTRACTOR INFORMATION:

NAME: Contra Costa County Office of the Sheriff

ADDRESS: 651 Pine Street 7th Floor

Martinez, CA 94553

Vendor ID # 0910354

TYPE OF CONTRACT:

- REVENUE TO DISTRICT
- COST TO DISTRICT
- CATEGORICAL
- NO COST TO DISTRICT

NATURE OF SERVICES: Instructional Services Agreement for Los Medanos College basic

law enforcement academy courses conducted by the Contra Costa County Office of the Sheriff.

Law Enforcement Training Center.

CONTRACT COMPENSATION:

HOURLY RATE: \$3.75 per student instructional hour.

OTHER:

TOTAL AMOUNT: Not to exceed \$273,656

AGREEMENT FOR INSTRUCTIONAL SERVICES

This Agreement is entered into between the Contra Costa Community College District (“District”) and Contra Costa County (“County”).

RECITALS

- A. The District educates and trains students in a wide variety of instructional programs, and has established an Administration of Justice instructional program, pursuant to California Education Code section 78015. The program has been approved by the State Chancellor’s Office and the courses have been approved by the District’s curriculum committee.
- B. The County, through its Sheriff’s Office, has the experience, equipment, resources, and staff necessary to provide training and instruction in the area of Administration of Justice to students enrolled in the District.
- C. The purpose of this Agreement is to permit employees of the County Sheriff’s Office to provide training and instruction in the area of Administration of Justice to students enrolled in the District.
- D. This Agreement is authorized by Education Code section 78015; and Title 5, California Code of Regulations, sections 51006, 53410, 55002, 55005, 55230-55232, 55805.5, 58051.5, 58055, 58056, 58058, and 58102-58106.

NOW, THEREFORE, the parties agree as follows:

Section 1. SERVICES TO BE PROVIDED BY DISTRICT

- (a) District will offer the educational courses (“Courses”) specified in Attachment A, which is attached and incorporated by reference.
- (b) District shall ensure that the Course meet all applicable requirements of the California Education Code and Title 5 of the California Code of Regulations.
- (c) District will provide a coordinator (“Coordinator”) to work with the Instructor. The Coordinator shall support and communicate with the Instructor concerning all educational courses taught by the County.
- (d) District, in accordance with its curriculum procedures, will approve the content, curriculum, and methods of instruction used in each Course. District will provide to the Instructor faculty orientation services, instructor manuals, course outlines, curriculum materials, testing and grading procedures and any other services it provides to its hourly instructors.
- (e) District will determine minimum class sizes.

- (f) District will process student applications and enroll students in each Course. A successful enrollment means that each student has completed an enrollment application provided by District, the application has been delivered to and accepted by District's registration office, and the applicant has met all requirements, including, if applicable, the standard college student liability and medical care coverage.
- (g) District shall provide the following services to students enrolled in each Course, in accordance with the District's standards as disclosed in the District's publications:
 - Recruitment of students
 - Placement testing
 - Advising
 - Counseling
 - Registration and enrollment of all students on District-approved registration forms
 - Maintenance of student rosters
 - Evaluation of student progress
 - Record keeping
 - Withdrawal of students prior to course completion
- (h) District reserves the right to cancel the offering of any Course that does not meet the approved curriculum or needed capacity of enrollment for District to be compensated by the state for apportionment. Cancellation of any Course by the District must be provided in writing to County prior to the start date of the course.
- (i) District will provide Course admission forms to prospective students.
- (j) District shall provide current course outlines for each Course and shall take steps to keep its college Catalog current regarding its designated programs.
- (k) District will open enrollment in each Course to any person who has been admitted to a District college and has met all applicable prerequisites, advisories, and limitations on enrollment. (Calif. Code of Regs., Title 5, Sections 51006 and 58106.)
- (l) District will enroll students in each Course or course sections during the period advertised for scheduled courses to be offered through the add date of the courses to be offered for County.
- (m) District will advertise each Course in the schedule of classes, post them online on its website, or publish and distribute them in accordance with District methods of approved updates.
- (n) District shall track enrollment fees of students enrolled in each Course.

- (o) District certifies that it is not receiving full compensation for the direct education costs of the courses described herein from any public or private, individual or group. District is responsible for obtaining certification verifying that the instructional activities are not fully funded by other sources. (A copy of the certification is attached hereto and incorporated herein as Attachment B). (Calif. Code of Regs, Title 5, Section 58051.5; Education Code Section 84752).
- (p) District will comply with the requirement of Calif. Code of Regs., Title 5, Sections 55230-55232, concerning approval by adjoining community college districts and use of non-District facilities.

