DATE: May 30, 2002

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: CONTRACT
Authorization to enter into an instructional service/rental agreement with the San Francisco Fire Department.
(Resolution No. 020530 –B17)

BACKGROUND INFORMATION:

The Office of Workforce and Economic Development and the Administration of Justice/Fire Science Department would like to enter into a three-year instructional service/rental agreement with the San Francisco Fire Department based upon our existing Academy model. This instructional service/rental agreement to provide City College of San Francisco credit courses to train the recruits for the San Francisco Fire Academy has been completed. The operational model that is the backbone of this agreement and the financial structure of same is based upon the same model agreement that the Board approved and has been operationalized for the Police Academy over the past two years.

_The San Francisco Fire Department’s mission statement emphasizes that members of the SFFD protect the lives and property of the people of San Francisco from fires, natural disasters, and hazardous materials incidents; to save lives by providing emergency medical services; to prevent fires through prevention and education programs; and to provide a work environment that values cultural diversity and is free from harassment and discrimination._

City College of San Francisco's Administration of Justice/Fire Science Department has developed curriculum to prepare men and women for careers in this field. CCSF’s Fire Science Department and San Francisco Fire Department instructors possess the require qualifications for teaching Fire Academy and Officer courses. SFFD Chief Mario Trevino supports the affiliation with City College and the SFFD Fire Academy. Approximately 120 recruits will enroll in the Fire Academy courses in FY 2002/03. This enrollment equals approximately 140 Credit FTES for FY 2003/03. Thereafter, 80 recruits a year are projected.

Therefore, City College of San Francisco’s Office of Workforce and Economic Development and the Administration of Justice/Fire Science Department wish to enter into an agreement with the San Francisco Fire Department to provide affiliated educational courses for the San Francisco Fire Department. City College will ensure that the program conforms to Education Code and Title 5 mandated standards governing instructional programs.
The San Francisco Fire Department will provide Fire Academy classroom and laboratory space at 2310 Folsom Street and other facilities. The College will provide instructional service for Academy students, including registration, support services, census and grading reports. CCSF will retain FTES generated from these credit courses. CCSF shall pay the Academy an estimated rent based upon enrollment not to exceed $200,000.00. The projected cost of this instructional service agreement is $200,000 per year. Funding is from UPFX-7161-5610-2100-C, the Administration of Justice/Fire Science Budget.

This agreement will be based upon available funding and can be extended after three years on an annual basis. These funds have been allocated to UPFX-7161-5610-2100-C in CCSF’s Annual Budget.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to enter into an instructional service/rental agreement with the San Francisco Fire Department for a period of three years, effective June 1, 2002 until May 31, 2005, not to exceed $200,000 per year, based upon available funds, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution effective June 1, 2002.

Phyllis McGuire, Originator