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CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

INFORMATION SHEET

MIC-IS3

<b>SUBJECT: Contra Costa County Fire District Training Center</b>			
Revision Date <b>March 2008</b>	Replaces <b>April 2007</b>	Approved By B/C Hartford	Pages <b>5</b>
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.

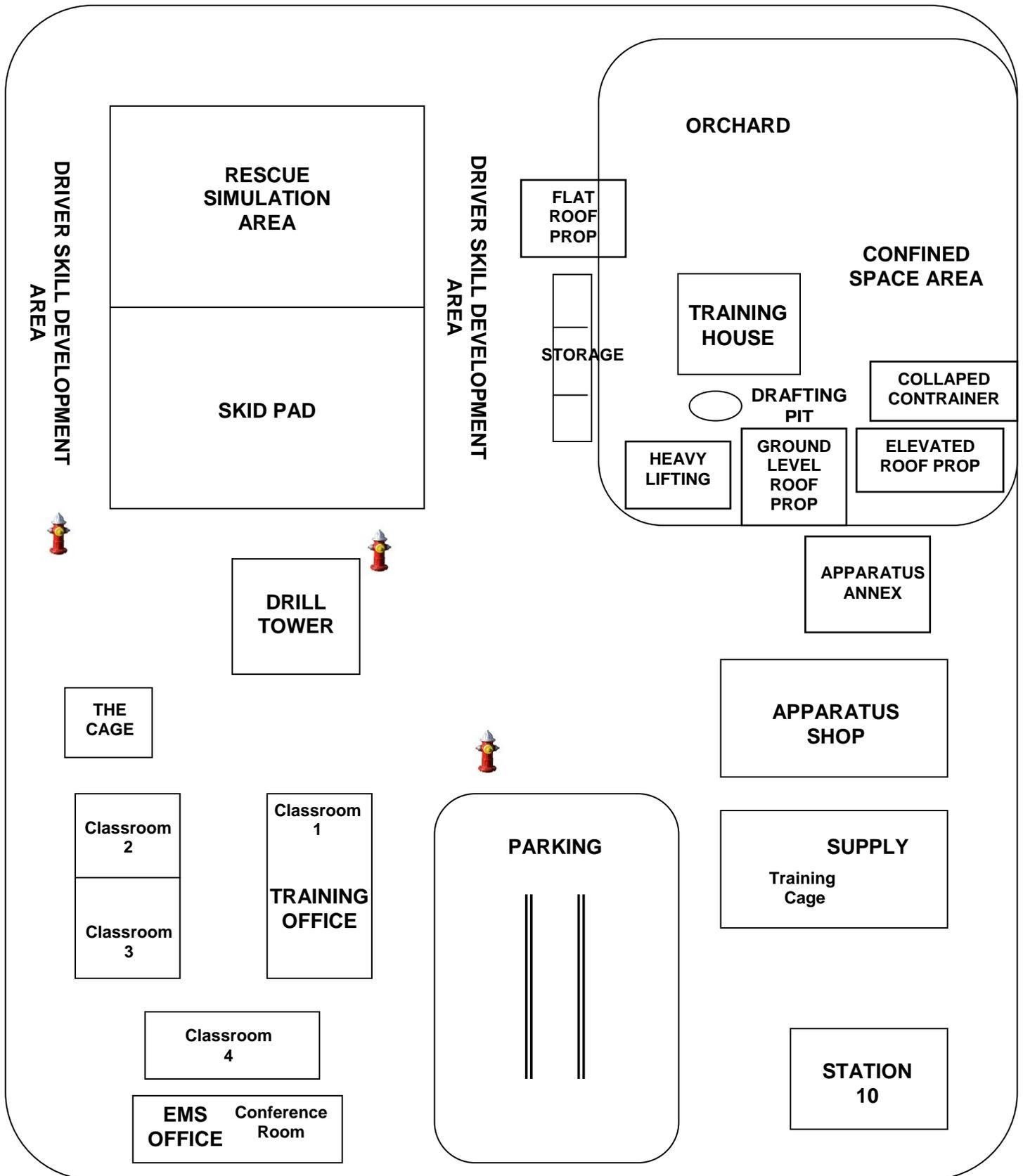
**Q. Visual Aid Equipment**

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
<b>TOTAL ANTICIPATED EXPENSES</b>		<b>\$66,473.00</b>
<b>TOTAL ESTIMATED REVENUE (based on 33 FTES for 2013-2014)</b>		<b>\$157,163.00</b>

