

PLANNING COMMITTEE AGENDA

SCR TTC PLANNING COMMITTEE MEETING MINUTES

Date/Time: February 23, 2011 10:30 – 11:30 PST

Location: Rio Hondo College, Conference room T143 in the Tech Quad Area
3600 Workman Mill Road, Whittier, CA 90601-1699

For Conference Call-In: Dial: 218-936-7999 Enter Conf ID: 690-1936 #

Open Items

- Status of Funding update; Stumpo/Babiarz
 - FTA Continuation Funding, RFG, T&I, CeC (LBCC & LATTTC), and FTA RFP (Innovative Workforce. Dev. Program)

Current status of Funding updates by Stumpo and Babiarz which included the fifth (5th) year of FTA Continuation Funding Cooperative Agreement signed in January, the Reformulated Gasoline Settlement Grant (RFG) \$675,675, three-year pending funding contingent of finalizing terms and conditions of the contract inclusive of legal and insurance requirement, an overview of the FTA RFA entitled the 'FTA Innovative Workforce Development Program' that is currently underway and due no later than March 15, 2011. A brief update was also provided by Davis, SCR TTC EWD Chair on California Energy Commission (CEC) funding which remains stagnant due to stringent reporting requirements that will hopefully be revised.

- **Current Classes (All)**

- Brakes I, February 24-25 @ hosted & instructed by LATTTC
- Electrical II, March 2-3, hosted at Gardena Municipal Bus Lines & instructed by Golden West Community College.
- HVAC I & II; March 10-11 and April 7-8, respectively, hosted at Santa Ana College and instructed by Rio Hondo College
- (All) see SCR TTC website 'Training' page; www.scrttc.com
 - CeC – LBCC No classes scheduled due to SS# requirement
 - Cec – LATTTC – awaiting update
- National Transit Institute (NTI), Procurement 1 in a Series of 4, to be held April 18-22 @ Cerritos College's "Southland Cerritos Center For Transportation Technology (SCCTT)" **training room**.
- Leadership Series #1, Transitioning; a 2-Part Combination In-Class and On-Line Course to be held April 19th also hosted @ Cerritos College's "Southland Cerritos Center For Transportation Technology (SCCTT)" **media room**

Babiarz reviewed the above training calendar.

- **New Business (Stumpo/Babiarz)**

- CDX Global, update on Beta, release of a federally-funded e-training module on Modern Bus Electrical Systems, SCR TTC course offering, addition of on-line facilitation

Babiarz updated the Planning Committee on the CDX Beta of which SCR TTC members contributed and as a result have been offered a SCR TTC annual license fee of \$995. Plus the additional cost of \$30. Per participant fee. SCR TTC course offering will also need to include and budget for the addition of on-line facilitation. Stumpo & Babiarz are gathering information in order to draft a Scope of Work (SoW) in order to issue a contract to an instructor familiar and experienced in CDX on-line instructor facilitation and move forward on the course offering to SCR TTC members.

- FTA Procurement courses hosted Feb. 7th @ LA METRO; Instructional info available upon request via FTA LA Regional office

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Babiarz briefly updated that because notification on the FTA Procurement courses hosted Feb. 7th @ LA METRO had been had been extremely short that she's requested the FTA instructional information and that it is available upon request via FTA LA Regional office.

- Hybrid Subcommittee Report: (Tomory/Pierce)
 - Development of courseware update.
 - Beta 1 schedule and participants

DEVELOPMENT OF COURSEWARE:

Part One: Intro to Safety and Basic Familiarization

- Based on the internal beta test of the course (conducted at Long Beach Transit with Dana La Roche & Gordon Kushnir late January, 2011), the course needs to be expanded to 2 days.
- Day 1 will be conducted in the classroom, and the intended audience can be anyone in the transit organization, including drivers, maintenance, management, office staff, etc.
- Day 2 will be conducted primarily in the shop, and the intended audience is maintenance technicians, bus washers, fuelers, etc.
- Gordon Kushnir is aware of the situation regarding expanding the course from 1 day to 2 days, and will need assistance in renaming the course(s) to reflect the requirement of the RFG regarding this issue.

Part Two: Advanced Familiarization & Operation

- Based on the internal beta test of the course (conducted at Long Beach Transit with Dana & Gordon late January, 2011), the course will stay at 2 days.
- Days 1 and 2 will be conducted both in the classroom and in the shop, and the intended audience is maintenance technicians.

BETA 1 SCHEDULE & PARTICIPANTS FOR PART ONE & PART TWO

- The Beta test will be conducted at Long Beach Transit week of March 7, 2011.
- The number of 'students' must be limited to a total of 10 maximum. No exceptions.
- March 7 & 8 will be Part 1a and Part 1b; Intro to Safety and Basic Familiarization
- March 9 & 10 will be Part 2; Advanced Familiarization & Operation
- March 11 will be a wrap-up session to discuss any changes, modifications, etc.
- According to Gordon Kushnir/New Flyer, there are not enough fall protection devices for the attendees of Part 1b. Therefore, he will be renting a special man-lift to accommodate 4-5 people to go up to the top of the vehicle and inspect/identify components once the clamshell is opened.
- We will need to start recruiting 'students' for the Beta Test ASAP. *
- Jess Guerra from LATT would like to send two of his instructors, but he needs to be informed that the course is March 7-11.

*Babiarz made note that a list of all transit and college 'students' interested in participating and contributing to the Betas, and their full contact information, was compiled after securing confirmation and release to do so by their Supervisors to Chair Tomory & Vice-Chair Pierce and the this should be the list used to recruit the necessary 'students'

- Training/instructional aides contributed; Vansco pending
- Continue to identify training/instructional aides for 'In-Kind' contributions needed for communication to Board members pursuing Private Industry/Agency Partnerships

Babiarz reminded the Planning Committee attendees to continue to identify training/instructional aides for 'In-Kind' contributions needed for communication to Board members pursuing Private Industry/Agency Partnerships.

• **Next Meeting & Adjourn**

- Next meeting – Proposed for May 18, 2011 - Long Beach City College, Conference Room #O208, O/2 Building located at 4900 E. Conant St. (corner Clark & Conant) Long Beach CA 90808

Babiarz announced date/location of next face-to-face meeting and adjourned.