



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

May 25, 2022 at 1:00 PM

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/89888367147?pwd=cUJzRXczb2NuU3ZQTTRydE05TkNrdz09>

Join Zoom meeting via teleconferencing using a cell phone or traditional landline phone.

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

Meeting ID: 898 8836 7147

Passcode: 153133

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, please contact the Executive Director, Chief Joe Gear at (916) 825-6416 or email Joe.Gear@Caloes.ca.gov before 5:00 PM, May 24, 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:
April 20, 2022
Action: Motion to approve Consent Agenda

EXECUTIVE DIRECTOR REPORT – Oral Report (Gear)

Action: Accept and file Executive Director report

CFRTA TRAINING REPORT (Gear)

Action: Accept and file Budget Status report

BUDGET STATUS REPORT (Gear)

Action: Accept and file Budget Status report

DISSOLUTION OF AUTHORITY – Oral Report (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

June 15, 2022 at 8:00 AM

Posted on May 20, 2022 by:



Lana Nielsen, Council Clerk



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DRAFT

CALIFORNIA FIRE AND RESCUE TRAINING AUTHORITY AT SACRAMENTO GOVERNING COUNCIL

April 20, 2022 at 8:30 AM

CALL TO ORDER

Council Chair, Fire Chief Brian Marshall called the meeting to order at 8:33 AM

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 3 and 5 attending via Zoom video conference.

PUBLIC COMMENT ON AGENDA/NON-AGENDA ITEMS - None

CONSENT AGENDA

1. Approval of Action Summary:
March 16, 2022

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

EXECUTIVE DIRECTOR REPORT (Gear)

Community college district has been assessing the risk of having students work on the airplane and their board is questioning if this is something that they want to get involved with. I've reached out to Mather Aviation Services, while they have the personnel to do it, but they would have to look at their Risk Management about working on an aircraft that has been sitting so long, they tend to work on smaller jets and single engine planes. They do have the personnel and the tools to remove the hydraulic and fuel lines and part of the fuel tanks. Schnitzer is still willing to come and dismantle the plane and remove it. Mather Aviation will get back to me after speaking to their Risk Management staff and send us a quote to do the service. Schnitzer stated it would take a day to day and a half to dismantle and about 3 days to haul it all away.

We are working with CSTI and have discussed what format they want our records to be in when they are transferred. At this point the documents will be scanned and a company has been contacted to pick up our files and scan them for us.

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

BUDGET STATUS REPORT (Gear)

Currently we have received 91% of our budgeted revenue. The outstanding revenue will come from member agency contracts and a couple payments remaining from the upcoming course, but most of the class revenues have been received. We have expended 65% in expenses to date and the revenue to expense ratio is at 67%. Currently at the county we have \$1,678,348. The breakdown of those funds are as follows: \$62,559 US&R funds; \$1,261,785 MOBEX funds; and \$354,004 JPA funds. Projections as of July 1st are showing the CFRTA funds at \$126,000; MOBEX funds at \$900,000 and MOBEX reserves at \$34,951. Most of the expenses are included in the projections other than a few expenses, such as the final copier lease contract and clearing debris from the roof which is an unexpected expense. I am wrapping up final bills with vendors and trying to get those all paid by the end of May. I've discussed with Jeff Frye shutting off the utilities as of May 31, 2022 and Metro would then turn on the utilities in their name, so that I can pay out those final bills before the end of June. Most of the payments will be paid out prior to the end of June so there shouldn't be many outstanding final bills.

Chief Harms: In the dissolution agreement, retaining of funds, is that included in the \$126,000?
Osman Mufti: No, the only number that was up in the air was the admin costs for Cal OES taking the records and processing them. Meg Wilson was going to check with OES staff to get those numbers to me, so I should have those soon. That amount and the costs for any final bills will be combined and would be the final holdover funds. I anticipate that we will know the amount of funds to be allocated for OES in the June meeting. That would come out of the CFRTA balance, and the remaining funds would be distributed to each member agency based on the percentages in the JPA agreement.

Chief Harms: For the US&R MOBEX that took place a couple weeks ago, what is the status on the reimbursements?

Lana Nielsen: I have not received any invoices for reimbursement to date.

Nicole Paskey: I anticipate in the next week or so we should receive them. They have to work with their partnering agencies to get their supporting documents to submit with the invoice. A total of \$300,000 for each task forces and the \$60,000 that is used here at the JPA to cover expenses for the MOBEX.

Chief Harms: Would it be prudent to send a letter from the JPA reminding them to send those invoices in?

Nicole Paskey: If you think we should do that, they are aware of the situation and that we are on a time crunch. I don't anticipate that being a problem but if you would like me to do so I can get something out to them today.