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	<b>Grillo</b> Burriss  <i>Reyes</i>	Read Chapter 1 W/B CH 1 Questions	
2 4 L	Aug 13 Tue	1800- 2200	LMC	LMC student services	<b>Grillo</b> <i>Admin</i> <i>Counseling</i>	Read Chapter 1 W/B Ch1 Questions <b>Study for quiz</b> <b>1AC</b>	
3 4 L	Aug 15 Thur	1800- 2200	CCC Tower	Fire Behavior , Fire Safety 1	<b>Kelleher</b>	Read Ch 3 W/B Ch 3 Questions	
4 9 L	Aug 17 Sat	0800- 1800	Los Medanos College	Fire Protection Systems,	<b>Robinson</b>  <i>Tilley</i>		<b>Quiz 1</b> <b>AC</b>
5 8L	Aug.18 Sun	0900- 1730	CCC Tower	Orientation to the Drill Tower	<b>Grillo</b> Burriss	Read Chap.16 W/B Ch 16 Questions	
6 4 L	Aug 20 Tue	1800- 2200	LMC	Fire Investigation Prevention	<b>Robinson</b>	<b>Study for</b> <b>Quiz 2</b>	
7 4 L	Aug 22 Thur	1800- 2200	LMC	Fire History	<b>Grillo</b>	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	<b>Grillo</b> Price Burriss Tran Panfilio <i>Tilley</i>	Read Chap 2 W/B Ch 2 Questions <b>Study for quiz</b> <b>2 DOPQ</b>	
9 2 L 2B	Aug. 27 Tue	1800- 2200	CCC Tower	SCBA and PPE drills Firefighter safety 2	<b>Hurtado</b> Price Herrera  <i>Faumui</i>	Read Chap. 13 W/B Ch 13 Questions	<b>Quiz 2</b> <b>DOPQ</b>
10 4L	Aug. 29 Thur	1800- 2200	CCC Tower	Introduction to Fire Hose and Fittings <b>Hose # 1</b>	<b>Wong</b> 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	<b>Kelleher</b> Panacci Panfilio  <i>Peeples</i>		
12 4B	Sept. 5 Thurs	1800- 2200	CCC Tower	<b>Fire Hose # 2</b> Water Supply, Hydrants	<b>Wong</b> Burriss  Panfilio <i>Faumui</i>		
13 9L	Sept 7 Sat	0800- 1800	CCC Tower	<b>Fire Hose # 3</b>	<b>Wong</b> Price Burriss <i>Faumui</i> <i>Grogans</i> <i>Tilley</i>		
14 8B	Sept 8 Sun	0900- 1730	CCC Tower	Ropes and Knots 2	<b>Kelleher</b> N.Grillo Tran Panfilio	Read Chap14 W/B Ch 14 Questions	
15 4B	Sept 10 Tue	1800- 2200	CCC Tower	<b>Fire Hose # 4</b> Rescue Practice 1 Search and Rescue 1	<b>Wong</b> Burriss Panacci Panfilio <i>Faumui</i>	<b>Study for quiz</b> <b>3 H</b>	
16 4L	Sept 12 Thur	1800- 2200	CCC Tower	<b>Fire Hose # 5</b>	<b>Wong</b> Burriss <i>Peeples</i> <i>Faumui</i>	Read Chap.7 W/B Ch 7 Questions	<b>Quiz 3 H</b>
17 9B	Sept 14 Sat	0800- 1800	CCC Tower	Rapid Intervention crews Firefighter safety 3	<b>Grillo</b> Price Tran Panfilio <i>Tilley</i>		
18 4B	Sept 17 Tue	1000- 1630	CCC Tower	ICS 100	<b>Torres</b>	Read Chap. 8 W/B Ch 8 Questions <b>Study for quiz</b> <b>4 GK</b>	
19 4B	Sept. 19 Thur	1800- 2200	CCC Tower	Hose Drills #6	<b>Wong</b> Burriss Herrera <i>Peeples</i> <i>Faumui</i>		<b>Quiz 4</b> <b>GK</b>

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

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

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

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.**

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

Essentials of Firefighting 5<sup>th</sup> 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 <sub>50</sub>	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: \_\_\_\_\_

