



**DEPARTMENT OF FORESTRY AND FIRE PROTECTION**  
**OFFICE OF THE STATE FIRE MARSHAL**  
**State Fire Training Division**

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**Date:** July 12, 2019

Attachment 8

**To:** Ronny J. Coleman, Chairman  
Statewide Training and Education Advisory Committee  
c/o State Fire Training

**From:** Caryn Petty, Deputy State Fire Marshal  
State Fire Training

**Subject/Agenda Action Item:** Southwestern Community College  
Accredited Regional Training Program (ARTP) Initial Accreditation

**Recommended Actions:** Recommend Southwestern Community College be provided an Accredited Regional Training Program (ARTP) Conditional Accreditation in the State Fire Training (SFT) system for a period of one (1) year.

**Background Information:**

An Initial Accreditation site evaluation was conducted on April 30, 2019, at the Southwestern Community College campus located 8100 Gigantic Street in San Diego, California. The Site Evaluation was conducted by Supervising Deputy State Fire Marshal Chris Fowler, State Fire Training; Deputy State Fire Marshal Caryn Petty, State Fire Training; Accredited Local Academy (ALA) representative Captain Shawn Tukua, Los Angeles Fire Department; STEAC representative Matt Jewett, CFTDA/Sierra College; and Retired Annuitant Nick Pavone, State Fire Training. College hosts included Dean Silvia Cornejo, Program Coordinator Rick Hoover, ARTP Project Manager Darren Hall, and Fire Science Technology instructor Ron Ungar with Chula Vista Fire Department collaborators Battalion Chief Sean Lowery, Captain Brad Carlin, Engineer Robert Parkhill, and Bonita Fire Chief Mike Sims in attendance.

A review of the Self-Assessment Report (SAR) was discussed with representatives present, with requirements for supplemental documentation noted. Documentation has since been received and has met the requirements as set forth by State Fire Training policies and procedures. The review of the SAR was followed by a site assessment of all designated Phase 1 classrooms and training facilities with opportunity to review the Chula Vista Fire Department training facility equipment compliment.

### **Analysis/Summary of Issue:**

The Southwestern Community College ARTP Accreditation is proposed as a two-part phased concept. Phase 1 will serve the scheduled 2019-2020 Chula Vista Fire Department Fire Fighter Academy, with SWC providing the ARTP collaborative oversight while construction of the College training facility, program, and curriculum construct is underway. Phase 2 is focused on the development and implementation of the State Fire Training-compliant college-level Fire Fighter I academy and diversified Fire Science Technology curriculum with new classrooms, training tower/facility, and equipment complement.

To satisfy the Phase 1 component, a site assessment of the CVFD training facilities indicated sufficient classroom space with a fully functioning training tower. We observed all necessary props, tools, equipment, and vehicles to accommodate a fire academy training program supplemented by satellite and partnered training sites. CVFD successfully adheres to the 2013 Fire Fighter I curriculum and possesses all necessary materials for capstone IFSAC/ProBoard certification testing. The CVFD training facility can provide an appropriate classroom equipped with enhanced audio/visual equipment and necessary learning aids. All recruits are provided sufficient study materials, devices, and equipment for applicable success within the Academy training. Several Registered Instructors participate in the Academy delivery with additional members complementing the need for Lead and Skills Evaluators.

Since Phase 2 is not yet underway, evaluation was limited to the CVFD training site (Phase 1). In compliance with the California Code of Regulations, Title 19, and the SFT Procedures Manual, Accreditation Process, Section 3.1.6(E), it was the consensus of the Site Evaluation Team that a one-year Conditional Accreditation be granted in lieu of a full three-year Initial Accreditation. This will provide for ARTP oversight of the CVFD Academy while allowing for the initiation of the proposed Phase 2 SWC development. To ensure continued progress and development of the Phase 2 SWC facility and program, a list of required milestones was drafted and provided the SWC personnel for compliance of the Conditional Accreditation. SWC will be revisited in April 2020 for ARTP review and consideration for an Initial Accreditation period of three (3) years. [See: Attachment 1 – SWC Conditional Approval Requirements 2019].

