



**DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL**

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ATTACHMENT 6

Date: April 24, 2013

To: State Board of Fire Services

From: Rodney Slaughter, Deputy State Fire Marshal

Subject/Agenda Action Item: Imperial Valley College Accreditation

Recommended Actions: Discussion/Action

Background Information:

Imperial Valley College provides vocational education in a remote area of the state. The campus does not intrude upon or compete with other accredited college programs. The campus has the support of the administration and the local area fire chiefs. The campus offers both CFSTES and FSTEP classes. The fire academy staff is very familiar with State Fire Training business processes and procedures.

The site team did note a lack of appropriate wildland PPE for students. The academy made an immediate purchase and developed an equipment replacement schedule. This plan was accepted by the site team.

A copy of the site team's evaluation report is included in this attachment

Analysis/Summary of Issue:

In that the Imperial Valley College serves the vocational education needs not serviced by other accredited programs, and based on the level of professionalism of the academy staff, along with the support of the administration and local fire departments, both the Statewide Training and Education Advisory Committee (STEAC) and the accreditation site team recommend that Imperial Valley College become an Accredited Regional Training Program (ARTP) in the State Fire Training System.



Evaluation of Accredited Regional Training Program Imperial Valley College (R. Collins)



Requirement		Description	Comments
Delivery Components Section 2.01		<ol style="list-style-type: none"> 1. ARTP shall provide the following delivery components in conjunction with the needs of their region: <ol style="list-style-type: none"> (1) California Fire Service Training and Education System (CFSTES) (2) California Fire Service Training and Education Program (FSTEP) (3) California Incident Command Certification System (CICCS) (4) California Community College Chancellor's Office Standard Fire Technology Degree Core Curriculum 	IVC catalogue shows offerings of each of these components which are supported by a file search. For example: <ol style="list-style-type: none"> (1) CFSTES: Training Inst 1A, B & C, Command 1A & B (2) FSTEP: Confined Space Awareness, Hazardous Materials First Responder (3) CICCS: ICS 200 & 300 (4) FESHE recommended core courses required for degree & certificate.
Criterion A: Cultural/Gender Diversity Section 4.01	✘ ✘ ✘	<ol style="list-style-type: none"> 1. Demographic report measuring the ethnic and gender population of the community 2. Demographic report measuring the ethnic and gender composition of the participants in the ARTP (using report formats provided) 3. Written plan including goals to achieve or maintain a composition that mirrors the community 	Included in application

<p>Criterion B: Management</p> <p>Section 4.02</p>	<p>✘</p> <p>✘</p> <p>✘</p> <p>✘</p>	<ol style="list-style-type: none"> 1. Individual with fire service experience to manage the ARTP 2. Instructional staff and fire service participate in establishing policies and determining resource needs 3. Clerical support is sufficient to meet the needs of the program 4. Course records, class rosters, and other documents are consistent with State Fire Training Policies and Procedures 	<p>(1) All staff provided experience and education background to demonstrate compliance.</p> <p>(3) When questioned, clerical staff demonstrated knowledge of SFT policies and indicated staffing levels were adequate for the program.</p> <p>(4) A file review showed these practices are consistent with SFT polices & procedures.</p>
<p>Criterion C: Instructional Staff and Support Personnel</p> <p>Section 4.03</p>	<p>✘</p> <p>✘</p> <p>✘</p> <p>✘</p> <p>✘</p> <p>✘</p>	<ol style="list-style-type: none"> 1. Chart that illustrates the organizational structure and an itemized listing of functional duties 2. Report that compares the ethnic and gender population of the community to that of the ARTP instructional staff 3. Written plan, including goals, to achieve or maintain an ethnic and gender composition that mirrors the community 4. OSFM Registered Instructors 5. Policy for conduct and demeanor of staff, consistent with ethical standard established by OSFM 6. Job market study conducted prior to establishing a new vocational fire training and education program 	<p>(5) P/T faculty handbook and Ethics Statement signed by all program faculty a great practice.</p> <p>(6) Given the isolation of the area and high rate of unemployment (29.4%), the presence of an accredited program is warranted.</p>

