



California Fire & Rescue Training Authority. Sacramento

3121 Gold Canal Dr., Mather, CA 95670 • Phone (916) 475-1660 • Fax (916) 475-1662

www.fireandrescuetraining.ca.gov

Governing Council

Fire Chief Brian Marshall
Deputy Chief Niko King
Fire Chief Todd Harms

California Governor's Office of Emergency Services
Sacramento Fire Department
Sacramento Metropolitan Fire District

*Asst. Chief Joe Gear
Executive Director*

CALIFORNIA FIRE AND RESCUE TRAINING AUTHORITY AT SACRAMENTO GOVERNING COUNCIL

April 20, 2022 at 8:30 AM

This meeting will be held in person and accessible by Zoom Conference call or Video for the public who would like to participate but cannot attend in person.

Meeting Location: California Fire & Rescue Training Authority
3121 Gold Canal Drive
Rancho Cordova, CA 95670

Join Zoom Meeting

<https://us02web.zoom.us/j/89728767286?pwd=UjlnRmc5ZFBFWhCT1BDejdoYlY3UT09>

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**Join the Meeting via the Zoom Phone Number
1 669 900 6833**

Meeting ID: 897 2876 7286

Passcode: 157221

Instructions to Make Public Comment

During the meeting, members of the public who wish to provide verbal comments during the meeting, may do so. If you wish to provide verbal comments via teleconference, follow these instructions:

To request to make a public comment by phone press *9 to raise your hand. Please wait to be called upon by the Governing Council Clerk.

Please note that members of the public waiting to speak will be put in order by request to speak. All public comments will be limited to three-minutes.

If you have questions related to the Governing Council Meeting or the use of Zoom Meeting, please contact the Governing Council Clerk, Lana Nielsen at (916) 202-1775 or email Lana.nielsen@fireandrescuetraining.ca.gov before 5:00 PM, April 19, 2022.

AGENDA

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL

PUBLIC COMMENT ON AGENDA/NON-AGENDA ITEMS

This portion of the meeting is reserved for persons wishing to address the Governing Council on any matter, including matters which are not on the agenda. Please note that state law prohibits the Governing Council from acting on matters not on the agenda. Matters raised by the public may be referred to staff or placed on the next meeting's agenda. While the Governing Council welcomes and encourages attendance and input at Council meetings, comments from individuals will be limited to three minutes and Organizations to five minutes. The Council Chair may in the interest of time and good order limit the length and number of public member presentations. Speakers may not disrupt the meeting or use profanity.

COUNCIL MEMBER ANNOUNCEMENTS

CONSENT AGENDA

1. Approval of Action Summary:
March 16, 2022
Action: Motion to approve Consent Agenda

EXECUTIVE DIRECTOR REPORT (Gear)

Action: Accept and file Executive Director report

BUDGET STATUS REPORT (Gear)

Action: Accept and file Budget Status report

CFRTA DISSOLUTION AGREEMENT (Gear)

Action: Discussion of CFRTA Dissolution Agreement

DISSOLUTION OF AUTHORITY (Gear)

Action: Overview, Assessment and Discussion regarding Dissolution of Authority and provide possible directions.

RECESS TO CLOSED SESSION

CLOSED SESSION GOVERNMENT CODES:

Closed session pursuant to Government Code § 54957.6 – Conference with Labor Negotiator

Agency Designated Representatives: Authority Chair, Executive Director, and Authority General Counsel Sloan Sakai Yeung & Wong LLP Unrepresented Employees: Administrative Officers for Finance, US&R Training, and Financial Secretary

CLOSED SESSION REPORT

GOVERNING COUNCIL QUESTIONS AND COMMENTS

ADJOURNMENT

NEXT MEETING(S) - Location: California Fire & Rescue Training Authority
3121 Gold Canal Drive, Rancho Cordova, CA 95670

May 25, 2022 at 1:00 PM
June 15, 2022 at 8:00 AM

Posted on April 15, 2022 by:



Lana Nielsen, Council Clerk



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CALIFORNIA FIRE AND RESCUE TRAINING AUTHORITY AT SACRAMENTO GOVERNING COUNCIL

March 16, 2022 at 11:00 AM

CALL TO ORDER

Council Chair, Fire Chief Brian Marshall called the meeting to order at 11:01 AM

ROLL CALL

Roll call was taken, all present: Fire Chief Brian Marshall, Deputy Chief Niko King, Fire Chief Todd Harms. Staff: Executive Director Assistant Chief Joe Gear, Council Clerk Lana Nielsen, and an audience of 5 attending via Zoom video conference.

