

\CHANCELLOR'S OFFICE, STATEWIDE
PUBLIC SAFETY EDUCATION ADVISORY COMMITTEE

**COMMITTEE MEETING
MEETING MINUTES
APRIL 16, 2009**

Meeting Location

Days Inn
Miner Room
Sutter Creek, California

Meeting Time

9:30 a.m. – 4:00 p.m.

Attendees

Paul Bestolarides
Art Cota (Chair)
Ron Marley
P.J. Ortmeier

Dick Reed
Nat Reed
David Senior
Rodney Slaughter

Guests

Sandra Israel (Recorder)

Meeting Called to Order

Meeting called to order at 10:25 a.m.

A. Welcome by Mr. Art Cota

a. Meeting Logistics

- Mr. Cota asked if rooms were OK, no problems to report.
- Lunch meeting will move to the Mexican restaurant on Main Street.
- Dr. Ortmeier needs to leave by 1:30 p.m.
- Mr. Rich Green, CDF Academy Administrator, will give committee members a tour of the CDF Academy in Lone.

b. Travel Reimbursement

- Use previously distributed travel forms.

B. Minutes by Mr. Art Cota

Agenda item skipped.

C. Chancellor's Office Update

Mr. Cota provided the following update from Ms. Robles:

Ms. Robles reminded members that out-of-state travel in relation to grants must be pre-approved by her prior to travel; additionally, travel must be related to the project; committee discussed reasons why travel might occur outside of California.

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D. 2008 Grant Review

a. POST/South Bay by Mr. Dick Reed

- Mr. Reed indicated that the project is on track to be completed by the deadline of June 30, 2009.
- Mr. Reed will check with Ms. Myyra to ensure she submitted the third quarter project report. *[Action Item]*

b. California Fire Technology by Mr. Art Cota

Volunteer Fire Departments

- Mr. Fred Bunker, Santa Rosa Junior College, is working on the process to convert fire departments to volunteer fire departments, which includes preparing training manuals; task books were developed during the process; Mr. Slaughter asked if Mr. Bunker sent the task books to Cal Fire; Mr. Cota said the books have not been sent yet.
- Mr. Cota noted that the volunteer standards date back to 1984.

Perishable Skills

- Mr. Cota provided an overview of the project:
 - Review state fire training standards.
 - Determine which skills would serve as fire department refresher training.
 - Determine core skills.
 - Strip off Firefighter I skills, which are actually non-skills.

c. CAAJE by Dr. P.J. Ortmeier

- Dr. Ortmeier gave an overview of the Queen Mary conference held March 19-21, 2009:
 - Great workshop overall, members focused on completing their plan.
 - Forty members attended.
 - Follow-up meeting scheduled for May 7-8, 2009 on the Queen Mary.
 - CAAJE continues to use the Queen Mary because the location is centrally located and the cost is reasonable at \$129/night, which includes meals.
- Link to CAAJE's web site for more details:
<http://www.caaje.org/news/view/presidents-message>

d. Cal Fire by Mr. Rodney Slaughter

- Mr. Slaughter provided an overview of the Chief Officer project:
 - Developed certified training standards for Chief Officer using grant funds.
 - Chief Officer and Fire Officer (COFO) Committee is meeting today, the last day of a 3-day meeting; this is the second meeting held since February; committee will meet two more times this fiscal year.
 - Committee will make recommendations to update curriculum.
 - Project is 60% complete.

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D. 2008 Grant Review

d. Cal Fire by Mr. Rodney Slaughter (continued)

- Link to Chief Officer CTS draft:
<http://www.osfm.fire.ca.gov/advisorycommittees/pdf/steac/updatetoco-cts.pdf>
- Cal Fire will spend all grant money; third quarter report filed and sent to Ms. Shirley Andre on April 15.

E. 2009 Competitive RFA by Mr. Art Cota

- Initial timeline for the 2009 competitive RFA was December-January; no community colleges applied for the public safety RFA; original Chancellor's Office process included sending letters to community college instructional officers during winter recess; letters did not filter down to appropriate personnel in enough time.
- Chancellor's Office sent another letter to colleges expressing interest in the RFA after the timeline passed; four colleges submitted Letter of Intent: Grossmont College, West Hills College, Cuesta College, and San Diego Miramar College; all four colleges received the full RFA package.
- Timeline:
 - April 24, 5:00p.m.: RFA package is due to the Chancellor's Office.
 - July 1: Implementation begins.
- Mr. Cota is assisting San Diego Miramar College in preparing their RFA; sub-projects include CAAJE, POST, and Fire Tech Directors Association; Chief Richwine, Cal Fire, declined involvement at this time but is interested in collaboration on the project.
- Mr. Cota notified committee members that if the Chancellors Office awards San Diego Miramar College the Collaborative Grant he would be the Project Director of the grant.
- Dr. Ortmeier noted that Grossmont College invited public safety entities to submit multi-discipline projects to include in the college RFA.
- Committee members have not heard about further information regarding need for RFA readers except Dr. Ortmeier heard secondhand that the CO sent out a solicitation for readers.
- Mr. Senior asked the status of this committee's part in making recommendations to the readers; Mr. Cota said he hadn't received information on this input.

