



Joe Gear
Executive Director

California Fire & Rescue Training Authority, Sacramento

PO Box 3130, Rancho Cordova, CA 95741 • Phone (916) 475-1660 • Fax (916) 475-1662
www.fireandrescuetraining.ca.gov

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 ADJOURNED MEETING February 24, 2012 – 10:00 AM

**California Emergency Management Agency – MPR 2
3650 Schriever Avenue, Mather, CA 95655-4203**

CALL TO ORDER

Council Chair Fire Chief Kim Zagaris called the meeting to order at 10:01AM. 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 eleven.

PLEDGE TO THE FLAG

PUBLIC COMMENT ON AGENDA/NON-AGENDA ITEMS

None received.

CONSENT AGENDA

- 1. Approval of Action Summary: December 15, 2011**
- 2. Governing Council Member Travel - Zagaris**
 - **Council Action**
Kelly/Ogan: to approve consent agenda
AYES (Kelly, Ogan, Zagaris)

FINANCE REPORT

1. **Status of 2011/2012 Mid Year Budget**
2. **2011/2012 Mid Year Revenues/Expenditures Report**
3. **2011/2012 Cal EMA Funds Report**
4. **Status of 2011/2012 Budget**
5. **2011/2012 Revenues/Expenditures Report**

Fiscal Officer Martucci reported that an amended budget will be presented to Council once staff identifies what appropriations need to be made before June 30th for the development of the training site. She also reported that staff has implemented a tracking process for the actual member agency personnel contributions based on an audit recommendation.

Staff is also working on the procurement of a financial management system in order to provide timely and accurate reporting. Fiscal Officer Martucci stated that she has been working with Rhonda McFarlane (Metro Fire's Chief Financial Officer) on restructuring the budget for Fiscal Year 2013. She thanked Chief Henke for providing assistance. Chief Henke proposed Sherri Martucci meet with Finance two days a week to establish an accrual based accounting system. Council Chair Zagaris stated it currently takes a tremendous amount of staff time to get more detailed information and agrees with the need for an automated system. Chief Henke also stated they will ensure (member) agencies have access to the Metro system.

- **Received and Filed**

ACTION ITEM(S)

1. **Gate, Fencing and Security (Zinfandel Training Site) (Wagner)**

Council Chair Zagaris indicated Metro Fire will handle the bid process and the JPA will reimburse Metro Fire. Chief Wagner stated the current costs are estimated and the JPA's cost share is based on the linear footage that surrounds the 8.25 acres. Legal Counsel proposed, for auditing purposes, that the two agencies put together a cost sharing agreement. Council Chair Zagaris stated the Council could have a special meeting to approve if necessary. Chief Henke felt the working group did a phenomenal job and that the cost sharing was equitable. He is prepared to take it to his board for approval.

- **Council Action:**
Ogan/Kelly: to adopt staff's recommendation for the scope of work and cost share breakdown of improvements to the Zinfandel training site to include a gate system, perimeter fencing and security.

AYES (Kelly, Ogan, Zagaris)

PRESENTATION ITEM(S)

1. 2011 Training Course Report (Gear)

Executive Director Gear stated the report summarized the 2011 training. He indicated that there were thirteen US&R classes completed, which draw students and revenue from out of state. He noted one area where training has decreased, which is the “other” training. This is due to loss of a dedicated classroom space. In 2011, there were 145,218 student contact hours which is slightly lower than the previous year.

- **Council Action**
RECEIVED AND FILED

Council Chair Zagaris introduced Chief Lorenzo Gigliotti, former Fire Chief of the City of South Lake Tahoe, who is now a Deputy Chief with Cal EMA’s Fire and Rescue Branch Special Operations. Council Chair Zagaris indicated he would like to meet with the other two Fire Chiefs about putting Chief Gigliotti into Chief Gear’s (Executive Director) spot.

2. Business Plan Update (Gear/Gigliotti)

Chief Gigliotti has been working on a three year document that focuses on goals related to the mission of the Authority. He recommended that the Authority adopt a frame work for the business plan and then go into a strategic planning process. The strategic plan will become an element of the amended business plan. Council Delegate Ogan emphasized the need for the transition period to be identified in the business plan from temporary to permanent structures as well as contingency plans.

- **Council Action**
RECEIVED AND FILED

3. EMS Program Expansion (Johnson)

Academy Director Johnson presented Phase 3 of 3 of the overall academy program.

- **Council Action**
RECEIVED AND FILED

EXECUTIVE DIRECTOR REPORT (Gear)

Executive Director Gear discussed the training site visits in Southern California to Alhambra, Long Beach, Santa Fe Springs/Rio Hondo, and Del Valle.

Executive Director Gear also advised the Council that he is in preliminary discussions with Enterprise Fleet Leasing, anticipating the need for vehicles in the future.

Executive Director Gear also advised the Council that Mr. Larry Davis (Metro Fire) had contacted him to clean up the current MOU (JPA Agreement) due to all of the activity at the Zinfandel site, the need for outside financing, and to also add more agencies to the JPA. He stated Mr. Davis feels that the JPA should solicit bids to draft a new document. Executive Director Gear recommends a subgroup with a representative from each agency to decide if existing Counsel should be used or if it should go out to bid.

GOVERNING COUNCIL QUESTIONS AND COMMENTS

None.

CLOSED SESSION

None.

NEXT MEETING(S) ~ Location: California Emergency Management Agency
3650 Schriever Avenue, Mather, CA 95655-4203

Special Meeting, TBD, March 2012

Anticipated Action Items:

Business Plan

Modular Classrooms

Budget Adjustments

EMS Program Expansion

Wednesday, April 18, 2012 10AM

Wednesday, June 20, 2012 10AM

Wednesday, September 12, 2012 10AM

Wednesday, November 7, 2012 10AM

ADJOURNMENT

- **Council Action**
Zagaris to adjourn the meeting at 11:24AM.

Fire Chief, Kim Zagaris
Chairperson