

SCR TTC PLANNING COMMITTEE'S

HYBRID SUBCOMMITTEE MEETING MINUTES

Date/Time: January 13, 2011 10 am-12 pm Pacific

Location: Long Beach Transit – 6860 Cherry Ave., Long Beach, 90805

For Conference Call In:

Dial: [218-936-7999](tel:218-936-7999) **Enter Conf ID:** 690-1936#

MEMBERS

ATTENDEES:

Steve Tomory, Rio Hondo College, Chair
Allen Pierce, Norwalk Transit System, Vice-Chair
Nina Babiarz, SCR TTC
Rolando Cruz, Long Beach Transit
Darryl Desjarlais, New Flyer of America
Gordon Kushnir, New Flyer of America
Dana La Roche, Long Beach Transit
Cal Macy, Long Beach City College
Frank Spalding, Long Beach Transit
Dave Stumpo, SCR TTC

Others Present: Janet Welde, Norwalk Transit System, Note taker

1. **OPENING** – Meeting was opened by Steve Tomory, at 10:05 am with brief introductions of attendees and a brief overview of today's meeting in regards to the Hybrid Training Development & Delivery as far as being on the right track and meeting the timeline of deliverables
2. **MEETING MINUTES** – Tomory motioned to review and accept the meeting minutes for the December 3, 2010. Meeting Minutes accepted by Subcommittee members
3. **SCR TTC HYBRID TRAINING DEVELOPMENT & DELIVERY (ALL)** – Gordon Kushnir summarized the meeting held at Long Beach Transit on November 23-24, 2010. The purpose of the meeting was to determine what would be needed for the ISE training program development. During the meeting, it was decided among the participants that the training program would be done in five parts with each part going into greater depth and detail in regards to the subject matter than the previous part. Kushnir stated that the development stage of the ISE



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Training Program will concentrate on the first two parts of the program. Once the two parts are completed and a Beta is done, New Flyer and Long Beach Transit will have to sign off before submitting to the SCR TTC for approval. No changes can be made without planning committee approval. Class size recommendation is minimum 8 and maximum 10. It is recommended that a class syllabus be provided for students that includes prerequisites, supplies, and materials required for each part is clearly stated and it will be the Transit Agency's responsibility to make sure their student meets the prerequisites and have the proper supplies and materials. A New Flyer coach will be used for this program. The following items were presented by Kushnir:

Training Template: New Flyer's proposed template included SCR TTC and New Flyer logos and color bar. This template was not consistent with what the training consortium uses for their training materials and did not spell out the acronym for SCR TTC (Southern California Regional Transit Training Consortium). Final determination on the template issue was that Dave Stumpo will resend SCR TTC's template that will include a white background, New Flyer and SCR TTC logos and color bar

Part 1- Safety and Basic Familiarization (1 day class):
Recommended Prerequisite: New Flyer strongly suggests that each student provide their own High Voltage DVOM with test leads and alligator clips and have taken an updated DVOM class. Title change to be: ***"Introduction to Safety and Basic Familiarization"***

Part 2- Advanced Operation & Familiarization (2 day class): Recommended Prerequisite: Students must have completed Part 1. Subcommittee members reviewed proposed curriculum and course title. Title change to be: ***"Advanced Familiarization & Operation"***



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Part 3- Preventative Maintenance (Tentatively a 1 day class): Students must have proper safety equipment (i.e. eye/ear protection, proper footwear, etc). Subcommittee members reviewed proposed curriculum and course title. Subcommittee & Planning Committee need to determine the final developments of this part

Part 4- Advanced Diagnostics (Class duration to be determined): Recommended Prerequisite: Completing Part 1, 2, & 3 classes and basic computer skills. Subcommittee members reviewed proposed curriculum and course title. It will be determined at a later time if a 3rd party will need to be part of this Course. Subcommittee & Planning Committee need to determine the final developments of this part

Part 5- Ford Hybrid Engine (Class duration to be determined): Subcommittee members reviewed proposed curriculum and course title. Subcommittee & Planning Committee need to determine the final developments of this part including possibly having a Ford Representative

Stumpo will put in a request to adjust title changes and course order to the RFG grant and will follow-up with Subcommittee if and when approved.

Nina Babiarz expressed concern that funding could be jeopardized if timelines and milestones are not met in this project. Stumpo states that four courses must be delivered within the remaining 10 months. Stumpo stressed that the timeline must tie in to the RFG grant. The following timeline for deliverables submitted by Rolando Cruz:

Part 1 & Part 2: Week of March 7th BETA. The week of April 4th Train the Trainer. Planning can be advised to schedule courses

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Part 3 & Part 4: Must be designed & ready for delivery by February 2012

Part 5: Will start design in February 2012

4. **HYBRID FUNDING** – Stumpo stated that SCR TTC is in negotiations with FTA to execute their contract for one additional year for \$450,000.00. Prior to the holidays, SCR TTC completed and filed the final legal documentation required by RFG and SCR TTC did receive from RFG a copy of the court documentation indicating RFG's recommendation of award
5. **IMMEDIATE ACTIVITIES** – New Flyer to conduct a test run of Part 1 & 2 to and email their findings and final determination on time line for Part 1 & 2 by Tuesday, January 25, 2011
6. **NEW BUSINESS** – None

NEXT MEETING - Next Hybrid Subcommittee and Board meeting tentatively scheduled for February 23, 2011 at Rio Hondo College. Time to be determined

MEETING MINUTES – Tomory to contact Welde (NTS) for copy of minutes for today's meeting

ADJOURNMENT There being no further business to come before the meeting, the meeting was adjourned at 12:23pm Pacific Standard Time