



David M. Baltzell  
Executive Director

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

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Fire Chief Kim Zagaris, Chairperson  
Deputy Chief Rod Chong  
Director Grant B. Goold

Governing Council

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 August 23, 2006 – 1:30PM**

**Sacramento Metropolitan Fire District - Board Chambers  
2101 Hurley Way, Sacramento, CA**

#### **CALL TO ORDER**

Deputy Chief Rod Chong called the meeting to order at 1:38PM. Also present: Delegate Kim Zagaris and Delegate Grant Goold. Staff: Executive Director David Baltzell, Council Clerk Sherri Martucci and an audience of six.

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

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

None received.

#### **CONSENT AGENDA**

1. Approval of Action Summary: June 2, 2006
2. Travel and Conference Expense Claim – Council Member Zagaris
3. Fiscal Document/County of Sacramento ~ Updated District Signature List

- **Council Action**  
**Zagaris/Goold**

**UNANIMOUS VOTE: (Chong, Goold, Zagaris)**

- **Council Action**  
Amend Fiscal Document to include OES Chief Charley Hurley.  
**Zagaris/Goold**

**UNANIMOUS VOTE: (Chong, Goold, Zagaris)**

**FINANCE REPORT – Martucci**

1. Status of 2005/2006 Final Budget
2. 2005/2006 Revenues/Expenditures Report
3. 2005/2006 OES Funds Status Report
4. Status of 2006/2007 Preliminary Budget
5. 2006/2007 Revenues/Expenditures Report
6. 2006/2007 OES Funds Status Report

- **Council Action**  
**RECEIVED AND FILED**

**ACTION ITEM(S)**

1. **Legal Counsel – Correspondence (Chair)**

**Council Action**

**Zagaris/Goold:** to appoint Mr. Dick Margarita as District General Counsel.

**UNANIMOUS VOTE: (Chong, Goold, Zagaris)**

Chief Hurley questioned if there was a mechanism for backup Counsel, should Mr. Margarita not be available. Chief Baltzell indicated that Metro Fire was looking at hiring Associate Counsel.

2. **Election of Officers: Chairperson, Vice Chairperson, Secretary (Chair)**

**Council Action**

**Goold/Chong:** to appoint Chief Zagaris as Chairperson.

**UNANIMOUS VOTE: (Chong, Goold, Zagaris)**

**Council Action**

**Zagaris/Goold:** to appoint Chief Chong as Vice-Chairperson.

**UNANIMOUS VOTE: (Chong, Goold, Zagaris)**

**Council Action**

**Zagaris/Chong:** to appoint Dr. Goold as Secretary.

**UNANIMOUS VOTE: (Chong, Goold, Zagaris)**

3. **Dean F Unger, AIA, Inc. – Additional Scope of Services required by County Land Division and Site Improvement Review (Bowdler)**

**Council Action**

**Zagaris/Goold:** to approve the additional \$10,340 for the A&E contract.

**UNANIMOUS VOTE: (Chong, Goold, Zagaris)**

#### 4. Donation of 1979 Crown Bus (Bowdler)

**Council Action**  
Item Tabled

#### 5. Extension of State Fire Training Curriculum Development Agreement (Hurley)

**Council Action**

**Goold/Zagaris:** to approve extension of existing contract with State Fire Training through the end of this Fiscal Year.

**UNANIMOUS VOTE: (Chong, Goold, Zagaris)**

#### 6. Executive Director Job Description (Baltzell)

Chief Zagaris indicated that he would like to see some changes to the Job Description. Chief Zagaris recommended no action be taken until the three Training Chiefs sit down and review.

**Council Action**  
Item Tabled

#### 7. Executive Director Appointment (Chair)

Appointment of the Executive Director was made last meeting. Council felt there was no need to take the same action twice.

**Council Action**  
No Action Taken

Executive Director Baltzell introduced Mr. Dick Margarita, General Counsel to the Governing Council. Mr. Margarita did indicate that Associate Counsel will be hired and may be assigned to JPA on a routine basis.

