



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

## PLANNING COMMITTEE

### SCRTTC PLANNING COMMITTEE TELECONFERENCE MEETING MINUTES

**Date/Time:** December 5, 2008 – 1:00pm – 2:30pm

#### **Attendees:**

N. Babiarz, SCRTTC  
John Frala, Rio Hondo  
George Karbowski, Foothill Transit  
D. Stumpo, SCRTTC  
Juan Vigil, LBTS

#### **Welcome & Introductions**

Babiarz welcomed everyone and opened the meeting at 1:05pm

#### **Approval of Meeting Minutes**

Babiarz requested comments on the October meeting minutes. Hearing none – moved to approve and adopt the minutes.

#### **Open Items**

##### **Electrical 1 – 5 Trainer Packages (Frala)**

Frala is coordinating with Tom at Western Graphics to complete E1, E2, E3 which are in final stages, E4 by next Tuesday, and E5 to follow which needs work. The graphic standards manual was given to Tom and expected completion of all five manuals by Mid-January.

##### **Certificates for Classes (Stumpo)**

Stumpo reported that all certificates were up to date. The Consortium will work to complete certificates on a monthly basis from here. Frala asked about certificates for those who develop courses with Stumpo responding that all instructors who develop and deliver courses will receive a certified instructor certificate.

##### **Request for Proposals/Quotes – Courses 2009 (Stumpo)**

Stumpo described the process of the RFQ and responses and notified the group that the RFQ was cancelled due to the quotes being over budget. Stumpo described the discussion at the recent Board meeting and the prior working meetings regarding this topic. A new RFQ was announced with a Pre-Bid meeting set for December 8<sup>th</sup> at 10a via teleconference at 218-936-7999 access code 707357. Following the pre-bid – the quote responses are due by December 19<sup>th</sup> and on the FORMS provided in the RFQ package. Contracts will be let starting with January classes first.

##### **Current Planned Classes**

BRAKES II – Beta – December 4<sup>th</sup> & 5<sup>th</sup>: Babiarz reported for Guerra who was teaching the class on this day. Registration for this class was good.

HVAC II – TTT – December 11<sup>th</sup>: Babiarz/Frala reported that everything was set for the TTT class. (4) Registered to date.



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DVOM – December 16<sup>th</sup> & 17<sup>th</sup>: Babiarz reported for Mullaly that the class to be held at LA Metro is ready. (13) Registrations to date.

### Course Developments

Babiarz commented that she expected Newhouse to give updates on the two developmental courses. Babiarz updated the group on the most recent information. It was suggested that Babiarz will get updates outside the meeting and provide them along with the meeting minutes.

Karbowski (Foothill) and Vigil (Long Beach Transit) both interested to move this item forward. Foothill will look to see if they can host a class. Stumpo to provide last meeting minute link to Vigil on the following updates from last meeting:

### LAST MEETING UPDATES (New information will be emailed to committee)

Cummins Engines; (Nina/Orozco/Newhouse): Newhouse working with Orozco from Cypress.

Hybrid Electric (Newhouse – SD Miramar): Newhouse reported that he sent emails to Cal Macy, Mike Slavich and Marty Orozco inquiring as to their interest in developing a Hybrid Safety Course(s) patterned after the work Long Beach Transit has started. Long Beach actually has three courses confirmed by Dana LaRoche. The final product may remain three courses or three modules of one course or some variation.

In creating the team we will take one of the following approaches:

- 1) one or a combination of the above (or an approved substitute) will write the course(s);
- 2) we will combine their work with someone external proficient with the topic; or
- 3) we will work directly.

This team will review the products from both Long Beach and LA Metro to develop a work plan and timeline. This review will include consideration of Long Beach and LA Metro staff input.

With an approved contract with the ATTE HUB the team or consultant will write the course work. Upon having a draft final product we will review it with a team of ATTE staff and staff from Long Beach and LA Metro. The final product they create will be available for a Train the Trainer course. It is understood that the ATTE HUB will fund Beta 1 & 2 with the SCR TTC funding the TTT. We are targeting mid February 2009.

### New Business

Happy Holidays presented to everyone!

### Next Meeting & Adjourn

- o Next meeting in planning. Possibly a teleconference in early February or tied to the February board meeting as a face to face meeting.
- o Meeting adjourned at 1:40pm