Since 1991, Southwestern Community College has maintained steady and robust Fire Science Technology certification and Associate of Science degree programs. In 2007, the College's Higher Education Center was expanded to include all public safety programs at the new Otay Mesa location. In 2018, College leadership committed to \$21.5 million to design and build a Joint Public Safety Training Facility including the EMT/Paramedic programs, the Police Academy, and the proposed Fire Fighter Academy. Groundbreaking of the Facility is planned for Summer 2019 with a projected 2021 completion and will include new classrooms as well as a three-story training tower and simulator. Program coordinators recognize the underserved student and small agency populations in the southern areas of San Diego and have an expressed desire to bridge the regional fire service training and education gap. This focus on providing education for all students is indicative of the training devotion serving as the foundation of the proposed program. Coordination personnel possess an energetic approach to program development with a strong focus on maintaining diversified student populations while adhering to the standards set forth by State Fire Training.

Southwestern Community College possesses a strong dedication to comprehensive student development from entry-level firefighters to career advancing leadership. The College is proactively building cooperative relationships founded on producing strong, well-rounded fire service professionals. It is recommended that Southwestern Community College be granted a one-year ARTP Conditional Accreditation in the State Fire Training system pending compliance with the designated requirements and an April 2020 reevaluation.

[Attachment: Southwestern College ARTP Conditional Accreditation 2019]



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Date: June 10, 2019

To: Rick Hoover, Fire Science Program Coordinator  
Southwestern Community College

From: Caryn Petty, Deputy State Fire Marshal  
State Fire Training, ALA/ARTP Coordination

Subject: Southwestern Community College – Accredited Regional Training Program (ARTP) Conditional Accreditation

Per the Southwestern Community College Accredited Regional Training Program (ARTP) Site Evaluation conducted April 30, 2019, the following document details the requirements of the one-year Conditional Accreditation as set forth by State Fire Training (SFT). A thorough review of the Southwestern Community College Fire Science Technology Program, proposed Fire Fighter I Academy, and Chula Vista Fire Department training collaboration served as the basis for the program review.

Conditional Accreditation requires the following items be complete by April 30, 2020, to ensure compliance with State Fire Training regulatory statute and established procedures (California Code of Regulations, Title 19, and the SFT Procedures Manual, Accreditation Process, Section 3.1.6(E)).

- ❑ An updated Self-Assessment Report (SAR) shall be drafted and submitted to SFT no later than March 1, 2020, detailing program progress with the items noted during the April 30, 2019, Site Evaluation. This may build upon the previously submitted SAR but should clearly identify any/all changes, progress, issues, challenges, or other items necessary for complete review of the proposed ARTP.
- ❑ Facility construction shall be underway with significant portion(s) of the project complete (Underground construct, facilities in-place, etc.). Periodic progress reports may be submitted detailing the construction phases and progress. Continued recognition within the SFT system is contingent upon the implementation and construction of a training facility. Upon completion of the Conditional Accreditation period, the site will be visited by SFT to re-evaluate the status of the ARTP for Accreditation consideration.
- ❑ SFT requires a complete list of procured academy program design items including, but not limited to, equipment, apparatus, tools, instructional materials, etc. This shall comply with the Fire Fighter I Academy equipment and supplies list(s) in adherence with the SFT Procedures Manual, IFSAC/ProBoard, and the CCR, Title 19.

