

CHANCELLOR'S PUBLIC SAFETY EDUCATION ADVISORY COMMITTEE

COMMITTEE MEETING MEETING MINUTES MARCH 29, 2007

Meeting Location

Holiday Inn Hotel
China Clipper Room
Sacramento, California

Meeting Time

9:30am – 12:00pm

Attendees

Ron Allen
Paul Bestolarides
Norman Cleaver
Art Cota (Chair)
Dr. P.J. Ortmeier

Robert Pollard
Dick Reed
Nathanial "Nat" Reed
Mike Richwine
David Senior

Guests

Steve Cushing
Sandra Israel (Recorder)

Welcome and Introduction by Mr. Art Cota

- Meeting called to order at 9:43 a.m.
- Mr. Cota stated that today's meeting is focused on reviewing submitted Grant Concept Proposals for funding.
- Mr. Pollard apologized to the committee stating it was not his intent to deny anyone a chance to grant funds.
- Logistics
 - Direct bill on hotel.
 - No needs required.
- Reimbursement
 - Committee members asked for Travel Reimbursement form. (*Action Item*)

Grant Concept Proposal, Review Guidelines

- Handout

Mr. Cota distributed Grant Concept Proposal, Review Guidelines (draft copy)
- Mr. Cota asked committee to review Guidelines; committee approved concepts will be used in rating submitted concept proposals (chosen for Second Phase)—Committee agreed.
 - Matched Funds
 - Discuss matched funds definition: hard match, soft match, cash match, in-kind match
 - Committee decided to leave item flexible
 - No set %
 - Leave item in rating sheet
 - Individual committee member may consider matched funds favorably or not
 - Change "will" to "may" in last sentence
 - Multi-Year Projects

Mr. Richwine asked for clarification as to why or why not a multi-year project would be approved after the first year; Mr. Senior offered that funds may no longer be available or project may not work out; Mr. Cleaver offered that a project may have been a pilot project.

Grant Concept Proposal, Review Guidelines (continued)

- Rating/Scoring Sheet
 - Committee decided on the following rating system
 - Criteria is silent
 - Rating scores = 0-5, 5 being the highest score, except for Qualitative Points where rating = 0-10
 - Maximum points = 38

 - Note: If an organization has more than one representative present, only one representative from that organization may vote.***

 - "Objectives"
 - Score each item at 1 point
 - "Is Concept Proposal form complete?"
 - All items considered for total of 5 points
 - Discussion on "Proposed event date(s)" – Proposal should have benchmark dates, reasonably good timeline
 - "Project impacts major issues of public safety"
 - Remove "major" and add "training and education" after "...public safety."
 - Committee decided to conduct needs assessment within this committee
 - Committee agreed that each project addresses identified public safety training and educational needs within its proposal
 - Remove "Multi-Year project?"
 - Rating for "Qualitative points on overall concept"
 - 0–10, which is discretionary by committee member.
 - Committee agreed there are no items to add to the Rating/Scoring Sheet
- Add "EMS" to Concept Proposal; Committee agreed to use Top Codes for Multi-Discipline list.

Scoring Grant Concept Proposals

- Mr. Cota distributed five submitted Grant Concept Proposals. Mr. Richwine noted that CAL FIRE submitted two proposals, not one. Mr. Richwine distributed the additional proposal.
- Committee reviewed each proposal rating each proposal as decided earlier in the meeting; Mr. Cota abstained from rating process; committee members who submitted a proposal or who would benefit from a proposal abstained from scoring that proposal.
- Mr. Richwine recorded total proposal scores by each committee member then recorded a grand total for each proposal; each grand total was divided by total number of scores to determine an average score.
- Committee determined award amount for each concept proposal based on available grant award funds of \$300,000.

**CHANCELLOR'S PUBLIC SAFETY EDUCATION ADVISORY COMMITTEE
COMMITTEE MEETING**

MARCH 29, 2007

Grant Concept Review

- Ways to improve process: Committee suggested giving interested organizations the Guidelines including the rating/scoring system as an explanation of the rating process.
- How did the rating process work? Although "Objectives" were not stated in a specific question on the proposal form, they were found in narrative. Members liked flexibility in the last rating item, "Qualitative points."
- Student structure? Proposal form provides for submitter to state how proposal meets student needs.
- Improvements? Committee agreed that it is good to have a process in place.

Grant Award Determinations

- **Note: The committee does not actually award funds. The purpose of this process is to identify what projects the committee wishes to put forward in its RFA to the Chancellors Office.**
- Committee discussed overall benefits of each Concept Proposal and whether or not reduced award amounts would accomplish proposed objectives.
- How do we make this a win/win for everybody? Most important feature is that there is flexibility within the proposal. Mr. Dick Reed, Mr. Cushing, and Mr. Pollard will collaborate on a joint project (Proposals #3 and #5) and redefine deliverables. (*Action Item*)
- All organizations must now complete the RFA grant forms and submit them to Mr. Cota for review at the April meeting.
- Recap of submitted and rated Grant Concept Proposals including award amounts.

CHANCELLOR'S PUBLIC SAFETY EDUCATION ADVISORY COMMITTEE AWARDS BASED UPON PROPOSED GRANT CONCEPTS MARCH 29, 2007					
RANK	AMT REQ	SUBMITTED BY	PROPOSAL NUMBER	AWARD AMOUNT	COMMENTS
1	\$300,000	Commission on Peace Officer Standards and Training (POST)	3	\$187,000	POST to collaborate with South Bay; then total monies to be awarded to POST. Project awarded the difference between \$300,000 and remaining award amounts.
2	100,000	South Bay Regional Public Safety Training consortium	5		
3	50,000	California Fire Technology Directors Association	2	50,000	
4	150,000	California Association of Administration of Justice Educators (CAAJE)	1	25,000	
5	28,000	CAL FIRE – State Fire Training Ethics	6	38,000	CAL FIRE projects to be combined for a total award amount of \$38,000
6	20,000	CAL FIRE – State Fire Training	4		

CHANCELLOR'S PUBLIC SAFETY EDUCATION ADVISORY COMMITTEE AWARDS BASED UPON PROPOSED GRANT CONCEPTS MARCH 29, 2007					
RANK	AMT REQ	SUBMITTED BY	PROPOSAL NUMBER	AWARD AMOUNT	COMMENTS
		Public Education			
TOTAL AMOUNT AWARDED				\$300,000	

Estimated Future Meeting Date

- Date and location TBD via e-mail.

Meeting Adjourned

Meeting adjourned at 2:00 p.m.

**CHANCELLOR'S PUBLIC SAFETY EDUCATION ADVISORY COMMITTEE
COMMITTEE MEETING – MARCH 29, 2007
ACTION ITEMS**

Introduction and Welcome by Mr. Art Cota

- Mr. Cota to distribute electronic Travel Reimbursement form to committee*
- Ms. Israel and Mr. Cota to update and distribute revised Grant Concept Proposal, Review Guidelines*

Grant Award Determinations

- Mr. Dick Reed, Mr. Cushing, and Mr. Pollard will collaborate on a joint project then redefine deliverables*
- Mr. Cota to notify all organizations who submitted grant concept proposals of Committee determinations; organizations must then submit Grant Proposals to the Committee for final determination of funds to be awarded*

Estimated Future Meeting Date

- April 26, 2006. Mr. Cota to provide additional details.*