



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
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 18, 2020 – 4:00 PM

**3121 Gold Canal Drive
Rancho Cordova, CA 95670**

CALL TO ORDER

Council Chair, Fire Chief Brian Marshall called the meeting to order at 4:02 PM

PLEDGE TO THE FLAG

ROLL CALL

Roll call was taken, all present: Fire Chief Brian Marshall, Deputy Chief Niko King, Deputy Chief Brian Shannon, Legal Counsel Meg Wilson. Staff: Executive Director Assistant Chief Joe Gear, Council Clerk Lana Nielsen and an audience of 5.

PUBLIC COMMENT ON AGENDA/NON-AGENDA ITEMS

No public comments

COUNCIL MEMBER ANNOUNCEMENTS

Fire Chief Brian Marshall announced that Cal OES will be hosting an Urban Search and Rescue (US&R) meeting on June 25, 2020 at Cal OES headquarters.

CONSENT AGENDA

1. Approval of Action Summaries:
January 16, 2020
March 2, 2020 Special Meeting
2. Fiscal Document/County of Sacramento District Signature List

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

EXECUTIVE DIRECTOR REPORT (Gear)

The CFRTA has completed the move to the Gold Canal facility and while we have experienced some unforeseen expenses in the setup of the classrooms, training is underway at the new facility. As well, training is actively being held at the Zinfandel Training site with increased interest from local, State and Federal Law Enforcement agencies to use the site. Currently outside agencies as well as member agencies are not being charged for the use of the Zinfandel Training site.

Council has directed to staff to complete the following items in relation to the Zinfandel Training site for presentation at the September 2020 Governing Council Meeting:

1. Create a fee schedule for the use of the Zinfandel Training Site by outside agencies.
2. Submit a proposal with quotes for an alarm system for the Zinfandel Training Site.

Council Action: Shannon/King: Move to accept and file the Executive Directors report with direction to staff to create a fee schedule for the Zinfandel Training Site and submit a proposal for an alarm system at the site.

(AYES: Shannon, King, Marshall)
Motion Passed

FINANCE REPORT (Gear)

1. Status of FY 2019-20 Budget - Summary attached

Council Action: Shannon/King: Move to accept and file FY 2019/20 budget status report

(AYES: Shannon, King, Marshall)
Motion Passed

TRAINING REPORT (Gear)

2. Training programs report – Summary attached

Council Action: Shannon/King: Move to accept and file Training report

(AYES: Shannon, King, Marshall)
Motion Passed

3. US&R Training programs report - Attached

Council Action: Shannon/King: Move to accept and file Training report

(AYES: Shannon, King, Marshall)
Motion Passed

ACTION ITEM(S) (Gear)

1. Resolution Fiscal Year 2020/21 Preliminary Budget – Summary attached
Council directed to staff to review the current status of the preliminary budget and propose step down plans of 2% increments up to 10%. Propose budget cuts and monthly revenue losses if shutdowns to agency were to occur again due to the COVID 19 pandemic. As well, a letter should be drafted for the Council Chair to send to State Fire Training regarding the possibility of providing online courses.

Council Action: Shannon/King: Move to receive and adopt budget with direction to staff to propose and present at the next Council Meeting a step-down plan of 2% up to 10%. As well as, report out predicted monthly loss of revenue if course cancellations were to occur.

(AYES: Shannon, King, Marshall)
Motion Passed

RECESS TO CLOSED SESSION

CLOSED SESSION GOVERNMENT CODES:

Conference with Legal Counsel pursuant to Government Code § 54956.9 (b) – Significant exposure to litigation (1 case)

Lease Negotiation – Gold Canal Building
CFRTA Lease with Sacramento Metropolitan Fire District: California Government section 54956.8; Lease Negotiation

CLOSED SESSION REPORT

No reportable action

2. Gold Canal Lease (Gear)

Council Action: Shannon/King: Motion to receive and approve lease

(AYES: Shannon, King, Marshall)
Motion Passed

GOVERNING COUNCIL QUESTIONS AND COMMENTS

No comments

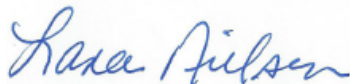
ADJOURNMENT

Council Action: Council Chair Brian Marshall adjourned the meeting at 6:26 PM

NEXT MEETING(S) - Location: California Fire & Rescue Training Authority
3121 Gold Canal Drive, Rancho Cordova, CA 95670
2020 Schedule, 4PM

Thursday, September 17, 2020

Posted on June 18, 2020 by:



