



# CITY OF HIGHLAND

## PUBLIC SAFETY SUBCOMMITTEE AGENDA

**Special Meeting**  
**September 18, 2025 at 4:15 PM**  
**City Hall Upright Conference Room**  
**27215 Base Line, Highland CA 92346**

### SUBCOMMITTEE MEMBERS

Penny Lilburn, Member  
District 3

Jimmy Saldana, Member  
District 2

### STAFF

Carlos Zamano, City Manager  
Lawrence Mainez, Community Development Director  
Leticia Nava-Cruz, Director of Administrative Services/City Treasurer  
Lissette Nock, Deputy City Clerk  
Michelle Gomez, Assistant Director of Administrative Services  
Octavio Duran Jr., Public Works Director/City Engineer

### MISSION STATEMENT

*Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and the staff of Highland are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible.*

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance, please contact the City Clerk's office at (909) 864-6861, ext. 226, prior to the meeting for any requests for reasonable accommodations, including interpreters.

Any disclosable public records related to an open session item provided to the majority of the Subcommittee after posting of this agenda are available for public inspection at Highland City Hall, 27215 Base Line, Highland, during normal business hours and available online at [www.cityofhighland.org](http://www.cityofhighland.org).

## **PUBLIC SAFETY SUBCOMMITTEE SEPTEMBER 18, 2025 - 4:15 p.m.**

### **CALL TO ORDER**

### **PUBLIC COMMENT**

Submission of Public Comments for ITEMS ON THIS AGENDA ONLY: For those wishing to make public comments by email, please submit your comments by 3:15 p.m. on September 18, 2025, to [publiccomment@cityofhighland.org](mailto:publiccomment@cityofhighland.org). If you are submitting a public comment pertaining to an item on the September 18, 2025 agenda, please identify the agenda item number in the subject line. Members of the public will be permitted to make public comments in person.

### **BUSINESS ITEMS**

1. Minutes - July 9, 2025 Meeting  
RECOMMENDATION: Approve the Minutes as submitted.
2. Update on Community Park Safety Improvements on Lillian Drive  
RECOMMENDATION: That the Subcommittee provide input on traffic safety improvements on Lillian Drive.
3. Various Fire Department Items: Assistance by Hire Intent Document, Vehicle Acquisitions, Internship Agreement, and Fire Station No. 3 Patio Project  
RECOMMENDATION: That the Subcommittee:
  - 1) Review and provide direction on the Assistance by Hire (ABH) Intent Document from CAL FIRE;
  - 2) Planning and acquisition of fire department vehicles, including a new aerial (ladder) truck and a squad vehicle;
  - 3) Consideration of an internship agreement with Victor Valley Community College; and
  - 4) Construction of a covered patio at Fire Station No. 3.

### **ADJOURN**

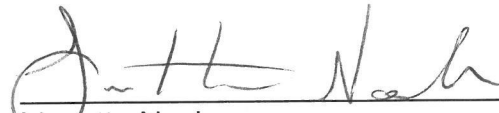
I, Lissette Nock, Deputy City Clerk, of the City of Highland, California, certify that I caused to be posted this Agenda on or before the 15th day of September, 2025, by 5:30 p.m. on our website at [www.cityofhighland.org](http://www.cityofhighland.org) and in the following designated areas:

Highland Branch Library  
7863 Central Avenue

Fire Station No. 1  
26974 Base Line

City Hall  
27215 Base Line

Date: September 15, 2025



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Lissette Nock  
Deputy City Clerk



# STAFF REPORT

## TO THE PUBLIC SAFETY SUBCOMMITTEE

**DATE:** September 18, 2025

**FROM:** Lissette Nock

**SUBJECT:** Minutes - July 9, 2025 Meeting

**RECOMMENDATION:** Approve the minutes as submitted.

**CALL TO ORDER**

The Public Safety Subcommittee special meeting was called to order at 4:00 p.m. in the Upright Conference Room, 27215 Base Line, Highland, California.

**ROLL CALL**

Present: Lilburn, Saldana  
Absent: None

**PUBLIC COMMENT**

None

**BUSINESS ITEMS**

1. Minutes - April 23, 2025 Meeting  
Approved Minutes as submitted.
2. Safety Improvements near American Legion Post 421  
The Subcommittee reviewed and recommended that traffic safety improvements on Highland Avenue be presented to the American Legion Post 421 Executive Members for discussion and potential development solution.
3. Code Enforcement Restructuring to Help Expedite Due Process Related to Enforcement Officer Case Load  
The Subcommittee reviewed and recommended a restructuring of the city's Code Enforcement Department, beginning on the west side of Highland to address the existing backlog of code cases.

