



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

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[www.fireandrescuetraining.ca.gov](http://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**

**November 18, 2021 at 1:00 PM**

#### **CALL TO ORDER**

Council Chair, Fire Chief Brian Marshall called the meeting to order at 1:01 PM

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

#### **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 4 with 4 people attending via Zoom video conference.

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

None

#### **COUNCIL MEMBER ANNOUNCEMENTS**

None

At the Council's discretion posted agenda items can be discussed out of order. Council at this time will be addressing the closed session item. Council and legal counsel adjourned to close session at 1:05 PM and returned to call the meeting back to order at 1:28 PM.

#### **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 Fire Training, Logistician/Operations Support, and Financial Secretary

#### **CLOSED SESSION REPORT**

The board met in closed session and authorized an incentive payment to be offered to employees in the interest of preserving continuity of operations for the JPA as we

move towards dissolution and retaining staff efforts in connection with the dissolution. More details will be forth coming regarding this incentive package. The incentive package will be offered to all full-time employees for remaining towards the end of the term of dissolution, June 30, 2022.

## CONSENT AGENDA

1. Approval of Action Summary:  
October 26, 2021

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

## EXECUTIVE DIRECTOR REPORT (Gear)

The Executive Director has been in contact with several companies to get quotes on digitizing all CFRTA records and then having the hard copies shredded and destroyed. Once written quotes are received and reviewed, the Executive Director will sign a contract with the successful bidder.

Legal counsel: My suggestion would be to stick to whatever our record retention policy states for preserving the document for however many years.

Chief Marshall recommends that the JPA have no paper records on June 30, 2022.

All current CFRTA personnel are actively seeking new positions. The Executive Director is assisting and cooperating as much as possible in these processes. A contingency plan is being developed in case all current personnel resign and relocate before the CFRTA ceases operations.

The Executive Director and Staff will be preparing an inventory of assets, furniture, electronics, vehicles, office equipment, and storage containers. Employees will have an option to purchase laptops, iPads, and printers assigned to them at fair market value.

Once this inventory process is completed, a report will be prepared for review by the Governing Council including recommended policies and procedures for the equitable distribution of these assets and any funds received from the sale of any of these assets.

Chief Marshall directed staff to complete the inventory list and bring it to the January 2022 council meeting.

**Council Action:** Harms/King: Move to accept and file Executive Director Report  
(Ayes: King, Harms)  
Motion Passed

## TRAINING REPORT (Gear)

### 1. US&R and Fire Training programs update

#### Fire Training Update:

Since July 2021 we've hosted 17 courses with 336 students in attendance, 35 of those being from member agencies. We've exceeded our admin expenses by 17%. We currently have 35 courses scheduled through April 30, 2022.

#### US&R Training Update:

In coordination with Task Force 7 we hosted a Heavy Equipment Rigging Specialist course out at Local 3 for 24 personnel with San Jose Fire Department, 10 of which are members of Task Force 3. We have also completed the annual hosted IATA courses with almost 90 personnel across the state participating.

#### Scheduled Trainings:

FEMA US&R Planning Team training in December 2021 hosted by Task Force 5  
FEMA Logistics Team training in January 2022

Task Force 3, 4, and 7 exercises in January 2022

In coordination with Task Force 6 we are going to host a FEMA Canine Search Specialist in February 2022

In coordination with Task Force 1 and 2 we are going to facility a FEMA US&R Technical Search Specialist equivalency class for Carlsbad Fire Department.

FEMA US&R Medical Specialist course the first week of March, hosted by Task Force 7 but the course will be held at Task Force 2's training center in Del Valle.

We will be facilitating an evaluation team for Task Force 5 and 8, they've decided to do a joint exercise in March or April 2022.

In coordination with Task Force 7 and/or 2 we are looking to do a FEMA US&R Task Force Leader course.

Task Force 2 LA County has offered classroom space to host a FEMA Safety Officer course.

All of these courses were on the original training list and schedules have just been shifted around.

**Council Action:** Harms/King: Move to accept and file verbal US&R and Fire Training update  
(Ayes: King, Harms)  
Motion Passed

## AUDITOR PRESENTATION (Gear)

### 1. Auditor Presentation

## CALIFORNIA FIRE RESCUE TRAINING AUTHORITY

*Auditor Presentation November 18, 2021*

### **Fiscal year 2017 and 2018 Audit Findings**

- Utilize County system that is not on full accrual basis-internal accounting system never fully implemented
- Not all capital assets, especially donated assets, are reflected on depreciation listing
- Value of services provided by member agencies not recorded as a revenue and expense (on-behalf payments)
- Policy to be developed for classification of contractors versus employees

The issues we found with the audit findings I don't see being resolved prior to the dissolution, and basically become moot points.

