



Advisory Committee  
**MEETING NOTES**

**Present:** Steve Hall (Interim Dean, Oxnard College Public Safety), Mike Ketaily (Department Chair), David Kromka (Fire Academy Faculty), Tamara Crudo (OC Public Safety), John Twitchell (OC Public Safety), Matthew McElhenie (OC Public Safety), Stephen McNaughten (Oxnard FD/VCCCD), Christopher Connolly (EMT Faculty), David Latham (OC Public Safety), Bob Sube (OC Facilities), Shannon Trefts (Oxnard College), Aric Lopez (OC Classified)

**Absent:**

**Guests:** Karsten Guthrie (Oxnard FD), Bob Dunivin (LAFD)

Meeting Date: 02/25/2022

Approval of Minutes from: Steve Hall

Recorded By: Aric Lopez

**AN = Action Needed**

**AT = Action Taken**

**D = Discussion**

**I = Information Only**

	TOPIC		DISCUSSION	ACTION NEEDED	ACCJC STANDARD
I.	Welcome / Call to Order	I	The meeting was called to order at 10:03 AM		
II.	Approval of Minutes	I	S. Hall motioned to approve the minutes. M. Ketaily seconded the motion and the motion carried unanimously.  S. Hall motioned to approve the agenda. M. Ketaily seconded the motion and the motion carried unanimously.		
III.	Introductions	I	All members present introduced themselves.  S. Hall introduced the meeting and agenda.		



			<ul style="list-style-type: none"> <li>• Orders made for the dirt around the Apparatus Bay.</li> <li>• Wireless in the Apparatus Bay is coming to fruition in a couple of weeks.</li> <li>• Bathrooms in the Apparatus Bay are a work in progress.</li> <li>• Railing is being manufactured by OC Maintenance and Operations for the curb line outside of the Apparatus Bay.</li> <li>• March 9<sup>th</sup>: Walkthrough of the signage outside of the building.</li> </ul>		
		D	<p>T. Crudo</p> <ul style="list-style-type: none"> <li>• Requested electricity from the short ceiling for power.</li> </ul>		
		D	<p>D. Kronka</p> <ul style="list-style-type: none"> <li>• Requested a water meter to be connected to the Apparatus Bay.</li> <li>• Compressor will be fully operational the week of the 28<sup>th</sup>.</li> </ul>		
VI.	Fire Academy update	I	<p>T. Crudo</p> <ul style="list-style-type: none"> <li>• Approaching firefighter safety and survival courses.</li> <li>• Fire control 3 taking place next week.</li> <li>• Cadets are doing well despite COVID issues and withdrawals. <ul style="list-style-type: none"> <li>○ 5 cadets out due to COVID.</li> <li>○ 1 cadet out due to injury.</li> </ul> </li> <li>• District, college, and vendor have approved fabrication units for Fire Control 3. <ul style="list-style-type: none"> <li>○ Purchase Order is being sent out to vendor Friday.</li> </ul> </li> <li>• Rehab area being constructed by Battalion 57. <ul style="list-style-type: none"> <li>○ Use will be for pre-and-after-action review of burn activities.</li> </ul> </li> <li>• A course has been added to the Fire Academy: FT R173 <ul style="list-style-type: none"> <li>○ A course dedicating a component of the academy every morning to exercise and movement for cadets.</li> <li>○ Class will start in fall and will be approx. 1 hr. divided by ½ hr. in the morning and ½ hr. in the evening.</li> </ul> </li> </ul>		

