



Ruben Grijalva
Executive Director

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Governing Council

Fire Chief Kim Zagaris, Chairperson
Acting Deputy Chief Niko King
Director Matt Kelly

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 GOVERNING COUNCIL REGULAR MEETING February 19, 2015 – 4:00 PM

**9320 Tech Center Drive, ROOM 107
Sacramento, CA 95826**

CALL TO ORDER

Council Chair Fire Chief Kim Zagaris called the meeting to order at 4:00PM. Also present: Delegate Deputy Chief Ogan and Delegate Director Matt Kelly.
Staff Present: Executive Director Grijalva, and Council Clerk Chantall Hurtado.

PLEDGE TO THE FLAG

PUBLIC COMMENT ON AGENDA/NON-AGENDA ITEMS

None

CONSENT AGENDA

1. Approval of Action Summary: December 11, 2014

- **Council Action:**
Kelly/Ogan: to approve consent agenda

AYES (Zagaris, Ogan, Kelly)

EXECUTIVE DIRECTOR REPORT (Grijalva)

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Executive Director Grijalva reported that staff has continued to work on overhead reduction. Staff has entered into discussions with the broker regarding the Tech Center Facility. The broker is actively looking to find a new tenant for the building, which may allow the CFRTA to vacate the building sooner than the negotiated lease.

The decision was made to cancel the next scheduled Fire Academy and future Paramedic Academy course offerings. In reviewing historical finance reports on

both of those programs it was discovered that the Authority was losing money on those course offerings.

In terms of staff positions, four positions have been eliminated; three through attrition and one via the Business Manager position being transitioned back to Metro Fire. This represents a potential savings of \$214,000 annually. Some of that savings will be used for increases to current employee classifications and employee benefit programs.

Staff has also looked in to system cost reductions including updating account information with Verizon and Comcast and reducing the annual expense of both of those accounts by 50%. Staff is also analyzing the storage lease of the portable classrooms at Metro Fire Station 21. The annual expense of those portable classrooms is about \$12,000. Staff is looking into the possibility of selling those units or recouping the lease fee through contract use. The cost allocation study was ceased representing a savings of \$18,000.

The overall savings for the current fiscal year is \$60,000.

Executive Director Grijalva also reported on the existing California Regional Fire Academy Paramedic Program. The program has seventeen students in field internships; sixteen students are awaiting placement into field internships. Program staff is requesting an extension of the April 1, 2015 deadline for the CoAEMSP ISSR. The current plan is to graduate all paramedic program students by mid summer 2015 or transition remaining students to another program. Program staff has initiated discussions with the American River College Paramedic Program as a possible transition program. Executive Director specifically thanked Paramedic Program Director Hillary Mitchell for her professionalism and dedication to the program and the students.

FINANCE REPORT – Grijalva

1. Status of 2014/2015 Budget

- **Received and Filed**

PRESENTATION ITEM(S)

1. CFRTA Policy – Holiday Pay (Grijalva)

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

AYES (Zagaris, Ogan, Kelly)

2. CFRTA Policy – Records Retention (Grijalva)

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

AYES (Zagaris, Ogan, Kelly)

**3. CFRTA Staffing & Job Descriptions
(Grijalva)
#2322 Administrative Officer - Add
#2320 Business Manager – Delete**

- **Council Action:**
Ogan/Kelly: to receive and adopt staff's recommendations.

AYES (Zagaris, Ogan, Kelly)

RECESS TO CLOSED SESSION

**CLOSED SESSION GOVERNMENT CODES:
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to California Government section 54956.9 (b); potential case

CLOSED SESSION REPORT

- **Council Action:**
No reportable action.

GOVERNING COUNCIL QUESTIONS AND COMMENTS

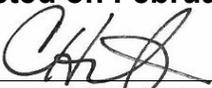
None

NEXT MEETING(S) ~ Location: California Fire & Rescue Training Authority
9320 Tech Center Drive, Sacramento, CA 95826
2015 Schedule, 4PM
Thursday, April 16, 2015
Thursday, June 18, 2015
Thursday, September 17, 2015
Thursday, December 3, 2015

ADJOURNMENT

- **Council Action:**
Council Chair Zagaris to adjourn the meeting at 4:45PM.

Posted on February 13, 2015 by:



Chantall Hurtado, Council Clerk