**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	<b>GENERAL LIABILITY</b> <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	<b>AUTOMOBILE LIABILITY</b> <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	<b>PROPERTY</b> <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	<b>STUDENT PROFESSIONAL LIABILITY</b>	SWC 00901-18	7/1/2012 7/1/2013	\$ 5,000	\$ Included EACH OCCURRENCE
	<b>WORKERS COMPENSATION</b> <input type="checkbox"/> EMPLOYERS' LIABILITY			\$	<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER \$ E.L. EACH ACCIDENT
	<b>EXCESS WORKERS COMPENSATION</b> <input type="checkbox"/> EMPLOYERS' LIABILITY			\$	\$ E.L. DISEASE - EACH EMPLOYEE \$ E.L. DISEASE - POLICY LIMITS
	<b>OTHER</b>			\$ \$	

**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

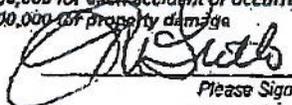
Purpose of Use FIRE ACADEMY

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

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	<b>WORKERS COMPENSATION</b> <input type="checkbox"/> EMPLOYERS' LIABILITY			\$	<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER \$ E.L. EACH ACCIDENT
	<b>EXCESS WORKERS COMPENSATION</b> <input type="checkbox"/> EMPLOYERS' LIABILITY			\$	\$ E.L. DISEASE - EACH EMPLOYEE \$ E.L. DISEASE - POLICY LIMITS
	<b>OTHER</b>			\$ \$	

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 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

Pittsburg-Antioch Hwy

W Leland Rd

W Leland Rd

California Delta Hwy

Hampton Inn & Suites Pittsburg

Leland Rd

Stoneman Park

W Leland Rd

W Leland Rd

E Leland Rd

E Leland Rd

Motel 6 Pittsburg

Big O Tires

Delta View Golf Club

Enea Dr

Heights Elementary School

Railroad Ave

58

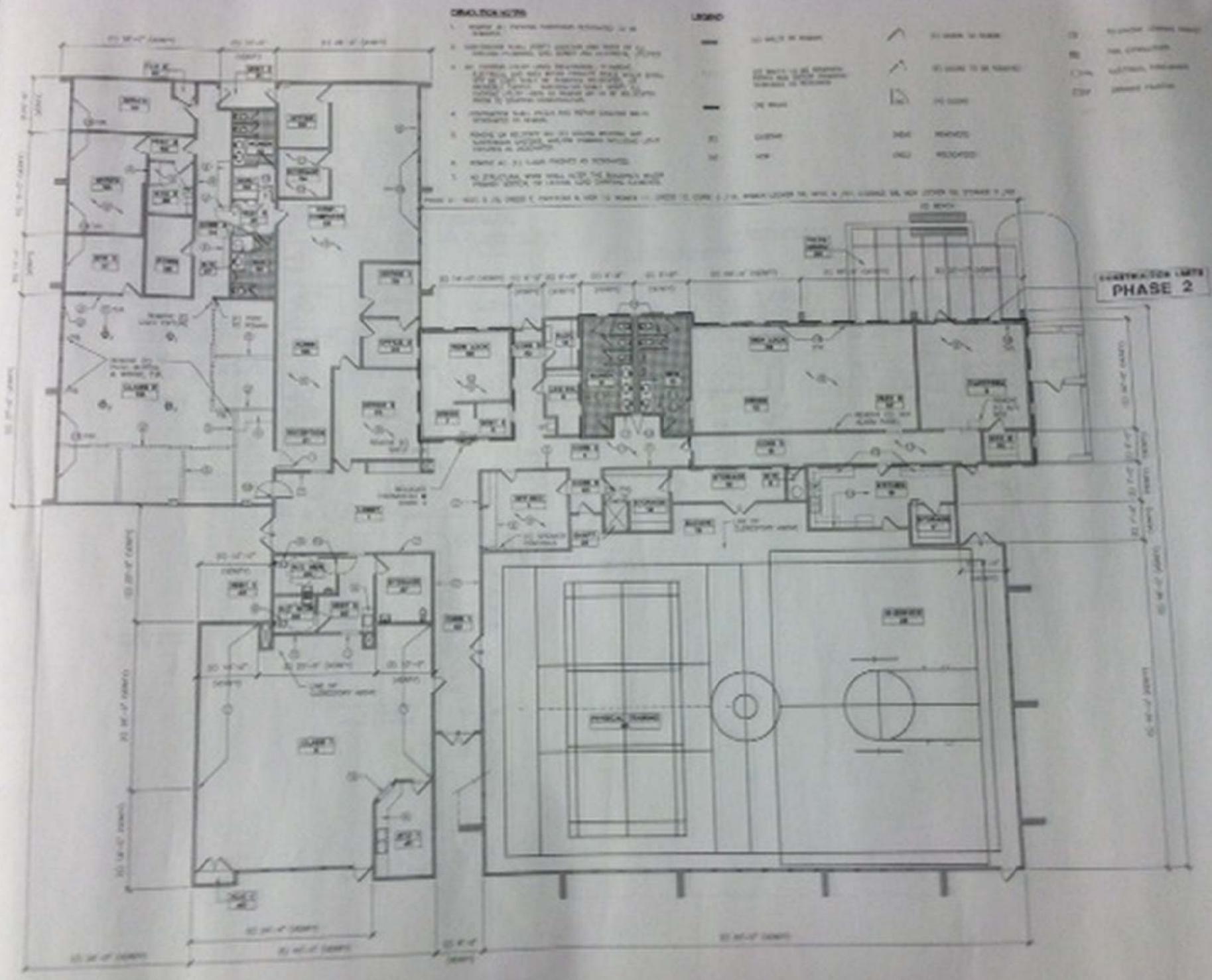
Los Medanos College  
2700 East Leland Rd.  
Pittsburg, CA 94565