**CLOSED SESSION**

None

**ADJOURN**

There being no further business, Member Lilburn adjourned the meeting at 4:44 p.m.

Submitted by:

Approved by:

\_\_\_\_\_  
Lissette Nock, Deputy City Clerk

\_\_\_\_\_  
Subcommittee Member



# STAFF REPORT

## TO THE PUBLIC SAFETY SUBCOMMITTEE

**DATE:** September 18, 2025

**FROM:** Carlos Zamano, City Manager *CZ*

**PREPARED BY:** Octavio Duran Jr., Public Works Director/City Engineer

**SUBJECT:** Update on Community Park Safety Improvements

**RECOMMENDATION:** Provide input on safety improvements on Lillian Dr

**FISCAL IMPACT:** There is sufficient funding in the adopted annual budget

**PUBLIC NOTICE:** The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

**BACKGROUND:** On August 12, 2025, the City Council adopted Ordinance No. 473 regarding Camping and Storing Personal Belongings on Public Property. This ordinance was put in place to enhance the City's existing rules and restrictions over the use of public spaces and strengthens the City's ability to protect public health and safety, keep public spaces and rights -of -way areas clean and accessible, and enhance code enforcement and local law enforcement officers' ability to address encampments. The City's Public Works Department is responsible for the maintenance and operation of City public parks, including Community Park which is the subject of this report.

### DISCUSSION:

#### Park Hours and Nightly Closure Enforcement

In 2024, the City completed the Highland Community Park Perimeter Fence and Gates Project which fully enclosed the park and with the new ordinance in place, the City will now begin locking the gates nightly to ensure the park is secured after hours. On Monday, September 15, 2025, the City started locking the park in line with the posted park closure hours 11:00pm to 5:00am. Individuals remaining in the park after closing will be cited and vehicles will be towed at the owner's expense. This action will help reduce or eliminate incidents of vandalism, ensuring a safer and more enjoyable environment for the community.

This effort involved coordination with the City's Public Works Department, Police Department, and Code Enforcement. City staff also engaged with the Library, YMCA, and Little League, all of whom expressed their support for the change. Notices were placed at each of the park's entrances in advance to alert the public of the park closure.

Lillian Dr Fencing Recommendation

To further improve safety in the area, City staff in coordination with the Highland Police Department are recommending Lillian Dr south of Hibiscus St be closed off to pedestrian and vehicle traffic and be used for emergency access only. This is a dead-end roadway which provides limited access to the park's eastern frontage due to the park fencing. The area is subject to illegal parking, dumping and loitering which present a public safety concern. See attached aerial and exhibit.

**ENVIRONMENTAL DETERMINATION**

The project was evaluated in accordance with the California Environmental Quality Act (CEQA) and is categorically exempt under section 15301.

Attachments:  
Site Exhibit

Attachment: Site Exhibit





# STAFF REPORT

## TO THE PUBLIC SAFETY SUBCOMMITTEE

**DATE:** September 18, 2025

**FROM:** Carlos Zamano, City Manager *CZ*

**REVIEWED BY:** Tish Nava-Cruz, Director of Administrative Services/City Treasurer

**PREPARED BY:** Liz Brown, Cal Fire Battalion Chief

**SUBJECT:** Various Fire Department Items: Assistance by Hire Intent Document, Vehicle Acquisitions, Internship Agreement, and Station 3 Patio Project

**RECOMMENDATION:** Staff recommends that the Public Safety Subcommittee review and provide direction regarding the following Fire Department matters:

1. Review of the Assistance by Hire (ABH) Intent Document from CAL FIRE
2. Planning and acquisition of fire department vehicles, including a new aerial (ladder) truck and a squad vehicle
3. Consideration of an internship agreement with Victor Valley Community College
4. Construction of a covered patio at Station 3

**FISCAL IMPACT:**

1. Assistance by Hire (ABH): If approved by the city, ABH would generate approximately \$4,000 per day in revenue. These funds would support fire equipment and public safety programs, helping to offset costs and reduce reliance on the General Fund.
2. Vehicle Purchases: Approximately \$800,000 in DIF funds is available for the aerial truck, with an additional \$4,575,000 in vehicle reserves to support this and the squad vehicle purchase. No General Fund impact is anticipated.
3. Internship Agreement: No immediate fiscal impact. The agreement will be reviewed by the City's Attorney and insurance JPA to ensure appropriate coverage.
4. Covered Patio (Station 3): CAL FIRE will fund the awning. The City's portion would be a concrete pad estimated at \$47,000. The cost could be covered by using existing reserves.

