

Fire 98 Program Overview

The Palomar College Fire 98 course is designed to provide college credit to working Fire Fighters who must perform annually mandated training. To assist with the cost of this training revenue sharing occurs between the college and each participating fire agency. In the future, the class will feature 1.5 units of LAB for college credit on a pass/no pass basis, and an agency must log between 72-81 hours.

Palomar College values this partnership in support of the local community, as a community college should be. This partnership provides resources for training to area fire agencies, while ensuring adequate funding at the college for programs that include Fire Technology. These programs may assist local firefighters in obtaining Certificates of Achievement and College Degrees that enhance their chance of getting hired, and ultimately their ability to promote.

This orientation document describes the program, defines an ISA, examines requirements as required by the State Chancellor's Office, College responsibilities, Instructor responsibilities, pre-requisites, and the information flow path.

What is an ISA?

ISA stands for "Instructional Service Agreement" (ISA). Palomar College has instructional service agreement contracts under the class title of Fire 98 with various public local fire agencies. ISAs allow public agency employees to receive college credit for work-related training. Community Colleges may claim full-time equivalent (FTES) state apportionment for courses given through ISA agreements/contracts. This apportionment is then shared with each of the participating agencies. Currently, the participating agencies receive \$3.50 per student hour of training.

The regulations are contained in California Education Code sections 78015, 84752 and California Code of Regulations, title 5, sections 51006, 53410, 55002, 55003, 55005, 55300, 58050, 58051(c)-(g), 58051.5, 58055, 58056, 58058(b), 58102-58106, 58108. Other regulations or statutes may apply. At Palomar College AP 4610 is the policy that governs these agreements.

What is required?

While it can be a challenge overcoming the differences between Fire Service Mandated Training and the structure required by the state Community College Chancellors' office, we believe this program addresses the needs of each party while supporting education as a whole.

According to the State Chancellor's Office, all courses taught as part of an ISA agreement must:

- Be listed in the catalog
- Be listed in the semester schedule
- Be open to qualified non-sponsored students
- Have a location accessible to qualified registered students
- Be taught by a district-appointed qualified Instructor (not compensated by the college)
- Not be funded through other sources.
- Be approved by the Palomar College Curriculum Committee

- Meet a required length of time to receive college credit
- Follow an approved outline

Student Learning Outcomes

As part of the college's accreditation process, all courses have "Student Learning Outcomes" (SLOs) as part of the course curriculum. For ISA courses, these outcomes are connected to successful completion of each class. Students must be assessed on whether or not they have met these outcomes. Assessments can be performed by individual or company performance evaluations or other in-house similar methods. ISA Instructors can either designate on their rosters or in their cover letters that students have met the outcomes of the Student Learning Outcomes for the course.

- Example: A HazMat First Responder course outline may have two student learning outcomes: Students must be able to:
 - Lecture: Assess and analyze multiple hazardous material situations and select strategy, tactics, and tasks necessary to respond to the incident.
 - Lab: Demonstrate core skills and competencies required for the First Responder Operational including site mitigation, and safety performance.

Instructors must be able to verify if needed, that students have completed these Student Learning Outcomes as part of the course.

Rosters, Attendance, and Grades

College credit cannot be awarded unless the college receives accurate rosters presented by a College-approved ISA instructor. Registration and withdraw dates should be followed to ensure the program runs smoothly and reimbursements may happen promptly.

Who does what at Palomar College?

- Hiring:
 - Coordinated through Human Resources
- Fire 98 Program Manager, Agency Liaison, Curriculum, Course Schedule:
 - Dave Miller dmiller2@palomar.edu extension 1703
- Roster Submissions, Applications:
 - Academic Department Assistant (ADA) - Public Safety Programs
 - (760) 744-1150 ext. 1722
- Student Applications:
 - New students or those that have withdrawn from the college for a length of time can re-enroll in the college using online resources
- Issues with third-party billing:
 - Contact the Program Manager or Fire Tech ADA
- Invoicing, Billing:
 - Academic Department Assistant Public Safety Programs
 - (760) 744-1150 ext. 1722

Pre-requisites for the course

In the future, the Course Outline of Record (COR) will be consistent with the College Catalogue and Schedule, and should include the pre-requisites listed below:

“This course covers basic and advanced firefighter skills and is for students that have met the pre-requisites for training and have the proper safety equipment. It is primarily offered for those currently employed by local fire departments but is open to those that meet minimum pre-requisites”.

