



Southern California  
Regional Transit  
Training Consortium  
[www.scrttc.com](http://www.scrttc.com)

## PLANNING COMMITTEE

### TELECONFERENCE - MEETING MINUTES

**When:** Friday, February 22nd @ 1pm (Pac Time)

**Where:** Teleconference

Participants:

N. Babiarz, SCRTTC	D. Stumpo, SCRTTC
M. Kushner, SCRTTC	E. Jaramillo, Cerritos College
F. Scholl, OCTA	G. Newhouse, SD Miramar
R. Merced, SMBBB	G. Hammond, Santa Ana
D. LaRoche, LBTS	F. Spalding, LBTS
R. Cruz, LBTS	P. Sparks, LBCC
R. Linewebber, Rio Hondo	J. Frala, Rio Hondo

### AGENDA

#### **Welcome & Introductions**

Babiarz welcomed everyone and opened the session at 1:10p. Stumpo provided an attendance list of those on the conference line.

- **Open Items/Policy and Procedures (Action: Babiarz/Stumpo)**

Babiarz communicated that the certification covers, certificates and signatures were now designed and shipped. Stumpo reported that the data base was built and programming completed to begin issuing retroactive certificates of those who attended classes in the past. Stumpo also mentioned that new class certificates will be completed first. All retroactive certificates are in the print stages and attempted to be completed by the March 20<sup>th</sup> meeting for distribution to the maintenance managers/colleges.

- **ASE Sub-Committee Activity (Action: R.Cruz)**

Cruz reported that he was working on regrouping the committee and discussed conversations he had with contract negotiators in learning what criteria was being used once a technician is certified under ASE. Frala suggested some contact with APTA would be helpful.

- **Mentor Class Update (Action: N.Babiarz/R.Cruz)**

Babiarz briefed the group about the ongoing mentor program naming that recent sessions went well at Cerritos, Long Beach City College and Golden West College. The program is on target. Jaramillo mentioned 13 attended at Cerritos, Sparks mentioned 15 attended at LBCC, and 8 attended at Golden West College.

- **SCRTTC Banners (Action: N. Babiarz)**

Babiarz recently had SCRTTC banners made and shipped to all members. She asked if anyone DIDN'T receive the banners and hearing none suggested that banners get installed in a timely manner.

- **Press Kits for Wash DC Trip: (Action: Babiarz/Stumpo)**

Babiarz informed the committee that she had press kit covers made with the SCRTTC logo. This is similar design to the certificate covers with the Logo in portrait mode versus landscape mode. Stumpo reported that 30 press kits were put together and shipped to Dana Lee in preparation for the upcoming Legislative meetings in Washington. Kushner gave a briefing about meetings setup with FTA and FHWA. John Frala from Rio Hondo will also be part of the group going to Washington DC with Dana.



Southern California  
Regional Transit  
Training Consortium  
[www.scrttc.com](http://www.scrttc.com)

## PLANNING COMMITTEE

- **Current Class Updates and Open Action Items**

IDRC Updates by Frala indicated Electrical II TTT is ready and planned for March 7th at LAMTA; Electr III Beta 1 Class last week went well with excellent feedback from the attendees. Frala was asked by Stumpo if the class was geared toward engineering versus technicians and Frala indicated no - that it was designed on harness troubleshooting and CAN troubleshooting. Electrical III – Beta 2 ready for April 17th/18th LBTS; Finally, Electrical III TTT is planned for June 20th at LBTS.

- **Certified Instructor Pre-requisites (All)**

Stumpo spoke about recent discussion with Certified SCR TTC Instructor for Electrical I class. He explained how the DVOM Certified Instructor worked, but further explained that the SOP changed the way Certified Instructors could be qualified to teach future classes. The issue of certified instructors revolves around the timing of a new organization and being in a startup mode. We need to have flexibility in getting enough instructors in the pool. It was obvious that current instructors have the qualification to teach these courses and only lack the attendance at a SCR TTC TTT class to be certified. Because TTT classes are not running on a more routine basis yet – we lack enough instructors during this phase. It was suggested to allow potential instructors attend a regular Electrical I class in lieu of a TTT class, which would enable an instructor to be certified to teach the class. It was mentioned that the regular class is actually a good method because it is a two-day versus an overview at the TTT which is a one-day class. The committee agreed and approved this procedure for this course only, and others on a case-by-case basis if needed.

- **Upcoming Classes**

**DVOM:**

- Foothill Transit March 6<sup>th</sup>/7<sup>th</sup>; Stumpo noted this class is near full.