PUBLIC COMMENT ON AGENDA/NON-AGENDA ITEMS – None

COUNCIL MEMBER ANNOUNCEMENTS – None

CONSENT AGENDA

1. Approval of Action Summary:
February 17, 2022

Council Action: Harms/King: Move to approve consent agenda
(Ayes: King, Harms, Marshall)
Motion Passed

EXECUTIVE DIRECTOR REPORT (Gear)

The inventory of assets, furniture, electronics, vehicles, office equipment, and storage containers by the Executive Director is underway.

The Avionics Program at American River College has responded to our offer to utilize the Boeing 727 for training purposes to clear all Jet-A Fuel and Hydraulic Fluids from the aircraft. The Executive Director will be meeting with them to initiate the clearing of the hazardous materials. They assure us that the aircraft dissection will be completed before 06/30/2022.

We have been working with CSTI as they begin to transition into our training programs. We currently have a MOBEX going on in San Diego for CATF-5 & CATF-8. Nicole is coordinating the MOBEX, we have an evaluator cadre, some CSTI personnel, and one clerical person from OES Fire headquarters shadowing Nicole Paskey.

One of the Heating Units on the roof of the building failed after having caught fire. The fire apparently burnt itself out with no visible damages to the roof or structure of the building. The price of the new replacement unit with installation is \$18,814.00. The lead time for the new unit is 20 weeks, which is well after the expiration of our lease on the building and our vacating the premises.

Most concerning is the age of the failed unit. The vendor has stated that it is 33 years old, which is well past its planned "service life". Of these 33 years, CFRTA was financially responsible for only a very small fraction of this time.

Chief Harms: As far as the inventory, have you been working with Marie and Erin, as far as the grant items. There are some stipulations in the grant as far as the close out of those items. That if the agency goes away those items would have to revert to Metro Fire and would need to be disposed of or accounted for post the closing of the agency. I ask that you reach out to Marie or Erin to make sure the grant portions of it are closed out appropriately.

My other concern is the plane, while working through the liability issue, I don't see the plane mentioned in the dissolution agreement. Attorney Mufti stated the plane is not part of the agreement as the intention is the plane will not be at Zinfandel as of June 30th.

Chief Harms: If it's gone then it's gone but I want it documented that I have concerns about the plane.

Council Action: Harms/King: Move to file Executive Director report
(Ayes: King, Harms, Marshall)
Motion Passed

FIRE TRAINING REPORT (Gear)

FY 21/22 CFRTA has hosted 35 courses and delivered training to over 700 students.

Council comments:

Chief King: Our intent was to hold classes through April 30th and the building will be occupied through June 30th, correct?

Lana: Yes, we do have a couple meetings being held by CCIC and Metro in May, but we have cut off the use of the space for everyone at the end of May. At that time CCIC will be coming in to pick up their furniture they had given us to use.

Council Action: Harms/King: Move to accept and file the Fire Training report
(Ayes: King, Harms, Marshall)
Motion Passed

BUDGET STATUS REPORT (Gear)

Our total revenue to date is \$2,885,925 and we have expended \$1,685,517 or 58% of our budget. The proposed remaining balance at the end of June was calculated only based on the funds that will be gained by not paying out benefits and incentive pay for an employee that is leaving the agency at the end of March. I am currently working with vendors to try to negotiate some final payments on contracts and with additional

expenses coming to light recently, I did not complete a full analysis at this time to come up with those estimated funds as of June 30th. I believe we may have more funds available than currently noted and I should be able to come up with a firmer number at the next Council meeting.

On a side note, the Board had mentioned in a previous meeting wanting to maintain the CFRTA website pass the June 30th closing date, is this still something that you would like to proceed with? Streamline is willing to continue to maintain our website for the redirect and will shut down the site for us, but he is looking for a time frame as to when you'd want that completed. Chief Marshall would like to continue the site through December 31, 2022.

Council Action: Harms/King: Move to accept and file Budget Status report and direct staff to terminate the website December 31, 2022.

(Ayes: King, Harms, Marshall)

Motion Passed

CFRTA DISSOLUTION AGREEMENT (Gear)

We met with each member agency's counsel several times and the agreement you have in the packet is the agreement that everybody has agreed to, and the staff report summarizes the key points. We are not looking for approval here from the board as the JPA is not a party to this agreement, it is the individual member agencies. So, we are looking for a recommendation for each individual agency to take to their respective boards stating the JPA council agrees with this and adopting the dissolution agreement.