#### 8. Fixed Asset Policy Revision (Martucci)

**Council Action**

**Goold/Chong:** to approve revision of the JPA's Fixed Asset Policy to include a mechanism for the donation of assets and disposing of non-serviceable assets.

**UNANIMOUS VOTE: (Chong, Goold, Zagaris)**

**9. Resolution - Fixed Asset Disposal (Martucci)****Council Action**

**Goold/Chong:** to approve resolution disposing of non-serviceable assets.

**UNANIMOUS VOTE: (Chong, Goold, Zagaris)**

**10. Resolution - Fixed Asset Donation ~ OES Canine Trailers (Chesmore)**

Chief Chesmore advised the Council that donated funds were deposited in the JPA account specifically to support the California Canine teams. The OES Search Working Group felt the best use for the funds would be to purchase long-term training equipment. Two canine trailers were purchased with the funds allocated and will be donated to OES to manage and maintain.

**Council Action**

**Zagaris/Goold:** to approve resolution donating the two canine trailers to OES Fire & Rescue Branch.

**UNANIMOUS VOTE: (Chong, Goold, Zagaris)**

**11. NCRPSTC – 06/07 Preliminary Budget (Baltzell)**

Chief Baltzell advised Council there was a modest increase to the 06/07 budget, however the NCRPSTC Board voted to invoice all agencies at the same rate as the prior fiscal year. Chief Zagaris indicated the JPA has a \$13,000 cost for use of the facility, all other funding is pass-through.

**Council Action**

**Zagaris/Chong:** to approved the 06/07 Preliminary Budget for the Northern California Regional Public Safety Training College.

**UNANIMOUS VOTE: (Chong, Goold, Zagaris)**

**12. Resolution – FY 2006-07 Final Budget (Martucci)****Council Action**

**Zagaris/Goold:** to approve the resolution adopting the 2006-07 Final Budget.

**UNANIMOUS VOTE: (Chong, Goold, Zagaris)**

## PRESENTATION ITEM(S)

### 1. **Wetland Mitigation Update (Metzinger)**

Chief Metzinger advised the Council that all paperwork had been submitted to the Army Corp of Engineers. It is currently being reviewed by US Wildlife. The wetland consultant will wrap this up in October. Chief Metzinger stated there is less than a quarter acre to mitigate. The JPA will be required to purchase two-thirds of an acre.

### 2. **USAR/OHS Grant Proposal (Hurley)**

Chief Hurley reported to Council that he was in the process of working with OHS on a \$10.5 million grant proposal for training and equipment caches, some of which would be facilitated by the JPA. Chief Hurley will be meeting with the JPA Working Group and may need to make mid-year budget adjustments to support the program.

### 3. **National Search Dog Foundation Partnership (Hurley)**

Chief Hurley would like to defer this item until the next meeting to provide a complete report to Council.

## EXECUTIVE DIRECTOR REPORT

Executive Director Baltzell advised the Council that staff continues to work on the RFB for a modular classroom at the Public Safety JPA.

Sherri Martucci has been working on some Course Management Software named MOODLE and may be useful to use for training. Dr. Goold warned of use of Shareware type applications and the lack of technical support.

Chief Baltzell said it may be time to update the Administrative Assistant Job Description.

Staff is also researching options for the storage of records and equipment.

Staff continues to work on the updated Strategic Plan. An Operations Plan will also be included and will be reviewed and updated on an annual basis.

## DELEGATE REPORTS

### 1. Northern California Regional Public Safety Training JPA (Latta)

Nothing to report.

#### **Next Meeting(s):**

**Friday, August 25, 2006 ~ 9AM**

2409 Dean Street, McClellan Park

## GOVERNING COUNCIL QUESTIONS AND COMMENTS

Chief Zagaris thanked the staff. He said we are close and to hang in there.

## CLOSED SESSION ~ None Scheduled

None Scheduled.

## NEXT MEETINGS

TBD

## ADJOURNMENT

- **Council Action**  
Chong to adjourn the meeting at 3:10PM.

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