Los Medanos College

2000 ft  
500 m



DATE	DESCRIPTION



**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
<b>TOTAL ANTICIPATED EXPENSES</b>	<b>\$920,495.00</b>
<b>TOTAL ESTIMATED REVENUE (based on 198 FTES for 2013-2014)</b>	<b>\$943,456.00</b>

# 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
<b>Instructional Hours TOTAL</b>			<b>135 hours</b>	<b>158.5 hours</b>

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
<b>Written Tests TOTAL</b>	<b>9 hours</b>	<b>13 hours</b>
Other (Drill, Inspection, Line-up)	0	1 hours
<b>Minimum Required Hours TOTAL</b>	<b>144 hours</b>	<b>172.5 hours</b>

### Instructional Teams

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



**Instructional Teams**

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

<b>Firearms Team</b>	<b>Defensive Tactics Team</b>	<b>EVOC Team</b>	<b>DA'S TEAM</b>
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
<b>TOTAL</b>	<b>Instructional Hours</b>		<b>560 Hrs.</b>	<b>767.5 Hrs.</b>

TESTS	POST HOURS MINIMUM	LETC HOURS
Scenario Demonstration	<del>18</del> hours	18.5 hours

Scenario Tests 02-10-14 & 02-19-21	40 hours	48 hours
<b>Scenario Demonstration and Tests TOTAL</b>	<b>58 hours</b>	<b>66.5 hours</b>
Examination review	13 hours	15 hours
Test administration	25 hours	25 hours
<b>Written Tests TOTAL</b>	<b>38 hours</b>	<b>40 hours</b>
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
<b>Minimum Required Hours TOTAL</b>	<b>664 hours</b>	<b>928.5 hours</b>

### Instructional Teams

<b>Firearms Team</b>	<b>Defensive Tactics Team</b>	<b>EVOC Team</b>	<b>DA'S TEAM</b>
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	<b>Crime Lab Team</b>	<b>Webb Team</b>
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 7<sup>th</sup> 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, 7<sup>th</sup> 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, 7<sup>th</sup> 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**

<b>Compliance Requirement</b>		<b>Initial for Review and Completion</b>	<b>Date</b>
-------------------------------	--	------------------------------------------	-------------

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><b>1. Job/Labor Market Student</b> - 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		3-May-12
<p><b>2. Written Agreement/Contract Defining Responsibilities</b> - 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		3-May-12
<p><b>3. Written Agreement/Contract Provisions:</b> 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.		3-May-12
<p><b>4. Cancellation Provisions</b> - Agreement/contract contains terms and conditions relating to cancellation and termination of the arrangement.</p>	Section 8.b.		3-May-12
<p><b>5. District Supervision of Instruction</b> - 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.		3-May-12