These include:

- Must have completed an accredited Firefighter 1 Academy or
- Must have completed an approved internal Fire Department training program that follows State Fire Training 2013 standards for Firefighter 1
- Since Fire Departments do not have not have required safety equipment for open students, it is incumbent on the student to ensure they can meet the minimum equipment standard. These standards are dictated by the NFPA, OSHA, and other agencies that create or enforce statutes. Students must have NFPA 1971 and 1977 compliant safety equipment which is a standard for all firefighters and includes:
 - Turnout Coat and pants
 - Approved Helmet
 - Approved gloves for firefighting
 - Eye protection
 - Breathing Apparatus,
 - OSHA respirator clearance no more than one yr. since exam
 - OSHA Mask Fit exam for Breathing Apparatus
 - Wildland Shirt and pants
 - Heavy work boots with steel toes

Open Facility Requirement

Palomar College has an agreement with (to be determined) to allow outside students to train under Fire 98 at an open facility and series of events should they meet the pre-requisites.

Enrollment

Students that were enrolled in the previous semester are automatically re-enrolled for the following semester (rollover). The Math and English requirements are by-passed, and their account is flagged for third-party billing as the agency is covering registration, not the student (for Fire 98 only).

Any student that has been out of the Palomar College system greater than one year will need to reapply to the college online through MyPalomar. Once complete the student should supply their college ID to the Instructor of record to aid in the class enrollment process. For existing agencies, the Instructor works with the Fire Tech ADA and the Program Manager to add employees. Instructors can perform drops through the drop roster on MyPalomar. If enrolling a large number of students, just add names and college ID's to an excel spreadsheet and send it to the Program Manager who will work through the enrollment with Admissions.

On occasion, a student wishes to take additional classes, but if they attempt to pay online, they are prompted to pay all fees including Fire 98. This is because the enrollment programming only sees total units, not the third party billing. Until agency billing is resolved, students who wish to take additional classes at Palomar can't pay their fees online due to this programming issue; they can, however, pay their additional fees at any admissions location as the cashiers can split the billing between Fire 98 and the other classes.

College Responsibilities

- Follow legal hiring procedures for all ISA instructors
- Advertise ISA courses and enroll students in the course as delineated in Title V
- Provide ISA instructors with the following:
 - Instructor orientation
 - Instructor manual
 - Course outlines and curriculum materials
 - College resources available to other hourly instructors on campus
- Ensure that instructors receive and adhere to the following Board Policies and Administrative Procedures that include:
 - Nondiscrimination
 - Prohibition of Harassment & Discrimination and Harassment Investigations
 - Drug-Free Environments and Drug Prevention Program
 - Computer and Network Use
 -

ISA Instructor Responsibilities

- Ensure that training time is expended in full compliance with the course objectives determined by the college
- Ensure the proper delivery of instruction by college's course outlines and approved curriculum
- Provide or supervise instruction for each training session. Supervision includes maintaining continued physical presence and contact with students where possible. Utilize assistants such as Company Officers who can be in communication with the lead Instructor to facilitate the training as needed. This is similar to Paramedic or Nursing Interns who are often supervised by surrogate preceptors but not the instructor of record.
- Maintain accurate and current records documenting the presence of the ISA instructor during all class meetings and sessions
- Ensure the practical use of instructional methods, technology, testing, and remediation
- Ensure the accurate calculation of final student grades
- All ISA courses taught have a course outline of record on file with the district. ISA instructors should be familiar with and follow this outline.
- All instructors must submit accurate attendance records and grade rosters within five days of course completion. (Agency responsibility).
- **Training should be logged in 60-minute increments.**
- **While ISA instructors do not need to be concerned with the census deadline, they should be observant of the withdraw deadline (50% of scheduled class) and ensure the roster is correct.**

- At the end of a semester, Instructors must export all training records into Excel from their RMS program (IE: Target Solutions) showing personnel name, date of training, and hours per session.
- Ensure a letter is on file with the college requesting the ability for students in this program to repeat this course each semester due to mandated training needs. This exemption can be granted by Title 5, 55040(b)(8) and is based on the Training Mandates Study for the California Fire Service document which points to numerous codes requiring skill maintenance in many areas.

Summary

The Fire 98 class allows career and Volunteer Firefighters (who are not in the work experience program) the opportunity to achieve college credit while training on items that are mandated by various sources. This program is a collaboration between local fire agencies and Palomar College under a cost-sharing agreement called an ISA that assists local agencies with their training budgets. Providing Fire 98 in fire stations promotes the continuing partnership between Palomar Community College and the local Community.