



Joe Gear
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Fire Chief Kim Zagaris, Chairperson
Deputy Chief Lloyd Ogan
Director Matt Kelly

Governing Council

California Emergency Management Agency
Sacramento Fire Department
Sacramento Metropolitan Fire District

GOVERNING COUNCIL – ACTION SUMMARY CALIFORNIA FIRE AND RESCUE TRAINING AUTHORITY AT SACRAMENTO MEETING September 14, 2011 – 10:00AM

**Sacramento Metropolitan Fire District - Board Chambers
2101 Hurley Way, Sacramento, CA 95825**

CALL TO ORDER

Council Chair Fire Chief Kim Zagaris called the meeting to order at 10:07AM. Also present: Delegate Deputy Chief Lloyd Ogan, Delegate Director Matt Kelly and Legal Counsel Harriet Steiner. Staff: Executive Director Assistant Chief Joe Gear, Council Clerk Sherri Martucci, and an audience of seven.

PLEDGE TO THE FLAG

PUBLIC COMMENT ON AGENDA/NON-AGENDA ITEMS

None received.

CONSENT AGENDA

1. Approval of Action Summary: June 20, 2011

- **Council Action**
Kelly/Ogan: to approve consent agenda
AYES (Kelly, Ogan, Zagaris)

FINANCE REPORT

1. **Status of 2011/2012 Preliminary Budget**
2. **2011/2012 Revenues/Expenditures Report**
3. **2010/2011 Cal EMA Funds Report**

Fiscal Officer Martucci also provided Period Two reports to the Council. She also advised the Council of a posting error by the County that should have appeared in period 13 but was actually credited in period one. Fiscal Officer Martucci also advised the Council that the audit still needed to be issued but continues to be delayed due to how to notate the outstanding pass through amount due to the Public Safety JPA by Sac Metro Fire. She indicated that the matter was still unresolved and the Public Safety JPA and the auditor are awaiting a response from CFRTA.

- **Received and Filed**

ACTION ITEM(S)

1. **General Counsel's Recommendation Regarding Job Descriptions and Limited Term Instructor Selection – Approval to Establish Policy & Procedures (Gear)**

Executive Director Gear advised the Council of the need to establish a formal process for recruitment, update job descriptions, to continue with using limited term employment agreements and to minimize unemployment claims.

Council Chair Zagaris indicated the need for the Sponsoring Agency Chiefs to meet with the Training Chiefs to review the job descriptions. Council Chair Zagaris proposed tabling the item. Delegate Kelly made a motion to table. Counsel Steiner recommended not to table the item and refer back to staff for direction on how to proceed.

- **Council Action**
Kelly: to, not to table, direct staff to meet with the Sponsoring Agency Chiefs and develop a clearly defined path to pursue correcting the problems at this time due to lack of job descriptions and lack of hiring procedures regarding limited term employment.
- **Council Motion revised:**
Kelly/Ogan: to direct staff to meet with the Sponsoring Agency Chiefs. Council takes no action.
AYES (Kelly, Ogan, Zagaris)

2. Resolution – Fiscal Year 2011/2012 Final Budget (Gear)

Fire Chief Henke requested that staff provide an overhead presentation of future budgets.

- **Council Action**
Kelly/Ogan: to receive presentation and to adopt the 2011/2012 final budget resolution
AYES (Kelly, Ogan, Zagaris)

PRESENTATION ITEM(S)

1. Zinfandel Lease Update

Executive Director Gear referred to Council Chair Zagaris who reported he is reviewing the draft lease. The next step, after he approves it, is for the lease to get back to Metro Fire and then have the three Sponsoring Agency Chiefs sit down and all agree with the terms. Once that occurs, the JPA Governing Council and Metro Fire Board will execute, and then the funds could be transferred.

- **Council Action**
RECEIVED AND FILED

EXECUTIVE DIRECTOR REPORT (Gear)

Executive Director Gear reported there are two US&R Mobilization Exercises in October and December; CA TF2 (Los Angeles) will conduct theirs in conjunction with Golden Guardian and CA TF5 (Orange County).

Executive Director Gear also reported that Hawaii has requested delivery of Rescue Systems 1 and Rescue Systems 2 in Honolulu. An agreement is in place to send instructors.

US&R Training Working Group is finalizing the Ropes class and the SCT Bridge class, which both were approved at the last STEAC meeting.

Academy Graduations: October 8th Full-time Academy and October 21st Sac Metro's Lateral Academy.

GOVERNING COUNCIL QUESTIONS AND COMMENTS

Council Chair Zagaris indicated he had travelled to IAFF and spent two days working on Authority business and will submit a travel claim. He will also be attending the NFPA 1500 meeting in October.

CLOSED SESSION

None.

NEXT MEETING(S) ~ 2011 Meeting Schedule
Special Meeting ~ September/October TBD
Wednesday, November 9, 2011 10AM

ADJOURNMENT

- **Council Action**
Zagaris to adjourn the meeting at 10:40AM.

Fire Chief, Kim Zagaris
Chairperson