F. 2009 Final Report Recommendations by Mr. Art Cota

Item deferred until next meeting.

G. 2009 Meeting Schedule

- June 3, 2009 – San Diego.
- Mr. Cota will make reservations at Catamaran. *[Action Item]*

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H. Committee Member Reports/Roundtable

Committee meeting moved to the restaurant as a working lunch.

- Mr. Dick Reed: POST is moving towards the 50th anniversary celebration, let him know if you want to attend so he can send you an invitation; budget rolls over from last year, which is funded by special funding; furloughs are in place but money saved is not being applied to the California budget deficit; California is borrowing \$5M from POST plus interest with a payback plan in place.
- Mr. David Senior: State approved final regulation training online courses; fire technology programs can apply for the courses.
- Mr. Rodney Slaughter: Going through budget processes; fire departments are paying for training courses and materials; Cal Fire is making sure not to over-commit.
- Mr. Nat Reed: Division is doing good budget wise; in process of revising parole officer core courses because they are too old; the state is working with SME's during revision; training audits planned for July; hired 2 employees.
- Mr. Paul Bestolarides Furloughs are in place and budgets are straining; paying OT as needed; grappling with staffing needs; academy planned for May with ramp-up in July; juvenile justice shrinking resulting in 85% staff capacity; will run the parole division academy next year; need to improve communication.
- Mr. Ron Marley: Most recent ruling by Accreditation Committee to clarify problems with educations regarding learning objectives being placed on curriculum records; one option is to move to a formal course outline; potential problem would be if faculty states a particular objective in the SLO then the student may be able to challenge their grade if they did not learn that objective.
- Dr. P.J. Ortmeier: Nothing to add at this time.
- Mr. Art Cota: Shasta College is looking at other options for the fire department; contract not renewed.

Meeting Adjourned

Meeting adjourned at 1:35 p.m. (from the restaurant). Some members met at CAL FIRE in lone for a tour of their fire training facility.

I. CAL FIRE Academy Tour

Members met at 1:45 p.m. at CAL FIRE in lone for a guided tour of their fire training facility.

Members present for the tour: Mr. Cota, Mr. Marley, Mr. Paul Bestolarides, Mr. Dick Reed, and Mr. Nat Reed.

Our CAL FIRE hosts, led by Mr. Rich Green, provided a thorough tour of their extensive fire technology training facility beginning with a staff overview of each respective program; committee members had the opportunity to drive the fire truck simulator on their course and view the various props used during training; our hosts also provided a tour of the wild land training acreage.

Our tour ended at approximately 4:00 p.m.

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<u>No</u>	<u>Done?</u>	<u>Member</u>	<u>Meeting Date</u>	<u>Section</u>	<u>Action Item</u>
1.	<input type="checkbox"/>	Ms. Robles	9/25/07	07/08 Meeting Goals & Directions by Mr. Cota	<p>Arrange for Chancellor's Office staff to meet committee; 12/09/08-This is still an outstanding action item.</p> <p>Invite Ms. Jan Myyra to March 27 committee meeting to provide an update and presentation on the POST/South Bay project.;</p> <p>12/09/08-Mr. Pollard will follow up on inviting Ms. Myyra to a meeting during the 08/09 FY.</p> <p><i>Note: Mr. Cleaver spoke with Ms. Myyra at the POST meeting on January 24, 2008, about attending next committee meeting; Ms. Myyra was agreeable but arrangements still need to be made by Mr. Pollard.</i></p> <p>Mr. Pollard to provide committee public domain information and/or issues;</p>
2.	<input type="checkbox"/>	Mr. Pollard	01/23/08	07 Grant Progress	<p>12/09/08-Mr. Pollard will ensure that the committee gets answers to their public domain concerns on this project.</p> <p>Mr. Cota will check with Shasta College to see if college is interested in holding grant;</p>
3.	<input type="checkbox"/>	Mr. Pollard	01/23/08	07 Grant Progress	<p>12/09/08: Mr. Cota asked all committee members (those working at a CC) to check with their respective colleges then get back to him.</p> <p>Distribute CD "Student Fee Handbook" to committee based on Ms. Robles' action item shown below;</p> <p>12/09/08-Mr. Cota will upload the handbook to the committee web site & distribute the CD at the next meeting</p>
4.	<input type="checkbox"/>	Mr. Cota	01/23/08	08 Grants	<p>Fee Issue: Ms. Robles proposes that Chancellors Office send memo about informing districts regarding "no audit" exception – Incomplete, needs to send memo (9/7/06);</p> <p>12/09/08-Group wanted to add "legal opinions" to memo; Mr. Marley will assist Ms. Robles in obtaining information.</p> <p>01/23/08 (Committee Membership by Mr. Art Cota)- Review committee bylaws and/or guidelines for (1) how many meetings a representative can miss before being removed from the committee, and (2) voting rules</p>
5.	<input type="checkbox"/>	Mr. Cota Mr. Marley Ms. Robles	01/23/08	Chancellors Office Report	<p>12/09/08-Action item transferred from Mr. Cota to Ms. Robles; Ms. Robles will check the bylaws.</p> <p>03/27/08 (08 Grants-Mr. Cleaver)-Send Mr. Cota an email list of chief academic instructional officers for him to use for mass mailing notification that committee is looking for projects to fund.</p> <p>12/09/08-Action item was reassigned from Mr. Cleaver to Mr. Marley.</p>
6.	<input type="checkbox"/>	Ms. Robles	01/23/08	Review Meeting Minutes	<p>Confirm mileage rate with Ms. Shirley Andre then relay the information to the committee members.</p> <p>Submit a report to Mr. Cota to take to the January conference in Newport Beach.</p> <p>Send Workforce Development Institute notice to committee members (conference to be held in Newport Beach January 28-31).</p>
7.	<input type="checkbox"/>	Mr. Marley	12/09/08	Review Meeting Minutes	
8.	<input type="checkbox"/>	Mr. Pollard	12/09/08	Travel Reimbursement	
9.	<input type="checkbox"/>	Mr. D Reed	12/09/08	Chancellor's Office Update	
10.	<input type="checkbox"/>	Ms. Robles	12/09/08	Chancellor's Office Update	