Section 2. SERVICES TO BE PROVIDED BY COUNTY

- (a) County will provide at least one instructor for each Course (“Instructor”). County shall recommend instructors, in collaboration with District personnel, and ensure that all instructional training will be conducted by individuals who meet the criteria established by the California Community College Board of Governors for occupational/vocational instructors. (Calif. Code of Regs, Title 5, Section 53410 and the Instructors qualifications are attached as Attachments C and D)
- (b) For each Course, County will develop appropriate lecture and practical application materials, and develop and present educational support lectures. The materials and lectures will be developed in conjunction with District, under the supervision and control of a District employee who has met the minimum qualifications for instruction in occupational/vocational education in a California Community College.
- (c) County will permit District to have access to its existing current course outlines and other POST approved course outlines.
- (d) For each Course, County shall provide classroom space at 340 Marina Blvd., Pittsburg, CA 94565. County will establish the maximum class size for each Course.
- (e) County will ensure that Instructor, before agreement is submitted to District, executes an agreement in the form of the document attached as Attachment E.
- (f) County will provide at its own expense firearms, magazines and batons for County students, non-sponsored students, and allied agency students to use while attending and participating in firearms, baton, and defensive tactics training during the course of instruction. Students from other agencies shall furnish their own previously mentioned equipment. County shall have the exclusive right to determine and authorize the type, make and model of equipment to be used during its instruction. Any students who depart from the use of approved equipment by County must be authorized by County.

- (g) County will provide District with a list of students who are scheduled to attend each course. Upon completion of the course, County will provide an alphabetical listing with students' name, social security, daily course hours attended, total hours attended, grade (credit/no credit), course name, course number, dates of instruction, along with the completed applications and an invoice for payment.
- (h) County will maintain records of student attendance and achievement.
- (i) County reserves the right to cancel the offering of any Course. Cancellation of any Course by the County must be provided in writing to District prior to the start date of the course.

Section 3. AREAS OF MUTUAL COOPERATION.

- (a) County and District agree to consult and cooperate regarding any changes in curriculum, hours, units of credit, or other course changes, but the decision of District as to all academic matters and compliance with educational requirements imposed by law is final.
- (b) County and District will mutually agree upon the number of instructors that will instruct each Course, the ratio of instructors per student, and the subject area to be taught.
- (c) The parties will mutually agree on the days and times of each Course.
- (d) County and District will cooperate to ensure that all personnel, equipment, and materials used in providing instruction under this Agreement conform to Education Code and Title 5, California Code of Regulations, mandated standards governing instructional programs.
- (e) District and County will collaborate in the evaluation of each Instructor to ensure and maintain the quality of instruction to meet the needs of the students and the accreditation requirements of the District. In addition, District and County will collaborate to ensure that Instructors teach Courses in a manner consistent with District-approved course outlines and hold students to a level of academic achievement expected throughout the District.

Section 4. EMPLOYEE STATUS.

Pursuant to California Code of Regulations, title 5, section 58058, District shall have the primary right to control and direct the educational program and the activities of Instructor.

Notwithstanding the foregoing, Instructor shall remain an employee of his or her agency while providing services under this Agreement. District shall not be responsible for the payment of any salary or provision of any employee benefits to Instructor, except that for purposes of worker's compensation, the District is considered the "primary employer" of Instructor while Instructor is providing services under this Agreement.

Section 5. PAYMENT.

- (a) In consideration for the services provided within this Agreement, District shall pay County \$3.75 for each student for each instructional hour. Instructional hours are defined as those hours that are reported on the District's CCFS-320, California Community Colleges Apportionment Attendance Reports.
- (b) For fiscal year 2012-2013, said hours shall not exceed 139 FTES (Full-Time Equivalent Student) or \$273,656 unless mutually agreed to prior to July 1, 2013.
- (c) District will pay Independent Contractors, as identified by the County and at a rate specified by the County, a maximum of \$3500 per individual per fiscal year for services provided to the County. This amount will be deducted from the invoices submitted by the County.
- (d) County shall submit monthly invoices to District for services County provides pursuant to this Agreement.
- (e) District will pay County no later than 30 days from the date of the invoice. Payments shall be sent to:

Office of the Sheriff
651 Pine Street, 7th Floor
Martinez, CA 94553

- (f) If for any reason this Agreement is terminated prior to the end of the term, County shall submit a cost report to District that shows the final costs owed by District to County. District will pay County within 30 days of receipt of the cost report.
- (g) If District disputes any invoice, then District shall notify County, in writing within 60 calendar days of receipt of invoice. Instructor and Coordinator will be responsible for resolving the dispute.
- (h) Under no circumstances may County charge students any fees above and beyond the enrollment fee authorized by Education Code section 76300 (currently \$46 per unit), and/or any other fees not specifically authorized by law. (Calif. Code Regs, Title 5, Section 51012).

Section 6. HOLD HARMLESS AND INDEMNITY.

County agrees to indemnify and hold harmless District from the County's share of any and all claims, costs and liability for any damages, injury or death of or to any person or the property of any person, including attorneys fees, arising out of the willful misconduct or the negligent acts, errors or omissions of the County in the performance of this Agreement. Under no circumstances shall County have any liability to District or to any other person or entity, for consequential or special damages, or for any damages based on loss of use, revenue, profits or business opportunities arising from or in any way relating to County's performance under this Agreement.

