



HEARTLAND FIRE TRAINING AUTHORITY

BOARD OF CHIEFS SPECIAL MEETING MINUTES

TUESDAY, JANUARY 7, 2025

8:00 AM

1. CALL TO ORDER

A Meeting of the Heartland Fire Training Authority Board of Chiefs held this Tuesday; January 7, 2025 was called to order by the HFTA BOC Chair Chief Don Butz at 8:00 am.

2. ROLL CALL & DETERMINATION OF A QUORUM

CHIEFS PRESENT:

BRIAN BOGGELN – Alpine Fire Protection District
BENT KOCH – Heartland Fire & Rescue (El Cajon, La Mesa, Lemon Grove)
BOB PFOHL – Viejas Fire Department
MIKE SIMS – VICE CHAIR – Bonita-Sunnyside Fire Protection District
DON BUTZ – CHAIR – Lakeside Fire Protection District

CHIEFS ABSENT:

ANDY LAWLER – San Miguel Fire & Rescue
KEN KREMENSKY – Barona Fire Protection District
JUSTIN MATSUSHITA – Santee Fire Department
Chief Matsushita arrived after roll-call and quorum was established

STAFF PRESENT:

JAY PETTERSON – Heartland Fire Training Authority, Facility Manager
CLAY SCHOEN – Heartland Fire Training Authority, Treasurer/Controller
MIKE SMITH – Bonita/Sunnyside Fire Protection District

STAFF ABSENT:

None

GUEST PRESENT:

None

3. PLEDGE OF ALLEGIANCE

Led by Captain Mike Smith - Bonita/Sunnyside Fire Protection District

AGENCIES:

ALPINE FPD	CITY OF LEMON GROVE
BONITA FPD	SAN MIGUEL FPD
CITY OF EL CAJON	BARONA BAND OF MISSION INDIANS
CITY OF LA MESA	VIEJAS BAND OF KUMEYAA Y INDIANS
LAKESIDE FPD	CITY OF SANTEE

TRAINING MANAGER JAY PETTERSON
CLERK OF THE BOARD JAY PETTERSON

HEARTLAND FIRE TRAINING FACILITY
1301 N. MARSHALL AVE
EL CAJON, CA 92020

4. APPROVAL OF AGENDA

APPROVE THE AGENDA OF THE
JANUARY 7, 2025 SPECIAL MEETING

MOTION by PFOHL, SECOND
by SIMS to approve the Agenda
of the January 7, 2025 special
meeting

MOTION CARRIES BY A VOTE OF THOSE PRESENT

5. PUBLIC COMMENT

State Law prohibits taking action or discussion on any item not on the posted agenda. The Authority Commission may briefly respond to statements or questions by persons exercising their public testimony rights. If appropriate, a matter of business may be on a future agenda.

No public comment

6. CONSENT CALENDAR

Consent Items are routine matters enacted by a motion according to the RECOMMENDATION listed below. With the concurrence of the Board of Chiefs, a Chief or person in attendance may request discussion of a Consent Item at this time.

**APPROVE MINUTES OF THE
OCTOBER 1, 2024 MEETING**

MOTION by KOCH, SECOND
by PFOHL to approve the
Minutes of October 1, 2024
meeting, financial report and
training manager report as
presented

MOTION CARRIES BY A VOTE OF THOSE PRESENT

**APPROVE FINANCIALS REPORTS
AS PRESENTED**

MOTION by KOCH, SECOND
by PFOHL to approve financial
reports as presented

MOTION CARRIES BY A VOTE OF THOSE PRESENT

**APPROVE TRAINING MANAGER
REPORT AS PRESENTED**

MOTION by KOCH, SECOND
by PFOHL to approve training
manager report as presented

MOTION CARRIES BY A VOTE OF THOSE PRESENT

7. ACTION ITEM

**APPROVE SOLE SOURCE
LETTER AS PRESENTED**

MOTION by KOCH, SECOND
by BOGGELN to approve sole
source letter as presented

MOTION CARRIES BY A VOTE OF THOSE PRESENT

**APPROVE VENDOR CONTRACT
BE SENT TO HFTA COMMISSION**

MOTION by KOCH, SECOND
by BOGGELN to approve vendor
contract to be sent to HFTA
commission

MOTION CARRIES BY A VOTE OF THOSE PRESENT

**APPROVE USE OF REMAINING CIP
PROJECT FUNDS FOR SITE PREP.
SEND TO HFTA COMMISSION FOR
APPROVAL TO START BIDDING
PROCESS**

MOTION by PFOHL, SECOND
by SIMS to approve vendor
contract to be sent to HFTA
commission

MOTION CARRIES BY A VOTE OF THOSE PRESENT

8. DISCUSSION ITEMS

8.1 - EMS

Chief Koch would like to increase the EMS training offerings through the HFTA. He explained that roughly 90% of calls have an EMS element and the JPA members would benefit from the HFTA offering more EMS training along with fire suppression training. Discussion between Fire Chiefs included type of training (IST format and/or RCCP format). Chief Butz added to the discussion and recommended creating a sub-committee to report back to HFTA BOC's. At this time, EMS liaisons and Training Officer liaisons will create a line of communication and work towards collaborating on training efforts.

8.2 – NEW JPA MEMBER INQUIRY

Sycuan Fire Department personnel (Engineer Noah De La Rosa) reached out to the training manager regarding JPA membership.

Discussion between HFTA BOC's recommended any further inquiry regarding JPA membership come from the Sycuan Fire Chief. Chief Pfohl will follow up with Sycuan Fire Chief (Zach Carrillo) to gauge actual interest in possible JPA membership.

8.3 – NORTH COUNTY EVS

Jay Petterson informed the HFTA BOC's that a facility use agreement has been put in place for all North County EVS pump pit operations held at the HFTA training facility.

8.4 – ADMINISTRATIVE ANALYST POSITION

Jay Petterson informed the HFTA BOC's that the administrative analyst position is currently vacant. The HFTA training manager (Jay Petterson) has assumed all administrative analyst duties and will do so through April of 2025. Jay Petterson will provide an updated needs analyst at the April HFTA BOC meeting regarding the future needs of the administrative analyst position.

8.5 – SONRISE CHURCH AWARD

Jay Petterson informed the HFTA BOC's that a design has been chosen and will be ordered. The direction given by the HFTA BOC's is that the award should be presented at the April HFTA Commission meeting.

8.6 – MILLER WELDER PURCHASE

Jay Petterson informed the HFTA BOC's that a multi-use Miller welder has been purchased for the training facility. The welder will make it possible to repair and fabricate training props. As directed by the HFTA BOC's, a usage log will be created and only certified welders will have access to the welder, under supervision of the HFTA training manager.

9. FUTURE AGENDA ITEMS

No discussion

10. ADJOURNMENT

Adjournment of the January 7, 2025 HFTA BOC Special Meeting at 0845.

CLERK OF THE BOARD POSTED THE AGENDA FOR JANUARY 7, 2025 HFTA BOC SPECIAL MEETING IN ACCORDANCE WITH STATE LAW AND AGENCY POLICY.CHANGES TO THE AGENDA

MINUTES TYPED BY: Jay Petterson, Clerk of the Board