Chief Harms: I think it would be prudent to remind them officially.

Osman Mufti: I think we'd want to get those in so we have final numbers at our May 25th meeting, if they can get those to Lana on May 10th or 15th, something like that.

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

CFRTA DISSOLUTION AGREEMENT (Gear)

All the agencies have signed the agreement and a signed copy of that agreement has been circulated yesterday. I have touched base with OES on the admin fee and what that cost is to take over the records. Once we get that number it will get plugged into Lana's final numbers for the hold over money. The dissolution is finalized and complete and should be off the next meeting agenda as it is no longer an issue.

Meg Wilson: The retained funds issue, I have reached out to staff to get an estimate on the admin fee for accounting and the records.

Council Action: No action necessary

DISSOLUTION OF AUTHORITY (Gear)

We are reaching out to those that will be impacted by our dissolution, such as the Sheriff's department, who wants the tables and chairs back that they donated to the agency. Other odds and ends are being handled, such as shutting down utilities, services contracts, exterminators, and landscaping services. Taking care of our employees, fiduciarily we have an obligation to take care of them as we close. So far, we've only lost 2 but the others are looking for work and I am cooperating the best that I can.

Osman Mufti: One of the other issues I was asked to look into from a past meeting was grant funding from 2010, that came from Cal EMA at that time. Those funds went to Metro, they were the grantee, in the application they were for purposes of CFRTA, they were applying on the CFRTA's behalf. Equipment was purchased and subsequent to that in 2016 the equipment was transferred to the CFRTA via resolution and a short agreement that obligates the CFRTA to all the grant requirements. The equipment was no longer on Metro's asset lists and was put on the CFRTA's asset list and depreciated accordingly. My understanding is that it is well past the useful life of the equipment, but it is still operable, and the agency is still using it. In 2020 the equipment was fully depreciated and no longer on the CFRTA asset list. Based on my review of all the documents it is considered CFRTA equipment so it's subject to the Council's discretion on how that equipment is distributed. In respect to property, we have a list of items that are JPA property, and we need to start discussing dividing that up amongst the agencies or if it's not needed disposing of it somehow. That's a conversation that needs to take place amongst agencies of items on that list, which includes the equipment from the grant funds. If we can start having the agencies look at this inventory list and make some decisions on how those items will be distributed. I think if your staff can look at this list and decide what you need, those needs can be communicated with me, and I can disseminate to the board, and we can have a full discussion at the May meeting. With the objective of having this wrapped up by the May 25th meeting, we can back and say we've identified this as JPA property, Metro is getting this, City is getting this, and OES is getting this, then adopt a resolution at the meeting.

Chief Harms: I would like to give the direction that the 3 agencies have reps meet in a room, go over the list and make decisions on the equipment. I'm more inclined to keep the training equipment together and less concerned with the dollar amount of the training equipment. Then come the May meeting we can vote on it, once approved we can go take the items and not wait on getting that completed.

Osman Mufti: To Chief Harms point, the group would meet and be making recommendations to the board and the Board can chose to adopt it or not. That sounds like a good plan if everyone is comfortable with that.

Council Action: Harms/King: Direction to the Executive Director is to work with the member agencies to get in a room, finalize the list and bring it back so that the Council can approve the final disposition of everything that is JPA owned.

(Ayes: King, Harms, Marshall)

Motion Passed

RECESS TO CLOSED SESSION at 9:18 AM

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

None

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



*Joe Gear
Executive Director*

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Governing Council

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

Date: May 25, 2022

To: CFRTA Governing Council Meeting

From: Barbara Livanos via Nicole Paskey

Subject: CFRTA FY 2021/2022 Fire Training Ending April 30, 2022

DISCUSSION

The CFRTA Fire Training program contributed funds to administrative expenses and exceeded projected revenue (pending incoming invoices) since the beginning of FY 21/22. Since FY 21/22 began (ending April 30, 2022) CFRTA has successfully hosted 48 courses and delivered training to almost 900 students.

Included in this report is an overview of FY 21/22 enrollment and revenue vs. expenses ending April 30th, 2022.