District shall indemnify and hold harmless County, its officers and employees from the District's share of any and all claims, costs and liability for any damage, injury or death of or to any person or the property of any person, including attorneys fees, arising out of the willful misconduct or the negligent acts, errors or omissions of the District, its officers or employees.

Section 7. NOTICES.

All correspondence regarding this Agreement, including invoices, payments, and notices, shall be directed to the following persons at the following addresses and telephone numbers:

COUNTY:

Office of the Sheriff
651 Pine Street, 7th Floor
Martinez, CA 94553

DISTRICT:

Contra Costa Community College District
500 Court Street
Martinez, CA 94553

Section 8. TERM AND TERMINATION.

- (a) This Agreement shall be for one year, commencing July 1, 2012 and terminating June 30, 2013 unless terminated by either party in the manner set forth herein.
- (b) Either party may terminate this Agreement, without cause, with ninety (90) days written notice.

Section 9. NO THIRD PARTY BENEFICIARIES.

Nothing in this Agreement is intended, nor shall it be construed, to create rights inuring to the benefit of third parties.

Section 10. ENTIRE AGREEMENT.

This Agreement contains the entire agreement between the parties and all prior understandings or agreements, oral or written, regarding this matter are superseded. This Agreement shall not be modified except by written mutual agreement signed by the parties.

COUNTY

DISTRICT

By: _____

By: _____

ATTACHMENT A

List of Approved Courses of Instruction in the District Catalog. This list may be revised upon written mutual agreement of the parties.

- (a) Basic Law Enforcement Academy Module III (ADJUS - 001)
- (b) Basic Law Enforcement Academy Module II (ADJUS - 002)
- (c) Basic Law Enforcement Academy Module I (ADJUS - 003)
- (d) Basic Law Enforcement Academy I (ADJUS - 005A)
- (e) Basic Law Enforcement Academy I (ADJUS - 005B)

ATTACHMENT B

County certifies that the direct education costs of the activity in the proposed contract are NOT fully funded through other sources.

County understands that the partnership with Los Medanos College is intended to augment the resources of the course in order to fully fund the direct costs.

County understands the California Code of Regulations and certifies compliance with Section 58051.5 of Subchapter 1 of Chapter 9 of Division 6 of Title 5.

SIGNATURE: _____

TITLE: _____

DATE: _____

ATTACHMENT C

§ 53410. Minimum Qualifications for Instructors of Credit Courses, Counselors, and Librarians.

The minimum qualifications for service as a community college faculty member teaching any credit course, or as a counselor or librarian, shall be satisfied by meeting any one of the following requirements:

(a) Possession of a master's degree, or equivalent foreign degree, in the discipline of the faculty member's assignment.

(b) Possession of a master's degree, or equivalent foreign degree, in a discipline reasonably related to the faculty member's assignment and possession of a bachelor's degree, or equivalent foreign degree, in the discipline of the faculty member's assignment.

(c) For faculty assigned to teach courses in disciplines where the master's degree is not generally expected or available, which are, generally, disciplines in specialized technical, trade, or industrial fields, either of the following:

(1) Possession of a bachelor's degree, or equivalent foreign degree, plus two years of professional experience directly related to the faculty member's assignment; or

(2) Possession of an associate degree, or equivalent foreign degree, plus six years of professional experience directly related to the faculty member's assignment.

ATTACHMENT D

Instructor Qualifications

1. Attached is the CV or resume of instructor(s) for course or courses contained in subject contract.

ATTACHMENT E

Agreement for Academic and Occupational/Vocational Program Instruction

This agreement is between the Contra Costa Community College District (“District”) and James Harbison (“Instructor”).

1. This Agreement is entered into pursuant to California Code of Regulations, Title 5, section 58058.
2. Instructor will provide instruction in one or more of the courses listed in Attachment A.
3. The Instructor’s responsibilities and duties as an employee of the District shall include, but are not limited to, the following:
 - a. Ensure that training time is expended in full compliance with the course objectives determined by the District.
 - b. Ensure the safety and well-being of students.
 - c. Be in sufficient physical proximity and range of communication to provide immediate instructional supervision and control of all students in his/her classes.
 - d. Ensure the accuracy of all information on all time sheets of technical officers and facilitators.
 - e. Ensure the immediate notification to the District of a student drop rate.
 - f. Ensure the proper and timely assignment, scheduling and notification of facilitators.
 - g. Ensure the complete, accurate and timely evaluation of facilitators.
 - h. Ensure regular attendance at periodic staff meetings with District Coordinator.
 - i. Ensure that all handouts prepared or utilized by facilitators are appropriate prior to submitting them to the District Coordinator for approval.
 - j. Ensure accurate and current daily student attendance records.
 - k. Ensure the effective use of instructional methods, technology, testing and remediation.
 - l. Ensure the accurate calculation of final student grades and the prompt submission of them to the District Coordinator within two weeks of course completion.
 - m. Ensure the competent and prompt completion of all other assigned duties.

