



INSTRUCTIONAL SERVICE AGREEMENT FRESNO CITY COLLEGE & CITY OF FRESNO FIRE DEPARTMENT

This Agreement is made and entered into between Fresno City College (FCC), a college of the State Center Community College District (SCCCD), and **CITY OF FRESNO FIRE DEPARTMENT** (FFD), together known as "the parties".

WITNESSETH

WHEREAS, FCC is authorized by the California Education Code ("Education Code") and Title 5 of the California Code of Regulations ("Title 5"), to conduct Contract Instruction, Assessment and Counseling Services to serve community needs; and

WHEREAS, the parties entered into a contract on May 1, 2021, to provide educational services to its in-service personnel as set forth herein; and

WHEREAS, the parties continue to have mutual desire for cooperation to provide quality instruction and training to meet community needs, as set forth herein.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing and of the covenants, conditions, and promises hereinafter contained to be kept and performed by the respective parties, FCC and FFD mutually agree as follows:

Section 1. RESPONSIBILITIES OF FCC

- a. FCC shall offer approved courses to meet educational needs and requirements of the FFD in-service personnel (all class participants are in-service personnel and shall hereafter be referred to as "students"). Such courses shall be approved by **FFD**.
- b. FCC shall provide a faculty coordinator to work with **FFD**. Said faculty coordinator shall act as the **FFD** co-instructor for all FCC affiliated educational courses. Under no circumstances, however, shall the faculty coordinator have authority over the remaining operations of **FFD**, including but not limited to, personnel issues concerning **FFD** employees, operational budget, or the use, maintenance, or scheduling of **FFD** facilities.
- c. FCC and **FFD** will mutually ensure ancillary and support services are provided for the students (e.g., Counseling, Guidance, & Placement Assistance).
- d. FCC shall assist **FFD** in registration and other support services to students to adequately manage and control the college's course offerings.
- e. FCC shall approve selection of instructors and evaluate the quality of instruction to ensure that it meets the needs of the students and the accreditation requirements of FCC. FCC shall have the primary right to control and direct the instructional activities of all instructors.

- f. FCC shall ensure that course offerings meet all appropriate requirements of the Education Code and Title 5.
- g. FCC shall consult **FFD** on any revisions to existing FCC courses designed for the **FFD** program, initiation of new courses, or any other changes, to ensure the quality of educational services and to meet the needs of **FFD**.
- h. FCC shall provide the use of its facilities and equipment free of charge for use by the **FFD**, on an as-needed, space available basis for Instructional Service Agreement (ISA) partner programs. FCC shall attempt to provide use of said facilities and equipment during normal business hours.
- i. FCC shall demonstrate control and direction through such actions as: providing the instructor of record an orientation, instructor's manual, Title 5 course outlines, curriculum materials, testing and grading procedures and any other materials and services it would provide its adjunct instructors on campus.
- j. By signing this Agreement, FCC certifies it does not receive full compensation for direct education costs of the course from any public or private agency, individual or group.
- k. FCC has the primary right and responsibility to control and direct the activities of the instructors furnished by **FFD** while they are performing services under the term of this Agreement.

Section 2. RESPONSIBILITIES OF FFD

- a. **FFD** shall provide classroom space for use as off-campus sites by FCC, free of charge for Instructional Service Agreement (ISA) courses.
- b. **FFD** shall provide instructors, equipment, materials, day-to-day management support, and all other related overhead necessary to conduct FCC's ISA courses.
- c. **FFD** shall cooperate with FCC to ensure all personnel, equipment, and materials used in carrying out its responsibilities under this Agreement conform to Education Code and Title 5 mandated standards governing instructional programs, including minimum qualifications for instructors.
- d. **FFD** shall use the money received as compensation for services under this Agreement for educational and training related purposes as they relate to public safety training programs.
- e. A tuition fee of \$46/unit for all FFD members enrolled in ISA courses shall be deducted from the gross revenue amount.
- f. An off-site health fee of \$13 per semester will be waived if students are covered by workers' compensation insurance through their employment with **FFD**. If **FFD** fails to provide evidence of workers' compensation coverage, then the off-site health fee will be deducted from the gross revenue for all registered **FFD** members. **FFD** affirms that their workers' compensation coverage is current, active, and will be maintained throughout the term of this agreement. Prior to the commencement of each annual term of this agreement, **FFD** shall deliver to the District Representative a Certificate of Insurance evidence of workers' compensation coverage.
- g. Records of student attendance and registration shall be submitted by **FFD** to FCC regularly and then maintained by FCC. Records will always be open for review by officials

of the college and submitted on a schedule developed by FCC, no later than July pt annually (see Appendix A).

h. By signing this Agreement, **FFD** certifies the training facility is open to the public and the instructional activities agreed upon herein will not be fully funded by other sources.