Lana Nielsen, Council Clerk

FY 2019/20 Budget
as of 6/1/2020

ACCOUNT TITLE		Revenue 2019/20 Budgeted	Revenue 2019/20 Actual	Pct Received
Acct.	Annual Revenue:			
9410	Interest	10,000	15,834	158%
9531	Member Agency Contributions	800,000	800,000	100%
9569	State Aid Other Misc Programs (Grant Funding)	0	0	
9699	Other Training (Tuition Based)	622,993	370,663	59%
9790	Other/Misc. Revenues	557,245	620,115	111%
		1,990,238	1,806,612	91%
	Fund Balance	691,945	691,945	
		2,682,183	2,498,557	93%
ACCOUNT TITLE		EXPENSES 2019/20 Budgeted	EXPENDED 2019/20 Actual	Pct Expended
	Annual Expenditures:			
1110	SALARIES & WAGES	1,188,628	905,196	76%
1220	FICA/MEDICARE	89,628	67,035	75%
1230	GROUP HEALTH INSURANCE	34,200	27,602	81%
1240	WORKERS COMPENSATION	36,287	23,481	65%
1250	UNEMPLOYMENT	3,200	6,525	204%
		1,351,943	1,029,839	76%
2005	ADV/LEGAL NOTICES	6,800	1,551	23%
2029	BUSINESS/CONF. EXP.	162,641	147,701	91%
2035	EDUCATION TRAINING SERVICES	432,717	243,213	56%
2036	EDUCATION TRAINING SUPPLIES	458,597	140,271	31%
2051	LIABILITY INSURANCE	30,000	24,409	81%
2076	OFFICE SUPPLIES	11,000	12,461	113%
2081	POSTAGE SERVICE	1,300	626	48%
2342	KITCHEN SUPPLIES	4,000	4,317	108%
		1,107,055	574,549	52%
2171	RENT LEASE OF REAL OR OTHER	68,000	61,275	90%
		68,000	61,275	90%
2197	TECHNOLOGY	75,000	49,726	66%
		75,000	49,726	66%
2205	AUTOMOTIVE MAINT. SERVICE	6,000	8,429	140%
2275	RENTS/LEASES EQUIP.	19,500	16,560	85%
		25,500	24,989	98%
2505	ACCOUNTING/FINANCIAL	29,960	14,148	47%
2591	OTHER PROF. SERV.	9,000	14,466	161%
		38,960	28,614	73%
2899	OTHER OPERATING SERV	15,725	16,567	105%
		15,725	16,567	105%
		1,330,240	755,720	57%
		2,682,183	1,785,559	67%

BALANCE (REVENUE OVER EXPENSES)

712,998

FY 2019/20 Budget
as of 6/1/2020

RESERVE ACCOUNT	783,626
**Break down of Reserves Fund total	
US&R Reserves	95,769
Mobex Reserves	313,291
CFRTA Reserves	374,566



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Joe Gear
Executive Director

Date: June 18, 2020
To: CFRTA Governing Council Members
From: Cristy Jorgensen, Administrative Officer-Training
Subject: CFRTA Training Programs

TOPIC

This report will review the CFRTA Training Programs goals for the current fiscal year and actuals as we approach the end of Fiscal Year 2019/20.

DISCUSSION

The Training Program goals for Fiscal Year 19/20 are:

- Number of Offered Course: **129**
- Number of Students Trained: **1875**
- Gross Revenue: **\$561,751**
- Expenses: **\$483,649**
- Net Revenue: **\$78,102**

At the close of Quarter 4, the current performance measures are:

- **Number of Classes Scheduled: 135** Courses Scheduled for FY 19/20.
 - **89** Courses completed by end of Q4 FY19/20
 - 68% of projected courses conducted for the year
 - **46 Scheduled Courses cancelled as a result of COVID-19 pandemic**
- **Number of Students Trained to date**
 - Estimated at **1278** Students
 - 68% of projection
- **Gross Revenue**
 - Estimated at **\$408,240**
 - 72% of projection
- **Expenses**
 - Estimated at **\$328,384**
 - 67% of projection
- **Net Revenue**
 - Estimated at **\$79,855**
 - 102% of projection

**These are not the final numbers for FY19/20 as several courses are scheduled between this meeting and the actual close of the fiscal year.*

These projections do not include the contract training work that the CFRTA does.

FISCAL IMPACT

When the COVID-19 pandemic hit the Sacramento Region, courses were cancelled beginning on Monday, March 16, 2020. The resulting course cancellations resulted in over twenty-thousand dollars of student registration refunds being issued. The total loss of revenue is difficult to account for as refunded fees only represent a portion of the lost revenue from cancelled courses. Lost revenue also includes students who had yet to pay for their course, and students who had not registered for courses. The financial impact has been significant to the Authority.

