



*Fire Chief Rick Martinez  
Training Facility Manager*

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

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Governing Council

Fire Chief Dave Carlson, Chairperson  
Deputy Chief Rod Chong  
Director James Stewart

Riverside Fire Department (OES)  
Sacramento Fire Department  
Sacramento Metropolitan Fire District

### **GOVERNING BOARD – ACTION SUMMARY CALIFORNIA FIRE AND RESCUE TRAINING AUTHORITY AT SACRAMENTO MEETING**

**Friday, August 8, 2003 – 10:00AM  
Sacramento Metropolitan Fire District – Training Division  
4427 Dudley Blvd., McClellan, CA**

#### **CALL TO ORDER**

Fire Chief Dave Carlson called the meeting to order at 10:08AM. Also present: Alternate Delegate Jay Bowdler, Delegate Jim Stewart. Staff: Fire Chief Rick Martinez (arrived at 10:30AM), 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: May 30, 2003**

- **Council Action  
Stewart/Bowdler - to approve Consent Agenda  
UNANIMOUS VOTE: (Carlson, Bowdler, Stewart)**

#### **FACILITIES MANAGER REPORT - (Taken after Presentation Items.)**

- Chief Martinez discussed the CAP to CAP trip to Washington, D.C. Over 300 business leaders, elected officials and agency attended.
- Chief Martinez reported the JPA continues to support local and statewide training for fire. The Public Safety JPA will likely increase the frequency of JPA Council Meetings.
- Chief Martinez reported that Chief Latta has been the primary contact for the JPA.

## FINANCE REPORT

1. Status of 2002/2003 Final Budget
2. 2002/2003 Revenues/Expenditures Report
  - Council Action  
RECEIVED AND FILED

## ACTION ITEM(S)

1. Audit – Years Ended June 30, 2001 & 2002
  - Alan Matre and Andrew Schmiedt of the County of Sacramento, Auditor Controllers Division, presented the Council with the Audit for Years Ended June 30, 2001 & 2002.
  - Council Action  
Received and Filed
2. Resolution – 2003/2004 Final Budget
  - (Taken last - out of order)
  - Council Action  
Stewart/Bowdler - to adopt the 2003/2004 Final Budget.  
UNANIMOUS VOTE: (Carlson, Bowdler, Stewart)
3. Policy on Instructor Prep Time
  - Captain Kastros reported to the Council the need to compensate instructors for prep time on manipulative courses. This will address any Workers' Compensation/Liability issues and the additional cost will be offset by a slight increase in tuition. The Working Group will determine and manage prep time for individual courses.
  - Council Action  
Stewart/Bowdler - to adopt the Policy on Instructor Prep Time  
UNANIMOUS VOTE: (Carlson, Chong, Stewart)

## PRESENTATION ITEM(S)

1. Project HomeSTAR
  - Jack Anderson, Executive Director of the Northern California Regional Public Safety Training College presented Project HomeSTAR to the Council.  
RECEIVED AND FILED

## DELEGATE REPORTS

### 1. Northern California Regional Public Safety Training JPA

- Chief Chong absent. The next meeting is scheduled for August 15, 2003, 9:00AM, NCRPSTC, 2409 Dean Street, Room 137.

## GOVERNING COUNCIL QUESTIONS AND COMMENTS

- None received.

## SCHEDULING OF NEXT MEETING

TBD

## CLOSED SESSION

None Scheduled

## ITEMS FOR NEXT AGENDA

- Instructor Compensation

## ADJOURNMENT

- Council Action  
Carlson to adjourn the meeting at 11:30AM

/s/

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**Fire Chief Dave Carlson**  
**President**