**HVAC:**

- Rio Hondo is building the basic HVAC for delivery April 10<sup>th</sup> & 11<sup>th</sup> Beta I at Santa Ana College. Hammonds has submitted a list of pictures and graphics to ThermoKing for their limited copyright approval for the Intro to HVAC course only. Hammonds also spoke that he is planning the Beta 2 first week in May, and TTT the first week in June; Stumpo indicated to Rio Hondo that he needs to have the SOW feedback to issue the Purchase Order this week.
- Thermo King will be delivering a Basic HVAC for April 24<sup>th</sup> & 25<sup>th</sup> at OCTA for up to 10 students. This is designed to help Transit systems as the HVAC season is upon us.

- **New Business (All)**

**Courses Needed for Delivery by September 2008- (All)**

- Newhouse to deliver Electrical II at OCTA July 17th/18th.
- Babiarz checking with Norwalk to host an ISE Hybrid Safety class for May. Babiarz will confirm ISE Engineer/Trainer availability prior to contacting Norwalk to host.

**Courses for Development**

- Stumpo spoke about the need for Brakes II development as we progress toward the summer to deliver this course for the next fiscal year – October/November/December – it will need to be RFP'd around May/June.



Southern California  
Regional Transit  
Training Consortium  
[www.scrttc.com](http://www.scrttc.com)

## PLANNING COMMITTEE

- Babiarz explained the recent updates on the Cummins Engines; ISC Gas+ 8.3 and ISL G 8.9 CM2180A development.
- Babiarz announced the re-scheduled Intro to Hybrid Electric DACUM is now April 8<sup>th</sup> at OCTA. To be confirmed by Frank Scholl. Further group discussion was made about more advanced courses on Hybrids.

### Other Items / New Items (All)

- Babiarz spoke about the upcoming NTI course requested by Torrance Transit on IT Staffing in Public Transportation. Course attendance is free and in the process of setup. Planning for April 29th & 30th. Online registration will be forthcoming.
- LaRoche, Spalding from LBTS spoke about the need for 608 Certification. A class can be setup on April 4th at Santa Ana college. Hogue to provide feedback on the availability of this. Scholl from OCTA is a certified instructor on 608 Certification and puts on these classes at OCTA. He mentioned the next session is likely May or June. It was determined that if we do the April class at Santa Ana – transit will need to supply a minimum class size for the class to occur.
- Stumpo spoke about the issues surrounding the Periodic Smoke Inspection classes currently provided by LATTC and SANTA ANA colleges and registered and paid by the SCR TTC. He suggested changes to the program registration process. The issue is because we (SCR TTC) are a third party registrant to this process. Several problems associated with making changes after registrations are submitted cause additional non-refundable charges to transit members. LATTC has been good to provide these classes on a PO basis, however it still requires a certain non-SCR TTC registration form that requires re-Typing, scanning and faxing, and emailing. The proposed changes to this program will include this procedure:
  - (A) SCR TTC members may register direct for any PSI class held;
  - (B) Upon successful completion of such a class, the SCR TTC will reimburse the transit system for the PSI fee.
- There was a concern for these changes, such as transit systems having to pay from their training budget, however, when the SCR TTC reimbursed them – the funds would go into a general fund not the training budget. Stumpo suggested that they talk with their financial person to see if a check would be accepted that said must be reimbursed to the training fund. In the meantime, we will proceed with the change to this registration process – and work on a case-by-case basis with any transit system that is not able to do this.
- Jaramillo presented the IMPCO fuel system course presently available at Cerritos College. Frala and Scholl feedback that transit was phasing this system out and no demand is present.
- A group discussion occurred around the starting times of the training. The website indicated 7am while some students were showing up at 8a. Stumpo explained that earlier courses planned had a 8am start time and the class was confirmed at an 8am start time. From the prior Planning Committee meeting – it was suggested by transit members and approved by the planning committee that 7am would be a better start time. Hence, all the courses currently in the catalog to be delivered have a 7am start



Southern California  
Regional Transit  
Training Consortium  
[www.scrttc.com](http://www.scrttc.com)

## PLANNING COMMITTEE

time except Hybrid which is 9a-noon and 1p-4p. The consensus was to go to 6am start time – but not until new courses are assigned given the confirmation have already been delivered to many students attending existing classes. The group agreed.

- **Next Meeting & Adjourn**
  - Next meeting is scheduled for **March 20th @ 10am**
    - (Long Beach City College – ATTEi Center)