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11.	<input type="checkbox"/>	Mr. Cota	12/09/08	Chancellor's Office Update	Send a letter of support to the Chancellor's Office on behalf of the committee.
12.	<input type="checkbox"/>	Mr. D Reed	12/09/08	07 Grant Review	Revise work plan and budget for the POST/South Bay project; send the information to Mr. Cota and Ms. Robles.
13.	<input type="checkbox"/>	Ms. Robles	12/09/08	07 Grant Review	Work with Mr. Pollard on updating the plan on the final RFA after she receives Mr. Reed's revised work plan and budget for the POST/South Bay project.
14.	<input type="checkbox"/>	Ms. Robles	12/09/08	07 Grant Review	Send committee members the verbiage to use on collaborative project documentation (For example "Funding provided by _____").
15.	<input type="checkbox"/>	Dr. Ortmeier	12/09/08	07 Grant Review	Send Ms. Israel the link to the CAAJE web site to post on the committee web site.
16.	<input type="checkbox"/>	Mr. Cota	12/09/08	07 Grant Review	Place the CAAJE link on the committee web site.
17.	<input type="checkbox"/>	Mr. Slaughter	12/09/08	07 Grant Review	Send an electronic copy of the CRO manual to Ms. Robles and Ms. Israel; also send a link to the CRO manual to Mr. Cota to post on the committee web site.
18.	<input type="checkbox"/>	Mr. Cota	12/09/08	07 Grant Review	Place the Cal Fire CRO manual link on the committee web site.
19.	<input type="checkbox"/>	Mr. Pollard	12/09/08	2008 Industry Collaborative Update	Determine if board needs to ratify smaller contracts or those over \$50k, then send committee members the results of inquiry; also find out when billings can begin and let committee members know the date.
20.	<input type="checkbox"/>	Mr. Cota	12/09/08	2008 Industry Collaborative Update	Write letter to San Jose/Evergreen expressing committee concerns about change in procedure handling of collaborative grand funding; submit letter to Mr. Pollard by end of business day, Thursday, December 11.
21.	<input type="checkbox"/>	Ms. Robles	12/09/08	2008 Industry Collaborative Update	Email Serena at San Jose/Evergreen to follow-up on notice of approval of grant to indicate CPSEAC had this meeting and that a new process was presented at the meeting & if this layer will be imposed then time will not allow projects to be completed in time; send email on Thursday, December 11, 2008
22.	<input type="checkbox"/>	Mr. Pollard	12/09/08	2008 Industry Collaborative Update	Send Mr. Cota an email stating that collaborative grant awardees can officially go forward on the projects and if there are any new requirements with which to comply (go back to initial email and address each issue).
23.	<input type="checkbox"/>	Dr. Ortmeier	12/09/08	Committee Membership	Talk to Mr. Young about possibility of having a private security representative on the committee.
24.	<input type="checkbox"/>	Mr. Cota	12/10/08	RFA Priorities	Prepare the requirements for readers of the collaborative grant on behalf of the committee.
25.	<input type="checkbox"/>	All Members	12/10/08	RFA Priorities	Send Mr. Cota your suggestions for identifying statewide needs for readers.
26.	<input type="checkbox"/>	Mr. Nat Reed	12/10/08	2009 Meeting Schedule	Call San Francisco sheriff's department regarding Treasure Island training center to see if a tour would be possible.
27.	<input type="checkbox"/>	Mr. Dick Reed	04/16/09	2008 Grant Review	Confirm that Ms. Myyra submitted the 3 rd Qtr report.
28.	<input type="checkbox"/>	Mr. Art Cota	04/16/09	2009 Meeting Schedule	Make reservations at Catamaran for June 2009 mtg.