



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

10545 Armstrong Avenue Ste.320, Mather, CA 95655 • Phone (916) 475-1660 • Fax (916) 475-1662  
[www.fireandrescuetraining.ca.gov](http://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 January 16, 2020 – 4:00 PM**

**California Exercise Simulation Center (CESC)  
10545 Armstrong Avenue, Suite 320  
Mather, CA 95655**

#### **CALL TO ORDER**

Council Chair, Fire Chief Brian Marshall called the meeting to order at 4:03 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: Administrative Officer Cristy Jorgensen (for Executive Director Chief Joe Gear), Council Clerk Lana Nielsen and an audience of 6.

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

No public comments

#### **COUNCIL MEMBER ANNOUNCEMENTS**

No Council member announcements

#### **CONSENT AGENDA**

1. Approval of Action Summaries: September 19, 2019
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 (Jorgensen for Gear)**

The CFRTA has been notified by the Sacramento Metropolitan Fire District that the District does not intend to renew or extend the CFRTA lease on the CESC. This lease expires at the end of March of this year. It is imperative that guidance of the Governing Council be given in anticipation of the relocation of the CFRTA and Council authorization of a new lease at a Special Meeting to be held in the near future.

**Council Action:** King/Shannon: Move to accept and file  
(AYES: Shannon, King, Marshall)  
Motion Passed

**FINANCE REPORT (Jorgensen for Gear)**

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

**Council Action:** King/Shannon: Move to accept and file  
(AYES: Shannon, King, Marshall)  
Motion Passed

2. Final Audit Report: FY 15 & FY 16

The Final Audit Report was presented to Council and direction was given to staff to research prior audit findings and create a plan of action to address audit findings. Staff should provide quarterly updates to Council on the actions being taking to resolve audit findings.

**Council Action:** King/Shannon: Move to accept and file  
(AYES: Shannon, King, Marshall)  
Motion Passed

**TRAINING REPORT (Jorgensen for Gear)**

3. Training Programs Report – Report attached

**Council Action:** King/Shannon: Move to accept and file  
(AYES: Shannon, King, Marshall)  
Motion Passed

**PRESENTATION ITEMS (Jorgensen for Gear)**

4. Strategic Plan Report

The feedback received from Council at the September 19, 2019 meeting regarding the Draft Strategic Plan focused on objective deadlines and assigning a responsible party to each objective. Authority staff met and discussed each listed objective and assigned both a responsible party and updated objective due dates and actual completion date for items that have already been completed. To date, 11 of the 30 objectives listed from the four Results Statements have been completed (36% completion rate). Staff presented the updated report to Council for review and adoption to continue the forward progress for the Authority.

**Council Action:** King/Shannon: Move to approve and file  
(AYES: Shannon, King, Marshall)  
Motion Passed

## 5. CFRTA Policy Manual

Staff is requesting that Council consider a policy adoption plan where 3-5 Operational and/or Personnel based policies are presented for review, consideration and adoption at each Governing Council Meeting over the next year. Each policy will be submitted to Legal for review and editing and then presented to Council for consideration and adoption.

Council recommended developing a policy on how to implement both personnel and operational policies. It was recommended that policies be developed at the staff level, sent to the executive director for review then to legal counsel for final review. Once all reviews have been completed the approved policy would be implemented eliminating the need for each individual policy to require Council approval before adoption.

**Council Action:** King/Shannon: Move to have a policy developed to establish how personnel and operational policies are implemented.

(AYES: Shannon, King, Marshall)

Motion Passed

### **ACTION ITEM(S) (Gear)**

1. CFRTA Policy Update 2352, 2351, 2350: Adjunct, Assistant, Primary Instructor Job Descriptions

**Council Action:** King/Shannon: Move to approve and adopt CFRTA Policy 2350, 2351, and 2351: Adjunct, Assistant, and Primary Job Descriptions

(AYES: Shannon, King, Marshall)

Motion Passed

2. CFRTA New Policy 2360: Senior Instructor Job Description

**Council Action:** King/Shannon: Move to approve and adopt CFRTA Policy 2360: Senior Instructor Job Description

(AYES: Shannon, King, Marshall)

Motion Passed

3. CFRTA New Policy 2361: Master Instructor Job Description

**Council Action:** King/Shannon: Move to approve and adopt CFRTA Policy 2361: Master Instructor Job Description

(AYES: Shannon, King, Marshall)

Motion Passed

### **RECESS TO CLOSED SESSION**

#### **CLOSED SESSION GOVERNMENT CODES:**

#### **LEASE NEGOTIATION – CALIFORNIA EXERCISE SIMULATION CENTER (CESC)**

CFRTA Lease with Sacramento Metropolitan Fire District: California Government section 54956.8; Lease Negotiation

**CLOSED SESSION REPORT**

No Reportable action

**GOVERNING COUNCIL QUESTIONS AND COMMENTS**

No comments

**ADJOURNMENT**

NEXT MEETING(S) - Location: California Fire & Rescue Training Authority  
California Exercise Simulation Center (CESC)  
10545 Armstrong Avenue, Suite 320, Mather, CA 95655  
**2020 Schedule, 4PM**