Section 3. PAYMENT FOR SERVICES

a. In consideration of the services provided herein, FCC shall pay **FFD** 60% each academic year (July 1st through June 30th) of the state apportionment earned due to eligible instructional Full-Time Equivalent Student (FTES) hours (see Appendix B).

Above hours shall not exceed 50,000 Student Instructional Hours (contact hours) per academic year during academic years when the California Community College Chancellor's Office (CCCCO) implements apportionment caps for its colleges. Notice **will** be provided to **FFD** no later than October 30th annually if CCCCCO apportionment caps are in place for the upcoming academic year.

b. **FFD** shall submit to FCC an invoice for all mutually agreed upon instructional FTES hours provided under this Agreement. FCC shall pay **FFD** the agreed contract price within the agreed upon timeline for the fiscal year, to be established by no later than July 1st annually (see Appendix C). Any adjustments to the fiscal year timeline must be presented a minimum of forty-five (45) days prior to the end of any given course section.

c. Instructional FTES hours are defined as those hours reported on SCCCD's CCFS-320 Report, California Community Colleges Apportionment Attendance Reports, which are subject to audit by SCCCD's independent auditor and the California Community Colleges Chancellor's Office.

Section 4. INDEMNIFICATION

a. FCC agrees to indemnify, save, hold harmless, and at **FFD's** request, defend **FFD**, its officers, agents, and employees from any and all costs and expenses, damages, liabilities, claims, and losses occurring or resulting to **FFD** in connection with the performance, or failure to perform, by FCC, its officers, agents, or employees under this Agreement, and from any and all costs and expenses, damages, liabilities, claims, and losses occurring or resulting to any person, firm, or corporation who may be injured or damaged by the performance, or failure to perform, of FCC, its officers, agents, or employees under this Agreement.

b. **FFD** agrees to indemnify, save, hold harmless, and at FCC'S request, defend the FCC, its officers, agents, and employees from any and all costs and expenses, damages, liabilities, claims, and losses occurring or resulting to FCC in connection with the performance, or failure to perform, by FFD, its officers, agents, or employees under this Agreement, and from any and all costs and expenses, damages, liabilities, claims, and losses occurring or resulting to any person, firm, or corporation who may be injured or damaged by the performance, or failure to perform, of **FFD**, its officers, agents, or employees under this Agreement.

c. In the event of concurrent negligence on the part of FCC or any of its officers, officials, employees, agents or volunteers, and **FFD** or any of its officers, officials, employees, agents or volunteers, the liability for any and all such claims, demands and actions in law or equity for such losses, fines, penalties, forfeitures, costs and damages shall be

apportioned under the State of California's theory of comparative negligence as presently established or as may be modified hereafter.

d. This section shall survive expiration or termination of this Agreement.

Section 5. INDEPENDENT CONTRACTOR

a. In performance of the work, duties, and obligations assumed by FCC under this Agreement, it is mutually understood and agreed that FCC, including all of FCC's officers, agents, and employees will always be acting and performing as an independent contractor, and shall act in an independent capacity and not as an officer, agent, servant, employee, joint venturer, partner, or associate of FFD. Furthermore, FFD shall have no right to control or supervise or direct the manner or method by which FCC shall perform its work and function. However, FFD shall retain the right to administer this Agreement to verify that FCC is performing its obligations in accordance with the terms and conditions thereof.

b. FCC and **FFD** shall comply with all applicable provisions of law and the rules and regulations, if any, of governmental authorities having jurisdiction over matters subject thereof.

c. Because of its status as an independent contractor, FCC shall have no right to employment rights and benefits available to FFD employees. FCC shall be solely liable and responsible for providing to, or on behalf of, its employees with all legally required employee benefits. In addition, FCC shall be solely responsible and save FFD harmless from all matters relating to payment of FCC's employees, including compliance with Social Security withholding and all other regulations governing such matters. It is acknowledged that during the term of this Agreement, FCC may be providing services to others unrelated to FFD or to this Agreement.

Section 6. INSURANCE

a. Each party shall insure its activities in connection with this Agreement and always maintain insurance with coverage and limit amounts reasonably necessary to protect itself against injuries and damages arising from the acts or omissions caused by each party, their respective Boards, officers, employees, and agents in the performance of this Agreement. This insurance requirement may be satisfied through a program of self-insurance, or insurance coverage afforded to public entities through a Joint Powers Authority (JPA) risk pool.

b. Without limiting the **FFD** right to obtain indemnification from FCC or any third parties, FCC, at its sole expense, shall maintain in full force and effect, the following insurance policies, or a program of self-insurance, including but not limited to, an insurance pooling arrangement or Joint Powers Agreement (JPA) throughout the term of the Agreement:

I. Commercial General Liability - Commercial General Liability Insurance with limits of not less than Two Million Dollars (\$2,000,000.00) per occurrence and an annual aggregate of Four Million Dollars (\$4,000,000.00). This policy shall be issued on a per occurrence basis. **FFD** may require specific coverage including completed operations, products liability, contractual liability, Explosion-Collapse-Underground, fire legal liability, or any other liability insurance deemed necessary because of the nature of this Agreement.