- n. Ensure that he/she does not have any other assigned duties during the instructional activity for which attendance is being claimed.
 - o. Be familiar with and comply with all relevant District policies, rules and regulations, including but not limited, to those related to student safety, grading, attendance, sexual harassment and discrimination.
4. District will pay Contra Costa County (“County”) for Instructor’s services pursuant to the Agreement for Instructional Services between District and County.
 5. Instructor certifies that he/she meets the minimum qualifications or equivalent for this teaching assignment, which are attached to this Agreement.
 6. Pursuant to California Code of Regulations, title 5, section 58058, District shall have the primary right to control and direct the educational program and the activities of Instructor. Notwithstanding the foregoing, Instructor shall remain an employee of the County while providing services under this Agreement. District shall not be responsible for the payment of any salary or provision of any employee benefits to Instructor, except that for purposes of worker’s compensation, the District is considered the “primary employer” of Instructor while Instructor is providing services under this Agreement.
 7. Instructor agrees that he/she shall not discriminate against any person in the provision of services, or employment of persons on the basis of race, religion, medical condition, disability, marital status, sex, age or sexual orientation. Instructor understands that harassment of any student or employee of District with regard to race, religion, gender, disability, medical condition, marital status, age or sexual orientation is strictly prohibited.

DISTRICT

INSTRUCTOR

By: _____

By: _____

Date: _____

Date: _____

ATTACHMENT E

Agreement for Academic and Occupational/Vocational Program Instruction

This agreement is between the Contra Costa Community College District (“District”) and Jason Giannini (“Instructor”).

8. This Agreement is entered into pursuant to California Code of Regulations, Title 5, section 58058.
9. Instructor will provide instruction in one or more of the courses listed in Attachment A.
10. The Instructor’s responsibilities and duties as an employee of the District shall include, but are not limited to, the following:
 - a. Ensure that training time is expended in full compliance with the course objectives determined by the District.
 - b. Ensure the safety and well-being of students.
 - c. Be in sufficient physical proximity and range of communication to provide immediate instructional supervision and control of all students in his/her classes.
 - d. Ensure the accuracy of all information on all time sheets of technical officers and facilitators.
 - e. Ensure the immediate notification to the District of a student drop rate.
 - f. Ensure the proper and timely assignment, scheduling and notification of facilitators.
 - g. Ensure the complete, accurate and timely evaluation of facilitators.
 - h. Ensure regular attendance at periodic staff meetings with District Coordinator.
 - i. Ensure that all handouts prepared or utilized by facilitators are appropriate prior to submitting them to the District Coordinator for approval.
 - j. Ensure accurate and current daily student attendance records.
 - k. Ensure the effective use of instructional methods, technology, testing and remediation.
 - l. Ensure the accurate calculation of final student grades and the prompt submission of them to the District Coordinator within two weeks of course completion.
 - m. Ensure the competent and prompt completion of all other assigned duties.

- n. Ensure that he/she does not have any other assigned duties during the instructional activity for which attendance is being claimed.
 - o. Be familiar with and comply with all relevant District policies, rules and regulations, including but not limited, to those related to student safety, grading, attendance, sexual harassment and discrimination.
11. District will pay Contra Costa County (“County”) for Instructor’s services pursuant to the Agreement for Instructional Services between District and County.
 12. Instructor certifies that he/she meets the minimum qualifications or equivalent for this teaching assignment, which are attached to this Agreement.
 13. Pursuant to California Code of Regulations, title 5, section 58058, District shall have the primary right to control and direct the educational program and the activities of Instructor. Notwithstanding the foregoing, Instructor shall remain an employee of the County while providing services under this Agreement. District shall not be responsible for the payment of any salary or provision of any employee benefits to Instructor, except that for purposes of worker’s compensation, the District is considered the “primary employer” of Instructor while Instructor is providing services under this Agreement.
 14. Instructor agrees that he/she shall not discriminate against any person in the provision of services, or employment of persons on the basis of race, religion, medical condition, disability, marital status, sex, age or sexual orientation. Instructor understands that harassment of any student or employee of District with regard to race, religion, gender, disability, medical condition, marital status, age or sexual orientation is strictly prohibited.

DISTRICT

INSTRUCTOR

By: _____

By: _____

Date: _____

Date: _____

ATTACHMENT E

Agreement for Academic and Occupational/Vocational Program Instruction

This agreement is between the Contra Costa Community College District (“District”) and Jeff Kruger (“Instructor”).

