**Meeting Minutes**  
May 28, 2014 11:15 am  
Bldg. 28B-214

### Members Attending:
- X Chief Stephen Shull  
- X Chief Jamie Hirsch  
- X Tracy Chen  
- X Steven Benson  
- X Rachael Brown  
- X Michelle Navarro

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<th>Topic</th>
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<td>1. Welcome</td>
<td>Chief Shull welcomed everyone to the Department meeting.</td>
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| 2. PIE              | Chief Shull submitted the order of priority request through PIE for staffing and equipment:  
  - Tool Keeper position to be reassigned from part-time to full-time  
  - Reassigned time for the Director  
  
  Equipment  
  - Ladders  
  - SCBA  
  - Nozzles  

  Information |
| 3. SLO              | Chief Shull will be completing curriculum review for Fire 3: Equipment and Systems. Once completed Fire Technology will be updated and current.  

  Information |
| 4. Perkins          | A Perkins Grant was submitted and approved for 90% of our request. All equipment and workshop request were approved. Currently, awaiting notification to proceed forward in ordering approved equipment.  

  Equipment and Workshop requested through Perkins:  
  - Collapse Floor Prop  
  - Funding for Women in the Fire Service Workshop  
  - Ventilation Prop  

  Chief Hirsch will be working on the final report for Perkins.  

  Information |
| 5. 58th BFA Graduation | The 58th Basic Fire Academy will be graduating on June 9, 2014. All awards and certificates have been ordered and printed.  

  Chief Shull reached out to Mt. SAC Alumni Brian Felix to consider being the Keynote Speaker for the 58th Basic Fire Academy graduation.  

  Information |
| 6. Fire 96: Work Experience | Ms. Rachael Brown gave an update on Fire 96, currently all final evaluation have gone out to departments and supervisors, all students have been scheduled for final evaluations.  

  The students in the program are doing well, over all it has been a great semester. Seven students will be starting the academy in August; therefore there will be seven spots available for new students.  

  With more students interested in the program a point system is being considered to place students on a waitlist. Rachael is also considering a grade system to issue a Pass/No Pass grade, noting that students that repeat the course tend to get more lax in submitting  

  Information |
simple assignments. Chief Shull suggested that a grading scale be incorporated into the syllabus along with other course requirements.

An application deadline will be established for students that are interested in Fire 96. With a tentative due date of the 1st week in August.

| 7. | Bar Code Scanning System | Michelle brought up the possibility of purchasing a bar code scanning system to be used in-house. It will allow Steve Benson (Tool Keeper) to track tools and equipment students and faculty check-out. As well as maintain an accurate inventory of all tools and equipment. | Information |
| 8. | Fire Tech Club | The Fire Tech Club will be having its Annual Banquet on May 30th; Chief Hirsch is taking care of the catering and logistics. Chief Hirsch is also conducting interviews for Fire Tech Club officers for next semester. | Information |
| 9. | Curriculum | Chief Shull and Chief Hirsch are entering curriculum for nine courses onto Web CMS. The nine courses are Fire Officer Level I series, with the exception of ICS 300. | Information |
| 10. | Donations | The Fire Technology Department donated three straight ladders to Ms. Liz Ward, professor of Kinesiology. | Information |