Submitted by

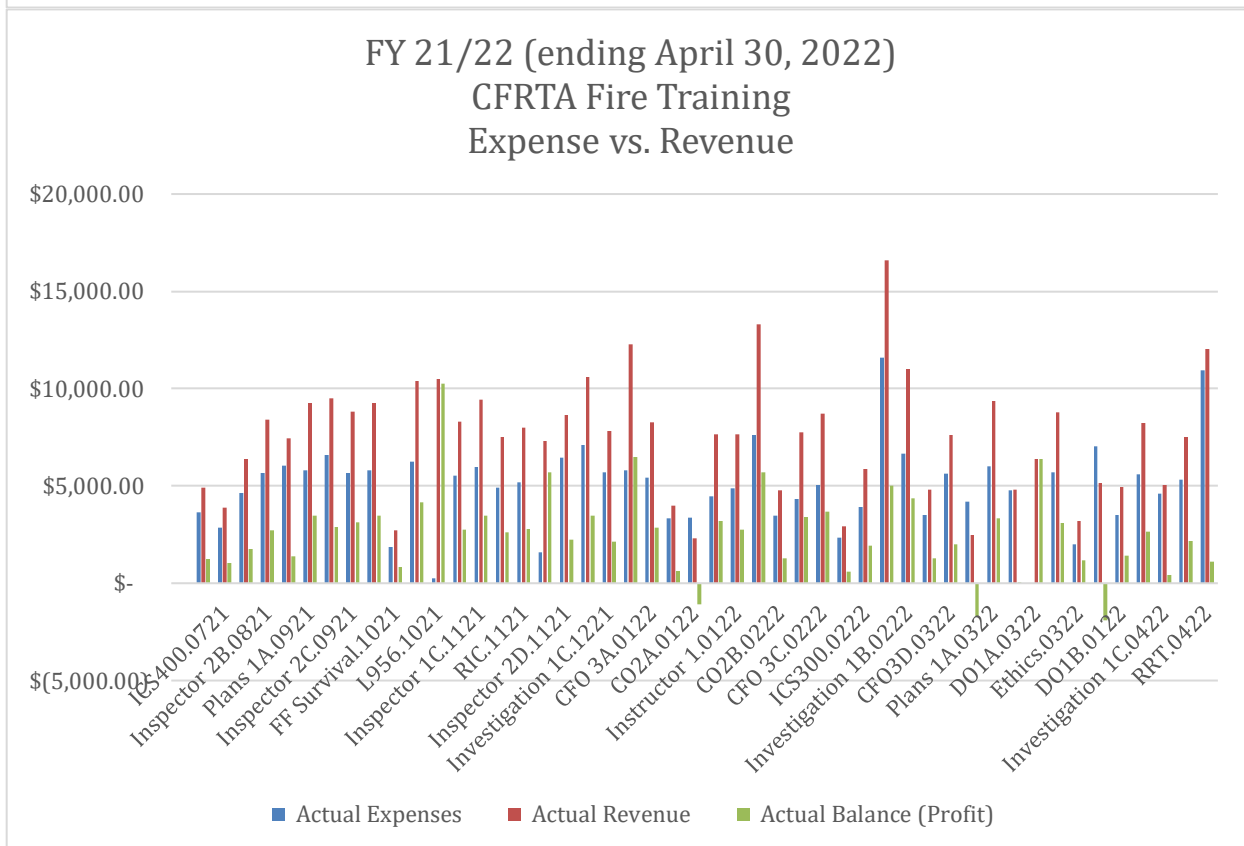
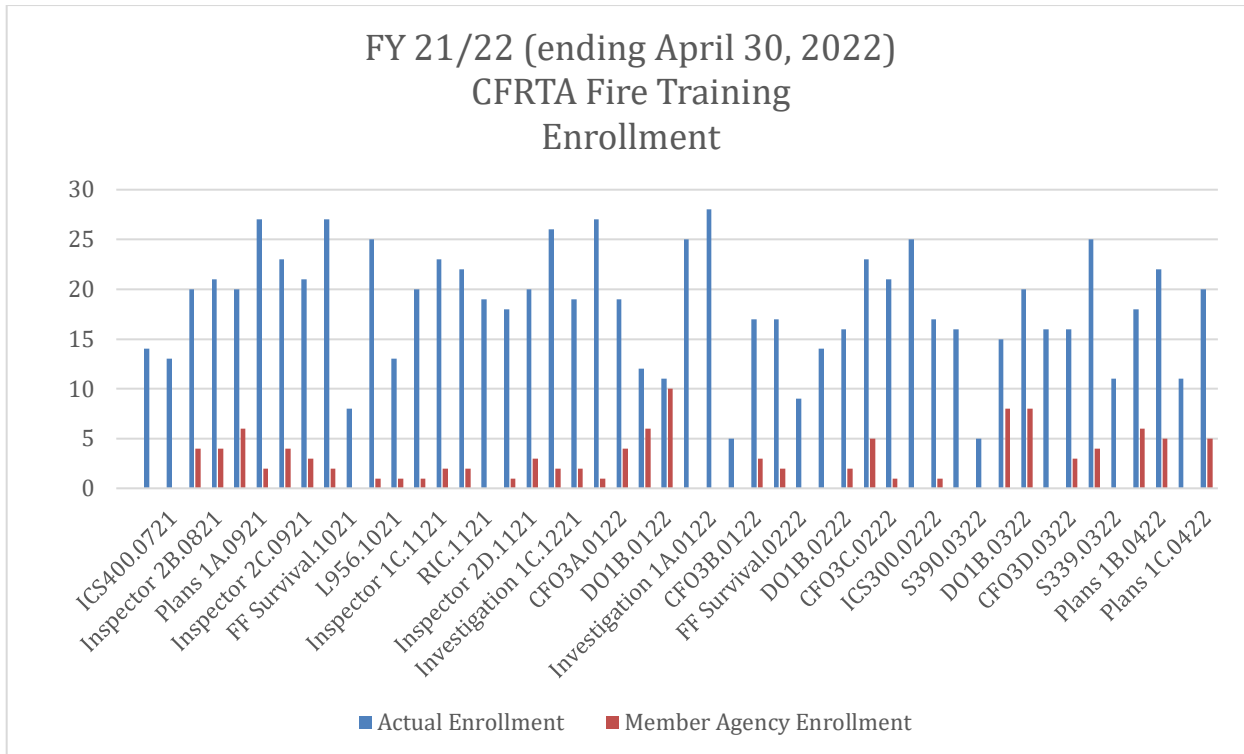
Barbara Livanos via Nicole Paskey