Chief Marshall: Timing of this document, Chief King must take this to the city council, so it could be at the May meeting before this agreement could be finalized.

Osman Mufti: Hopefully not, our next council meeting is April 20th and depending on the lead time needed to take this to the boards, I'm hopefully this can be done by April 20th but will be done before May 25th. As soon as it is completed, we can email everyone and let them know its complete.

Chief Harms: On page two, number 4, retained funds – “the Authority will allocate up to \$50,000 dollars as determined by the Council no later than June 2022...The retained funds shall be allocated from Authority general funds...” Is there an estimate on how we got to the \$50,000 or is this a place holder?

Osman Mufti: Yes, it's a place holder. Lana has done a pretty good job of keeping track, hopefully as we get to the June meeting, we will know exactly what is remaining. We don't anticipate it being \$50,000 we just put up to \$50,000. In June if we come to the board with an estimate of the remaining bills, at that time you can take action to allocate that amount.

Chief Harms: Based off the financials, what we expect to be our expenditures in June will be the amount allocated to that fund.

Osman Mufti: That and there is a component of it that, keep in mind those funds are going to be used by the dissolving member which is OES for wrap things up. The bill payment and a component of it for the transfer of records and serving as custodian of records. We are working on the cost, if any there is a cost, in terms of what

funding they would need to get the intake and responding after the fact. I don't know the amount.

Chief Marshall: I have not heard of an amount, so that's something we have to figure in. As we go forward with this, is there enough buffer in that amount, or do we change that to \$100,000? If we sign this and need to change that we would have to go back through and get it signed as we are moving towards the end.

Osman Mufti: Right, we don't anticipate final bills to be above \$50,000 all which is why we chose that number.

Chief Harms: The unknown portion was the cost of OES; you came in and said OES was going to assume the responsibilities of the dissolution and we all agreed to that but there was never a cost that was put out there that was going to come back to the agency. I'm ok with the way it is written in here and I think it is very easy to have the discussion with my board. That was the only item for me that is hanging out there.

Osman Mufti: I am assuming from OES perspective that there are some administrative costs to intaking those records and after that taking it over to responding to any request, taking on that responsibility.

Council Action: Harms/King: Discussion and possible action to recommend the CFRTA Dissolution Agreement
(Ayes: King, Harms, Marshall)
Motion Passed

DISSOLUTION OF AUTHORITY (Gear)

The outstanding items are:

1. Resolving the airplane situation.
2. Identifying or shoring up any admin costs for Cal OES taking over the records.
3. Final assets we have in the Conex boxes, seeing if member agencies want them or if not, then the next item is disposing of them or how we dispose of them for sale and get those funds into the JPA if possible.

Lana Nielsen: Normally when we dispose of an asset, whether we transfer it, we do a resolution, do we have to do that here or is the disposal just part of the dissolution?

Osman Mufti: If it was JPA property you would want documentation that we own this and we are transferring it or disposing of it. It would be just one board action with an attachment of the listed items.

Council Action: No action taken at this time, discussion item only.

RECESS TO CLOSED SESSION

CLOSED SESSION GOVERNMENT CODES:

Closed session pursuant to Government Code § 54957.6 – Conference with Labor Negotiator

Agency Designated Representatives: Authority Chair, Executive Director, and Authority General Counsel Sloan Sakai Yeung & Wong LLP Unrepresented

Employees: Administrative Officers for Finance, US&R Training, and Financial Secretary

CLOSED SESSION REPORT

No reportable action

GOVERNING COUNCIL QUESTIONS AND COMMENTS

Chief Harms: If you think about it, we are coming up on a year ago when we first started talking about where we were at and being able to move forward. I just want to thank everybody here and our partners and our attorneys for being able to sit down and work through what can be a very difficult process. Everybody coming to the table and being able to discuss the future of it and while it's coming up on a year, and a hard year, I am very happy with where we are today and the work that everyone has put in to being able to do this.

Chief King: There is a lot of work to be done still and trying to figure that out, so whatever support is needed just let us know.

