



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 September 28, 2020 at 11:00 AM

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

CALL TO ORDER

Council Chair, Fire Chief Brian Marshall called the meeting to order at 11:06 AM

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 1.

PUBLIC COMMENT ON AGENDA/NON-AGENDA ITEMS

No public comments

COUNCIL MEMBER ANNOUNCEMENTS

This will be Deputy Chief Brian Shannon's last CFRTA Board meeting as he will be retiring from Sacramento Metropolitan Fire District December 15, 2020.

ELECTION OF A CHAIR

Fire Chief Brian Marshall was nominated, and all voted in favor of him continuing his role as the Council Chair of the CFRTA Governing Council Board for another one-year term.

CONSENT AGENDA

1. Approval of Action Summaries:
June 18, 2020
July 24, 2020 Special Meeting
August 14, 2020 Special Meeting
August 31, 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)

Necessary upgrades and improvements to the Gold Canal building have been completed under the terms of our Triple Net Lease.

- The HVAC system was found to be in desperate need of repairs and services were completed by Lawsons Mechanical. Current system is functional, but the system has far exceeded its expected useful life.
- Exterior doors were found to have many issues including broken locking mechanism on front entry doors and missing gaskets from rear side doors. Unfortunately, replacement mechanism is no longer in production for this door so replacement would be in the thousands of dollars range. Adjustments to the entry doors have been completed to ensure the door can be locked.
- Alarm system and wireless LAN have all been replaced and updated in the building.

Training programs and goals are being reevaluated to balance the needs of our member agencies and fire community. With this evaluation we are determining personnel needs of the CFRTA within our budget limitations.

Review of the EMS/EMT program costs have shown that these programs are not currently profitable and are being evaluated to be discontinued as a course offering. As such, a full time EMS Lead Instructor position is not financially feasible, if the EMS courses were to be continued at a later date the instructor position would be scaled down to a part time position.

Council Action: Shannon/King: Move to accept and file Executive Director Report

(AYES: Shannon, King, Marshall)
Motion Passed

FINANCE REPORT (Gear)

1. FY 2019-20 Year End Budget – Summary Attached

Council Action: Shannon/King: Move to accept and file FY 2019/20 Year End Budget Summary Report

(AYES: Shannon, King, Marshall)
Motion Passed

TRAINING REPORT (Gear)

2. Training & US&R Training programs report

With recent loss of the Administrative Officer of Training position training courses are being reviewed at this time. A meeting will be held with Sacramento City and Sacramento Metro Fire Training Chiefs to evaluate upcoming courses and their agency needs. An updated training report will be submitted at the January 2021 Governing Council Meeting.

US&R Training will begin with an upcoming IATA full and IATA recert course scheduled in November and December 2020. A meeting will be held with the 8 CA task forces to determine their training needs in the current fiscal year.

Council Action: Shannon/King: Move to accept and file training reports

(AYES: Shannon, King, Marshall)
Motion Passed

ACTION ITEM(S) (Gear)

1. Resolution Fiscal Year 2020/21 Final Budget – Summary Attached

Council Action: Shannon/King: Move to receive presentation and accept

(AYES: Shannon, King, Marshall)
Motion Passed

RECESS TO CLOSED SESSION

CLOSED SESSION GOVERNMENT CODES:

CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of [Section 54956.9](#))

Name of case: Timothy Johnson v. California Fire & Rescue Training Authority, et al.

CLOSED SESSION REPORT

No reportable action

GOVERNING COUNCIL QUESTIONS AND COMMENTS

No comments

ADJOURNMENT

Council Action: Council Chair Brian Marshall adjourned the meeting at 12:17 PM

ADJOURNMENT

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

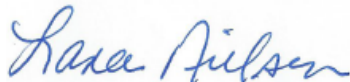
Thursday, January 21, 2021 – 4:00 PM

Thursday, April 15, 2021 – 4:00 PM

Thursday, June 17, 2021 – 4:00 PM

Thursday, September 16, 2021 – 4:00 PM

Posted on September 22, 2020 by:



Lana Nielsen, Council Clerk



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Joe Gear
Executive Director

Date: September 28, 2020
To: CFRTA Governing Council Members
From: Lana Nielsen, Administrative Officer-Finance
Subject: CFRTA FY 20/21 Final Budget

TOPIC

Today, the CFRTA staff is presenting the Fiscal Year 2020/21 Final Budget.

