



## Legislation Text

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*Report Prepared by: Janet German, Management Analyst, Fire Department*

**SUBJECT:** Approval of an Instructional Services Agreement with the Merced Community College District to Provide Credit Fire Classes for Students Aspiring a Future or Advancement in the Fire Professions

### REPORT IN BRIEF

Considers approving an Instructional Services Agreement with the Merced Community College District to provide credit fire classes for students aspiring a future or advancement in the fire professions.

### RECOMMENDATION

**City Council** - Adopt a motion:

- A. Approving an Instructional Services Agreement with the Merced Community College District to provide credit fire classes for students aspiring a future or advancement in the fire professions; and,
- B. Authorizing the City Manager or Deputy City Manager to execute the necessary documents.

### ALTERNATIVES

- 1. Approve as recommended by staff; or,
- 2. Refer back to staff; or,
- 3. Deny; or,
- 4. Take no action.

### AUTHORITY

Merced Municipal Code, Chapter 3.04.020.

### CITY COUNCIL PRIORITIES

The Instructional Services Agreement meets the City Council's Goals & Priorities for Public Safety to "Continue enhanced community engagement".

### DISCUSSION

For several years the Merced Fire Department (MFD) has participated in an agreement with the Merced Community College District (District) to provide training. The MFD desires to enter into a three-year Instructional Service Agreement (July 1, 2022 through June 30, 2025) with the District.

The District will provide a Fire Technology Program (FTP) with a cadre of adjunct faculty instructors who are subject matter experts, and all have years of experience serving in the fire service in various

leadership roles and ranks, whereby the cadre of instructors will deliver the approved curriculum from the District's approved courses. Firefighting is a safety profession that requires special knowledge of safety, rescue, emergency medical operations, and hazardous materials. The FTP focuses on preparing students for a career in the fire service and offering educational opportunities for those already working in the fire service to enhance their education for advancement, pay incentive or personal growth. Courses include those required for transfer to four-year colleges, those required to meet minimum qualification standards for employment, and certification courses developed by the California State Fire Marshal State Fire Training Division. Students are encouraged to obtain a two-year degree and then transfer to obtain a baccalaureate degree. The FTP will deliver the curriculum through the ISA. The MFD requests the District to offer courses that meet state or federal mandates, and the curriculum is authored by the MFD. Maintaining a course catalog of this size is challenging as the curriculum is frequently revised, therefore implementation of this ISA will take approximately one year to fully implement.

The MFD will provide instruction for students at the Merced Fire Department's facilities and the District will pay the MFD \$4.75 per student contact hour, where revenue is not to exceed \$200,000 during the contract period. Based upon our training needs we estimate 288 student hours x 66 students x \$4.75 student contact hour = \$90,288 / annually or \$270,864 over the term of the agreement. Through an amendment acceptable to the District and MFD, the agreement may be increased beyond \$200,000 during the contract period. This will be the first year the District and MFD utilize an ISA and as mentioned earlier, due to the complexity and depth of the ISA, full implementation is anticipated beginning in FY 24/25. MFD will invoice the District monthly, at the conclusion of each class, and no later than three weeks after the receipt of the grade sheet for the class provided by MFD. The District will review submitted records and process the payment within 90 days of receipt of MFD's invoice.

Funds received from the District gives the MFD the ability to pay for outside instructors when the MFD does not have a subject matter expert for required training. These funds also provide the ability for the MFD to purchase improved training aids, books, materials, and equipment. District funds also assist the MFD with meeting other operational needs which go beyond the MFD's available fiscal year budget.

### **IMPACT ON CITY RESOURCES**

Payments from the District are expected to be approximately \$66,667 annually and not to exceed \$200,000 over the three years. These funds are accepted into a revenue account and then funds will be appropriated through the annual budgetary process.

### **ATTACHMENTS**

1. Merced College - Instructional Services Agreement
2. Prior Year - Merced College - Training Agreement