ADJOURNMENT at 12:10 PM

NEXT MEETING(S) - Location: California Fire & Rescue Training Authority
3121 Gold Canal Drive, Rancho Cordova, CA 95670

April 20, 2022 at 8:30 AM

May 25, 2022 at 1:00 PM

June 15, 2022 at 8:00 AM

Posted on March 11, 2022 by:



Lana Nielsen, Council Clerk



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*Asst. Chief Joe Gear
Executive Director*

Date: April 20, 2022
To: California Fire & Rescue Training Authority – Governing Council
Subject: Executive Director Report

- A) Executive Director is working with Mather Aviation Services seeking a quote on draining hydraulic fluids, oil, and Jet-A fuel from the 727. The Community College District has concerns regarding risk management issues for this project. Schnitzer Steel is still interested in cutting and hauling away the scrap from the aircraft.
- B) Working with CSTI, we have reached an agreement regarding the format in which they would like to receive our records.
- C) One of our fulltime Administrative Officers has resigned and is now employed at CSTI.

Submitted by:

A handwritten signature in black ink, appearing to be "Joe Gear", written over a horizontal line.

Assistant Chief Joe Gear
Executive Director

FY 2021/22 Budget Status 04/1/22

ACCOUNT TITLE		Revenue 2021/22 Budgeted	Revenue 2021/22 Actual	Pct Received
Acct.	Annual Revenue:			
9410	Interest	5,000	5,773	115%
9531	Member Agency Contributions	800,000	800,000	100%
9569	State Aid Other Misc Programs (Grant Funding)	0	0	0%
9699	Other Training (Tuition Based)	298,370	330,176	111%
9790	Other/Misc. Revenues	704,900	392,917	56%
		1,808,270	1,528,866	85%
	Fund Balance	708,451	708,451	
	From Reserves	698,675	698,675	
		3,215,396	2,935,992	91%
ACCOUNT TITLE		EXPENSES 2021/22 Budgeted	EXPENDED 2021/22 Actual	Pct Expended
	Annual Expenditures:			
1110	SALARIES & WAGES	1,074,605	616,876	57%
1220	FICA/MEDICARE	81,914	47,075	57%
1230	GROUP HEALTH INSURANCE	21,600	20,446	95%
1240	WORKERS COMPENSATION	63,945	20,537	32%
1250	UNEMPLOYMENT	7,500	0	0%
		1,249,564	704,934	56%
2005	ADV/LEGAL NOTICES	0	0	0%
2029	BUSINESS/CONF. EXP.	187,903	22,763	12%
2035	EDUCATION TRAINING SERVICES	1,326,610	282,693	21%
2036	EDUCATION TRAINING SUPPLIES	68,372	56,252	82%
2051	LIABILITY INSURANCE	30,000	10,508	35%
2076	OFFICE SUPPLIES	5,179	2,545	49%
2081	POSTAGE SERVICE	364	200	55%
2111	BUILDING MAINTENANCE	18,454	15,902	86%
2171	RENT LEASE OF REAL OR OTHER	48,000	43,500	91%
2191	ELECTRICITY (SMUD)	12,147	8,649	71%
2192	NATURAL GAS (PGE)	5,478	833	15%
2193	REFUSE COLLECTION	4,917	4,199	85%
2195	SEWAGE DISP SERVICES	687	935	136%
2197	TECHNOLOGY	48,004	22,065	46%
2198	WATER SERVICES	3,861	2,392	62%
2205	AUTOMOTIVE MAINT. SERVICE	5,800	3,686	64%
2275	RENTS/LEASES EQUIP.	22,640	18,254	81%
2342	KITCHEN SUPPLIES	4,991	2,959	59%
2505	ACCOUNTING/FINANCIAL	70,738	29,488	42%
2531	LEGAL SERVICES	96,459	45,979	48%
2571	SECURITY SERVICES	1,228	1,328	108%
2591	OTHER PROF. SERV.	4,000	(10,962)	0%
		1,965,832	1,269,102	65%
TOTAL REVENUE		2,935,992	67%	
TOTAL EXPENSES		1,974,036		

FY 21/22 Balance Sheet 04/01/22

Cash in Treasury	\$ 1,716,424
Other	\$ 3,125
Reserves Fund Total (Mobex reserves)	\$ 34,951
True Cash Balance	\$ 1,678,348

Breakdown of Cash Balance

Cash Balance	\$ 1,678,348
USR Funds	\$ 62,559
Mobex Funds	\$ 1,261,785
JPA Funds	\$ 354,004

July 1, 2022 Projected balances	
CFRTA Balance:	\$ 126,000
MOBEX Balance:	\$ 900,000
MOBEX Reserves:	\$ 34,951