- ❑ SWC shall provide SFT with a complete training budget and business plan including current and projected expenditures, allotted program funding, grant funding, etc. The provided documentation shall detail the projected budget for 2020-2023 accreditation cycle as well as the program development funding to date.
- ❑ SWC shall provide SFT the complete and finalized 16-week ARTP Fire Fighter I Academy curriculum. This shall include complete course outlines, student and instructor manuals, and all supplemental student materials for both Phase I CVFD Academy as well as the projected Phase 2 SWC Academy.
  - This shall include any/all amendments to the provided 2019 SAR including prerequisite course(s) and application/selection processes.
- ❑ SWC should host or co-host no less than four (4) SFT courses by April 2020. This shall include, at minimum, two (2) California Fire Service Training and Education System (CFSTES) and two (2) Fire Service Training and Education Program (FSTEP). These courses may draw from the larger SFT course catalog and need not be restricted to the entry-level Fire Fighter I curriculum. It is proposed that SWC coordinate with neighboring ARTPs and agencies to identify curriculum that is needed by the region (Company Officer, Driver/Operator, Instructor I/II, etc.).
- ❑ SWC shall provide a complete report detailing the impact of the proposed Fire Fighter Academy and enhanced Fire Science Technology Program on existing ARTPs and ALAs in the San Diego County/South Region. This shall detail the expressed need for a South San Diego training program, ensuring adequate and sustainable student enrollment.
- ❑ SWC shall provide a complete report detailing the staffing and administrative support necessary program success for the projected Phases 1 and 2. Any deficiencies shall be identified with a notated plan for correction.
  - Detail appropriate and adequate clerical and administrative personnel necessary to support complete delivery of the Fire Science Technology Program and Fire Fighter I Academy. Because the current clerical staff member is assigned to the law enforcement, fire science, and emergency medical services program, SWC shall detail the means in which appropriate clerical and administrative support will be attained for the ARTP. Provide details regarding succession planning, hiring of additional support staff, etc.
  - Detail appropriate and adequate full-time Fire Science Technology and Academy coordination personnel. Individual roles and responsibilities shall be identified with information supportive of the complete oversight of the programs. Full-time instructors, interim or adjunct assignments, and/or part-time personnel are not an appropriate means of ARTP oversight.
  - Detail current Fire Science Technology Program instructional staff, full- and part-time. The ARTP will be operating separately from the Fire Science program and appropriate and adequate staffing shall be designated for each. While some crossover is permitted, and encouraged, it is not the intent of the ARTP to serve in multiple College instructional roles.
  - SWC shall increase Academy instructional cadre staffing from five (5) (Hoover, Biding, Pereira, Martinez, and Feliciano) to eight (8). The cadre shall be composed of diverse SFT Registered Instructors that will serve to satisfy the Fire Fighter I instructional requirements as set forth by SFT. This does not include subject matter experts (SME) brought in for specific topic instructional delivery.
    - Should the established cadre not satisfy the Registered Instructor requirements, a plan shall be documented and provided to SFT

detailing the means and funding allotment for acquiring/hiring the subject instructors necessary for Academy delivery.

- SWC shall provide a complete list of Fire Fighter I Academy instructors and their SFT Registered Instructor qualifications. The list shall identify adequate staffing for Academy curriculum delivery with contingency plans for substitute instructors and/or schedule flexibility should there be an absence, vacancy, etc.
- SWC shall provide a complete list of Registered Lead and Skills Evaluators. This list shall designate adequate staffing for capstone IFSAC/ProBoard Fire Fighter I test with a contingency plan should there be an absence, vacancy, etc.
- For the Phase I 2019-2020 CVFD Academy collaboration, all four (4) SWC listed cadre members shall participate in the Academy delivery. This must include participation in the capstone IFSAC/ProBoard Fire Fighter I test process. Participation may further include delivery of SFT courses for which the individuals are Registered, support of the Fire Fighter curriculum delivery, skill coaching, etc. The intent is for SWC to maintain presence and provide for a healthy, cooperative relationship with CVFD throughout the Academy.
- SWC shall convene a Fire Advisory Committee meeting bi-annually and provide documented meeting minutes to SFT upon Site Re-Evaluation. This Committee shall be comprised of College administration/management and other appropriate staff, Program staff and instructors, and others as appropriate, to identify the SWC training and educational needs within the Fire Science Program, Fire Fighter I Academy, and any/all collaborative training ventures.
- SWC shall demonstrate active participation in the greater SFT system by maintaining active correspondence with SFT personnel and its designated liaison(s), attend regional training officer and CFTDA quarterly meetings, and work to diligently adhere to the aforementioned requirements.

The Southwestern Community College Fire Science Technology Program and its proposed Accredited Regional Training Program will be recommended for a one-year Conditional Accreditation to the Statewide Training and Education Advisory Committee (STEAC) in July 2019 and the Statewide Board of Fire Service in August 2019. Upon review and approval by these governing bodies, continued recognition of SWC in the SFT system is contingent upon compliance with the requirements. Any failure to comply may result in revocation of the Conditional Accreditation.

Please feel free to contact me direct should you have any questions/concerns.

Thank you,



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