



Joe Gear
Executive Director

California Fire & Rescue Training Authority, Sacramento

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Governing Council

Fire Chief Kim Zagaris, Chairperson
Deputy Chief Leo Baustian
Director Matt Kelly

Governor's Office of Emergency Services
Sacramento Fire Department
Sacramento Metropolitan Fire District

GOVERNING COUNCIL – ACTION SUMMARY CALIFORNIA FIRE AND RESCUE TRAINING AUTHORITY AT SACRAMENTO MEETING

April 2, 2008 – 10:00AM

**Sacramento Metropolitan Fire District - Board Chambers
2101 Hurley Way, Sacramento, CA**

CALL TO ORDER

Fire Chief Kim Zagaris called the meeting to order at 10:00 AM. Also present: Delegate Matt Kelly and Delegate Leo Baustian. Staff: Executive Director Joe Gear, Council Clerk Sherri Martucci, Associate General Counsel Joe Chavez and an audience of six.

PLEDGE TO THE FLAG

PUBLIC COMMENT ON AGENDA/NON-AGENDA ITEMS

None received.

CORRESPONDENCE

1. Governor's Office of Emergency Services – Appointed Kevin Johnston as Alternate Delegate

- **Council Action**
Received and Filed

Chief Zagaris welcomed Delegate Matt Kelly. Chief Johnston is the new Deputy of Operations at OES.

CONSENT AGENDA

1. Approval of Action Summary: February 8, 2008

- **Council Action**
Director Kelly: Abstained
Baustian/Zagaris: to approve Action Summary February 8, 2008
VOTE: (Baustian, Zagaris)

FINANCE REPORT – Martucci

1. **Status of 2007/2008 Final Budget**
 2. **2007/2008 Revenues/Expenditures Report**
 3. **2007/2008 OES Funds Status Report**
- **Council Action**
RECEIVED AND FILED

ACTION ITEM(S)**1. Executive Director Job Description (Gear)**

Chief Gear indicated that the Executive Director's Job Description had been previously submitted to Council and is given today for consideration and approval.

Council Action

Kelly/Baustian: To approve and adopt the Executive Director's Job Description

UNANIMOUS VOTE: (Baustian, Kelly, Zagaris)

2. Executive Director Appointment (Council)

At the last meeting, the Council discussed the replacement of Chief Baltzell. OES is recommending Assistant Chief Joe Gear be appointed.

Council Action

Kelly/Baustian: To appoint Assistant Chief Joe Gear as Executive Director

UNANIMOUS VOTE: (Baustian, Kelly, Zagaris)

3. Grant Project Manager (Gear)

Chief Gear presented to Council the Special Project Administrator job description for the Grant Program Manager. Staff felt that there needed to be a formal document to establish accountability and tracking. Chief Zagaris indicated the position should also require ethics training, conflict of interest declaration and duty statement.

Council Action

Baustian/Kelly: To approve and adopt the Special Project Administrator's Job Description

UNANIMOUS VOTE: (Baustian, Kelly, Zagaris)

4. Resolution – OHS Grant Funds and Authorizing Agents Update (Gear)

Chief Gear indicated this item was necessitated by recent staffing changes.

Council Action

Kelly/Baustian: To approve and adopt resolution designating OHS Grant Funds and Authorizing Agents

UNANIMOUS VOTE: (Baustian, Kelly, Zagaris)

5. Fiscal Document/County of Sacramento ~ Updated District Signature List (Gear)

Chief Gear indicated this item also needed updating due to recent staffing and delegate changes.

Council Action

Kelly/Baustian: To approve the updated Fiscal Document/County of Sacramento

UNANIMOUS VOTE: (Baustian, Kelly, Zagaris)

PRESENTATION ITEM(S)

1. Training Course Report (Gear)

Chief Gear provided the course summary for year 2007 and the three year training plan. Staff received a variety of input from the eight task forces and the member agencies.

Received and filed.

2. Firefighter 1 Academy (Johnson)

Drill Master Johnson provided a PowerPoint overview of the Firefighter 1 Academy. Chief Zagaris encouraged staff to consider applying for assistance grants to support the development of the program.

Received and filed.

3. Wetland Mitigation Update (Gear)

Chief Gear indicated that because the JPA did not begin construction the Section 404 permit under the Clean Water Act had expired. The Corps of Engineers and Fish & Wildlife Service are now recognizing each others permits. Estimated cost to mitigate and purchase into a bank remains at \$190,822.50

Received and filed.

4. Firefit Tower (White)

Chief White provided an overview of a transportable fitness tower. He indicated this tower may be transported by flatbed truck. Staff is considering placing the tower at the Public Safety Training Authority. Four personnel were instructed by factory rep and built the tower in an 8 hour period. Chief White indicated he would check with Travis Fire to see if they have had any issues with wind. Also, he indicated that the lower portion of the stairs could be locked into place so that it is not accessible except for those who have key access to lower the stairs. Chief Gear indicated that there has been some interest by San Diego, Los Angeles and Orange County for the Task Forces. Council recommends staff consider a north and south state tower and to seek available Grant funds, if possible.

Received and filed.

EXECUTIVE DIRECTOR REPORT (Gear)

Chief Gear introduced Mollie Povey, who transferred from Metro Fire, filling the vacant JPA position. She is great to have on board.

Chief Gear is trying to get up to speed on a number of issues. He and Sherri have had the ability to sit on a daily basis and he is learning a lot of things. He feels there is a good team put together at the JPA.

DELEGATE REPORTS

Northern California Regional Public Safety Training JPA (Baustian)

Last meeting was held March 20th. The Executive Director recruitment closed March 28th. American River College Human Resource staff is screening applications for those who meet the minimum requirements. The JPA planning team will conduct interviews April 1st-4th, with the finalist to interview with the Board of Directors on April 24th. The Board is looking at a starting date of June 1st with a salary between \$125k and \$150k, depending on experience and qualifications. Rick Martinez was anticipated to leave on April 15th, but has agreed to stay while the Executive Director is hired since he can provide the institutional knowledge.

The Public Safety JPA is also recruiting a Facilities Manager. At least eight applications received to date. Salary range around \$75k.

Interact Business Group is doing the Strategic Plan for the Public Safety JPA. They will be conducting interviews with everybody, Board Members, faculty members, etc. A final draft is expected at the June 26th meeting.

Counsel Don Price will not be providing legal counsel after April 15th. Member agencies have been contacted by Rick Martinez to see if there are any member agencies that would be able to provide legal counsel to the Public Safety JPA.

Currently, City Fire is checking with the City Attorney's office to see if they can handle the workload.

Next meeting is scheduled for April 24th at 9am.

Next Meeting(s) changed to:

Thursday, April 24, 2008 ~ 9AM

2409 Dean Street, McClellan Park

GOVERNING COUNCIL QUESTIONS AND COMMENTS

Director Matt Kelly stated that it is was nice to be here. He is very involved with apprenticeship training in the construction industry. As a board member of Metro Fire, he understands the importance of training. He also wanted to thank Captain Johnson and Chief White for their presentations.

Chief Zagaris thanked the staff for their ongoing support. He would also like Chief Gear to keep group updated on what is going on.

CLOSED SESSION ~ None Scheduled

None.

NEXT MEETING~

Wednesday, June 4, 2008 @ 10AM

2101 Hurley Way, Sacramento

ADJOURNMENT

- **Council Action**
Zagaris to adjourn the meeting.

Fire Chief, Kim Zagaris
Chairperson