



Southern California
Regional Transit
Training Consortium
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PLANNING COMMITTEE

MEETING MINUTES #2007-05-03

DATE: **May 3, 2007**
TIME: **11:30am – 2:00pm Pacific Time**
PLACE: **LB City College, ATTe Center**

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
Mike Slavich, Rio Hondo College
Rodney Lineweber, Rio Hondo College
John Frala, Rio Hondo College
Marty Orozco, Cypress College
Jim Ditch, Long Beach Transit
Jess Guerra, LATTTC
Ralph Merced, Big Blue Bus
Kevin Anderson, SB Valley College
Cal Macy, LB City College
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 with Lunch Served:** The meeting was hosted by LBCC and facilitated by David Stumpo of the APTREX Institute.
- II. 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.
 - A. Procurement Procedures
 - i. Consortium determines the need and can either do telephone quotes, RFI, RFQ, or RFP.
 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.
- III. **IDRC Grant Implementation Update:** Lineweber provided IDRC updates as a verbal report. (Industry Driven Regional Collaborative)



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- A. **Electrical for Transit Class:** In final evaluation and will be delivered for validation by May 31, 2007. (Action Item: Lineweber)
- B. **Other Activities:** Electronic course in development with a Train the Trainer planned for summer. (Action Item: Lineweber)
- C. **Instructor Qualification:** Lineweber must be contacted to file a FORM in order to be qualified to teach IDRC courses. LATTTC completed. Chaffey College in process. Others should contact Mr. Lineweber at Rio Hondo College.
- D. **Sign-Off:** The committee agreed to develop a course sign off and validation procedure. This SOP procedure will be similar to a DACUM process as a one page sign-off of all courses developed. (Action Item: Babiarz)

IV. Training Tracts and Next Courses:

- A. **DVOM Course:** Available for delivery. Syllabus completed and Validation approved.
- B. **Electronic and Networking Courses:** The colleges will begin to build the course content, student workbook, instructor guides, list of equipment, and evaluations to deliver any course.
- C. **ISE Multiplexing Course:** Work in process with ISE, LBTS, Rio Hondo and Babiarz involved.
- D. **CNG Tank Safety/Inspection:** Macy gave a list of certified instructors from the ATTe centers that can teach the course.
- E. **HVAC:** RFQ to be issued week of May 7th.
 - i. (Action Item: Stumpo)
- F. **Smoke Test:** LATTTC has provided PSI training through the ARB registration. March 23rd class, April 20th completed. June 22nd class near capacity. Next classes included July 20th and August 17th. Guerra added that transit can have a class specifically for them if registrations total 20 for each class.
- G. **Transit Brake Systems:** SB Valley College coordinating with LACMTA and OMNITRANS for initial design of the program. An RFQ will be issued week of May 7th. (Action Item: Stumpo)

V. New Business

- A. Stumpo mentioned he was in receipt of the newest ASE Electrical/Electronic ASE test study guide. The planning committee must consider the ASE materials in design of any course work offered by the SCR TTC. Consideration



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must be given to create a subgroup for ASE only information.

- B. LBCC (Macy) is running a Cylinder class in June. NGV sponsored by the gas industry providing training. Not an SCR TTC funded event. Transit systems can register direct. Information has been provided via email blasts.
- C. Babiarz completed the SCR TTC Logo design inclusive of .eps and .jpg formats, as well as color PMS specifications were completed. Members were encouraged to use the marketing standards in development when the SCR TTC materials are designed and distributed.
- D. Babiarz reminded the group about the Career Day at Rio Hondo May 4th – noon to 4pm. SCR TTC marketing items will be given out. Samples were given to the group. OCTA, LAMTA and LBTS Transit systems expected to be in attendance. Also, May 16th is career day onsite at LA Trade Tech College.

VI. **Next Meeting:** The next meeting will be in July. Date and Time TBD.

VII. The meeting adjourned at 2:05 p.m.

David M. Stumpo, Co-Chair / Administrator



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TO: ALL SCR TTC PLANNING COMMITTEE MEMBERS

MEETING AGENDA

DATE: **May 3, 2007** (Thursday)

TIME: **11:30pm - 2:00pm**

PLACE: **LBCC (See Map)**

- **Lunch - Welcome (Dave)**
- **Seminar/Briefing (Stumpo)**
 - Procurement Procedures in compliance with FTA
 - Determine the need
 - Verbal, Planning Committee, RFI
 - RFI/RFP to build curriculum
 - RFI/RFP on course delivery
 - Issue a contract via a PO
 - Contract closes and all items delivered:
 - Course delivered, Class Roster, Evaluations, Invoice
 - Payment
 - Course Flow Chart
 - Criteria, Curriculum, Content
 - Materials and Equipment lists
 - Validation Process
 - Ready for delivery
- **IDRC Implementation Update (Lineweber)**
 - **Reporting:** IDRC Activities Report (**Action Item:** Lineweber)
 - **Electrical Class:** for Transit Class Final (Lineweber)
 - **Electronics Class:** New Course Updates (Lineweber)
 - **Networking Class:** Updates (Lineweber)
- **Open Action Items**
 - **DVOM:** Finalize Syllabus
 - **HVAC:** (**Action Item:** Hogue SAC and Scholl - OCTA)
 - **Periodic Smoke Test:** Updates (**Action Item:** Guerra)
 - **Brake Systems:** SB Valley College will look into providing information. (**Action Item:** Anderson-SBVCC and Mullaly MTA)
 - **Cylinder Safety Updates:** Train the trainer (**Action Item:** Macy)
- **New Business (All)**
- **Next Meeting**
- **Adjourn**