



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

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Fire Chief Kim Zagaris, Chairperson  
Assistant Chief Nike King  
Director Matt Kelly

### Governing Council

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

*Ruben Grijalva*  
Executive Director

### **GOVERNING COUNCIL-ACTION SUMMARY CALIFORNIA FIRE AND RESCUE TRAINING AUTHORITY AT SACRAMENTO GOVERNING COUNCIL REGULAR MEETING February 18, 2016 – 4:00 PM**

**10545 Armstrong Avenue-Suite 320  
Mather, CA 95655**

#### **CALL TO ORDER (4:00PM)**

Council Chair Fire Chief Kim Zagaris called the meeting to order at 4:00PM. Also present: Alternate Delegate Deputy Chief Costamagna, and Delegate Director Matt Kelly. Staff: Executive Director Ruben Grijalva, Council Clerk Cristy Jorgensen and an audience of six.

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

#### **PUBLIC COMMENT ON AGENDA/NON-AGENDA ITEMS NONE**

#### **CONSENT AGENDA**

##### **1. Approval of Action Summary: December 3, 2015**

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

**(AYES: Costamagna, Kelly, Zagaris)**  
**Motion Passed**

#### **EXECUTIVE DIRECTOR REPORT (Grijalva)**

Executive Director Grijalva reviewed the condition of the CFRTA, looking at when he first arrived as Executive Director and the current condition of the Authority. When Director Grijalva first arrived as Executive Director, the condition of Authority was as follows:

- The EMS Programs Medical Director had resigned
- The EMS Programs Paramedic Program Director/Administrator had resigned
- The Authority had three paramedic classes at differing levels of progress including one in the didactic phase, one in the clinical internship phase and one in the field

internship phase.

- The Paramedic Program had no active field internship program and no active contracts.
- The Paramedic Program Accreditation Application was at risk and facing expiration. Students were facing the potential of their NREMT expiring for becoming medics before the program's accreditation process was complete. Student's were threatening potential litigation against the Authority.
- Fire academy classes were spending more than the revenue received from Los Rios ADA funds.
- Both programs projected to be revenue generators but were not.
- Instructors were of top quality and the training programs were of top quality.
- Authority budgets were developed by looking at expenditures and over projecting revenues to match. This budgeting process resulted in reducing Authority reserve funds.
- Courses budgets overprojected the number of attendees to reduce costs which resulted in a high cancellation rate and/or financial loss to the Authority.
- Approximately 40% of scheduled classes were being cancelled due to low enrollment.
- The Authority saw a 100% turnover of all employees.
- The Authority was in an unsustainable financial condition. There were multiple redundant systems in place such as file sharing systems (Office 365, Dropbox, Box.com)
- Payments made for positions or functions that no longer existed such as Verizon phone lines being paid with no one using it.
- There was no executed CESC lease and the facility was not complete or functioning properly.
- The Zinfandel lease was incorrect. The actual building was not on the leased portion of land. The site was still not certified. The 727 plane had been donated but had not been relocated from Metro Fire.
- The Authority was funded off of varying levels of member agency contributions.

During the first 90 days as Executive Director, Grijalva looked closely at the budget. A meeting was scheduled with the member agency chiefs and the governing council on the actual financial condition of the Authority. Grijalva reinstated the Paramedic Program Director/Administrator and the Medical Director. A single year business plan was developed. The Authority completed or transitioned all paramedic students. A comprehensive legal review was conducted into the potential litigation threat from the former paramedic students. A comprehensive legal review was conducted into the possibility of the Authority filing for bankruptcy. There was discussion with the Tech Center landlord to try to end the Tech Center lease early and incentives for early release were offered. The full time employee work force was stabilized. Five fulltime positions were eliminated which assisted with a reduction in the salary and wages budget of \$198,000.

The Authority approved sick leave, holiday pay, comp time and health benefits for the remaining full time employees. The paramedic program and fire academy were eliminated. The Authority eliminated courses that operated at a loss and reduced the number of cancelled courses. The Authority also reduced or eliminated leases on accounts such as Verizon, Comcast, Copy Machines, Storage Containers, etc.

The CESC lease was authored and executed. The Zinfandel Lease was corrected and updated. A plan was developed with cost estimates to complete the site certification process at the Zinfandel training site. This project will still require grant funding to complete. The CFRTA funded and moved the 727 aircraft to the Zinfandel training site. A transfer of equipment was facilitated between the CFRTA and Metro Fire.