**PUBLIC NOTICE:** The agenda for this item was posted at the three required locations.

**BACKGROUND:**

**1. Assistance by Hire (ABH) Intent Document – CAL FIRE**

The Fire Department has received an ABH Intent Document from CAL FIRE outlining expectations of mutual support during major incidents. This document formalizes CAL FIRE's willingness to request and compensate the City for equipment and personnel deployed under the agreement. A copy of the ABH document is attached for reference.

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## **2. Fire Department Vehicle Planning & Acquisitions Aerial Truck**

The Fire Department recommends implementing a plan to acquire a new engine with aerial capabilities. This apparatus is critical to meet the growing demands of vertical access and suppression capabilities within the city. The estimated cost is between \$1 million and \$2 million.

### **Squad Vehicle**

Staff also proposes the addition of a squad-type vehicle designed to handle the majority of EMS/medic calls. This strategy aims to reduce operational wear and tear on our primary engines, extending their service life and reducing long-term maintenance costs. The estimated cost is between \$100,000 and \$300,000.

Both vehicle purchases are aligned with long-term capital planning and fleet management strategies. Staff seeks concurrence from the Subcommittee to include these items in the next upcoming Work Program for consideration by the City Council.

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## **3. Victor Valley Community College Internship Agreement**

The Fire Department is exploring a partnership with Victor Valley Community College (VVCC) to establish a paramedic student field internship program. This agreement would allow VVC paramedic students to gain real-world experience within our department. Interns would be unpaid and operate under department supervision. We currently have this arrangement with Crafton Hills Colleges for over 30 years. We are looking to add VVC's program to the paramedic student rotation.

Prior to implementation, the agreement would be reviewed by the City Attorney and City's insurance Joint Powers Authority (JPA) to ensure appropriate coverage and address any potential liability.

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## **4. Covered Patio Project – Station 3**

CAL FIRE has offered to provide and fund the awning structure for a covered patio approximately 40'x50' at Station 3's training facility. The city would be responsible for site preparation, including cement work and any necessary infrastructure readiness. The estimated cost is \$47,000 for the concrete pad.

This addition supports both training needs and operational readiness by enhancing shaded outdoor instructional space, especially under extreme weather conditions.

Attachments:

1. Assistance by Hire (ABH) Intent Document – CAL FIRE
2. Draft Student Unpaid Field Internship Experience Agreement with Victor Valley Community College
3. Vehicle Replacement Sample Photos
4. Patio Site Layout & Photo

Attachment 1 – Assistance By Hire Intent Document

## **CAL FIRE- SAN BERNARDINO-INYO-MONO UNIT**

### **ASSISTANCE BY HIRE**

#### **I. INTENT**

*The San Bernardino-Inyo-Mono Unit in cooperation with local government agencies utilizes Assistance by Hire (ABH) to allow for the immediate utilization of local government firefighting resources to augment State resources. The procedure is intended to provide direction for CAL FIRE Incident Commanders and cooperating agencies for utilization of local resources on CAL FIRE controlled incidents within the San Bernardino-Inyo-Mono Unit. This procedure does not cover mutual aid requests placed through the State Office of Emergency Services under the California Fire Assistance Agreement.*

#### **II. DEFINITIONS**

WET HIRED ENGINES- herein referred to as "WET"- A local government engine that is staffed consistent with ICS standards by local agency personnel. Wet engines will be used to supplement state resources on incidents and for station coverage and are considered available for state response when hired.

OVERHEAD- Personnel from local agencies that are qualified for assignment. Any overhead assignments that may travel to the fireline will require full PPE and fireline qualifications.

CAL FIRE OFFICIAL- A CAL FIRE Chief Officer from the San Bernardino- Inyo-Mono Unit.

REQUIRED TRAINING- All personnel hired under ABH shall be certified for the position they were hired for by CAL OES/CICCS (red card) standards, as a minimum. All apparatus operators shall have the appropriate California driver's license for the apparatus they are operating. It is the sending agencies responsibility to maintain records of the required training and licensing.

#### **III. EQUIPMENT REQUIREMENTS**

Must be in good mechanical condition and be able to sustain arduous fireline assignments.