II. Automobile Liability- Comprehensive Automobile Liability Insurance with limits of not less than One Million Dollars (\$1,000,000.00) per accident for bodily injury and for property damage. Coverage should include any auto used in connection with this Agreement.

III. Professional Liability - If FCC employs licensed professional staff, (e.g., Ph.D., R.N., L.C.S.W., M.F.C.C.) in providing services, Professional Liability Insurance with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate. FCC agrees that it shall maintain, at its sole expense, in full force and effect for a period of three (3) years following the termination of this Agreement, one or more policies of professional liability insurance with limits of coverage as specified herein.

IV. Worker's Compensation - A policy of Worker's Compensation insurance as may be required by the California Labor Code.

V. Molestation - Sexual abuse/ molestation liability insurance with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) annual aggregate. This policy shall be issued on a per occurrence basis.

c. Additional Requirements Relating to Insurance. FCC shall obtain endorsements to the Commercial General Liability insurance naming the **FFD**, its officers, agents, and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned. Such coverage for additional insured shall apply as primary insurance and any other insurance, or self- insurance, maintained by **FFD**, its officers, agents, and employees shall be excess only and not contributing with insurance provided under FCC's policies herein. This insurance shall not be cancelled or changed without a minimum of thirty (30) days' advance written notice given to **FFD**.

FCC hereby waives its right to recover from **FFD** its officers, agents, and employees any amounts paid by the policy of worker's compensation insurance required by this Agreement. FCC is solely responsible to obtain any endorsement to such policy that may be necessary to accomplish such waiver of subrogation, but FCC's waiver of subrogation under this paragraph is effective whether FCC obtains such an endorsement.

Within thirty (30) days from the date FCC signs and executes this Agreement, FCC shall provide certificates of insurance and endorsement as stated above for all of the foregoing policies, as required herein, to the **FFD** stating that such insurance coverage have been obtained and are in full force; that the **FFD** its officers, agents and employees will not be responsible for any premiums on the policies; that such Commercial General Liability insurance names the **FFD** its officers, agents and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned; that such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by **FFD**, its officers, agents and employees, shall be excess only and not contributing with insurance provided under FCC's policies herein; and that this insurance shall not be cancelled or changed without a minimum of thirty (30) days advance, written notice given to **FFD**.

In the event FCC fails to always keep in effect insurance coverage as herein provided, **FFD** may, in addition to other remedies it may have, suspend, or terminate this Agreement upon the occurrence of such an event.

All policies shall be issued by admitted insurers licensed to do business in the State of California, and such insurance shall be purchased from companies possessing a current A.M. Best, Inc. rating of A FSC VII or better.

Section 7. MISCELLANEOUS PROVISIONS

a. If any provisions of this Agreement are found to be, or become, contrary to applicable law or regulations, or court decisions, FCC and **FFD** agree that the Agreement shall be renegotiated as it relates to said provision, and the remainder of the Agreement shall remain in full force and effect.

b. Term and Termination. The term of this Agreement shall start on May 1, 2024, or upon date of full execution of the agreement if it is after May 1, 2024, and terminate on April 30, 2029. Notwithstanding the foregoing, this Agreement may be terminated at any time, with or without cause, upon written notice given to the other party at least thirty (30) days prior to the end of the term in which classes are currently in session. In the event of such termination, each party shall fully pay and discharge all obligations accruing to the other party up to and including the date of termination. Neither party shall incur any additional liability to the other by reason of such termination.

c. Either party hereto maintains the right to cancel services prior to the beginning of each course at no cost to either party to this Agreement.

d. Nondiscrimination. To the extent required by controlling federal, state and local law, the parties shall not employ discriminatory practices in the provision of services, course instruction, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran or veteran of the Vietnam era.

e. This Agreement supersedes all other agreements, oral or written, between the parties hereto with respect to the use of the aforesaid facilities or services and contains all covenants and agreements between the parties with respect hereto. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, oral or otherwise, have been made by any party, or by anyone acting on behalf of any parties, which are not embodied herein, and that no other agreement, statement, or promise not contained herein shall be valid or binding. Any modification to this Agreement shall be effective only if it is in writing and signed by the **FFD** and FCC in the form of an Amendment to this Agreement.

f. Compliance with Law. In providing the services required under this Agreement, FCC shall always comply with all applicable laws of the United States, the State of California, the County of Fresno, and with all applicable regulations promulgated by federal, state, regional, or local administrative and regulatory agencies, now in force and as they may be enacted, issued, or amended during the term of this Agreement.

