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September 17, 2014

Honorable Members of the City Council
City of Los Angeles
City Hall, Room 395
Attention: City Clerk

Honorable Eric Garcetti
Mayor, City of Los Angeles
Room 303, City Hall
Attention: Mandy Morales, Legislative Coordinator

[BFC 14-096] – ANNUAL REPORT – LAFD SPECIAL TRAINING FUND 40J FISCAL YEAR 2013-2014

At its meeting of September 16, 2014, the Board of Fire Commissioners approved the Fire Department's report dated September 2, 2014, and as required by City Ordinance No. 171714, the report on the LAFD Special Training Fund 40J covering Fiscal Year 2013-2014 is submitted.

The report is herewith transmitted concurrently to the City Council and the Mayor for review and approval. Should you need additional information, please contact the Board of Fire Commissioners Office at 213-978-3838.

Sincerely,

Leticia Gómez
Commission Executive Assistant

Attachment

cc: Miguel A. Santana, City Administrative Officer (without attachment)
Board of Fire Commissioners
Ralph M. Terrazas, Fire Chief (without attachment)

SEP 17 2014 3:30

September 16, 2014

Melly
Antonio Hoy

LOS ANGELES FIRE DEPARTMENT



RALPH M. TERRAZAS
FIRE CHIEF

September 2, 2014

BOARD OF FIRE COMMISSIONERS
FILE NO. 14-096

TO: Board of Fire Commissioners

FROM: Ralph M. Terrazas, Fire Chief

RMT

SUBJECT: ANNUAL REPORT – LAFD SPECIAL TRAINING FUND 40J FISCAL
YEAR 2013–2014

FINAL ACTION:	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Corrections	<input type="checkbox"/> Withdrawn
	<input type="checkbox"/> Denied	<input type="checkbox"/> Received & Filed	<input type="checkbox"/> Other

SUMMARY

As required by City Ordinance No. 173341, the following report on the Los Angeles Fire Department (LAFD) Special Training Fund 40J covering Fiscal Year 2013-2014 (FY 13/14) is submitted.

The LAFD Special Training Fund (Fund) was created to receive, retain, and disburse funds received from training activities. There are two separate accounts within the Fund. The General Account 40JA is used for fees collected for rentals of training facilities, training grants, and training-related service fees; these funds are to be expended for direct educational costs incurred by the Fire Department. The second account, the State Educational Account, a.k.a. the Vocational Education Training (VET) 40JB Revolving Fund, holds monies received from the State through affiliation contracts with local colleges. These funds are also utilized for training-related purposes.

The current VET Fund – Account 40JB contract with East Los Angeles College (ELAC) was established in July 2005. The contract provides the Department \$3.50 per hour of training for members enrolled in the program. An amendment to increase the hourly rate to \$3.75 is currently being processed. All journeyman-level Department members, excluding members of the California Fire Fighter Joint Apprenticeship Committee (CFFJAC) Program, are enrolled in the VET program. Daily training entries for Account 40JB are documented at work assignments.

A synopsis of the LAFD Special Training Fund Cash Balance Report shows the following activity:

- As of the beginning of FY 13/14 the Fund balance was: \$ 2,971,240.46
- The Fund received deposits of: \$ 1,049,257.69
- Due to other State agencies: \$ 113,952.82

Total \$ 4,134,450.97

- The Fund expended in FY 13/14: (\$ 1,795,326.25)

Balance \$2,339,124.72

- At the end of FY 13/14, the ending cash balance was: \$2,339,124.72

RECOMMENDATIONS

That the Board:

1. Review the Annual Report of the LAFD Special Training Fund 40J for Fiscal Year 2013-2014.
2. Direct the Commission Executive Assistant II to forward this Annual Report to the Mayor and City Council.

FISCAL IMPACT

The fiscal impact of the State's annual training reimbursement to the LAFD is critical due to the cost of annual training fees that rise significantly each year. If the VET funding was interrupted, numerous mandatory certifications and re-certifications could not occur within our current budget.

The ELAC contract is the vehicle that enables the Department to conduct mandatory training at applicable sites by providing LAFD certifications and college credits. A few examples of mandatory training requiring certifications and re-certifications include Urban Search and Rescue (USAR), Swift Water Rescue, Station Level Member Training, Disaster Preparedness, Hazmat, Arson and Counter-Terrorism, Initial and Recurrent Certification programs, and training for recently promoted members. Fire Prevention, USAR, and Hazmat must recertify to existing Fire Code updates every alternate year, and all Chief Officers are mandated to certify or re-certify as Strike Team Leaders, Division Group Leaders, and Safety Officers.

DISCUSSION

The contract between the City of Los Angeles and ELAC states that the term of agreement for both entities becomes effective on a fiscal year basis, i.e., July 1 through June 30. ELAC calculates what is due to LAFD on a six-month basis and runs the agreement in a fiscal year.

The Fund had a beginning balance of \$2,971,240.46. During the FY 13/14 period of July 1, 2013, through June 30, 2014, State fund payouts (via ELAC) totaling \$1,015,350.74 were deposited into the account. This total is calculated from two consecutive six-month receipts of \$341,522.62 and \$673,828.12. This revenue is based on the total In-Service Training, Regional Training, Emergency Medical Technician Training, and Recruit Training hours recorded at \$3.50 per hour reimbursement rate minus tuition charges. The balance of the deposits into the account represents Interest Income in the amount of \$33,453.28 and a miscellaneous revenue deposit of \$453.67.

Fund Expenditures for the fiscal year totaled \$1,690,881.87 and \$104,444.38 was made payable to the State of California certifying agency. In addition, there are pending encumbrances totaling \$229,837.58 for travel authorities issued to Department members approved in FY 13/14 but not yet expensed, and for payments to various vendors who provide training, equipment, etc.

The Department has a limited travel budget. The Fund provided travel and per diem expenses for Department members to attend various training, conferences, and seminars relevant to Department operations. The following are a few examples: Fire-Rescue International Conference, Los Angeles Area Fire Chief's Conference, National Association of Fire Investigation Conference, Emergency Medical Services Leadership Conference, Personal Protective Equipment Symposium, Fire Safety Officer Training, Arson Investigators Conference, Fire House World Conference, Special Operations Medical Association Conference, and Helicopter Pilot recurrent training classes. A number of management staff also attended Harvard Executive Education Programs. Members gained critical information about proactive training and planning to implement effective crisis management systems in advance of critical events and learned to become more effective public managers.

The Fund also provided funding for Department members to attend training held at Department facilities as well as other local venues. Some of these include Fire Marshal Instructor courses, Priority Dispatch, Leadership courses, Emergency Technology, Aviation Safety Management Systems, Building Plans and Fire Examiners Class, and Fire Code Statutes and Regulations. The Fund also subsidizes training contracts with the Regents of the University of California at Los Angeles (UCLA) and Target Solutions. The contract with UCLA allows the Department to send 45 sworn members to paramedic training annually, and the Target Solutions technology provides the Department with the learning management system which supports the online training academy.

Expenses and equipment purchases from the Fund provided the Department with multimedia training CD's for continuing dispatcher education, DVD's for Equal Employment Opportunity Mandated Training and materials for roof prop and ventilation training. In addition, training manuals and essential equipment such as heart monitors and physical fitness equipment were purchased for the Recruit Training Academy.

CONCLUSION

The LAFD Special Training Fund 40J Account subsidizes many training opportunities and provides substantial means to improve our learning environments. Proper oversight and established procedures ensure this program is utilized in support of fire service-related training purposes.

Board Report prepared by Betty Bonada, Management Analyst II, Training and Support Bureau.

