



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

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Governing Council

Fire Chief Brian Marshall, Chairperson  
Deputy Chief Niko King  
Deputy Chief Brian Shannon

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 REGULAR MEETING June 20, 2019- 4:00 PM**

**Empire Ranch Golf Course  
1620 E. Natoma Street  
Folsom, CA 95630**

#### **CALL TO ORDER (4:00 PM)**

Council Chair Fire Chief Brian Marshall called the meeting to order at 4:00 PM.

Roll call was taken, all present: Deputy Chief Niko King, Deputy Chief Brian Shannon, Legal Counsel Meg Wilson. Staff: Executive Director Joe Gear, Council Clerk Lana Nielsen and an audience of 4.

Council Chair Fire Chief Brian Marshall introduced and welcomed, new CFRTA legal counsel, Meg Wilson.

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

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

#### **CONSENT AGENDA**

- 1. Approval of Action Summaries: April 18, 2019**
- 2. Fiscal Document/County of Sacramento District Signature List**

#### **Council Action:**

King/Shannon: Move to approve consent agenda  
(AYES: Shannon, King, Marshall)  
Motion Passed

#### **EXECUTIVE DIRECTOR REPORT (Gear)**

With continued growth in training courses and enrollment rearrangement of the CESC has been undertaken by the staff. Staff are examining potential alternatives for space utilization off site and for the establishment of classroom space at the Zinfandel Training site.

The Southern California Radiological Dispersal Device (RDD) Mobex drill was completed on May 3, 2019. Staff is working with OES/CSTI personnel to prepare final evaluation and

review documents to be submitted to the Cal OES Director for review and approval. The Final After Action Report and Task Force Specific Mobex Reports will be forwarded to the Office of the Governor and made available to members of the State Legislature. The Governing Council will be issued copies of the final documents.

## **FINANCE REPORT (Gear)**

### **1. Status of FY 18/19 Budget - Summary Attached**

#### **Council Action:**

Shannon/King: Move to approve and file

(AYES: Shannon, King, Marshall)

Motion: Passed

## **TRAINING REPORT (Gear)**

### **2. Training programs report**

Deputy Chief Brian Shannon thanked the CFRTA Staff for a good job on the continued growth of courses and enrollment numbers.

#### **Council Action:**

Shannon/King: Move to approve and file

(AYES: Shannon, King, Marshall)

Motion: Passed

## **ACTION ITEM(S)**

### **1. Resolution Fiscal Year 2019/20 Preliminary Budget (Gear)**

#### **Council Action:**

Shannon/King: Move to approve and adopt Fiscal Year 2019/20 Preliminary Budget

(AYES: Shannon, King, Marshall)

Motion: Passed

## **GOVERNING COUNCIL QUESTIONS AND COMMENTS**

Council Chair Fire Chief Brian Marshall:

Question: What is the status of negotiations between the CFRTA and the junior college?

Answer: The CFRTA had an Instructional Services Agreement (ISA) with American River College but it had expired and a new agreement needs to be negotiated. There was a meeting in October of 2018 to reestablish negotiations with the Los Rios Community College District and American River College to enter into a new ISA. Since that time the Fire Technology Program Coordinator with American River College left and no new appointment to the position has been made. Conversations with American River College Fire Technology Program staff indicated that the college was interested in entering into an ISA with the CFRTA but was unable to move forward at direction of the Los Rios Chancellor's Office.

**Council Action:**

Receive and file - Shannon/King: Direct staff to send a letter to re-establish a relationship with Los Rios within 30 days.

(AYES: Shannon, King, Marshall)

Motion: Passed

Council Chair Fire Chief Brian Marshall: Re CFRTA Staffing needs

**Council Action:**

Direct staff to report on the CFRTA vacancy issues, facility space with possible resolutions and specific administrative functions that member agency staff could assist with as well as time per week to complete those job functions.