g. Governing Law and Venue. This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of California, excluding, however, any conflict of laws rule which would apply the law of another jurisdiction. Venue for purposes of the filing of any action regarding the enforcement or interpretation of this Agreement and any rights and duties hereunder shall be Fresno, California.

h. Cumulative Remedies. No remedy or election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all other remedies at law or in equity.

i. No Third-Party Beneficiaries. The rights, interests, duties, and obligations defined within this Agreement are intended for the specific parties hereto as identified in the preamble of this Agreement. Notwithstanding anything stated to the contrary in this Agreement, it is not intended that any rights or interests in this Agreement benefit or flow to the interest of any third parties.

j. Attorney's Fees. If either party is required to commence any proceeding or legal action to enforce or interpret any term, covenant, or condition of this Agreement, the prevailing party in such proceeding or action shall be entitled to recover from the other party its reasonable attorney's fees and legal expenses.

k. Notice or correspondence required by this Agreement shall be delivered personally or by United States mail as follows:

Fresno City College, First Responder Campus	City of Fresno Fire Department
Director Peter Cacossa	Fire Chief Billy Alcorn
3300 East North Avenue	2600 Fresno Street
Fresno, CA 93725	Fresno, CA 93721

l. The specific course(s) covered under this Agreement are described in the attached Appendix D and are incorporated herein by this reference.

m. **FFD** shall provide **FCC** with a request to add existing course(s) or sections with a minimum of 45 days advanced notice to **FCC** prior to the class start date. Each additional course of instruction shall require a written agreement to offer the course signed by the agency signatory or his or her designee as well as the **FCC** Vice President of Instruction or designee. The course details must be set forth in writing as with the course(s) listed in Appendix D and will become attachments to this Agreement.

n. Electronic Signatures: The parties agree that this Agreement may be executed by electronic signature as provided in this section. An "electronic signature" means any symbol or process intended by an individual signing this Agreement to represent their signature, including but not limited to (1) a digital signature; (2) a faxed version of an original handwritten signature; or (3) an electronically scanned and transmitted (for example, PDF document) of a handwritten signature. Each electronic signature affixed or attached to this Agreement (1) is deemed equivalent to a valid original handwritten signature of the person signing this Agreement for all purposes, including but not limited to evidentiary proof in any administrative or judicial proceeding, and (2) has the same force and effect as the valid original requirements of Civil Code section 1633.5, subdivision (b), in the Uniform Electronic Transaction Act (Civil Code, Division 3, Part 2, Title 2.5,

beginning with section 1633.1). Each party using a digital signature represents that it has undertaken and satisfied the requirements of Government Code section 16.5, subdivision (a), paragraphs (1) through (5), and agrees that each other party may rely upon that representation. This Agreement is not conditioned upon the parties conducting the transactions under it by electronic means and either party may sign this Agreement with an original handwritten signature.

o. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement, binding on the parties according to its terms and conditions.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in Fresno, California to be effective upon the date of full execution of the contract.

[signatures on following page]

CITY OF FRESNO,
a California municipal corporation

Fresno City College, a college of the State
Center Community College District

By: _____
Billy Alcorn Date
Fire Chief, Fresno Fire Department

By: _____
W. Andy Dunn Date
Interim Vice Chancellor of Finance and
Administration

APPROVED AS TO FORM:
ANDREW JANZ
City Attorney

By: _____
Dr. Robert Pimentel Date
Fresno City College President

By: _____
Jennifer M. Wharton Date
Deputy City Attorney

ATTEST:
TODD STERMER, CMC
City Clerk

APPROVED AS TO LEGAL FORM:

By: _____
Deputy Date

By: _____
Kristen Corey Date
General Counsel, State Center Community
College District

APPENDIX A

Projected Student Attendance & Registration Records Schedule for 2024-2025

1. Training Hours & Student Applications Agency Cut Off Date on the last Friday of each month:
 - a. Friday, July 26, 2024
 - b. Friday, August 30, 2024
 - c. Friday, September 27, 2024
 - d. Friday, October 25, 2024
 - e. Friday, November 29, 2024
 - f. Friday, December 27, 2024
 - g. Friday, January 31, 2025
 - h. Friday, February 28, 2025
 - i. Friday, March 28, 2025
 - j. Friday, April 25, 2025
 - k. Friday, May 30, 2025
 - l. Friday, June 27, 2025

2. Due date to FCC AJ or FIRET program staff is first Friday of the following month:
 - a. Friday, July 5, 2024
 - b. Friday, August 2, 2024
 - c. Friday, September 6, 2024
 - d. Friday, October 4, 2024
 - e. Friday, November 1, 2024
 - f. Friday, December 6, 2024
 - g. Friday, January 3, 2025
 - h. Friday, February 7, 2025
 - i. Friday, March 7, 2025
 - j. Friday, April 4, 2025
 - k. Friday, May 2, 2025
 - l. Friday, June 6, 2025

3. Deadlines for Any Final Student Applications and Unresolved Academic and/or Financial Holds for the Section:
 - a. Friday, May 24 or 31, 2024
 - b. Friday, November 22 or 29, 2024
 - c. Friday, May 23 or 30, 2025

A new schedule will be sent out every year no later than July 1st for all subsequent contract years, including 2025-2026, 2026-2027, 2027-2028, and 2028-2029.