15. This Agreement is entered into pursuant to California Code of Regulations, Title 5, section 58058.
16. Instructor will provide instruction in one or more of the courses listed in Attachment A.
17. The Instructor’s responsibilities and duties as an employee of the District shall include, but are not limited to, the following:
 - a. Ensure that training time is expended in full compliance with the course objectives determined by the District.
 - b. Ensure the safety and well-being of students.
 - c. Be in sufficient physical proximity and range of communication to provide immediate instructional supervision and control of all students in his/her classes.
 - d. Ensure the accuracy of all information on all time sheets of technical officers and facilitators.
 - e. Ensure the immediate notification to the District of a student drop rate.
 - f. Ensure the proper and timely assignment, scheduling and notification of facilitators.
 - g. Ensure the complete, accurate and timely evaluation of facilitators.
 - h. Ensure regular attendance at periodic staff meetings with District Coordinator.
 - i. Ensure that all handouts prepared or utilized by facilitators are appropriate prior to submitting them to the District Coordinator for approval.
 - j. Ensure accurate and current daily student attendance records.
 - k. Ensure the effective use of instructional methods, technology, testing and remediation.
 - l. Ensure the accurate calculation of final student grades and the prompt submission of them to the District Coordinator within two weeks of course completion.
 - m. Ensure the competent and prompt completion of all other assigned duties.

- n. Ensure that he/she does not have any other assigned duties during the instructional activity for which attendance is being claimed.
 - o. Be familiar with and comply with all relevant District policies, rules and regulations, including but not limited, to those related to student safety, grading, attendance, sexual harassment and discrimination.
18. District will pay Contra Costa County (“County”) for Instructor’s services pursuant to the Agreement for Instructional Services between District and County.
 19. Instructor certifies that he/she meets the minimum qualifications or equivalent for this teaching assignment, which are attached to this Agreement.
 20. Pursuant to California Code of Regulations, title 5, section 58058, District shall have the primary right to control and direct the educational program and the activities of Instructor. Notwithstanding the foregoing, Instructor shall remain an employee of the County while providing services under this Agreement. District shall not be responsible for the payment of any salary or provision of any employee benefits to Instructor, except that for purposes of worker’s compensation, the District is considered the “primary employer” of Instructor while Instructor is providing services under this Agreement.
 21. Instructor agrees that he/she shall not discriminate against any person in the provision of services, or employment of persons on the basis of race, religion, medical condition, disability, marital status, sex, age or sexual orientation. Instructor understands that harassment of any student or employee of District with regard to race, religion, gender, disability, medical condition, marital status, age or sexual orientation is strictly prohibited.

DISTRICT

INSTRUCTOR

By: _____

By: _____

Date: _____

Date: _____

FY2012-13 Instructional Service Agreement - CCC Office of the Sheriff





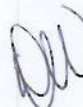

Compliance Requirement		Initial for Review and Completion	Date
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Name of Contracting Agency: Contra Costa County Office of the Sheriff






Contract Number: 7030

Name of Individual Completing Checklist: David Wahl, Special Projects Manager

<p>1. Job/Labor Market Student - The governing board of a community college district, prior to establishing a vocational or occupational training program, shall conduct a job market study of the labor market area, and determine whether or not the results justify the proposed vocational education program. Education Code Section 78015.</p>	Recital A	DW	3-May-12
<p>2. Written Agreement/Contract Defining Responsibilities - The college or district has a written agreement or contract with the contractor stating the responsibilities of each party and that the college or district is responsible for the educational program conducted on site.</p>	Section 1 Section 2 Section 3	DW	3-May-12
<p>3. Written Agreement/Contract Provisions: The agreement/contract contains procedures, terms and conditions relating to 1) enrollment period; 2) student enrollment fees; 3) the number of class hours sufficient to meet the stated performance objectives; 4) supervision and evaluation of students; and 5) withdrawal of students prior to completion of a course or program.</p>	Section 1.g. Attachment E.3.	DW	3-May-12
<p>4. Cancellation Provisions - Agreement/contract contains terms and conditions relating to cancellation and termination of the arrangement.</p>	Section 8.b.	DW	3-May-12
<p>5. District Supervision of Instruction - Instruction to be claimed for apportionment under the agreement/contract, is under the immediate supervision and control of an employee of the district (Title 5, Section 58058) who has met the minimum qualifications for instruction in vocational subject in a California community college.</p>	Section 2.b. Section 4 Attachment E.6.	DW	3-May-12

<p>6. Written Agreement/Contract With Each Instructor - Where the instructor is not a paid employee of the district, the college or district has a written agreement or contract with each instructor conducting instruction for which FTES are to be reported and stating that the college or district has the primary right to control and direct the instructional activities of the instructor. NOTE: The college or district must demonstrate control and direction through such actions as providing the instructor an orientation, instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its hourly instructors on campus.</p>	<p>Section 1.d. Attachment E</p>		<p>3-May-12</p>
<p>7. Minimum Qualifications for Instructors - The college or district lists minimum qualifications for instructors teaching these courses and that the qualifications are consistent with requirements in other similar courses given at the college or district.</p>	<p>Section 2.a. Attachment C Attachment D</p>		<p>3-May-12</p>
<p>8. Facilities Open to the Public - The course must be held at facilities which are clearly identified as being open to the general public. (Title 5, Section 58051.5) Enrollment in the course must be open to any person who has been admitted to the college and has met any applicable prerequisites. (Title 5, Sections 51006 and 58106) The district policy on open enrollment must be published in the college catalogue, schedule of classes, and any addenda to the schedule of classes, (Title 5, Section 51006), along with a description of the course and information about whether the course is offered for credit and is transferable. (Title 5, Section 55005)</p>	<p>Section 1.k. Section 1.l. Section 2.d.</p>		<p>3-May-12</p>
<p>9. State Chancellor's Office Approval for Degree and Certificate Programs - Degree and certificate programs must have been approved by the State Chancellor's Office and courses that make up the programs must be part of the approved programs, or the college must have received delegated authority to separately approve those courses locally.</p>	<p>Recital A</p>		<p>3-May-12</p>
<p>10. Course Curriculum Documentation and Approval - The courses of instruction are specified in the agreement, the outlines of record for such courses and are approved by the college's curriculum committee as meeting Title 5 course standards, and the courses have been approved by the district board of trustees.</p>	<p>Recital A Section 1.a. Attachment A</p>		<p>3-May-12</p>
<p>11. Course Outline and Student Rigor - Procedures used by the college to assure that faculty teaching different sections of the same course, teach in a manner consistent with the approved outline of record for that course are applied to courses and faculty covered under the agreement and students are held to a comparable level of rigor.</p>	<p>Section 1.d. Section 3.e.</p>		<p>3-May-12</p>

