



Ruben Grijalva  
Executive Director

## **California Fire & Rescue Training Authority, Sacramento**

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

Governing Council

California 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 September 29, 2014 – 4:00 PM**

**9320 Tech Center Drive, Room 103  
Sacramento, CA 95826**

#### **CALL TO ORDER**

Council Chair Fire Chief Kim Zagaris called the meeting to order at 4:07PM. Also present: Delegate Deputy Chief Ogan and Delegate Director Matt Kelly. Staff: Executive Director Fire Chief Ruben Grijalva, Council Clerk Sherri Martucci and an audience of five.

#### **PLEDGE TO THE FLAG**

#### **PUBLIC COMMENT ON AGENDA/NON-AGENDA ITEMS**

Chair Zagaris welcomed Chief Grijalva to his first Governing Council meeting of the Authority.

#### **CONSENT AGENDA**

1. **Approval of Action Summary: June 26, 2014  
June 26, 2014 Special Meeting**
  2. **Fiscal Document/County of Sacramento District Signature List**
- **Council Action**  
**Kelly/Ogan:** to approve consent agenda  
**AYES (Kelly, Ogan, Zagaris)**

## EXECUTIVE DIRECTOR REPORT (Grijalva)

Chief Grijalva has been the Executive Director for almost 90 days which has provided him an opportunity to learn more about the organization and identify where changes and improvements may be made. He thinks the Zinfandel training site, although not finished, is remarkable in terms of the quality of construction. The California Exercise Simulation Center (CESC), located at Metro Fire's headquarters, is also an outstanding accomplishment. In addition, the Authority an avenue for cost savings to its members, in particular, the Fire Academy. It allows each department to craft a Fire Academy that fits the needs of its own organization. The Regional Fire Academy offers opportunities for non-affiliated members to go through and become firefighters. The Authority also provides opportunities to meet the training needs of its member agency employees by offering all of the core curriculum that is offered through the State Fire Marshalls office. Chief Grijalva is looking at the list of who attends training and they are coming from Southern California and outside the state. The facilities (at Tech Center) offer an opportunity for interaction between the various fire departments in and outside the region. Within the Authority, the employees are highly motivated, dedicated and hardworking.

The Authority budget needs improvement so that is reliable, sustainable and easy to understand. One of the biggest issues is the burden of debt placed on the Authority from the Tech Center facility (\$391,000 for the annual lease and \$125,000 in building operating costs) and the addition of a paid Executive Director (\$133,000 annually). This resulted in increased expenses of over \$600,000 without a viable plan of new revenues or how those revenues would be recovered. Predicted revenues were not achieved in the past. There were two staff reports that were relied upon by the Governing body and were key factors in creating the current fiscal condition of the Authority. There is also a need to discuss the membership structure, whether there is tiered membership or new members are added from the region into the Authority. The Authority also needs to do a better job of marketing. Chief Grijalva will be sending out a Training Needs survey. At mid-year he will bring back a work plan with decision gates and measurable criteria to ensure the Authority is meeting its goals and objectives.

## ACTION ITEM(S)

### 1. CFRTA Policy ~ Compensated Time Off (Grijalva)

Fifty percent of the employees have left for fully benefited positions. Employees may accrue overtime and use during unpaid leave days, such as holidays.

- **Council Action:**  
**Ogan/Kelly:** to receive presentation and adopt policy

**AYES (Kelly, Ogan, Zagaris)****2. EMS Course Staffing Plan & Job Descriptions  
(Grijalva)**

Proposal is to address adding job descriptions not currently covering work that needs to be done within the program. An analysis of surrounding area positions is provided to in order remain competitive. Authorization for the positions is within the budget.

**#2342 EMS Program Director**

**#2345 Clinical Coordinator**

**#2346 Medical Director**

**#2355 EMS Programs Specialist**

**#2356 EMS Program Technician**

**#2353 EMS Primary Instructor**

**#2354 EMS Lab Instructor**

- **Council Action:**  
**Kelly/Ogan:** to receive presentation and adopt staff's recommendation

**AYES (Kelly, Ogan, Zagaris)****3. Resolution Fiscal Year 2014/2015 Final Budget  
(Grijalva)**

This Fiscal Year budget is designed to address the overestimation of projected revenues which resulted in member contributions and reserves being used for Authority operations. Chief Grijalva is implementing cost saving measures and programs that do provide some risk to the budget are being evaluated closely. There is also \$479,422 in reserves for the US&R program and \$70,000 in Capital Improvement reserves in the proposed budget. Between now and midyear Chief Grijalva will work on a realistic budget and make cost cutting measures to reduce overhead costs at the Tech Center facility.

- **Council Action:**  
**Kelly/Ogan:** to receive presentation and adopt resolution

**AYES (Kelly, Ogan, Zagaris)****GOVERNING COUCIL QUESTIONS AND COMMENTS**

None

**NEXT MEETING(S)** ~ Location: California Fire & Rescue Training Authority  
9320 Tech Center Drive, Sacramento, CA 95826  
**2014 Schedule, 9am**  
Thursday, December 11, 2014

**GOVERNING COUNCIL QUESTIONS AND COMMENTS**

**NEXT MEETING(S)** ~ Location: California Fire & Rescue Training Authority  
9320 Tech Center Drive, Sacramento, CA 95826  
**2014 Schedule, 9AM**  
Thursday, September 18, 2014  
Thursday, December 11, 2014

**ADJOURNMENT**

- **Council Action**  
Zagaris to adjourn the meeting at 4:36PM.

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**Fire Chief, Kim Zagaris**  
**Chairperson**