APPENDIX B

FCC Payment Split with Agency

Fire Agencies - Payment is based on the number of HES (Full-Time Equivalent Student) generated by the training hours submitted. One HES is equal to 525 contact hours, which are SO-minute hours. To calculate the number of FTES that the agency is paid for, we take the number of training hours and convert that into the number of contact hours (SO-minute hours). We then divide that number by 525 to get the total number of FTES. The State of California pays an apportionment rate per FTES. We split that with the agency 60/40.

Fire Agency Example:

Total Agency Training Hours	Trainings Hours to Contact Hours	Contact Hours to HES	HES to Apportionment
1000	$1000 \times 60 / 50 = 1200$	$1200 / 525 = 2.28$	$2.28 \times (\$4840 \times 60\%) = \$6,621.12$ (gross revenue)

Fire agency students are awarded college units based on the number of training hours they complete. Units are calculated by converting the training hours into contact hours, and the contact hours into units. There are 54 contact hours in one unit. Units are always rounded down.

Total Training Hours to Contact Hours	Contact Hours to Total Units	Units to Registration Fees	Gross Revenue - Registration Fees = Net Revenue
$100 \times 60 / 50 = 120$	$120 / 54 = 2.22$ rounded to 2.00	$2.00 \times \$46.00 = \92.00	$\$6,621.12 - \$92.00 = \$6,529.12$

Police Agencies - Payment is based on the number of units completed by students taking ISA courses. Each ISA course has a unit value. Units are converted into contact hours, and contact hours are converted to FTES. One unit equals 54 contact hours, and there are 525 contact hours in one FTES.

Police Agency Example:

Total Agency Training Units	Training Units to Contact Hours	Contact Hours to FTES	HES to Apportionment
100	$100 \times 54 = 5400$	$5400 / 525 = 10.28$	$10.28 \times (\$4840 \times 60\%) = \$29,853.12$ (gross revenue)

Units to Registration Fees	Gross Revenue - Registration Fees = Net Revenue
$100 \times \$46.00 = \$4,600$	$\$29,853.12 - \$4,600 = \$25,253.12$

The apportionment amount changes annually and is based on the state budget. The amount is available on the California Community College Chancellor's Office website.

APPENDIX C

Section Schedules and Processing Timeframes for 2024-2025 & 2025-2026 AJ and FIRET:

- November 25, 2023-June 14, 2024 (All AJ & FIRET)
- May 25, 2024-December 13, 2024 (All AJ & FIRET)
- November 22, 2024-June 13, 2025 (All AJ & FIRET)
- May 23, 2025-December 12, 2025 (All AJ & FIRET)
- November 21, 2025-June 12, 2026 (All AJ & FIRET)

Paramedics ONLY:

- April 1, 2024-December 13, 2024 (FIRET-136 Only)
- March 31, 2025-December 12, 2025 (FIRET-136 Only)
- July 3, 2023-June 30, 2024 (Paramedic ONLY - Class 58)
- January 2, 2024-December 31, 2024 (Paramedic ONLY- Class 59)
- January 2, 2024-June 28, 2024 (Paramedic ONLY- Class 60)

Projected Timelines for 2024-2025 Submission of Applications and Hours, Registration and Grades, as well as 320 Reports, Invoicing, and Payments per section AJ & FIRET Section Dates:

SUMMER 2024: 11/25/23-6/14/24

- Training Hours Cut Off for Agency: 5/24/24
- Training Hours Submitted by Agency: 5/31/24
- Yellow Apps (ISA Sr. Program Specialist): 6/3/24-6/7/24
- Registrations (ISA Sr. Program Specialist): 6/10/24-6/12/24
- Positive Attendance Forms (A&R): 6/13/24-6/14/24
- Grades & Attendance Entered (ISA Faculty Coordinator): 6/13/24-6/17/24 by noon
- Due to DO: 6/28/24
- 320 Report Submitted: 7/19/24
- A&R Send 320 Report to FCC Academy Director: 7/26/24
- FCC Academy Director Confirms and Authorizes Invoice Amounts per Agency: 8/2/24
- Agency Submit Invoice to FCC Academy Director: 8/9/24
- FCC Sends Invoice for Payment: 8/16/24
- SCCCDC Sends Check to Agency: 8/26/24-9/6/24