<p><b>6. Written Agreement/Contract With Each Instructor -</b> 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><b>7. Minimum Qualifications for Instructors -</b> 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><b>8. Facilities Open to the Public -</b> 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><b>9. State Chancellor's Office Approval for Degree and Certificate Programs -</b> 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><b>10. Course Curriculum Documentation and Approval -</b> 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><b>11. Course Outline and Student Rigor -</b> 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><b>12. Student Attendance Records</b> - 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>	<p>Section 2.g.</p>		<p>3-May-12</p>
<p><b>13. Support Services</b> - 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>	<p>Section 1.g.</p>		<p>3-May-12</p>
<p><b>14. Certification - No Other Funding Sources</b> - 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>	<p>Section 1.o.</p>		<p>3-May-12</p>
<p><b>15. Certification - No Other Funding Sources</b> - 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>	<p>Section 1.o. Attachment B</p>		<p>3-May-12</p>
<p><b>16. Classes Located Outside District Boundaries</b> - 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>	<p>Section 1.p.</p>		<p>3-May-12</p>
<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  
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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  
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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  
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**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  
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**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**

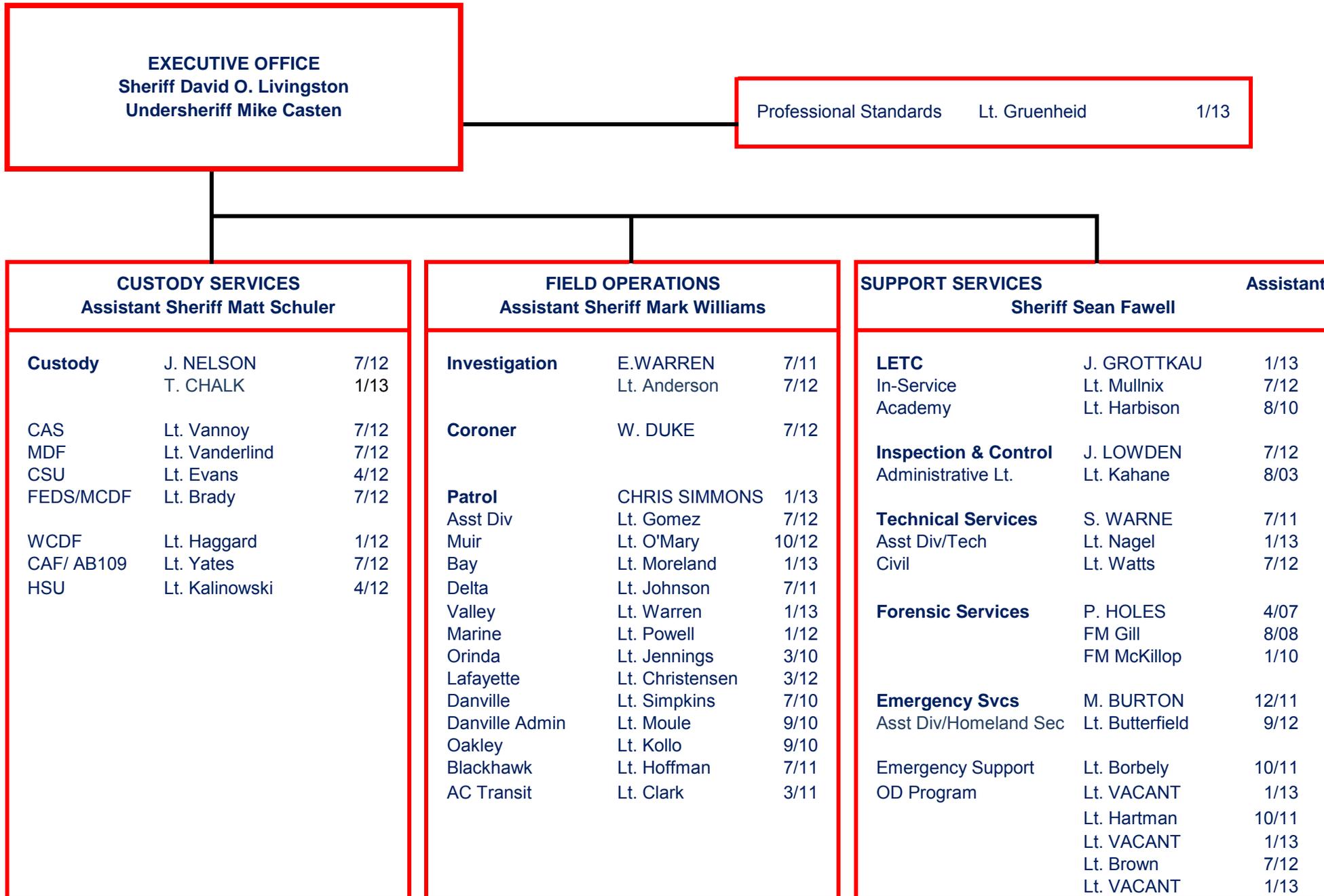
Chief Joel H. Bryden  
1666 North Main Street  
Walnut Creek, CA 94596  
Business (925) 943-5869

