

SCRTTC PLANNING COMMITTEE'S

HYBRID SUBCOMMITTEE MEETING MINUTES

Date/Time: April 26, 2011 @ 10 am to 12 pm Pacific

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

TELECONFERENCE - 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, SCRTTC
Rolando Cruz, Long Beach Transit
Darryl Desjarlais, New Flyer of America
Gordon Kushnir, New Flyer of America
Dana La Roche, Long Beach Transit
Frank Spalding, Long Beach Transit
Dave Stumpo, SCRTTC

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

1. **OPENING** – Meeting was opened by Cruz, at 10:05 am with brief introductions of attendees. The purpose of this meeting is to review existing policy & procedures in the development of courses, RFG requirements and briefly discuss scheduling the remaining courses.

2. **CURRENT ACTIVITIES** –

Policy and Procedures

- 1.) Courses are determined by Planning Committee.
- 2.) Planning Committee develops scope of work and drafts RFQ.
- 3.) SCRTTC releases RFQ to develop the courses.
- 4.) Quotes are received for developing the courses.
- 5.) An agreement is made with a college to develop the courses in partnership with a Transit Agency.

Process of Approval

- 1.) Materials must cover concept learning objective, curriculum, student workbooks, test, evaluations, and teaching instructions.

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- 2.) Beta testing is conducted.
- 3.) Materials are sent to Train the Trainer for approval.
Development and delivery approves materials.
- 4.) Materials are turned in to Consortium to bid out the delivery of those courses.

Current Course Developed

- 1.) Safety & Basic Familiarization (16 hours)
- 2.) Advanced Operation & Familiarization (16 hours)

Timeline for Developing 3 Remaining Courses

- Preventative Maintenance 9/30/11
- Advanced Diagnostics 11/30/2011
- Ford Hybrid Engine 11/30/2012

3. **IMMEDIATE ACTIVITIES** – Final timeline for deliverables for the Safety and Intro Level 1 courses to be determined. Kushnir to present Cruz the following to information for the New Flyer Consortium Meeting on 4/27/2011:

- RFG Requirements
- Prerequisite for Fall Restraint System
- Facility Requirements
- Equipment Requirements
- Host Session

SCR TTC to send Agreement for New Flyer by 4/29/2011.
New Flyer will send a CD on the Safety and Familiarization course and validations to Tomory by 4/29/2011. Tomory will make copies for all who attended the Train the Trainer and will send final package and validations to SCR TTC to sign off.

NEXT MEETING – Date/Location to be determined.

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

ADJOURNMENT There being no further business to come before the meeting, the meeting was adjourned at 11:30am Pacific Standard Time.