FY2012-13 Instructional Service Agreement - CCC Office of the Sheriff

<p>12. Student Attendance Records - Records of student attendance and achievement will be maintained by the public agency. Records will be open for review at all times by officials of the college and submitted on a schedule developed by the community college district.</p>	Section 2.g.		3-May-12
<p>13. Support Services - It is agreed that both contractor and community college district will insure that ancillary and support services are provided for the students (e.g. Counseling and Guidance, Placement Assistance).</p>	Section 1.g.		3-May-12
<p>14. Certification - No Other Funding Sources - The college district must certify that it does not receive full compensation for the direct education costs of the course from any public or private agency, individual or group.</p>	Section 1.o.		3-May-12
<p>15. Certification - No Other Funding Sources - The college district is responsible for obtaining certification verifying that the instructional activity to be conducted will not be fully funded by other sources.*</p>	Section 1.o. Attachment B		3-May-12
<p>16. Classes Located Outside District Boundaries - If the classes are to be located outside the boundaries of the district, the district must comply with the requirements of Title 5, Sections 55230-55232 concerning approval by adjoining high school or community college districts and use of non-district facilities.</p>	Section 1.p.		3-May-12
<p>*In accordance with AB 444 (Statutes of 1996, Chapter 637) effective 9/16/96, Title 5, Section 58051.5 was amended to include appropriate language to implement Education Code Section 84752.</p>			

Contra Costa County Police Chiefs Association

Antioch Police Department

Chief Allan Cantando
300 L Street
Antioch, CA 94509-1159
Business (925) 779-6902

Bay Area Rapid Transit

Chief Kenton Rainey
800 Madison St, PO Box 12688
Oakland, CA 94604-2688
Business (510) 464-7022

Concord Police Department

Chief Guy Swanger
1350 Galindo Street
Concord, CA 94520-2809
Business (925) 671-3194

Kensington Police Department

Chief Greg Harman
217 Arlington Ave
Kensington, CA 94707
Business (510) 526-4141

Martinez Police Department

Chief Gary Peterson
525 Henrietta Street
Martinez, CA 94553
Business (925) 372-3445

Pittsburg Police Department

Chief Aaron Baker
65 Civic Drive
Pittsburg, CA 94565
Business (925) 252-4883

Danville Police Department

Steve Simpkins, Police Chief
510 LaGonda Way
Danville, CA 94526
Business (925) 314-3700

Brentwood Police Department

Chief Mark Evenson
9100 Brentwood Blvd.
Brentwood, CA 94513
Business (925) 809-7701

Clayton Police Department

Chief Dan Lawrence
6000 Heritage Trail
Clayton, CA 94517
Business (925) 673-7350

Contra Costa Community College District

Chief Charles Gibson
500 Court Street
Martinez, CA 94553-1278
Business (925) 686-5547

Moraga Police Department

Chief Robert Priebe
329 Rheem Blvd.
Moraga, CA 94556
Business (925) 376-2515

Pinole Police Department

Chief John Hardester
880 Tennant Ave.
Pinole, CA 94564
Business (510) 724-8950

Pleasant Hill Police Department

Chief Pete Dunbar
330 Civic Drive
Pleasant Hill, CA 94523
Business (925) 288-4650

Lafayette Police Department

Mike Hubbard, Police Chief
3675 Mt. Diablo Blvd. #130
Lafayette, CA 94549
Business (925) 283-3680

Oakley Police Department

Bani Kollo, Police Chief
3231 Main
Oakley, CA 94561
Business (925) 625-8855

Contra Costa District Attorney

Chief of Inspectors
Paul Mulligan
5601 Arnold Rd. Ste. 400
Martinez, CA 94553
Business (925) 957-8749

Fed. Bureau of Investigation

Special Agent in Charge
SAC Stephanie Douglas
450 Golden Gate Avenue, 13th Floor
San Francisco, CA 94102
Business (415) 553-7400