Training Administrative Officers

Approved by



Joe Gear Executive Director



FY 2021/22 Budget Status 05/1/22

ACCOUNT TITLE		Revenue 2021/22 Budgeted	Revenue 2021/22 Actual	Pct Received
Acct.	Annual Revenue:			
9410	Interest	5,000	8,186	164%
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	331,211	111%
9790	Other/Misc. Revenues	704,900	405,287	57%
		1,808,270	1,544,685	85%
	Fund Balance	708,451	708,451	
	From Reserves	698,675	698,675	
		3,215,396	2,951,811	92%
ACCOUNT TITLE		EXPENSES 2021/22 Budgeted	EXPENDED 2021/22 Actual	Pct Expended
	Annual Expenditures:			
1110	SALARIES & WAGES	1,074,605	689,055	64%
1220	FICA/MEDICARE	81,914	52,584	64%
1230	GROUP HEALTH INSURANCE	21,600	22,414	104%
1240	WORKERS COMPENSATION	63,945	22,926	36%
1250	UNEMPLOYMENT	7,500	0	0%
		1,249,564	786,979	63%
2005	ADV/LEGAL NOTICES	0	0	0%
2029	BUSINESS/CONF. EXP.	187,903	33,584	18%
2035	EDUCATION TRAINING SERVICES	1,326,610	317,617	24%
2036	EDUCATION TRAINING SUPPLIES	68,372	57,295	84%
2051	LIABILITY INSURANCE	30,000	10,508	35%
2076	OFFICE SUPPLIES	5,179	2,990	58%
2081	POSTAGE SERVICE	364	223	61%
2111	BUILDING MAINTENANCE	18,454	17,309	94%
2171	RENT LEASE OF REAL OR OTHER	48,000	45,000	94%
2191	ELECTRICITY (SMUD)	12,147	9,323	77%
2192	NATURAL GAS (PGE)	5,478	3,178	58%
2193	REFUSE COLLECTION	4,917	4,475	91%
2195	SEWAGE DISP SERVICES	687	935	136%
2197	TECHNOLOGY	48,004	24,695	51%
2198	WATER SERVICES	3,861	2,668	69%
2205	AUTOMOTIVE MAINT. SERVICE	5,800	3,686	64%
2275	RENTS/LEASES EQUIP.	22,640	20,064	89%
2342	KITCHEN SUPPLIES	4,991	3,369	67%
2505	ACCOUNTING/FINANCIAL	70,738	58,788	83%
2531	LEGAL SERVICES	96,459	50,155	52%
2571	SECURITY SERVICES	1,228	1,328	108%
2591	OTHER PROF. SERV.	4,000	(10,962)	0%
		1,965,832	1,443,207	73%
TOTAL REVENUE		2,951,811	76%	
TOTAL EXPENSES		2,230,185		

FY 21/22 Balance Sheet 05/01/22

Cash in Treasury	\$ 1,595,968
Other	\$ 3,125
Reserves Fund Total (Mobex reserves)	\$ 34,951
True Cash Balance	\$ 1,557,892

Breakdown of Cash Balance

Cash Balance	\$ 1,557,892
USR Funds	\$ 41,695
Mobex Funds	\$ 1,253,957
JPA Funds	\$ 262,240

July 1, 2022 Projected balances	
CFRTA Balance:	\$ 150,000
MOBEX Balance:	\$ 955,010
MOBEX Reserves:	\$ 34,951