### **Approach to remaining audits**

- Option 1: Perform a final audit as of April 30, 2022  
Classes would be completed so evaluation of class revenue by time period not necessary  
Audit would be completed before June 30  
Need verification from County/State on whether FY 2019 to 2021 audits would be required

Proposing that this audit would be a modified cash basis and would consist of verifying the activity that has taken place since the last audit of June 30, 2018. Making sure all the expenditures are appropriate and ensure that there is a complete list of capital assets. We would recognize any outstanding liabilities at the end of the year that had not been paid. In the end you would have a balance sheet to use to divide up the resources that are available.

- Option 2: Perform audits on modified cash basis for fiscal years 2019, 2020 and 2021, and then final audit as of April 30, 2022  
Not as labor-intensive for staff to prepare for as full accrual  
Gives members a comfort level on activity occurring from June 30, 2018 to 2021  
Would not be questioned by County/State at a later date

### **Issues to address in dissolution and final audit**

- Resolution of disputed invoice with NCRPSTA for membership contributions  
This has been written off by the NCRPSTA and confirmed by their business manager.  
We will obtain a written notice to send to the auditors.

- Capital assets of CFRTA include items donated by member agencies-will those items go back to the contributing agency before the proportional allocation
- Will assets be valued prior to dissolution

**Questions:**

Chief Harms has concerned about not auditing all the years between FY 18 and current FY 22, under option one. Is that a normal process?

Auditor: No, it wouldn't be something I'd typically see, usually audits are done regularly but this situation is a little different as we have been working on catching up on the past year audits. That was my reason for proposing it be completed this way. We would still be looking at activity in those years we just wouldn't be doing a full accrual basis financial statement audit.

Option 2 would also be done on a modified accrual basis but have a financial statement for each year and not just one at the end of April 30<sup>th</sup>. There would a balance sheet for each year whereas option 1 there wouldn't be.

Chief Harms suggested doing whatever is legal and appropriate, and we should follow the advice of the attorneys.

Chief Marshall, June 30<sup>th</sup> we turn the lights off but there are still things like pay checks that must be processed. Final bills will come in after, then we are going to do a final audit. Can it be paid for in advance or funding identified to make payment after the doors are closed. What is the time frame for the final audit? We need some processes in place. OES has offered to take this over fully and completely.

Auditor: Proposing an audit after April 30<sup>th</sup> is to provide you with numbers that you would be comfortable with dividing up the resources. But there will be expenses up to June 30<sup>th</sup> and potentially do the audit then, but you have no staff.

Attorney: The board can still meet after the June 30<sup>th</sup> date to approve final bills and final audit report. The dissolution of the agency and staff is June 30, 2022. The board as constituted should be left in place to handle final bills. For final bills we should be able to get an idea of what those look like and get the funding to the agency to pay those final bills.

Chief Marshall: Would we need an MOU between Cal OES and the JPA to take on the final actions for the agency?

Attorney: Yes, we would have a final direction from the board to OES to handle the final business of the JPA. We could set this up in an MOU or document the final steps.

**Council Action:** Harms/King: Move to accept Auditor Presentation  
(Ayes: King, Harms)  
Motion Passed

**FY 17 and FY 18 AUDIT REPORT (Gear)****2. FY 2017 and FY 2018 Audit Report**

**Council Action:** Harms/King: Move to accept FY 2017 and FY 2018 Audit Report  
(Ayes: King, Harms)  
Motion Passed

**DISSOLUTION OF AUTHORITY (Gear)**

Dylan has been working diligently on the inventory list and at Zinfandel trying to get things ready. We will try to get this wrapped up in the next three weeks. I will be getting the inventory list out to the board members within the next 30 days to review.

**Council Action:** Harms/King: Move to receive Dissolution of Authority report  
(Ayes: King, Harms)  
Motion Passed

**GOVERNING COUNCIL QUESTIONS AND COMMENTS**

With all the direction given today by the Council, how does the board feel about canceling the December meeting. Chief Harms suggested the December 2021 board meeting be cancelled; Chief King agreed. Chief Marshall stated the meeting will stay on the calendar until it is closer to the meeting date in case any issues arrive that need to be addressed at the December meeting.

**ADJOURNMENT at 2:35 PM**

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

**December 14, 2021 at 10:30 AM**

**Posted on November 15, 2021, by:**



**Lana Nielsen, Council Clerk**