			<ul style="list-style-type: none"> <li>○ Review needed due to low enrollment and low fitness levels of cadets.</li> <li>• Skills coaches from prior Fire Academy Graduating Battalions are doing exceptionally well.</li> </ul>		
		D	<p>M. Ketaily</p> <ul style="list-style-type: none"> <li>• Asked about the status of the course description for FT R173. <ul style="list-style-type: none"> <li>○ Course description is in the process of being written.</li> </ul> </li> <li>• Asked if any instructor would need to be present for FT R173. <ul style="list-style-type: none"> <li>○ Yes, a course instructor would need to be present for the course.</li> <li>○ Can be anyone from Physical Education or Fire Technology.</li> </ul> </li> </ul>		
		D	<p>K. Guthrie</p> <ul style="list-style-type: none"> <li>• Mentioned the return-to-work issues regarding COVID recovery. <ul style="list-style-type: none"> <li>○ If an individual suffers a severe reaction, it can take weeks for individual to return to optimal fitness levels.</li> </ul> </li> </ul>		
		D	<p>J. Twitchell</p> <ul style="list-style-type: none"> <li>• Asked if there will be allotted funding for exercise equipment for FT R173. <ul style="list-style-type: none"> <li>○ Yes, depending on the type of training needed.</li> </ul> </li> <li>• Cadets are progressing as they should be.</li> <li>• COVID Protocols are being abided by very well.</li> </ul>		
		AT	<p><b><i>M. McElhenie moved to approve the program modifications to the Fire Academy curriculum (addition of new FT R173).</i></b></p> <p><b><i>D. Kronka seconded the motion.</i></b></p> <p><b><i>Motion passed unanimously</i></b></p>		
VII.	Wildland Fire Academy Update	I	T. Crudo		

			<ul style="list-style-type: none"> <li>• FT R180 Wildland Fire Academy units are being increased from 7.5 to 10. This addition of units is necessary to cover 32 hours for daily physical training and 32 hours to add 3 additional firefighting certificates: S-270 Basic Air Operations (16 hours), IS-200 Basic Incident Command (8 hours), and Cal Fire Wildland Firefighter Safety and Survival (8 hours). The additional certifications will make students more competitive for jobs.</li> <li>• Wildland AS Degree was proposed and approved to research.</li> <li>• S. Trefts, T. Crudo, and D. Updike researched Rio Hondo curriculum for curriculum foundation.</li> <li>• Weather and climate course suggested for addition to Wildland AS program.</li> <li>• Program will encourage students to enroll with focus on Wildland area of study.</li> <li>• Five classes in the program with EMT R109 included.</li> <li>• Once curriculum is approved, S. Davis will be entered into our system.</li> </ul>		
	AT				
	AN				
	D		<p><b><i>FT R151 will be prioritized as prerequisite for the Wildland AS Degree.</i></b></p> <p><b><i>Compare curriculum from Rio Hondo Wildland Program to current Fire Technology classes offered and map out future Wildland AS Degree program requirements and prerequisites.</i></b></p> <p>M. Ketaily</p> <ul style="list-style-type: none"> <li>• Asked if any classes currently offered can count for degree requirements. <ul style="list-style-type: none"> <li>◦ Yes, a priority to not exclude any wildland classes currently offered.</li> </ul> </li> <li>• Discrepancies with the unit requirements for the Wildland AS Degree and courses currently offered. <ul style="list-style-type: none"> <li>◦ EMT/EMR classes currently at 8 units would almost fully satisfy the 9 unit requirement for Wildland AS Degree, possibly leaving out FT R157 from student coursework.</li> </ul> </li> <li>• Asked if Updike and Crudo are working on program prerequisites. <ul style="list-style-type: none"> <li>◦ It would be up to division to decide on program prerequisites.</li> </ul> </li> </ul>		

		AN	<p>M. McElhenie</p> <ul style="list-style-type: none"> <li>• EMT/EMR classes cannot be included for satisfying the public safety and first aid certificate because the classes are not authorized by the county of Ventura to do so.</li> </ul> <p>D</p> <p><b><i>Look into authorization from Ventura County for Public Safety and First Aid Certification for EMT/EMR classes.</i></b></p> <p>D</p> <p>S. Hall</p> <ul style="list-style-type: none"> <li>• Earliest approval would most likely be Fall 2023 for Wildland AS Degree.</li> </ul> <p>J. Herrick</p> <ul style="list-style-type: none"> <li>• Raised concerns about students that go through program without taking S190.</li> </ul>		
VIII.	Lifeguard Academy Update	I	<p>C. Connolly</p> <ul style="list-style-type: none"> <li>• Lifeguard Academy is ready to go.</li> <li>• Class space at Fire Station 1 in Oxnard is greatly appreciated.</li> <li>• Hirees and equipment are ready to go.</li> <li>• 9 students currently enrolled, moving close to 11 students.</li> </ul>		
IX.	CPAT Test	I	<p>K. Guthrie</p> <ul style="list-style-type: none"> <li>• There is a desire for CPAT testing to be made local.</li> <li>• CPAT testing is recognized as being a barrier for local employment.</li> </ul>		