#### **PERSONNEL**

When hired under ABH shall comply with the following:

- Meet the required training for the position they were hired for by CAL OES/CICCS standards.
- Shall have all mandated personnel protective equipment for all risk incident response.
- Shall be in their respective agencies uniform when under hire.

## **STAFFING**

ABH Sate Mission BDU Cover resources will cover, under State Mission, the identified BDU Fire Station and/or BDU Headquarters.

Engine staffing shall not be less than three or a reimbursable maximum of four people. One company officer, one operator and one or two firefighters.

Water tender minimum staffing shall be one apparatus operator for each operational period. For extended operations (exceeding 16 hours) a relief operator is required. An additional firefighter is authorized for each operational period.

## **COMMUNICATIONS**

It is the responsibility of the sending agency to ensure the apparatus has adequate communications capability. All radios will be narrow band capable and programmable.

ABH Sate Mission BDU Cover resources will be under the control of the BDU ECC for dispatching to emergency incidents under State Mission. If another Agency has a need for BDU Cover ABH resources, orders will be placed through the appropriate dispatch center under the appropriate agreement to BDU ECC for dispatching of those resource(s).

## **ORDER**

A CAL FIRE official shall be responsible for determining when ABH will be utilized. Until that determination had been made by a CAL FIRE official local resources will be considered mutual aid. The CAL FIRE official will be responsible for providing the ECC with the resource's identifier, time of hire and obtaining a request number from the ECC for each resource hired.

When LG Engines under State Mission ABH, Cover BDU are dispatched to an incident, they are to remain on assigned ABH BDU Cover request number until otherwise directed by the BDU Agency Representative/Duty Chief. If an incident goes beyond Initial Attack, LG Resources may need to be re-ordered if requesting agency is not CAL FIRE BDU. LG Company Officers are to work with the BDU Agency Representative for respective incident/order numbers.

## **IV. Rates and Reimbursement**

Timeframes for payment for equipment and personnel will be portal to portal once the designated thresholds have been met.

### **Engines**

- INCIDENTS- After 12 hours of service on an incident, payable back to the time of assignment. This includes travel time to return to the station and up to one hour to place the apparatus back into service.

- STATION COVERAGE- If apparatus is ordered/requested through ABH for station coverage payment will begin when the engine is staffed and available for assignment. Request for station coverage utilization ABH are generated by the San Bernardino-Inyo- Mono Unit Duty Chief. Station coverage will be "Hard Cover" of the assigned station unless otherwise approved by the BDU Duty Chief.

**Dozers**

- STATION/HEADQUARTERS COVERAGE- If Dozer is ordered/requested through ABH for station/headquarters coverage, payment will begin when the Dozer is staffed and available for assignment. Request for headquarters/station coverage utilization ABH are generated by the San Bernardino-Inyo- Mono Unit Duty Chief.

**Overhead**

- After 12 hours of service on an incident, payable back to the time of assignment.

**Water Tenders**

- After 4 hours of service on an incident, payable back to the time of assignment. This includes travel time to return to the station and up to one hour to place the apparatus back into service.

Personnel Rates: Personnel rates will be based on the current CAL OES Salary Survey on file. If a department does not have an established CAL OES Salary Survey, their personnel will be reimbursed based on the established rates on the CAL OES Rate Letter. All personnel rates will be reimbursed at time and a half.

Fire Engine and Water Tender Rates: An hourly rate will be calculated for each engine utilizing the current CAL OES Rate Letter based on the apparatus GPM. The apparatus will be reimbursed for the total hours documented on the FC-33 and the CAL FIRE dispatch record up to a maximum of 24 hours per calendar day. These rates apply to any ICS engine type.

Utility Rates: All utilities used will be paid the current CAL OES daily rate per size and or type of utility. Mileage will not be reimbursed.

Administrative Rate: The administrative rate will be reimbursed per the current administrative rate on the CAL OES Salary survey on file.

**V. GENERAL**

Apparatus Liability: CAL FIRE assumes no liability for any damage to any local government equipment. No local government official or fire department may obligate the state to financial liability.

For WET hired equipment, any loss or damage to local agency apparatus or support equipment while traveling to or from an incident and repairs due to normal wear and tear or due to negligent or unlawful operation by the operator, shall be the responsibility of the local agency. Minor damage caused by the incident or operating conditions may be reimbursed by CAL FIRE and documented on a ME-107. Major damage will be addresses through the Department of General Services Government Claims Program.