**CC County Police Chiefs Assn.**

Pete Peterson  
7172 Regional Street #222  
Dublin, CA 94568

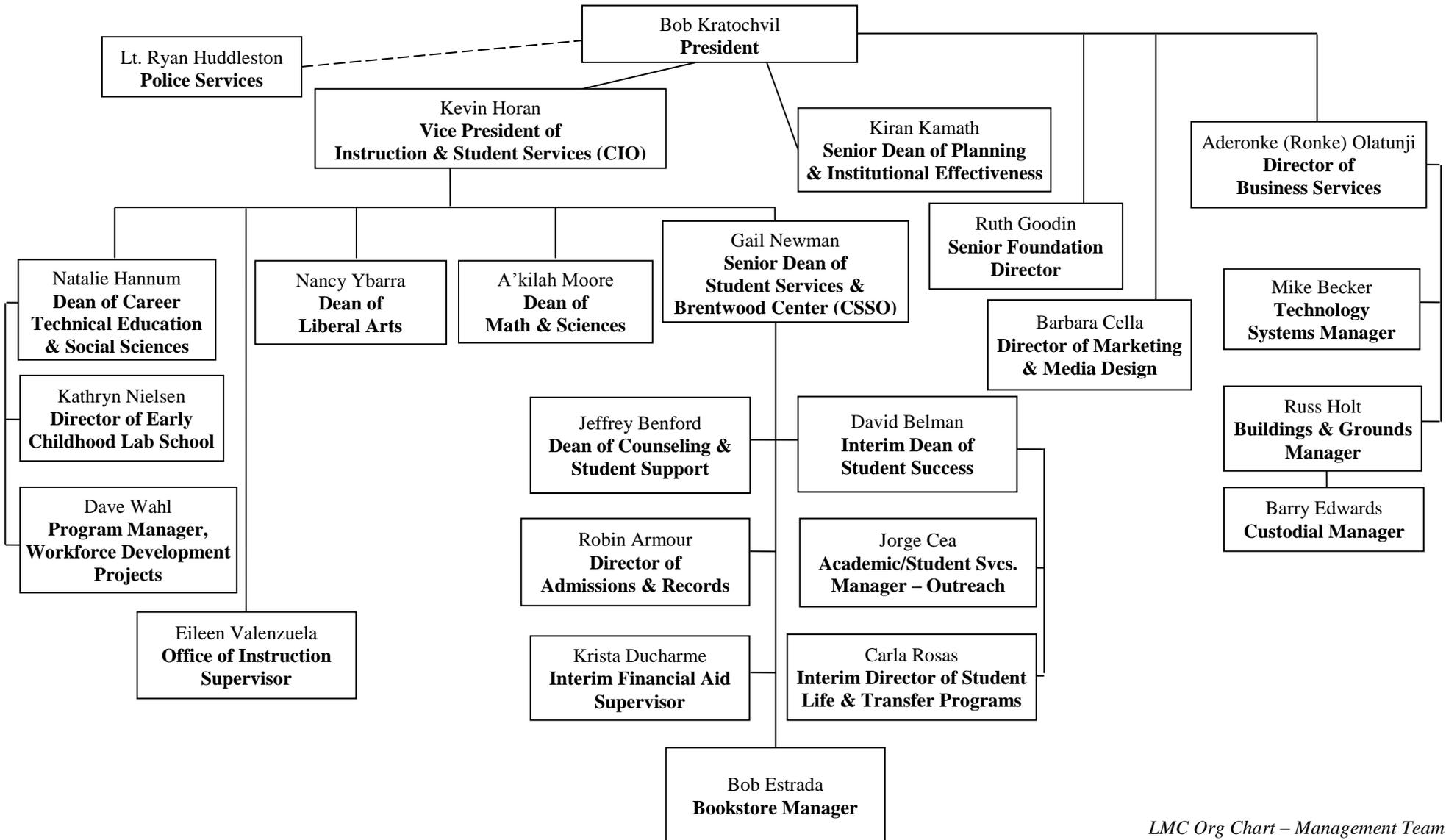
**SWORN MANAGEMENT**

January 2013



# LOS MEDANOS COLLEGE

## Administration



# LOS MEDANOS COLLEGE

