

Memorandum



CITY OF DALLAS

DATE: August 7, 2015

TO: Honorable Members of the Public Safety Committee:
Adam Medrano (Chair), B. Adam McGough (Vice Chair), Sandy Greyson, Tiffinni A. Young,
Jennifer S. Gates, Philip T. Kingston

SUBJECT: **Cooperative Education/Internship Program**

On Monday, August 10, 2015, you will be briefed on Dallas Fire-Rescue Cooperative Education/Internship Program.

The briefing materials are attached for your review.

A handwritten signature in cursive script that reads "Eric D. Campbell".

Eric D. Campbell
Assistant City Manager

Attachment

c: Honorable Mayor and Members of the City Council
A.C. Gonzalez, City Manager
Warren M.S. Ernst, City Attorney
Craig D. Kinton, City Auditor
Rosa A. Rios, City Secretary
Daniel F. Solis, Administrative Judge
Ryan S. Evans, First Assistant City Manager

Jill A. Jordan, P.E., Assistant City Manager
Mark McDaniel, Assistant City Manager
Joey Zapata, Assistant City Manager
Jeanne Chipperfield, Chief Financial Officer
Sana Syed, Public Information Officer
Elsa Cantu, Assistant to the City Manager – Mayor & Council

COOPERATIVE EDUCATION/INTERNSHIP PROGRAM

INTERLOCAL AGREEMENT BETWEEN DALLAS COUNTY COMMUNITY COLLEGE
DISTRICT AND THE CITY OF DALLAS, DALLAS FIRE-RESCUE



Public Safety Committee
August 10, 2015

PURPOSE OF THE AGREEMENT

The purpose of this agreement is to establish a College Internship or Cooperative Program, which provides an educational experience in which Fire Protection Technology students from El Centro College complement their academic studies with direct practical experience with Dallas Fire-Rescue (DFR).

ELIGIBILITY

Students pursuing an Associate in Applied Sciences degree in Fire Protection Technology at El Centro College who have completed 12 semester credit hours of Fire Protection Technology prerequisite classes are eligible to participate in the program.

STUDENT BENEFITS

- Work experience with Dallas Fire-Rescue
- College credit toward a degree in Fire Protection Technology
- Understanding how principles and theories apply to practical operations in the Dallas Fire-Rescue workplace

DUTIES OF EL CENTRO COLLEGE

- Certify the student's academic eligibility to participate in the internship program
- Establish guidelines and standards for students conduct
- Provide a Fire Protection Technology Program Faculty Coordinator
- Provide El Centro instructors that will conduct educational services

DUTIES OF EL CENTRO COLLEGE (cont.)

- Maintain communication with the Dallas Fire-Rescue Coordinator and work location supervisors
- Enforce all rules and procedures mutually agreed upon between Dallas Community County College District (DCCCD) and Dallas Fire-Rescue
- Encourage the student's productive contribution to the overall mission of Dallas Fire-Rescue

DUTIES OF DALLAS FIRE-RESCUE

- Encourage and support the student's learning objectives
- Designate a DFR member to serve as the co-op coordinator
- Provide adequate supervision and assign duties that are career related
- Notify College personnel of any changes in the students performance or work status

DUTIES OF DALLAS FIRE-RESCUE (cont.)

- Provide equipment, supplies and space necessary for the student to perform duties
- Not displace regular workers with students
- Allow a maximum number of seven students to participate per semester

RECOMMENDED INTERNSHIP WORK LOCATIONS

- Training
- Recruiting
- Maintenance
- Emergency Operations
- Emergency Medical Services
- Inspection
- Communications

DFR CO-OP COORDINATOR

- The Training and Support Services Bureau shall designate a Dallas Fire-Rescue employee to serve as the co-op coordinator from within its staff
- One member from In-Service Training has currently volunteered to serve in this role

DFR CO-OP COORDINATOR

Responsibilities of the coordinator:

- Help orient the student to the fire department and its culture
- Assist in the development of learning objectives
- Monitor the progress of the student
- Confer with the student and the student's faculty representative

DFR'S CURRENT PARTNERSHIP WITH EL CENTRO COLLEGE

El Centro College currently provides the following to Dallas Fire-Rescue at no charge:

- Use of classrooms at the Bill J. Priest campus as well as the West El Centro campus
- Use of El Centro computer labs
- Use of Blackboard – online teaching delivery method
- Assistance with lesson plan development
- Serve as proctors for State of Texas certification exams

DFR'S CURRENT PARTNERSHIP WITH EL CENTRO COLLEGE

Inter-local contract - Instructional Services
to the Dallas Fire-Rescue Department:

- Reimburses DFR \$23.68 per instructional hour for Recruit training as well as Incumbent training
- Total reimbursement to the City for the duration of the current contract shall not exceed \$275,188

BENEFITS TO DALLAS FIRE RESCUE

- Recruiting tool for students wanting to pursue a career in the fire service with Dallas Fire-Rescue
- No cost to the City of Dallas or Dallas Fire-Rescue
- Use of classroom space and computer labs, at no charge
- Strong working relationship with El Centro

INTERLOCAL AGREEMENT WITH EL CENTRO COLLEGE

- It is a recommendation by the PSC, to move this item for full Council Review

QUESTIONS?