Consumables: CAL FIRE will replace consumable items such as fuses, rations, drinking water, radio and headlamp batteries, chainsaw, portable pump and drip torch fuel, and Class A foam. The items consumed will be documented on a Material Requisition or Transfer (F-72) and Incident Replacement Requisition (OF-315).

Fuel: Apparatus may obtain fuel at no charge from a CAL FIRE facility or incident base, documented on form A0-78a with the incident number, for fuel used while under CAL FIRE's control. If there is no fuel available, the local government agency will be reimbursed for fuel purchased by agencies fuel card. A copy of the receipt will be turned into CAL FIRE.

Meals: Personnel on apparatus assigned to station coverage may obtain meals at the CAL FIRE facility, documented on the meal sheet with names, dates and incident numbers at no cost to the personnel.

## VI. DOCUMENTATION

Documentation: Local government agencies hired under ABH will need to submit the following documentation to San Bernardino-Inyo-Mono Headquarters.

- a. CAL FIRE FC-33 documenting personnel times apparatus (ICS Type, year make and model, license, Vin, and GPM)
- b. Current CAL OES Salary Survey on file.
- c. Fuel receipts if fuel was purchased by agency fuel card.
- d. The documentation shall be submitted to:

CAL FIRE- San Bernardino-Inyo-Mono Unit 3800 N. Sierra Way  
San Bernardino, CA 92405 Attn: ABH Billing

If a Finance Section is assigned to an incident with ABH resources, the local agency shall bring the completed documents to the Finance Section for processing.

Sincerely,



05/24/2022

Shane Littlefield Unit Chief

San Bernardino, Inyo, Mono Unit

3800 N. Sierra Way San Bernardino, Ca. 92405

Attachment 2 – Draft Student Unpaid Internship Experience Agreement

## **AGREEMENT STUDENT UNPAID FIELD INTERNSHIP EXPERIENCE**

THIS AGREEMENT is entered into by and between the **Victor Valley Community College District hereinafter referred to as the "School,"** and the **Highland Fire Department, hereinafter referred to as "Highland Fire."**

WITNESSETH:

WHEREAS, the School has approved a Emergency Medical Services-EMT & Paramedic for the School and such program requires field internship experience and the use of Highland Fire's facilities for required learning experiences which may be obtained by participating in the Emergency Medical Services-EMT & Paramedic Program and providing services to and for Highland Fire in a manner which is mutually beneficial to students and Highland Fire; and

WHEREAS, Emergency Medical Services-EMT & Paramedic conducts training and instruction programs for students leading to Paramedic & EMT Certificate in the State of California.

WHEREAS, said Emergency Medical Services-EMT & Paramedic requires 24 – 700 hours for students to obtain broader clinical learning experiences in a location providing primary 911 service and is an approved emergency medical services provider; and

WHEREAS, it is in the mutual interest and benefit of the parties hereto that students obtain their clinical experience at Highland Fire facilities.

NOW, THEREFORE, in consideration of the covenants, conditions, and stipulations hereinafter expressed and in consideration of the mutual benefits to be derived there from, the parties hereto agree as follows:

I. THE SCHOOL, SHALL:

- A. Designate the students who are enrolled in the Emergency Medical Services-EMT & Paramedic Program of the School to be assigned for field internship experience at Highland Fire in such numbers as are mutually agreed to by both parties.
- B. Advise Highland Fire in writing of the names of the students who are in the Emergency Medical Services-EMT & Paramedic.
- C. Ensure that students participating in Program are at least eighteen (18) years of age. Inclusion of a student's name on the list referenced in paragraph B is School's representation that student is at least eighteen (18) years of age.
- D. Establish the educational goals and objectives for the field internship experience by mutual agreement between Highland Fire's management and the School's Emergency Medical Services-EMT & Paramedic Field Coordinator or their duly authorized representative.
- E. In consultation and coordination with Highland Fire, plan for the field internship experience to be provided to students under this Agreement.