(AYES: Shannon, King, Marshall)

Motion: Passed

**ADJOURNMENT – (5:02 PM)****Council Action:**

Council Chair Brian Marshall adjourned meeting at 5:02 PM

NEXT MEETING(S) – Location: California Fire & Rescue Training Authority  
California Exercise Simulation Center (CESC)  
10545 Armstrong Avenue, Suite 320, Mather, CA 95655  
**2019 Schedule, 4PM**

**Thursday, September 19, 2019**

**Posted on June 20, 2019 by:**



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**Lana Nielsen, Council Clerk**

FY 2018/19 Funds as of 6/1/19

ACCOUNT TITLE	Revenue 2018/19 Budgeted	Revenue 2018/19 Actuals	Pct Received
Acct. <b>Annual Revenue:</b>			
9410 Interest	2,500	14,926	597%
9531 Member Agency Contributions	800,000	800,000	100%
9699 Other Training (Tuition Based)	410,520	414,007	101%
9790 Other/Misc. Revenues	528,035	366,732	69%
<b>Total Annual Revenues</b>	<b>1,741,055</b>	<b>1,595,665</b>	<b>92%</b>
PRIOR YEAR FUND BALANCE	657,069	657,069	
<b>TOTAL FUNDING SOURCE</b>	<b>2,398,124</b>	<b>2,252,734</b>	<b>94%</b>
ACCOUNT TITLE	EXPENSES 2018/19	EXPENDED 2018/19 Actuals	Pct Expended
<b>Annual Expenditures:</b>			
1110 SALARIES & WAGES	977,707	671,978	69%
1220 FICA/MEDICARE	75,615	50,898	67%
1230 GROUP HEALTH INSURANCE	36,000	31,302	87%
1240 WORKERS COMPENSATION	40,366	23,612	58%
1250 UNEMPLOYMENT	2400	2352	98%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>1,132,088</b>	<b>780,142</b>	<b>69%</b>
2005 ADV/LEGAL NOTICES	6,825	6,709	98%
2029 BUSINESS/CONF. EXP.	106,643	82,893	78%
2035 EDUCATION TRAINING SERVICES	595,729	344,416	58%
2036 EDUCATION TRAINING SUPPLIES	185,459	163,158	88%
2051 LIABILITY INSURANCE	30,000	23,419	78%
2076 OFFICE SUPPLIES	9,000	9,630	107%
2081 POSTAGE SERVICE	1600	1637	102%
2342 KITCHEN SUPPLIES	3,000	3,566	119%
<b>General Operating Expense</b>	<b>938,256</b>	<b>635,428</b>	<b>68%</b>
2171 RENT LEASE OF REAL OR OTHER PROPERTY	68,618	34,394	50%
<b>Buildings &amp; Grounds Expense</b>	<b>68,618</b>	<b>34,394</b>	<b>50%</b>
2197 TECHNOLOGY	100,000	62,003	62%
<b>Technology Expenses</b>	<b>100,000</b>	<b>62,003</b>	<b>62%</b>
2205 AUTOMOTIVE MAINT. SERVICE	62,000	5,821	9%
2275 RENTS/LEASES EQUIP.	37,500	13,035	35%
<b>Equipment Expense</b>	<b>99,500</b>	<b>18,856</b>	<b>19%</b>
2505 ACCOUNTING/FINANCIAL	34,515	17,289	50%
2531 LEGAL SERVICES	10,000	0	0%
2591 OTHER PROF. SERV.	8,600	7,066	82%
<b>Professional Service Expense</b>	<b>53,115</b>	<b>24,355</b>	<b>46%</b>
2899 OTHER OPERATING SERV.	20,000	21520	108%
<b>Special Departmental Expense</b>	<b>20,000</b>	<b>21520</b>	<b>108%</b>
<b>TOTAL BUDGET</b>	<b>2,411,577</b>	<b>1,576,698</b>	<b>65%</b>

<b>RESERVE BALANCE</b>	<b>374,566</b>
<b>MOBEX RESERVE BALANCE</b>	<b>313,291</b>
<b>US&amp;R RESERVE BALANCE</b>	<b>95,769</b>