Director Grijalva also reported on the current activities the Authority is working on. The Authority is providing administrative support for the Metro Fire Suppression Academy, Single Role Academy, Driver Operator Program and EVOG Program. The Authority is providing administrative support for the Sacramento Fire Suppression Academy and EVOG Program. The Authority coordinates various US&R training courses and meetings and will provide support for the US&R Mobex in May and another one after the next fiscal year. Authority Support Staff on assignment from OES conduct US&R Team inspections. The Authority is also currently working on several grant audits and financial audits.

The following career development courses are currently on the Authority's training calendar:

- Fire Inspector Series
- Ethical Leadership in the Fire Service
- Regional Instructor Orientation
- Fire Investigator Series
- USFA 0305
- Strike Team Leader Refresher

The Authority is still hosting exams sponsored by the National Testing Network. An MOA between FEMA and Authority has been executed on collaboration at the CESC. A Cooperative Research and Development Agreement between DHS and the Authority has been executed regarding the EDGE program including a software license agreement. A pending MOA between the Authority and Sandia Corporation has been authored for collaboration at the CESC. Staff developed an inventory list of surplus equipment and are coordinating disposition between the member agencies. Staff is also preparing to move the Business Office over to the CESC.

Director Grijalva also stated he would like to recognize the help Larry Davis and his staff. Larry worked closely on several projects and was always available to discuss solutions for the Authority. Grijalva also thanked Hillary Mitchell, the CRFA Paramedic Program Director and Dr. Rossiter who both returned to close out the Paramedic Program. Grijalva thanked staff from Metro Fire who helped resolve issues with the Paramedic Program. Grijalva thanked Cristy Jorgensen for her role as the Governing Council clerk and training of new employees. Grijalva also thanked Lana Nielsen for her extraordinary work with the financial system, budgets, online timekeeping, and online contracts, and the Logistics Staff still who also provide support to the Authority's programs.

**FINANCE REPORT – Grijalva****1. Status of 2015/2016 Budget**

Received and Filed

**CONSENT ITEM(S)****1. Governing Council Travel  
(Zagaris)**

- **Council Action:**  
**Kelly/Costamagna:** Approve Governing Council Travel Claim

**AYES (Kelly, Costamagna)**  
**ABSTAIN (Zagaris)**

**PRESENTATION ITEM(S)**

**NONE**

**ACTION ITEM(S)****1. 2009 Emergency Management Performance Grant ~ Transfer of Assets  
(Davis)**

- **Council Action:**  
**Kelly/Costamagna:** to approve and adopt resolution.

**AYES (Costamagna, Kelly, Zagaris)**  
**Motion Passed**

**2. CFRTA Policy ~ Records Retention Policy #3090 Amendment  
(Grijalva)**

- **Council Action:**  
**Kelly/Costamagna:** to approve and adopt staff's recommendation.

**AYES (Costamagna, Kelly, Zagaris)**  
**Motion Passed**

**RECESS TO CLOSED SESSION****CLOSED SESSION GOVERNMENT CODES:**

Conference on personnel matters pursuant to California Government section 54957 (b) (1).

**CLOSED SESSION REPORT**

No reportable action.

### GOVERNING COUNCIL QUESTIONS AND COMMENTS

- **Zagaris:** Chief Zagaris stated he has had conversations with CPF/JAC regarding the CESC and the potential to utilize the facility for Active Shooter training. Requested that a tour of the facility be scheduled.

### ADJOURNMENT (4:51PM)

- **Council Action:**  
Council Chair Zagaris to adjourn meeting at 4:51PM.

### NEXT MEETING(S) ~ Location:

California Fire & Rescue Training Authority  
California Exercise Simulation Center (CESC)  
10545 Armstrong Avenue. Suite 320. Mather, CA 95655

#### 2016 Schedule, 4PM

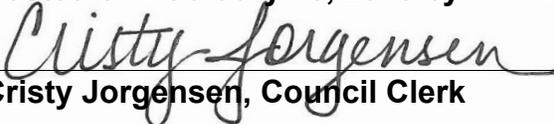
Thursday, April 21, 2016

Thursday, June 16, 2016

Thursday, September 15, 2016

Thursday, December 15, 2016

Posted on February 18, 2016 by:

  
Cristy Jorgensen, Council Clerk