- F. In consultation and coordination with Highland Fire, arrange for periodic conferences between appropriate representatives of the School and Highland Fire to evaluate the field internship experience provided under this Agreement
- G. Develop and implement a mechanism for determining evaluation of the performance of students to include, where appropriate, input from Highland Fire.
- H. Designate a member of School's staff to provide coordination, oversight and direction of student's educational activities and assignments during the field internship experience with Highland Fire.
- I. Keep and maintain accurate records and reports for all students participating in the field internship experience. Records shall include the student's transcript, licensure/certification, pre-assignment health assessment record, and history of vaccination/immunizations.
- J. Be responsible for student professional activities and conduct while in Highland Fire.
- K. Provide and be responsible for the care and control of the School's education supplies, materials, and equipment used for instruction during said Program.
- L. Provide for the orientation of students and faculty assigned to Highland Fire.
- M. Provide each student with a pre-assigned health assessment, which shall include a history of immunizations, proof of Hepatitis B vaccination or immunization, proof of MMR vaccination, proof of negative TB test, and proof of varicella titer.
- N. Educate students regarding compliance with all required OSHA regulations including, but not limited to, Blood-borne Pathogen Standards.
- O. Furnish each student with a clinical experience manual or materials that describe the goals, policies, and procedures of the Program. Highland Fire shall have the opportunity to review and comment on these materials.
- P. Require every student to conform to all applicable Highland Fire policies, procedures and guidelines, applicable state and federal laws and regulations, including those concerning the confidentiality of patient care and patient care records, and all requirements and restrictions specified jointly by representatives of the School and Highland Fire. This includes all confidentiality requirements applicable to Highland Fire.
- Q. Require every student assigned to Program to have all required personal protective equipment, as is, or may be required by OSHA or other regulatory agency as required of Highland Fire prior to assignment to the field internship experience. Such personal protective equipment includes, but not limited to, safety goggles and an appropriate uniform. Failure to possess and use the required OSHA equipment will result in the student's dismissal from the Program.
- R. Maintain medical malpractice insurance for students during the field internship experience with Highland Fire.

Insurance – Without in any way affecting the indemnity herein provided for and in addition thereto, the School shall secure and maintain throughout the Agreement the following types of insurance with limits as shown:

Victor Valley Community College District is an authorized self-insured public entities for purposes of Professional Liability, General Liability, Automobile Liability and Workers' Compensation and warrant that through their respective programs of self-insurance, they have adequate coverage or resources to protect against liabilities arising out of the performance of the terms, conditions or obligations of this agreement." The school will provide Highland Fire with an evidence of coverage form that will provide the identity of the pool and the amount of retention by line of coverage.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Agreement. The School agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of Highland Fire to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of Highland Fire.

With respect to applicable requirements of the Labor Code of the State of California, students shall be considered employees of the School.

- S. School agrees that Highland Fire is not to assume, nor shall it assume by this Agreement, liability under any applicable Workers' Compensation Law for, by, or on behalf of any of the School's students, faculty, officers, employees, agents, or volunteers while said individuals are on the premises of Highland Fire performing any duty under the terms of this Agreement and School agrees to indemnify, defend and hold Highland Fire harmless with respect thereto as provided herein.
- T. The Victor Valley Community College District agrees to defend, indemnify and hold harmless Highland Fire, it's officers, employees, agents, and volunteers for any and all claims, losses, actions, damages and/or liability arising out of this agreement from any cause whatsoever, including any costs or expenses incurred by Highland Fire, except as prohibited by law.
- U. Highland Fire agrees to defend, indemnify and hold harmless the Victor Valley Community College District, it's officers, employees, agents and volunteers for any and all claims, losses, actions, damages and/or liability arising out of this agreement from any cause whatsoever, including any costs or expenses incurred by Victor Valley Community College District.
- V. In the event that County Fire and/or Victor Valley Community College District are determined to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under this agreement, Highland Fire and/or Victor Valley Community College shall indemnify the other to the extent of its comparative fault.

II. HIGHLAND FIRE SHALL:

- A. Permit each student who is designated by the School, pursuant to Paragraph I.A. above, to receive field internship experience at Highland Fire in the hereinafter listed type of training, and shall furnish and permit such students and instructors free access to appropriate facilities for such field internship experience:

EMT / Paramedic  
Type of Training

varies  
Address of Training Facility

- B. Furnish appropriate field facilities, in such manner that there will be no conflict in the use thereof between the Program's students and students from other educational institutions, if any.
- C. Maintain adequate staff, equipment and facilities used for the field internship experience to meet the educational goals and objectives of the Program in a manner consistent with the standards and requirements established by the School and Highland Fire.
- D. Highland Fire will designate appropriate personnel to coordinate the student's field internship experience in the Program.
- E. Highland Fire will assign each student a preceptor with appropriate training and experience to supervise the student during each clinical assignment. The preceptor shall monitor the student's progress and evaluate the student at the end of each shift on forms provided by the Program.
- F. Designate, after consultation with School, a person to coordinate students' schedules and activities while working with Highland Fire. Such person shall be the Program Coordinator and shall act as liaison with School. The name of Highland Fire's Program Coordinator shall be provided to Program's Clinical Coordinator.
- G. Implement schedules for students in conjunction with the Clinical Coordinator and in accordance with School's educational goals and objectives. Highland County Fire shall determine the number of students permitted to rotate through the field internship experience. Highland Fire must ensure that students are provided appropriate supervision. Students are not used to replace staff of Highland Fire and Highland Fire is ultimately responsible for patient care.
- H. Protect the health and safety of students on rotation with Highland Fire by providing each student with the following:
1. A brief orientation of the clinical area where student will be working, and information about Highland Fire's security measures, fire safety and disaster protocols, and any additional recommended personnel safety and security

- N. Highland Fire will recommend to the School the withdrawal of a student for reasons including, but not limited to: (a) the achievement, progress, or adjustment of the student does not warrant a continuation at Highland Fire, or (b) the behavior of the student fails to conform to the applicable regulations Highland Fire.
- O. Highland Fire reserves the right, exercisable in its discretion after consultation with the School, to exclude any student from its facilities in the event that such person's conduct is deemed objectionable or detrimental, having in mind the proper administration of Highland Fire. Highland Fire does not require the School's authorization or approval to remove any of the School's students from Highland Fire's facilities.
- P. Highland Fire reserves the right to determine where, when and if a student may participate in the provision of care to its patients. Highland Fire will endeavor to utilize students and allow them to utilize as many of their skills in as many situations as possible. However, patient care is paramount and student shall follow Highland Fire's instructions with respect to the provisions of patient care.
- Q. Highland Fire reserves the right to refuse to allow any student to participate in the provision of care at the scene of an emergency where, in company's sole discretion, permitting student to participate would endanger the student, a patient or an employee of Highland Fire or otherwise be inappropriate.

### III. INDEMNIFICATION

School agrees to indemnify, defend (with counsel approved by Highland Fire) and hold harmless Highland Fire and its officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of its obligations under this Agreement.

Highland Fire agrees to indemnify and hold harmless School and its officers, employees, agents and volunteers from any and all claims, actions or losses, damages, and/or liability arising out of its obligations under this Agreement.

In the event School and/or Highland Fire is found to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under this Agreement, School and/or Highland Fire shall indemnify the other to the extent of its comparative fault.

### IV. DISCRIMINATION – PROHIBITION.

The School and Highland Fire agree not to discriminate in the selection or acceptance of any student pursuant to this Agreement because of race, color, national origin, religion, sex, sexual orientation, mental or physical disability, age, veteran's status, medical condition (cancer related) as defined in section 12926 of the California Government Code, ancestry, marital status, or citizenship, within the limits imposed by law or Program policy.

### V. TERM.

precautions.

2. Instruction in Highland Fire's policies and procedures for infection control, including the handling and disposal of needles and other sharp objects, and in Highland Fire's protocols for on-the-job injuries, including those resulting from needlestick injuries and other exposures to blood or body fluids or airborne contaminants.
  3. First aid and other emergency treatment on-site, including, but not limited to, immediate evaluation for risk of infection and appropriate follow-up care of student in the event of a needlestick injury to or other exposure of student to blood or body fluids or airborne contaminants. In the case of suspected or confirmed exposure to the human immunodeficiency virus (HIV) or hepatitis, such follow-up care shall be consistent with the current guidelines of the Centers for Disease Control ("CDC") and the community's standard of care. Information regarding the CDC may be obtained by calling (800) 342-2437. The initial care and administration of testing and prophylactic therapy shall be paid for by School. Any costs incurred in the treatment of students shall be the sole responsibility of School and/or student.
  4. Access to any of Highland Fire's applicable reference materials.
- I. Maintain its approval as an emergency medical service provider and comply with all applicable laws, regulations, and Program requirements. Highland Fire shall notify School within five (5) days of receipt of notice that Highland Fire is not in compliance with any such laws, regulations, or Program requirements.
  - J. Permit inspection of its clinical and related facilities by the Clinical Coordinator or other School faculty and staff to evaluate student performance.
  - K. With respect to any professional services performed by students under this Agreement, Highland Fire agrees to inform School and its Clinical Coordinator as follows:
    1. Immediately upon initiation of an investigation into the conduct of a student;
    2. Within five (5) days after receipt of service of a complaint, summons or notice of a claim naming a student; or
    3. Prior to making or accepting a settlement offer in any lawsuit or legal claim in which a student has been named or in which a settlement is being proposed on their behalf.
  - L. When practical, permit Highland Fire's management or other designated personnel to attend meetings of the School's field faculty, or any committee thereof, to coordinate the field internship experience provided for under this Agreement.
  - M. Have the right, after consultation with the School, to refuse to accept for further field internship experience any of the School's students who in Highland Fire's judgment are not participating satisfactorily in said Program.