		D	<p>T. Crudo</p> <ul style="list-style-type: none"> <li>• Asked if there are other tests that may meet the CPAT requirement for VCFC, such as NTN. <ul style="list-style-type: none"> <li>○ For next recruitment, City Fire will only accept the FCTC and CPAT tests.</li> <li>○ VCFC accepts the NTN test.</li> <li>○ County is looking to approve FIDL for acceptable tests.</li> </ul> </li> </ul>		
		D	<p>M. Ketaily</p> <ul style="list-style-type: none"> <li>• Concerns about students that need to travel long distances to take the CPAT.</li> </ul>		
X.	Fall Classes	D	<p>D. Updike</p> <ul style="list-style-type: none"> <li>• Introduced a Chainsaw Training lab class for next fall.</li> <li>• Dave is willing to write and submit curriculum for the class.</li> <li>• The class would involve specialty training in chainsaw use at a state park or in Somis.</li> </ul>		
		D	<p>S. Hall</p> <ul style="list-style-type: none"> <li>• Asked if class would lead to any type of certification. <ul style="list-style-type: none"> <li>○ Yes, class would lead to certification and a degree credit.</li> </ul> </li> </ul> <p><b><i>T. Crudo moved to approve exploring the Chainsaw Training lab class curriculum and moving forward with the class if it is feasible.</i></b></p> <p><b><i>S. Trefts seconded the motion.</i></b></p> <p><b><i>Motion passed unanimously</i></b></p>		
XI.	SLO/Course Review	D	<p>M. Ketaily</p> <ul style="list-style-type: none"> <li>• Suggested improvements for the course objectives and SLOs for R167 and R090</li> </ul>		
		D	<p>C. Connolly</p> <ul style="list-style-type: none"> <li>• Asked about how specific the SLOs need to be.</li> </ul>		
		AN	<p><b><i>Chris will look into adding additional details to the SLO for R090.</i></b></p>		

XII.	Program Changes	<p>Advisory Committee members were provided with a handout covering all of the changes to courses approved at this and previous advisory committee meetings and the resulting program changes including:</p> <p><b>Fire Company Officer A.S.</b> – Titles changed in FT R230, R231, and R241 and units increased by .5 in FT R231. Major courses now total 19.5. The degree remains at 60 units.</p> <p><b>Fire Company Officer COA</b> - Titles changed in FT R230, R231, and R241 and units increased by .5 in FT R231. Major courses now total 19.5.</p> <p><b>Fire Technology A.S.</b> - Units increased in required course EMT R169. In electives, units for FT R180 increased and FT R170 added a corequisite of FT R173, an additional 2.5 unit course. The degree minimum is now 61.5, with a maximum of 81 units if students complete the Fire Academy along with the new FT R173 course. Students planning to transfer to a CSU can also choose to complete CSU GE Breadth instead of the local GE pattern which is additional units.</p> <p><b>Fire Technology COA</b> - Units increased in required course EMT R169. In electives, units for FT R180 increased and FT R170 added a corequisite of FT R173, an additional 2.5 unit course. The COA is now 35.5 to 55 units, depending on elective chosen.</p> <p><b>Fire Fighter I/II Academy COA</b> - Units increased in EMT R169 and a new corequisite of FT R173 was added to FT R170. This brings the total units for the COA to 34.</p> <p><b>Emergency Medical Technician COA</b> – Units increased in EMT R169, bringing COA from 11 to 11.5 units</p> <p><b>Emergency Medical Technician Proficiency Award</b> - Units increased in EMT R169, bringing Proficiency Award up to 8.5 units.</p> <p><b>Wildland Fire Academy Proficiency Award</b> – Units increased in FT R180, bring the Proficiency Award from 7.5 to 10 units.</p>		
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XV.	Next Meeting Date		<p>Next meeting is TBD.</p> <p>A calendar invite will be sent out once the date is set.</p>		
XVI.	Adjournment	AT	Meeting adjourned at 11:42 AM		