SPRING 2025: 5/25/24-12/13/24

- Training Hours Cut Off for Agency: 11/22/24
- Training Hours Submitted by Agency: 11/29/24
- Yellow Apps (ISA Sr. Program Specialist): 12/2/24-12/6/24
- Registrations (ISA Sr. Program Specialist): 12/9/24-12/11/24
- Positive Attendance Forms (A&R): 12/12/24-12/13/24
- Grades & Attendance Entered (ISA Faculty Coordinator): 12/13/24-12/16/24 by noon
- Due to DO: 12/27/24
- 320 Report Submitted: 1/17/25
- A&R Send 320 Report to FCC Academy Director: 1/24/25
- FCC Academy Director Confirms and Authorizes Invoice Amounts per Agency: 1/31/25
- Agency Submit Invoice to FCC Academy Director: 2/7/25
- FCC Sends Invoice for Payment: 2/14/25
- SCCCDC Sends Check to Agency: 2/17/25-2/28/25

SUMMER 2025: 11/22/24-6/13/25

- Training Hours Cut Off for Agency: 5/23/25
- Training Hours Submitted by Agency: 5/30/25
- Yellow Apps (ISA Sr. Program Specialist): 6/2/25-6/6/25
- Registrations (ISA Sr. Program Specialist): 6/9/25-6/11/25
- Positive Attendance Forms (A&R): 6/12/25-6/13/25
- Grades & Attendance Entered (ISA Faculty Coordinator): 6/12/25-6/16/25 by noon
- Due to DO: 6/27/25
- 320 Report Submitted: 7/18/25
- A&R Send 320 Report to FCC Academy Director: 7/25/25
- FCC Academy Director Confirms and Authorizes Invoice Amounts per Agency: 8/1/25
- Agency Submit Invoice to FCC Academy Director: 8/8/25
- FCC Sends Invoice for Payment: 8/15/25
- SCCCD Sends Check to Agency: 8/25/25-9/6/25

PARAMEDIC Section Dates:

- Student Names & IDs from Agency: 10 business days prior to the start of the section
- Registrations (Sr. Program Specialist): 5 business days prior to the start of the section
- Training Hours Cut Off for Agency: Last day of the section
- Training Hours Submitted by Agency: Last day of the section
- Positive Attendance Forms (A&R): within 2 business days of the end of the section
- Grades & Attendance Entered (ISA Coordinator): within 3 business days of the end of the section
- 320 Report Submitted: 7/19/24, 1/17/25, 7/18/25, or 1/16/26
- A&R Send 320 Report to FCC Academy Director: 7/26/24, 1/24/25, 7/25/25, or 1/23/26
- FCC Academy Director Confirms and Authorizes Invoice Amount: 8/2/24, 1/31/25, 8/1/25, or 1/30/26
- Agency Submit Invoice to FCC Academy Director: 8/9/24, 2/7/25, 8/8/25, or 2/6/26
- FCC Sends Invoice for Payment: 8/16/24, 2/14/25, 8/15/25, or 2/13/26
- SCCCD Sends Check to Agency: 8/26/24-9/6/24, 2/24/25-3/7/25, 8/25/25-9/5/25, or 2/23/26-3/6/26

A new schedule will be sent out every year no later than July 1st for all subsequent contract years, including 2025-2026, 2026-2027, 2027-2028, and 2028-2029.

APPENDIX D - FIRE

FRESNO CITY COLLEGE ISA COURSE OUTLINE

AGENCY: AGENCY NAME

This course is presented under the ISA contract between Fresno City College and the fire agency pursuant to the terms of said contract. The parties agree to offer the course described herein, under the same terms and conditions as set forth in said contract.

COURSE **Advanced Firefighter Continuing Education - Effective Spring 2021**
TITLE: **[FIRET-233](#)**
COURSE **9.00- 80.1**
NUMBER: **0.10 -1.0**
COURSE
HOURS:
UNITS:

DESCRIPTION:

Satisfies annual mandatory continuing education requirements of local Fire Agencies, Fresno County Health Department, the California State Fire Marshal's Office, and appropriate sections of the California Code of Regulations; may be offered in seminar, lecture, and/or lab format; specific course deliver method to be determined by each respective agency.

LEARNING OUTCOMES AND OBJECTIVES

Course Objectives

1. Given a classroom setting and using knowledge of the Fire Technology discipline, discuss technological advances and revisions to regulations and laws as they apply to the specific fire agency.
2. Given a laboratory setting, apply the physical skills to perform various job-related tasks required by the individual's fire protection agency.
3. Given a simulated incident scenario, apply the appropriate strategy and tactics that will address the following incident priorities: 1) life safety, 2) incident stabilization and 3) property conservation.
4. Given classroom instruction, reading assignments, and laboratory activities describe and apply the appropriate emergency medical treatment protocol for a given patient scenario as per Fresno County EMS.

