



Southern California
Regional Transit
Training Consortium
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PLANNING COMMITTEE

September 9, 2007

TO: ALL SCRTTC PLANNING COMMITTEE MEMBERS

MEETING AGENDA

DATE: **September 19, 2007** (Wednesday)

TIME: **1:00pm - 3:30pm**

PLACE: **LA METRO – Regional Rebuild Shop – 2nd floor
900 Lyon Street, LA, CA**

- **Welcome & Introductions (Dave)**
- **Policy and Procedures (Dave and Nina)**
 - Recap the Validation Process (Q&A)
 - Recap the Procurement Process (Q&A)
 - Collaboration between zones
 - Certificates for students
 - Instructor Certification
 - Instructors Manual and Format
 - Instructor Feedback – how can we help?
- **Current Class Updates and Open Action Items**
 - **IDRC Implementation Update (Lineweber)**
 - **Reporting:** IDRC Activities Report (**Action Item:** Lineweber)
 - **Electronics Class:** New Course Updates (Lineweber)
 - **Networking Class:** Updates (Lineweber)
 - **HVAC:** (**Action Item:** Hogue SAC and Scholl - OCTA)
 - **Brake Systems:** SB Valley College will look into providing information. 2nd Beta class scheduled at LATTC Sept 27th (**Action Item:** Anderson)
 - **Electrical for Transit:** (Lineweber)
 - **DVOM:**
- **New Business (All)**
 - Courses for the Next 12-months by quarter
 - Zones where the course will be scheduled
 - Engage vendors into the training process
 - Course name and numbering.
 - SCRTTC defined courses
 - ASE Subcommittee startup
- **Next Meeting**
- **Adjourn**



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MEETING MINUTES #2007-09-19

DATE: **September 19, 2007**
TIME: **1:00pm – 3:30pm Pacific Time**
PLACE: **LAMTA RRC, Los Angeles, CA**

Attendees: David M. Stumpo, Co-Chair Planning Committee
Nina Babiarz, Training Coordinator, SCR TTC
Alan Fox, ALF Attorney at Law
Frank Spalding, Long Beach Transit
Tom Barrio, Montebello Transit
Mike Slavich, Rio Hondo College
Rodney Lineweber, Rio Hondo College
John Frala, Rio Hondo College
Patrick Astreda, LAMTA
Steve Mullaly, LAMTA
Rolando Cruz, Long Beach Transit
Kevin Anderson, SB Valley College
Tom Hogue, Santa Ana College
Dayle Withers, OCTA
Pete Sparks, LB City College

The SCR TTC ("Southern California Regional Transit Training Consortium") planning committee met onsite at LB City College ATTE Center.

- I. **Opening Comments:** The meeting was hosted by LAMTA and facilitated by David Stumpo and Nina Babiarz of the APTREX Institute.
- II. **Discussed ISE Hybrid Safety training.** Inquired if Montebello could host the 12/13/07 offering. LBT shared with Montebello all the components required to deliver a successful offering.
- III. **Discussed the LBT Mentor Internship program in collaboration with LBCC, Golden West and Cerritos Community Colleges.** Setting down a template that could be used by all transit in the SCR TTC. Includes classes on transit properties, career days and tours.
- IV. **Recap the Validation Process:**
Stumpo reviewed the validation process according to the present guidelines, clarifying the need for both a transit and a college to sign off on the validation. LBT suggested validation should be signed off prior to the beta class delivery. This would require two validations which would ensure the accredited process meets the business application process; LA Metro – an acceptance process prior to validation. Beta should be extra input, customize to specific transit property. LBT – if colleges are doing development and go off course, input from transit is needed earlier in order to fix the issue and make it better. LA Metro/OCTA: discussed the variances also between the transits i.e. HVAC. LBT's concern is that instructional materials have SCR TTC stamp, same look and feel, format, PPTs, etc. For example, the DVOM is a perfect sample. Stumpo suggested using this DVOM as a sample format and starting point to build an SCR TTC validated course manual for each course we offer.



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Stumpo/Babiarz will put out a sample format which will also include the ATA numbering format for approval.
QUESTION: Is prerequisite required for each course developed OR is pre-testing serving this purpose. ANSWER: Trust the transit agencies to identify qualified training candidates.

The process would go like this:

- A Course is selected;
- collaborate between college/transit;
- Working group created on this course topic;
- Pre-validate with signatures of all working on it;
- Deliver a Beta 1 Class;
- Validate again with signatures;
- Deliver a TTT;
- Final Validation signed by all
- Course Manual Developed;
- Ready for Delivery & Catalogue.

- V. Procurement Seminar/Briefing: Stumpo provided an SCR TTC Procurement Policy briefing for the group. This briefing was to explain the requirements of the Consortium under the FTA policies.

Stumpo emphasized the importance of proper deliverables, invoicing and electronic payment.

LBT – question - When does the transit agency get assigned to a college for course development?

Stumpo – Answer: Through the Planning Committee

LBT – Identify all partners early on at the Planning stages.