**Thursday, April 16, 2020**

**Thursday, June 18, 2020**

**Thursday, September 17, 2020**

Posted on January 16, 2020 by:



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**Lana Nielsen, Council Clerk**

FY 2019/20 Budget Status  
As of 12/31/19

ACCOUNT TITLE		Revenue 2019/20 Budgeted	Revenue 2019/20 Actual	Pct Received
Acct.	<b>Annual Revenue:</b>			
9410	Interest	10,000	326	3%
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	200,335	32%
9790	Other/Misc. Revenues	557,245	257,921	46%
	<b>Total Annual Revenues</b>	<b>1,990,238</b>	<b>1,258,582</b>	<b>63%</b>
	PRIOR YEAR FUND BALANCE	691,945	691,945	
	<b>TOTAL FUNDING SOURCE</b>	<b>2,682,183</b>	<b>1,950,527</b>	<b>73%</b>
ACCOUNT TITLE		EXPENSES 2019/20 Budgeted	EXPENDED 2019/20 Actual	Pct Expended
	<b>Annual Expenditures:</b>			
1110	SALARIES & WAGES	1,188,628	577,382	49%
1220	FICA/MEDICARE	89,628	42,352	47%
1230	GROUP HEALTH INSURANCE	34,200	31,193	91%
1240	WORKERS COMPENSATION	36,287	11,945	33%
1250	UNEMPLOYMENT	3,200	2,311	72%
	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>1,351,943</b>	<b>665,183</b>	<b>49%</b>
2005	ADV/LEGAL NOTICES	6,800	1,553	23%
2029	BUSINESS/CONF. EXP.	162,641	106,525	65%
2035	EDUCATION TRAINING SERVICES	432,717	126,879	29%
2036	EDUCATION TRAINING SUPPLIES	458,597	82,990	18%
2051	LIABILITY INSURANCE	30,000	8,250	28%
2076	OFFICE SUPPLIES	11,000	8,693	79%
2081	POSTAGE SERVICE	1,300	529	41%
2342	KITCHEN SUPPLIES	4,000	2,201	55%
	<b>General Operating Expense</b>	<b>1,107,055</b>	<b>337,620</b>	<b>30%</b>
2171	RENT LEASE OF REAL OR OTHER PROPERTY	68,000	45,880	67%
	<b>Buildings &amp; Grounds Expense</b>	<b>68,000</b>	<b>45,880</b>	<b>67%</b>
2197	TECHNOLOGY	75,000	35,477	47%
	<b>Technology Expenses</b>	<b>75,000</b>	<b>35,477</b>	<b>47%</b>
2205	AUTOMOTIVE MAINT. SERVICE	6,000	6,588	110%
2275	RENTS/LEASES EQUIP.	19,500	8,634	44%
	<b>Equipment Expense</b>	<b>25,500</b>	<b>15,222</b>	<b>60%</b>
2505	ACCOUNTING/FINANCIAL	29,960	12,486	42%
2591	OTHER PROF. SERV.	9,000	4,810	53%
	<b>Professional Service Expense</b>	<b>38,960</b>	<b>17,296</b>	<b>44%</b>

FY 2019/20 Budget Status  
As of 12/31/19

2899	OTHER OPERATING SERV.	15,725	4,738	30%
	<b>Special Departmental Expense</b>	<b>15,725</b>	<b>4,738</b>	<b>30%</b>
	<b>TOTAL SERVICE &amp; SUPPLY</b>	<b>1,330,240</b>	<b>456,233</b>	<b>34%</b>
	<b>TOTAL BUDGET</b>	<b>2,682,183</b>	<b>1,121,416</b>	<b>42%</b>

<b>BALANCE (REVENUE OVER EXPENSES)</b>	<b>137,166</b>
<b>FUND BALANCE</b>	<b>691,945</b>
<b>TOTAL CASH BALANCE</b>	<b>829,111</b>

**RESERVE ACCOUNT** **783,626**

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



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Joe Gear  
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**Date:** January 9, 2020  
**To:** CFRTA Governing Council Members  
**From:** Cristy Jorgensen, Administrative Officer-Training  
**Subject:** CFRTA Training Programs

### TOPIC

The current 2019/20 Fiscal Year is halfway completed. This report will review the CFRTA Training Programs goals for the current fiscal year and actuals as of the end of Quarter 2.

### 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 2, the current performance measures are:**

- **Number of Classes Scheduled: 132** Courses Scheduled for FY 19/20.
  - **46** Courses completed by end of Q2 FY19/20
    - 102% of projected courses scheduled for the year
- **Number of Students Trained to date**
  - Estimated at **674** Students
    - 35.9% of projection
- **Gross Revenue**
  - Estimated at **\$207,506**
    - 36% of projection
- **Expenses**
  - Estimated at **\$166,644**
    - 34% of projection
- **Net Revenue**
  - Estimated at **\$40,861**
    - 52% of projection

Courses are currently scheduled through October of 2020 with additional course offerings being added when possible.

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