Course Student Learning Outcomes

1. Demonstrate the proper psychomotor skills and cognitive reasoning ability necessary to perform all job-related tasks. Expected SLO Performance: 70
2. Apply current industry best practices relative to modern fire protection and technology techniques within the scope of employment. Expected SLO Performance: 70

COURSE OUTLINE OF RECORD AVAILABLE ON CURRIQUNET:

<https://fresno.curriqunet.com/publicsearch/>

APPENDIX D - PARAMEDIC

FRESNO CITY COLLEGE ISA COURSE OUTLINE

AGENCY: Fresno County EMS

These two courses are presented under the ISA contract between Fresno City College and the above agency pursuant to the terms of said contract. The parties agree to offer the course described herein, under the same terms and conditions as set forth in said contract.

COURSE #1	Emergency Medical Technician -
TITLE:	Paramedic (Didactic) FIRET-133
COURSE	576
NUMBER:	21.5
COURSE	
HOURS:	
UNITS:	

DESCRIPTION:

Designed to produce qualified and competent EMT - Paramedic educated and trained in all elements of prehospital advanced life support to the acutely ill or injured patients; scope of practice is in accordance with Title 22 of the California Code of Regulations.

LEARNING OUTCOMES AND OBJECTIVES**Course Objectives**

1. Perform a scene size-up, identifying scene safety, manpower resources, and rescue needs.
2. Perform an initial assessment identifying and managing immediate life threats.
3. Perform detailed and on-going patient evaluations and apply appropriate treatments.
4. Document and record patient and treatment information.
5. Interact appropriately with all other emergency responders.
6. Manage triage, treatment, transport of patients in a multi-casualty event.
7. Communicate with medical control and dispatch using a variety of electronic devices.

Course Student Learning Outcomes

1. Perform an initial assessment identifying and managing immediate life threats. Expected SLO Performance: 70
2. Perform detailed and on-going patient evaluations. Expected SLO Performance: 70
3. Apply appropriate treatments. Expected SLO Performance: 70

COURSE OUTLINE OF RECORD AVAILABLE ON CURRIQUINET:

<https://fresno.curriqunet.com/publicsearch/>

COURSE #2	Emergency Medical Technician - Paramedic Clinical and Field Work
TITLE:	<u>FIRET-136</u>
COURSE	679.5
NUMBER:	13.0
COURSE	
HOURS:	
UNITS:	

DESCRIPTION:

The student will rotate through two required settings. The hospital rotation consists of various departments including emergency, surgery, labor & delivery and pediatrics, specialty units and Advanced Cardiac Life Support (ACLS), certification. The field, responding with assigned paramedic preceptors, the students will assess the scene, patients and provide appropriate care. The rotations are required to produce qualified and competent EMT-Paramedics who are educated and trained in all elements of prehospital advanced life support to the acutely ill or injured patients, in accordance with local protocols and Title 22 of the California Code of Regulations.

LEARNING OUTCOMES AND OBJECTIVES

Course Objectives

1. Perform a scene size-up, identifying scene safety, manpower resources, and rescue needs.
2. Perform an initial assessment identifying and managing immediate life threats.
3. Perform detailed and on-going patient evaluations and apply appropriate treatments.
4. Document and record patient and treatment information.
5. Interact appropriately with all other emergency responders.
6. Manage triage, treatment, transport of patients in a multi-casualty event.
7. Communicate with medical control and dispatch using a variety of electronic devices.

Course Student Learning Outcomes

1. Perform an initial assessment identifying and managing immediate life threats. Expected SLO Performance: 70
2. Perform detailed and on-going patient evaluations. Expected SLO Performance: 70
3. Apply appropriate treatments. Expected SLO Performance: 70

COURSE OUTLINE OF RECORD AVAILABLE ON CURRIQUNET:

<https://fresno.curriqunet.com/publicsearch/>

APPENDIX D - POLICE

POLICE ISA COURSE LIST - FRESNO CITY COLLEGE

All ISA courses are presented under the ISA contract between Fresno City College and the police agency are pursuant to the terms of said contract. The parties agree to offer the courses described herein, under the same terms and conditions as set forth in said contract. Minimum contact hours must be met as defined in the Course Outline of Record.

Fresno County Sheriff's Office:

[AJ-233A](#) Tactical Firearms
(PSP) [AJ-233B](#)
Firearms - Tactical Rifle
[AJ-233C](#) Civil Procedure for Law Enf
Officers [AJ-233F](#) Wilderness
Tracking
[AJ-233G](#) Electronic
Weapons [AJ-233H](#)
Driving (PSP)
[AJ-233I](#) Court & Temporary
Holding Facility [AJ-233J](#)
Advanced Officer Course
[AJ-233K](#) Arrest & Control
Update [AJ-233L](#) Training
Conference
[AJ-233M](#) Patrol Canine Handler
Update
[AJ-233N](#) Search and Rescue
Training Update [AJ-233O](#)
Underwater S&R Update
[AJ-233P](#) S&R Inclement Weather
Update [AJ-233Q](#) Intro to Tactical
Dispatcher Course
[AJ-233R](#) Response to Active
Shooters Update [AJ-233S](#) Training
Conf Gang Update
[AJ-233T](#) Training Conf Active
Shooter Update