SUMMARY

Staff prepared the enclosed Final Budget based on projected Authority operating expenses including personnel and overhead expenses, and revenue generated from training courses. This is a balanced budget and represents the current calculated forecast for the coming fiscal year.

DISCUSSION

As was stated in the Preliminary budget report, the Authority was directly impacted during FY 2019/20 due to the COVID 19 pandemic causing not only a significant loss of revenue but a negative impact on Authority staffing levels. With the lack of revenue due to cancelled training courses during Quarter 4 of FY 19/20 there was no additional revenue to carry over into FY 20/21 as in years past. In order to balance the budget for FY 20/21, the Authority has to use \$171,660 from the Reserve Account. Along with the loss of revenue in FY 19/20 the Authority has had another unforeseen reduction in staffing levels which has directly impacted the Authority's ability to maintain the EMS course schedules. With the cancellation of EMS courses there was a loss of \$43,000 in collected revenue, as well as any potential future revenue. This loss of revenue directly impacted the FY 20/21 final budget causing an additional 8% in cuts to be made to the Authority's budget.

FISCAL IMPACT

With necessary budget cuts in place and the use of \$171, 660 of reserve funds the Preliminary Budget presented today is balanced. There will be no adverse fiscal impact on the Authority.

RECOMMENDATION

It is recommended that the CFRTA Governing Council adopt this Fiscal Year 2020/21 Final Budget.

Submitted by:

Handwritten signature of Lana Nielsen in blue ink.

Lana Nielsen
Administrative Officer ~ Finance

Approved by:

Handwritten signature of Joe Gear in black ink.

Joe Gear
Executive Director

**REVENUE DETAIL SCHEDULE - FY 2020-21 FINAL BUDGET
SPECIAL DISTRICT (312) - CALIFORNIA FIRE & RESCUE TRAINING AUTHORITY, SAC.**

Fund Center	Commitment Item	Description	FY 17-18 History	FY 18-19 History	FY 19-20 Budget	FY 19-20 As Of 06/30/20	Computed Est For FY 19-20	Final
FUND 237A	CALIFORNIA FIRE & RESCUE							
2379237	94941000	INTEREST INCOME	(23,916)	(34,327)	(10,000)	(28,332)	(28,332)	(15,000)
		Object 94	(23,916)	(34,327)	(10,000)	(28,332)	(28,332)	(15,000)
2379237	95953100	AID LOCAL GOV AG	(800,000)	(784,000)	(800,000)	(800,000)	(800,000)	(800,000)
2379237	95956900	STATE AID OTHER MISC PROGRAMS	(40,000)	0	0	0	0	0
		Object 95	(840,000)	(784,000)	(800,000)	(800,000)	(800,000)	(800,000)
2379237	96969300	EDUCATION/TRAINING	0	0	(622,993)	0	0	0
2379237	96969900	SVC FEES OTHER	(283,102)	(477,819)	0	(407,289)	(407,289)	(560,939)
		Object 96	(283,102)	(477,819)	(622,993)	(407,289)	(407,289)	(560,939)
2379237	97979000	MISCELLANEOUS OTHER REVENUES	(428,504)	(450,327)	(557,245)	(639,768)	(639,768)	(585,460)
		Object 97	(428,504)	(450,327)	(557,245)	(639,768)	(639,768)	(585,460)
	FUNDCENTER 2379237		(1,575,522)	(1,746,473)	(1,990,238)	(1,875,389)	(1,875,389)	(1,961,399)
	FUND TOTAL 237A		(1,575,522)	(1,746,473)	(1,990,238)	(1,875,389)	(1,875,389)	(1,961,399)
	DISTRICT TOTAL		(1,575,522)	(1,746,473)	(1,990,238)	(1,875,389)	(1,875,389)	(1,961,399)