California Highway Patrol

Commander Jonni Fenner
5001 Blum Rd.
Martinez, CA 94553
Business (925) 646-4980

Contra Costa County Sheriff

Sheriff Dave Livingston
651 Pine St. 7th Floor
Martinez, CA 94553
Business (925) 335-1510

East Bay Regional Parks Police Department

Chief Tim Anderson
17930 Lake Chabot Road
Castro Valley, CA 94546
Business (510) 690-6500

Richmond Police Department

Chief Chris Magnus
1701 Regatta Blvd
Richmond, CA 94804
Business (510) 620-6655

Orinda Police Department

Jennings, Police Chief
22 Orinda Way
Orinda, CA 94563
Business (925) 254-6820

**Fed. Bureau of Alcohol,
Firearms and Explosives**

900 Ward Street
Dublin, CA 94568
Business (925) 479-7500

**Contra Costa County
Probation Department**

Philip Kader, Chief
50 Douglas Drive, Suite 201
Martinez, CA 94553
Business (925) 313-4188

Contra Costa District Attorney

Mark Peterson
900 Ward Street 4th Floor
Martinez, CA 94553
Business (925) 957-2200

El Cerrito Police Department

Chief Sylvia Moir
10900 San Pablo Ave.
El Cerrito, CA 94530
Business (510) 215-4410

Hercules Police Department

Chief Bill Goswick
111 Civic Drive
Hercules, CA 94547
Business (510) 799-8274

San Pablo Police Department

Chief Walt Schuld
13880 San Pablo Ave.
San Pablo, CA 94806
Business (510) 215-3170

San Ramon Police Department

Chief Scott Holder
2226 Camino Ramon
San Ramon, CA 94383
Business (925) 973-2700

POST Consultant

Don Lane
1601 Alhambra Blvd.
Sacramento, CA 95816-7083

Walnut Creek Police Department

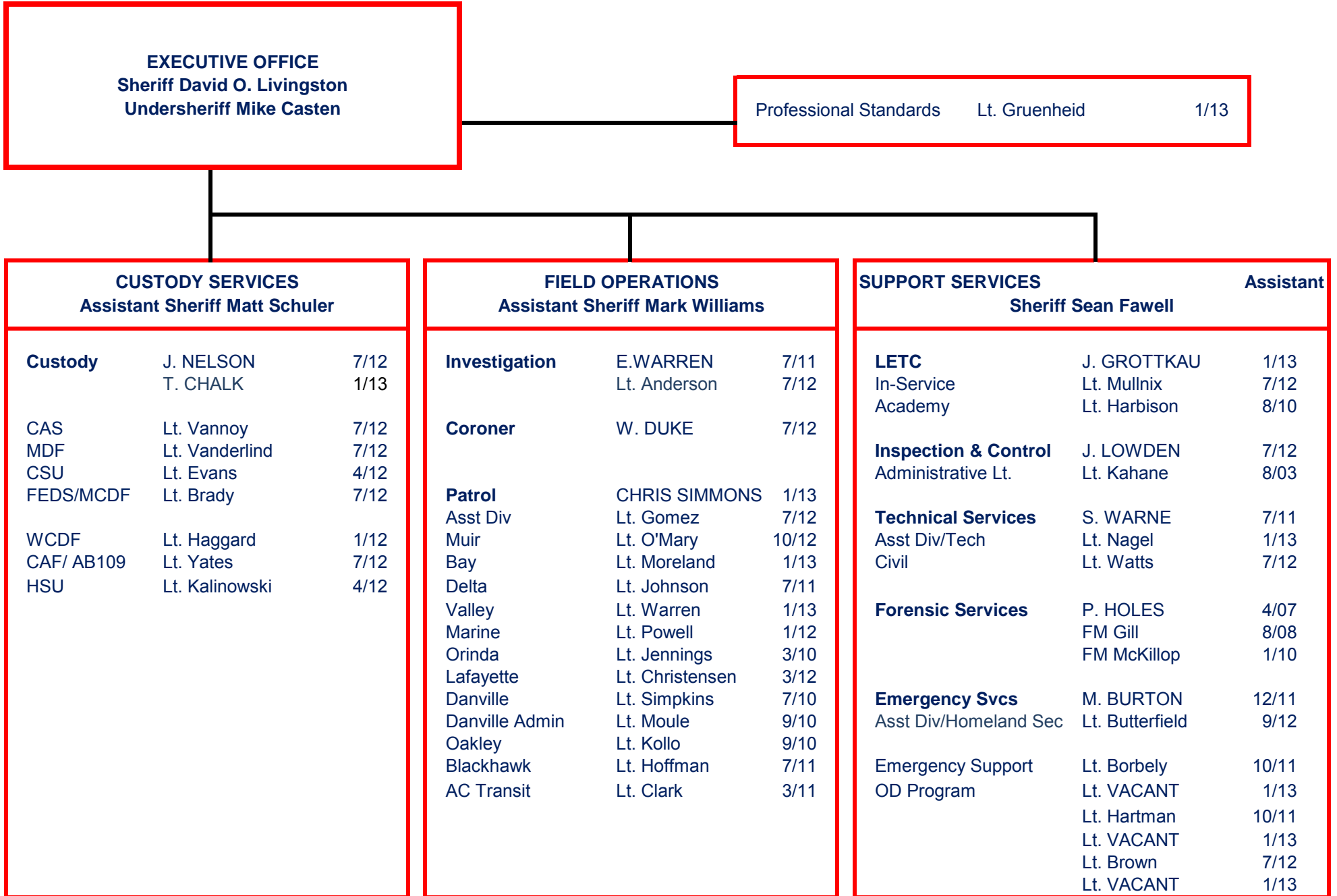
Chief Joel H. Bryden
1666 North Main Street
Walnut Creek, CA 94596
Business (925) 943-5869