LA Metro & SCR TTC – collaboration

A. Procurement Procedures

- i. Consortium determines the need and can either do telephone quotes, RFI, RFQ, or RFP. Reminder that a 24 hr. response is only a request for those that have an interest not the response itself.
 1. Micro Purchase < \$2500 can be Verbal or written within fair market pricing. No competitive quote required.
 2. Small Purchases < \$100,000 requires at least two verbal or written competitive quotes.
 3. Sealed Bid/Invitation for Bid (IFB): Typically when a contract is in excess of \$100,000.00.
- ii. Consortium issues a PO and/or contract.
- iii. Contractors must be registered as a Third Party Contractor with the Consortium.
- iv. Contract closes and all items delivered before payment is released:
 1. Course delivered, Class Roster, Evaluations, Invoice
- v. Payment made electronically.



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- VI. OTHER TOPICS:
- A. Certificates for Courses: Stumpo displayed a sample SCR TTC certificate to be used for all SCR TTC sponsored courses. Redesign will include graphic standards and instructional standards developed.
 - B. LBT, Rio & Montebello – should certificate be distributed to student or the transit? ANSWER: To the Transit Manager so that they can distribute as part of the recognition.
 - C. RIO – suggests a photo of final day of class, which will be included in the Scope of Work with the RFI, RFP and PO's.
 - D. Stumpo – introduced that all registrations will serve as the instructor's roster and given to the course delivery person.
 - E. LBT – Outlines H&R process for certification; pre & post testing/assessment.
 - F. Montebello – standard expectations for students.
 - G. LA Metro – Put expectations & requirements on the registration form.
 - H. Montebello – Pat Butters tool box program – reinforce expectations.
 - I. LBT – Technicians must maintain good grades in order to qualify to even take courses
- VII. Instructor Certifications:
- A. Stumpo makes the point that if the instructor has never seen the course before how should we certify SCR TTC instructors to teach these courses?
 - B. Comes from the TTT course.
 - C. Co-teach in order to teach independently.
 - D. Faculty required to get transit specific training for the certified instructors in order to increase the pool of instructors.
 - E. Vendors usually require TTT
 - F. Should all SCR TTC colleges be the only instructors?
Answer: Stumpo – No, instructors can be transit, colleges or vendors.
 - G. Rio Hondo offered to host TTT for DVOM and Electrical
 - i. Instructor feedback is important
- VIII. BASIC BRAKES:
- A. Stumpo recapped collaboration between SBV, OMNI, & LA Metro on the Brake class.
 - B. The Brake class discussion was initiated in January 2007.
 - C. SBV volunteered to do the brake class with OMNI and METRO.
 - D. SBV developed the curriculum and held the first Beta class a OMNITRANS, however, didn't engage LA Metro until after the class. Steps have been taken to re-engage LA Metro for the Beta II. Meeting set for 9/25/07.
 - E. Issue discussed is to revise the curriculum for redelivery @ Beta 2 for Basic Brake 9/27 & 9/28, and once acceptable – could move to the TTT and validated.



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- F. LA Metro offered the TTT brake class at their facility after the Beta 2 is delivered and ready for TTT. The Date and registration opening will occur after validation of beta 2.

- IX. **IDRC Grant Implementation Update:**
 - A. Electrical 2 – input from many SCR TTC members
 - B. To be completed in Dec, & delivered in Jan. '08. Linewebber to provide delivery date.
 - C. Linewebber – Do we need multiple signoffs; consensus by both transit & colleges.

- X. **Course names and numbering system:**
 - A. LBT Transit to send Stumpo a sample of the standards they follow – which was agreed by all – that being the American Trucking Assn numbering.

- XI. **Training Tracts and Next Courses: (More to be discussed on our annual course catalog at the next meeting.)**
 - A. PRESENT COURSES:
 - i. DVOM - Electrical – Brakes - ISE Hybrid Safety
 - B. WORK IN PROCESS:
 - i. Electrical II, Electronics, Multiplex, HVAC
 - C. Annual Needs Assessment/Gap Analysis to report next meeting which will help guide the next course development.

- XII. **New Business**
 - A. If transit is teaching SCR TTC developed training, please report all numbers to the consortium.
 - B. R. Cruz @ LBT has agreed to head up SCR TTC ASE training. SCR TTC could prep courses. OCTA had paid shift deferential; tech seek some prep for the test.
 - C. LA Metro has tech going to ASE APTA + unions attending. LA Metro could become ASE testing site.

- XIII. **Next Meeting:** The next meeting will be a teleconference October/November - TBD. We will start monthly sessions – with teleconferencing every other month. OCTA has offered to host next face to face meeting. Calendar of dates for teleconference and meetings to be determined.

- XIV. The meeting adjourned at 3:30p.m.



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ITEMS ON THE AGENDA BUT NOT ADDRESSED AT THE MEETING - NEED TO CARRY OVER TO NEXT AGENDA

- Collaboration between zones
- Further clarification with Rio on IDRC course deliverables with new SCR TTC format AND including all registrations of IDRC Transit training to SCR TTC on-line registration
- Revisit HVAC with TK and Carrier
- Courses for next 12 months by quarter & zones to schedule
- Add Cummins ISL G engine to the list of training tracks
- Review the drafts Rodney left at the end of the mtg. on Network Electronics Diagnosis & Repair and Electronic Systems for Transit

A handwritten signature in black ink that reads "David M. Stumpo".

David M. Stumpo, Co-Chair / Administrator

//Nina Babiarz//

Nina Babiarz, Co-Chair / Training Coordinator