## Meeting Minutes

**Fire Technology**  
**Meeting Minutes**  
**April 30, 2015 11:05 am**  
**Bldg. 28B-214**

### Members Attending:

- **Chief Stephen Shull**
- **Chief Jamie Hirsch**
- **Michelle Navarro**
- **Tracy Chen**
- **Steven Benson**

### Topic | Updates/Discussion | Outcome/Action Needed/Action Taken
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1. Welcome | Chief Shull welcomed everyone to the Department meeting. | Information
2. PIE | Chief Shull is currently working on PIE and must complete PIE using the new format no later than June 30th. | Information
3. CFTDA | Chief Shull and Chief Hirsch will be attending the CFTDA meeting in Sacramento on May 6-May 8, 2015. | Information
4. Perkins | Chief Shull and Chief Hirsch completed the Perkins application and submitted to Dean Blake-Judd for review. The following items were requested on the application.  
   - 2-24' 2-Section Extension Ladders  
   - Digital Media Presentation System | Information
5. PLO's | Chief Shull is working on updating Program Learning Outcomes for Fire Technology. | Information
6. Public Safety Panel | The Public Safety Panel was on April 15th; it was a great success. 144 students attended from Administration of Justice and Fire Technology. The panelists were very informative, they answered all student questions during and after the event.  
Ms. Zelda Bolden and Ms. Rachael Brown did an excellent job on putting the event together. | Information
7. 61st Basic Fire Academy | Emails for the 61st Basic Fire Academy Agility Exam have gone out to students who submitted an application. Students are currently registering for the Agility. | Information
8. 60th Basic Fire Academy Update | The 60th Basic Fire Academy is doing well, 32 students are currently in the academy. We are at the end of week 10 with Firefighter Survival beginning today. | Information
9. Alumni Hired | Chief Hirsch shared that James Tawney a graduate of the 57th Basic Fire Academy was hired by Corona Fire Department. | Information
10. Budget | Steven Benson ordered the last items needed on open PO's. Once they arrive Michelle will be working on getting PO's closed out to complete the fiscal year. | Information
11. Alumni Day | Fire Technology will be featured by the Foundation on Alumni Day, with a tentative date of November 7th, 2015. Chief Shull and Fire Technology will be working on getting in contact with our Alumni. | Information
12. Class modifications in WebCMS | Chief Shull will be working on modifications to core classes and electives by submitting class size reductions for each course. Chief Hirsch will be working on modifications necessary to update the Fire Officer certification classes in accordance with State Fire Training changes. | Information
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<td>13.</td>
<td>Curriculum</td>
<td>Chief Shull and Chief Huffman are working on the SLO's for Fire 5. They are reviewing the entire class and working on necessary updates.</td>
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<td>14.</td>
<td>Work Experience</td>
<td>The Work Experience program is doing well all students have been placed. Chief Hirsch and Rachael Brown have met with students to conduct Mid semesters reviews. Everyone is doing well and our partners are extremely happy with our students.</td>
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<td>15.</td>
<td>Firefighter I Instructor Update</td>
<td>On June 1st and June 2nd Chief Hirsch will provide a workshop on the new Firefighter I curriculum for fire academy instructors. This update will answer any questions instructors may have as well as provide input when putting quizzes/test together for their modules. It will be an informative workshop for all Lead Fire Academy instructors.</td>
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<td>16.</td>
<td>60th BFA Graduation</td>
<td>Michelle and Tracy are preparing for the 60th Basic Fire Academy graduation. Certificates are being printed as well as awards being ordered.</td>
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