



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JANUARY 28, 2025

FROM: FIRE DEPARTMENT WARDS: ALL

SUBJECT: INTER-AGENCY INSTRUCTIONAL SERVICES AGREEMENT BETWEEN RIVERSIDE COMMUNITY COLLEGE DISTRICT / MORENO VALLEY COLLEGE AND THE CITY OF RIVERSIDE TO PROVIDE DISTRICT-APPROVED EDUCATION COURSES THROUGH THE RIVERSIDE FIRE DEPARTMENT'S TRAINING DIVISION

ISSUE:

Establish a renewed Inter-Agency Instructional Services Agreement (ISA) between the Riverside Community College District (RCCD) / Moreno Valley College (MVC) and the City of Riverside. This agreement will facilitate District-approved continuing education and specialized training provided by the Riverside Fire Department, generating revenue to support City of Riverside Fire Department's (RFD)'s training programs.

RECOMMENDATIONS:

That the City Council:

1. Authorize the City Manager or designee to execute all documents pursuant to Inter-Agency Instructional Services Agreement between Riverside Community College District / Moreno Valley College and the City of Riverside; and
2. With at least five affirmative votes, authorize the Chief Financial Officer, or designee, to record an increase in revenue in the amount of \$130,000 and appropriate expenditures in the same amount in the Grants and Restricted Programs Fund, ISA Training Program, revenue and expenditure accounts.

BACKGROUND:

ISAs are a widely utilized arrangement between California community colleges and public agencies. These agreements enable external organizations to partner with community colleges to deliver college-level training for their employees or members. By sharing instructional costs, ISAs create a mutually beneficial relationship where students earn college credits while public agencies gain access to cost-effective, high-quality training opportunities.

Since 2019, the RFD has participated in an ISA with MVC, part of the RCCD. This partnership has been highly beneficial for both the Fire Department and the College. RFD personnel have

received valuable college-level training while earning academic credits, and the revenue generated through the program has been reinvested to support and enhance the department's training initiatives.

Many Southern California fire departments maintain ISAs with local community colleges. These partnerships not only facilitate critical training and continuing education for fire department personnel but also allocate a portion of state funding to support the training programs of partnering agencies. RFD's ongoing collaboration with RCCD/MVC underscores its commitment to providing exceptional training while promoting educational growth for its members.

DISCUSSION:

The RFD proposes to continue its partnership with RCCD / MVC through a new ISA to ensure cost recovery for eligible training currently conducted in-house by the RFD Training Division. Under this renewed agreement, the district will contract with RFD as an independent provider of fire-related instruction, including in-service training, continuing education, and specialized training for RFD personnel.

Riverside Fire Captains and Chief Officers with six years of fire service experience will meet RCCD/MVC's "Equivalency" requirements and be designated as "Experts in the Field" to serve as "Non-Paid Instructors of Record." RFD personnel participating in these training programs will enroll with RCCD/MVC and pay enrollment fees established by the State Legislature, along with other applicable fees as outlined in the California Community Colleges Chancellor's Office Student Fee Handbook.

In return, RCCD/MVC will reimburse the Fire Department \$3.50 per student contact hour. The revenue generated from this agreement will cover tuition expenses, with any remaining funds allocated to purchase supplies and equipment to further enhance RFD's training programs.

STRATEGIC PLAN ALIGNMENT:

The proposed ISA aligns with Envision Riverside 2025 Strategic Priorities, supporting the following goals:

No. 2 Community Well-Being, Goal No. 2.6 Strengthen community preparedness for emergencies to ensure effective response and recovery.

1. **Community Trust** – By enhancing the training and education of Fire Department personnel, the ISA helps ensure the safety and preparedness of the community, fostering trust between the City of Riverside and its residents.
2. **Equity** – The ISA allows for consistent and equitable access to high-quality training for all fire personnel, ensuring the entire community benefits from a well-trained fire service capable of responding effectively to emergencies.
3. **Fiscal Responsibility** – Revenue generated through the ISA directly supports the Fire Department's training programs, reducing financial strain on the City's general fund while maintaining high levels of service and preparedness.

4. **Innovation** – The ISA promotes the use of innovative training solutions by leveraging partnerships with higher education institutions to provide college-level instruction and continuing education for fire personnel.
5. **Sustainability & Resiliency** – The ISA sustains and enhances the Fire Department's training capacity, ensuring personnel are prepared to address emergencies efficiently, thus contributing to the long-term safety and resilience of the Riverside community.

FISCAL IMPACT:

The total fiscal impact of this action is an increase in revenue and expenditures of \$130,000 based on historical estimates, to accommodate the recording of qualifying reimbursable expenditures. ISA will generate sufficient revenue to support and enhance Fire Department training activities. Upon Council approval, an increase in revenue in the amount of \$130,000 and an equal amount will be appropriated in the Grants and Restricted Programs Fund, ISA Training Program, revenue account number 9891710-339000 and expenditure account number 9891710-427200.

Prepared by:	Brian Guzzetta, Deputy Fire Chief
Approved by:	Steve McKinster, Fire Chief
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Mike Futrell, City Manager
Approved as to form:	Jack Liu, Interim City Attorney

Attachments:

1. Inter-Agency Instructional Services Agreement