[AJ-233U](#) Training Conf Emotional Survival
Update Officer Skills Orientation
Update
[AJ-233V](#) Pursuit Interv Tech PIT Update
Critical Incident Stress
[AJ-233W](#) Debrief Update De-Escalation
Update
[AJ-233X](#) Regular Basic Course Mod I
Adult Corrections Officer
[AJ-233Y](#) Core Course Adult Corr
Officer Core Enh Course PC
832 Laws of Arrest
[AJ-234](#) PC 932 Firearms
Res Officer - Firearms Update
[AJ-234A](#) Res Officer - Vehicle Trans
Update
[AJ-234B](#) Res Officer Driver Aware<
100 Update Res Officer -
[AJ-234C](#) E.V.O.C. Update
Res Officer - C.P.R. /
[AJ-235](#) A.E.D. Update Res Officer
- First Aid Update
[AJ-235A](#) Res Officer - Elect & Imp
[AJ-235B](#) Weap Update Res Officer -
Report Writing Update Use of
[AJ-235C](#) Force Update
[AJ-235D](#)
[AJ-235E](#)
[AJ-235F](#)
[AJ-235G](#)
[AJ-236](#)

Clovis Police Department:

- AJ-240 Arrest and Control Update
- AJ- Tactical Rifle for Law
- 240A Enforcement Firearms Update
- AJ- Driver Training - Emerg
- 240B Vehicle Update Bias Based
- AJ- Policing Update Training
- 240D Principled Policing Update
- AJ- First Aid for Medical Injuries
- 240E Update CPR/ AED Update
- AJ- Training
- 240F First Aid for Traumatic Injuries Update
- AJ-
- 240G
- AJ-
- 240H
- AJ-
- 240I

APPENDIX D - POLICE (CONTINUED)

Fresno Police Department:

AJ-245A	Arrest & Control Techniques Update	AJ-245V	Force Option Simulator
AJ-245B	Baton User Update	AJ-245W	Less Lethal Weapons
AJ-245C	Canine Agitator	AJ-245X	Mental Illness Awareness Refresher
AJ-245D	Detective School	AJ-245Y	Officer Safety/Field Tactics
AJ-245E	Driver Awareness Instructor	AJ-245Z	Officer Safety/Field Tactics Update
AJ-245F	Driver Awareness Update	AJ-246	Rifle Marksmanship and Sniper
AJ-245G	Driver Training Instructor	AJ-246A	Search/Arrest Warrant
AJ-245H	PIT Instructor	AJ-246B	Traffic Collision Investigation Update
AJ-245I	Driver Training/EVOC/PIT Update	AJ-246C	Use of Force Update
AJ-245J	Driver Training Simulator	AJ-246D	Perishable Skills Program I
AJ-245K	Driving/ Force Option Simulator Combo	AJ-246E	Perishable Skills Program II
AJ-245L	Drug Facilitated Sexual Assault	AJ-246F	Rifle Instructor
AJ-245M	Electronic Weapons	AJ-246G	K9 Handler Update
AJ-245N	Firearms Instructor Update	AJ-246H	MACTAC Multi Assault Ctr Terr Act Cap
AJ-245O	Tactical Handgun	AJ-246I	Basic Bicycle Patrol
AJ-245P	Tactical Rifle Advanced	AJ-246J	Drug/Alcohol Stand Field Sobriety Upd
AJ-245Q	Tactical Rifle Update	AJ-246K	Crisis Intervention Training
AJ-245R	Tactical Rifle 1st Responder	AJ-246L	Critical Incident Articulation Update
AJ-245S	Tactical Shotgun	AJ-246M	Residents' Police Academy
AJ-245T	Tactical Handgun Advanced	AJ-246O	Use of Force Update
AJ-245U	First Aid & CPR Refresher	AJ-246P	Domestic Violence Update
		AJ-246Q	MRDS-Miniaturized Red Dot Sight Oper

All approved Course Outlines of Record may be access via the following link:
<https://fresno.curriqunet.com/publicsearch/>

DATE:

AGENCY NAME:

ADDRESS:

State Center Community College
District FCC - Fire Academy

Re: Instructional Service Agreement- Liability Insurance

To Whom It May Concern:

This email is to inform you that the _____ will not make any changes to our existing liability coverage to meet the minimum requirements of State Center Community College District. Furthermore, we will not provide a Separate Named Endorsement form, or a Named Waiver of Subrogation form as requested by State Center Community College District.

We request that our Instructional Service Agreement and Certificate of Insurance be routed for signature and board approval without the above referenced insurance items so that the start date of the contract is not delayed. We have, in good faith, provided a copy of our certificate of insurance for your records.

Sincerely,