<p>Criterion D: Facilities, Supplies, and Equipment</p> <p>Section 4.04</p>	<p>✘</p> <p>✘</p> <p>☐</p> <p>☐</p> <p>☐</p>	<ol style="list-style-type: none"> 1. Written agreement clearly delineates any agreement between the ARTP and other institutions or agencies whose resources it utilizes 2. Classrooms, training towers, burn rooms, and storage facilities are sufficient in quantity and quality to meet the needs and the objectives of the program 3. Equipment and training aides are sufficient in quantity and quality to meet the needs and the objectives of the program 4. All personal protective clothing, apparatus, and equipment are properly maintained and readily accessible to the instructor cadre and student population 5. Expendable supplies are sufficient to meet the needs of the program 	<ol style="list-style-type: none"> (2) Burn trailer provides outstanding venue for live fire activities. Public Safety building under construction will provide sufficient classroom space for years to come. (3& 4) The program is lacking in a cache of hand tools and more importantly, PPE. Program need to make a commitment and investment to purchase wildland ensembles including shelters and web gear and should consider a rental option for turn-outs. A plan to address these needs shall be prepared with a timeline for completion identified by SFT. (5) Expendable supplies available should be articulated.
<p>Criterion E: Learning Resources</p> <p>Section 4.05</p>	<p>✘</p> <p>✘</p> <p>✘</p> <p>✘</p>	<ol style="list-style-type: none"> 1. Training resources are adequate to support the various modes and levels of training to be conducted 2. Resources such as library and computer-assisted learning meet the needs of the instructor cadre and the objectives of the program 3. On and off campus audio/visual materials are current and readily accessible to instructor cadre and student population 4. Regional Curriculum Advisory Committee, consisting of a Fire Chief, representative from the Community College, and others recommends curriculum enhancements, identifies lesson plans and syllabi utilized by the ARTP, and recommends when revisions are appropriate for adoption on a statewide basis. 	<ol style="list-style-type: none"> (2) IVC library possessed adequate computers and classrooms on-line access (which was also specified in the plans for the program's new building). (3) A complete video library was present at the IVC library and other materials were available at IVCFD Sta. 1. (4) Almost all Advisory Committee members are local Chiefs and 3 IVC faculty.

<p>Criterion F: Utilization of Course Materials</p> <p>Section 4.06</p>	<p>✘</p> <p>✘</p> <p>✘</p> <p>✘</p> <p>✘</p>	<ol style="list-style-type: none"> 1. All courses of instruction based on the certification process are taught in compliance with the State Fire Training Policies and Procedures Manual. 2. All courses of instruction, based on the degree-generated process, are taught in compliance with the latest Uniform Fire Science courses as provided by the California Community College Chancellor's Office. 3. Instructional staff participates in the selection and evaluation of training and educational resource materials. 4. Obsolete reference and text materials are identified and the OSFM notified. 5. User groups, fire tech advisory committees, and other interested parties participate in the review of course curricula and have opportunity to participate in planning and revisions 	<p>(1) While instruction was not personally observed, IVC policies demonstrated compliance with SFT.</p>
<p>Criterion G: Availability and Delivery of Courses</p> <p>Section 4.07</p>	<p>✘</p> <p>✘</p> <p>✘</p>	<ol style="list-style-type: none"> 1. Training and continuing education programs are scheduled on a regular basis 2. OSFM courses are readily available and offered according to the needs analysis for the area served. 3. Catalogs and brochures of training and educational offerings are available to all students 	<p>(2) Advisory Committee members articulated the program responds to their needs.</p> <p>(3) catalogues advertising the course availability were readily available on campus and on-line at www.imperial.edu</p>

<p>Criterion H: Testing and Evaluation</p> <p>Section 4.08</p>	<p>✘</p> <p>✘</p> <p>✘</p> <p>✘</p> <p>✘</p> <p>✘</p>	<ol style="list-style-type: none"> 1. Administration of certified examinations and practical skills testing of the students within the program are overseen. 2. Local processing is utilized in accordance with SFT Policies and Procedures 3. Testing adequately measures student achievement and competence in accordance with identified student outcomes 4. Evaluation procedures adequately measure student satisfaction and compliance with SFT Policies and Procedures 5. An instructor and course evaluation process is in place and the results are forwarded to the OSFM as appropriate. 6. A program evaluation process is in place utilizing either a Fire Technology Advisory Board or a local training committee 	<p>(1) A demonstration of the on-line testing used by the Program was observed and included time checks and the ability of the proctor to observe the students as they complete the test.</p>