Submitted by:


Cristy Jorgensen
Administrative Officer ~ Training

Approved by:


Joe Gear
Executive Director



Joe Gear
Executive Director

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Date: June 18, 2020

To: California Fire & Rescue Training Authority, Sacramento – Governing Council

Subject: 2019 US&R Training Review

TOPIC

CFRTA receives funding specifically allocated for US&R Training and Exercises. Below is a review of the US&R Training and Exercises from 2019 and beginning of 2020.

SUMMARY

CFRTA is given funding annually to facilitate specialized US&R training to the CA US&R Task Forces. CFRTA sends out training needs surveys along with hosting US&R Training Working Group Meetings throughout the year to discuss specific training needs and how we can best assist and fill any gaps in training. Working alongside the Task Forces, and FEMA for curriculum equivalency approval, CFRTA has offered a wide variety of trainings.

CFRTA also contracts with the CA Task Forces to assist in coordinating and facilitating FEMA funded trainings that are open to students nationwide.

CFRTA also receives funding to offer financial assistance for Full Scale Deployment Exercises for the CA Task Forces on a rotating schedule. Along with collaborating with the hosting Task Force on exercise planning, CFRTA recruits and hires an Evaluation Team. This Team is given the exercise objectives and evaluates the Task Forces using HSEEP guidelines. Evaluators are responsible for submitting a final report to CFRTA, which is then formatted into an AAR that is submitted.

In addition to training courses, CFRTA also assists in coordinating Regional Task Force Working Group Meetings, multiple ad hoc committees, and curriculum updates and rewrites in line with State Fire Training requirements.

DISCUSSION

In 2019 CFRTA funded 6 courses for US&R personnel throughout the State and contracted with FEMA Task Forces for an additional 4 training opportunities open to Task Force members throughout the United States (see course list below). In this total of 10 courses, we were able to train 217 California Task Force Members and an additional 116 US&R personnel from the other 20 US&R Task Forces nationwide, for a total of 333 personnel trained.

In June 2019 CFRTA assisted in the full scale multi Task Force exercise titled Southern Wind 2019, which was designed to demonstrate the ability of the Southern California-based local/state/national US&R Task Forces to meet FEMA Readiness Assessment Program (RAP) requirements, FEMA Operational Readiness Exercise Evaluation Program (OREEP) requirements, and Multi-Task Force coordination in response to an incident involving a Radiological Dispersal Device in accordance with the National US&R Response System doctrine titled "Enhanced US&R Operations in the Contaminated Environment".

CFRTA was involved, alongside Cal OES, in exercise planning and objectives, as well as coordinating the Evaluation Team and assisting in the completion of the AAR. This exercise followed the 2018 Northern full scale multi Task Force exercise that was integrated into Sentinel Response to exercise interoperability. This completed the task given from California Governors Edmond G. Brown Jr. and Gavin Newsom and was sponsorship by the California Governor's Office of Emergency Services Director Mark Ghilarducci and sanctioned by the Federal Emergency Management Agency Urban Search and Rescue US&R Branch.

2019 JPA Funded Courses

- FEMA US&R Logistics hosted by CA-TF7 Sacramento
- IATA/ AFMAN 24-204 – Full & Recertification hosted by CA-TF6 Riverside
- HSEEP (Homeland Security Exercise & Evaluation Program) hosted by CA-TF5 Orange County
- FEMA US&R Communications Specialist hosted by CA-TF2 LA County
- FEMA US&R Task Force Leader hosted by CA-TF5 Orange County

2019 Contract Courses

- FEMA US&R Safety Officer hosted by CA-TF8 San Diego
- FEMA US&R Medical Specialist hosted by CA-TF4 Oakland
- FEMA US&R Communications Specialist – New Curriculum Pilot Course hosted by CA-TF2 LA County
- FEMA US&R Canine Search Specialist hosted by CA-TF6 Riverside

Exercises

- Southern Wind RDD Exercise


Upcoming Training & Exercises

- CA-TF4 FEMA US&R Medical Specialist January 2021
- CA-TF6 US&R Canine Evaluations
- CA-TF6 FEMA US&R Logistics Specialist
- CA-TF7 FEMA US&R Heavy Equipment & Rigging Specialist
- San Jose FD FEMA US&R Equivalent Heavy Equipment & Rigging Specialist
- IATA/ AFMAN 24-204 Full & Recertification
- Cal OES Swiftwater Boat Course
- Task Force Mobilization Exercises

Submitted by:

Nicole Paskey - Administrative Officer – US&R
Name

Approved by:



Joe Gear
Executive Director