CC County Police Chiefs Assn.

Pete Peterson
7172 Regional Street #222
Dublin, CA 94568

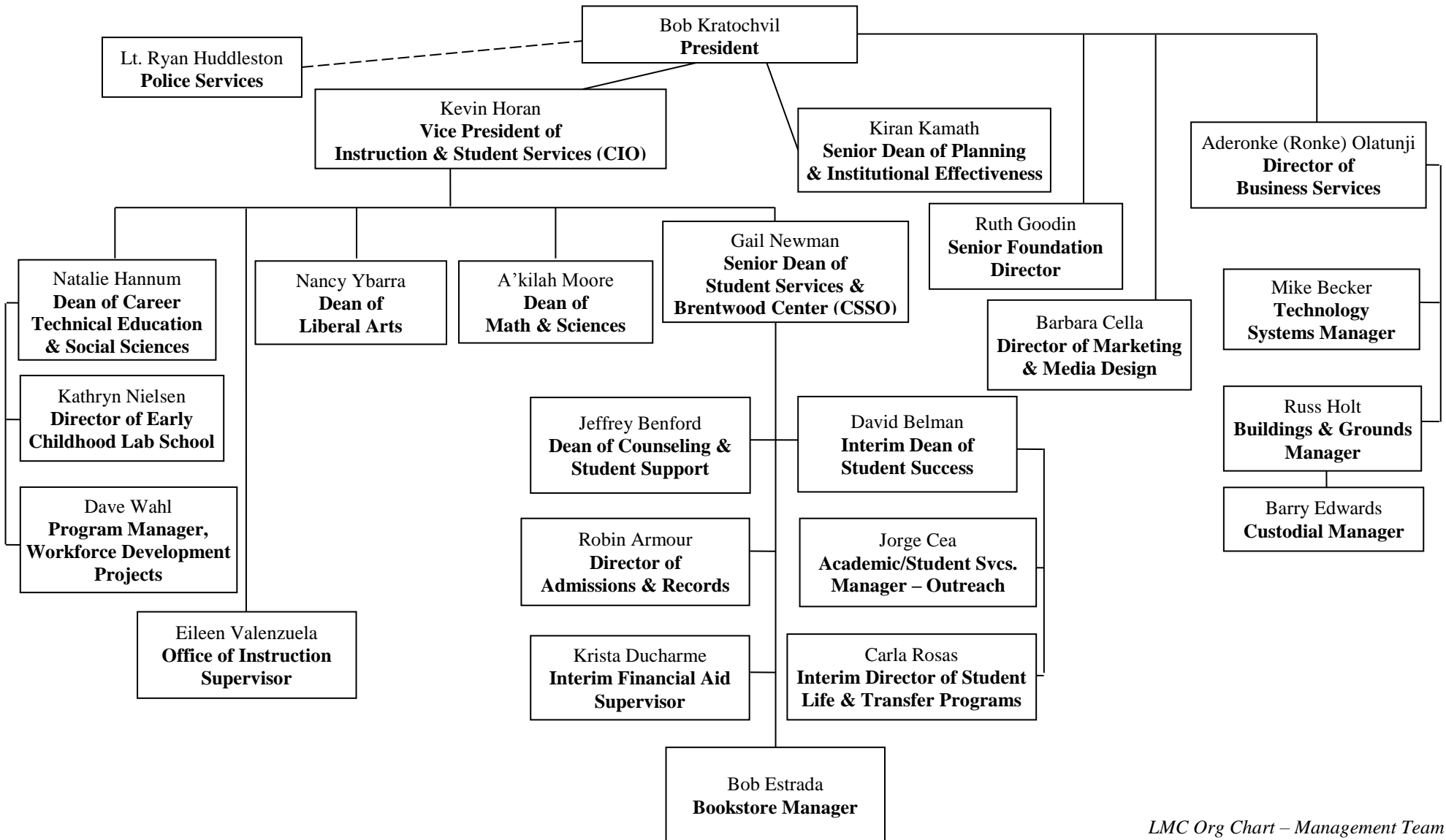
SWORN MANAGEMENT

January 2013



LOS MEDANOS COLLEGE

Administration



LOS MEDANOS COLLEGE