This Agreement shall become effective on September 1, 2025, and shall remain in effect as requested from the effective date.

VI. TERMINATION.

Notwithstanding any other provisions to the contrary, this Agreement may be terminated by either party after giving the other party thirty (30) days advance written notice of its intention to so terminate; provided further, however, that any such termination by Highland Fire shall not be effective, at the election of the School, as to any satisfactorily performing student who, at the date of mailing of said notice by the Highland Fire was satisfactorily participating in said Program, until such student has completed the Program for the then current academic quarter or semester.

Written notice, issued pursuant to this Paragraph V by Highland Fire, shall be sent by registered mail to the School faculty member in charge of the Program and a copy of said notice shall be sent to the undersigned School representative identified below.

Written notice to Highland Fire shall be sent by registered mail to the Fire Chief of Highland Fire.

VII. PATIENT RECORDS.

Any and all of Highland Fire's medical records and charts created at Highland Fire facilities as a result of performance under this Agreement shall be and shall remain the property of Highland Fire. Both during and after the term of this Agreement, the School shall be permitted to inspect and/or duplicate, at School's expense, any individual charts or records which are: (1) necessary to assist in the defense of any malpractice or similar claim; (2) relevant to any disciplinary action; and/or (3) for educational or research purposes. Such inspection and/or duplication shall be permitted and conducted pursuant to commonly accepted standards of patient confidentiality in accordance with applicable federal, state and local laws.

VIII. INTERRUPTION OF SERVICE.

Either party shall be excused from any delay or failure in performance hereunder caused by reason of any occurrence or contingency beyond its reasonable control, including, but not limited to, acts of God, acts of war, fire, insurrection, labor disputes, riots, earthquakes, or other acts of nature. The obligations and rights of the party so excused shall be extended on a day-to-day basis for the time period equal to the period of such excusable interruption. In the event the interruption of a party's services continues for a period in excess of thirty (30) days, the other party shall be the right to terminate this Agreement upon ten (10) days' prior written notice to the other party.

IX. ASSIGNMENTS.

Neither Highland Fire nor the School shall assign their rights, duties, or obligations under this Agreement, either in whole or in part, without the prior written consent of the other party.

X. SEVERABILITY.

If any provision of this Agreement is held to be illegal, invalid, or unenforceable under present or future laws effective during the term hereof, such provision shall be fully severable. This Agreement shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never been a part of the Agreement, and the remaining provisions shall remain in full force and effective unaffected by such severance, provided that the severed provision(s) are not material to the overall purpose and operation of this Agreement.

XI. WAIVER.

Waiver by either party of any breach of any provision of this Agreement or warranty of representation herein set forth shall not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right hereunder shall not operate as a waiver of such right. All rights and remedies provided for herein are cumulative.

XII. MODIFICATIONS AND AMENDMENTS.

This Agreement may at any time be altered, changed, or amended by mutual written consent of the authorized representatives of both parties.

XIII. USE OF NAME.

Neither party shall use the name of the other without the prior written consent of an authorized representative of the party.

XIV. ENTIRE AGREEMENT.

This Agreement contains all the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement and supersedes any prior agreements, oral or written, and all other communications between the parties relating to such subject matter.

XV. NOTICES.

All notices required under this Agreement shall be deemed to have been fully given when made in writing and deposited in the United States mail, postage paid, certified mail, return receipt requested, and addressed as follows:

SCHOOL: Victor Valley Community College District  
18422 Bear Valley Road  
Victorville, CA 92395-5850

COUNTY FIRE:  
Attn: Fire Chief

XV. GOVERNING LAW

This Agreement is made and entered into the State of California and shall in all respects be interpreted, enforced and governed by and under the laws of the State of California.



Attachment 3 – Vehicle Replacement Sample Photos







Attachment 4 – Patio Site Layout & Photo

# Highland Fire Station 543 - Concrete Patio Project



Highland  
Fire Station 543

Proposed Patio Slab 40'X50'

