

LOS ANGELES FIRE DEPARTMENT



BRIAN L. CUMMINGS
FIRE CHIEF

January 17, 2012

BOARD OF FIRE COMMISSIONERS
FILE NO. 12-015

TO: Board of Fire Commissioners

FROM: Brian L. Cummings, Fire Chief

SUBJECT: REQUEST TO AMEND LOS ANGELES CITY ORDINANCE NO. 171714
(REVOLVING TRAINING FUND)

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 Withdrawn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

Recommendations: That the Board:

1. Authorize the Los Angeles Fire Department (LAFD) to participate in the California Firefighter Joint Apprenticeship Committee (CFFJAC) utilizing the rules and procedures established by CFFJAC for the expenditure of funds.
2. Authorize the LAFD to establish necessary policies and procedures for utilizing CFFJAC funding.
3. Request that City Council instruct the City Attorney to prepare and present an ordinance amending the Administrative Code Section 5.147 to allow the LAFD to participate in the CFFJAC and make direct expenditures from the State CFFJAC account.

Summary:

The LAFD has been a participating member of the CFFJAC since March, 1997. The CFFJAC provides funding for the purchase of various items needed for training. In 1997, Los Angeles Administrative Code Section 5.147 created the LAFD Revolving Training Fund for the receipt, retention and disbursement of monies received from CFFJAC. This current process utilized by the LAFD for spending CFFJAC funds is cumbersome, redundant, and wasteful.

The Training and Support Bureau (TSB), In-Service Training Section (ISTS) of the LAFD seeks an alternative to the current process of requesting monies from our State CFFJAC account and transferring them to our City account, prior to expenditure.

Background

The CFFJAC was founded in 1982 as a joint effort between the California Professional Firefighters and the State Fire Marshal, wherein a fund was created. The purpose of the fund is to reimburse participating fire departments for the training of firefighters in "Apprenticed" positions.

The intent of the fund is to ensure universal training techniques for fire departments throughout California. This fund allows for reimbursement for training hours of members and for equipment. Participating fire departments submit the recorded training hours of members in apprenticed positions to the CFFJAC and are reimbursed at a rate of \$2.95/hour. The funds are deposited in an account maintained in Sacramento and can be spent only with the agreement of a "Sub-Jac Committee." The name of the account for the LAFD is "LFD."

The Sub-Jac Committee consists of seven members:

- The Fire Chief
- Three members from United Firefighters of Los Angeles Local 112 (UFLAC)
- Three members from Management

Once a training or equipment need has been identified and agreed upon by the Sub-Jac Committee, the request is then sent to the CFFJAC and the training or equipment need is purchased directly from the fund maintained in Sacramento. The Sub-Jac Committee can search for the most competitive price and purchase from any vendor they select. The average time it takes to pay a vendor is two to three days.

Ordinance No. 171714 amended the Los Angeles Administrative Code to establish Account 40K LAFD Revolving Training Fund. To access the funds in Account LFD, the LAFD would have to transfer the funds to Account 40K. The LAFD would then utilize the approved purchasing process; F80s, F225s, approved City vendors, purchasing orders, etc. Of the more than 130 fire departments that currently participate in CFFJAC, LAFD is one of only two departments who currently utilize this method of drawing down State CFFJAC funds into a local City account.

The practice of transferring funds from the State CFFJAC account to the City LAFD Account 40K and utilizing the City's purchasing process is inefficient and cumbersome. LAFD struggles with the following:

Extended Delivery Timeframe:

The time required for getting quotes, signatures, approvals, Supply Requisition System (SRS) entries, additional approvals, and creation of a purchasing order is monotonous.

The ISTS currently anticipates a three to four month turnaround for purchasing training needs through Account 40K.

Loss of Participating Vendors/Damage to LAFD Reputation:

The lengthy turnaround time of getting a quote from a vendor to final payment has caused several vendors to discontinue business with the LAFD/City of Los Angeles.

Overpaying for Products:

Vendors that are willing to wait out the three to four month purchasing process do so with a condition: charging top dollar for their products. The best example of this is Jones Lumber. An approved City vendor, Jones Lumber charges the ISTS \$30.00 for a sheet of plywood. The ISTS purchases plywood in bulk which is utilized to replenish our roof props. The LAFD uses the roof props to train on ventilation operations/techniques. The same plywood is available at Home Depot for less than \$10.00/sheet.

The process that was established by CFFJAC requires three steps:

- Obtain a quote from a vendor
- Obtain 7 signatures from the Sub-Jac Committee
- Send the request to the CFFJAC

The LAFD process requires 22 steps:

- Transfer funds from Account LFD to Account 40K
 - F225 to Fire Chief requesting transfer of funds
 - Approval from Training at Battalion Chief level
 - Approval from Training at Assistant Chief level
 - Approval from Training at Deputy Chief level
 - Approval from Administrative Operations
- Obtain a quote from a vendor
- Obtain 7 signatures from the Sub-Jac Committee
- Create F225 to Administrative Operations describing the purchase
 - Confirmation of Funding by TSB staff
 - Approval from Training at Battalion Chief level
 - Approval from Training at Assistant Chief level
 - Approval from Training at Deputy Chief level
 - Approval from Administrative Operations
- Creation of SRS (F80) for purchase of the item
 - Approval from Training at Captain Level
 - Approval from Training at Battalion Chief level
 - Approval from Training at Division Chief level

- Confirmation of funds in 40K by Supply and Maintenance (S&M)
- Approval of F80 by S&M
- Creation of a purchasing order by S&M
- Payment to vendor from 40K

Conclusion:

The amending of the expenditure process to allow for the direct purchasing of training equipment through Account LFD would improve efficiencies and streamline the purchasing process that would directly provide a positive impact on Firefighter training and safety.

Board Report prepared by Mark Curry, Captain II, Training and Support Bureau.

ORDINANCE NO. 171714

An Ordinance adding Article 5 to Chapter 8 of Division 5 of the Los Angeles Administrative Code, to provide for a LAFD Revolving Training Fund.

THE PEOPLE OF THE CITY OF LOS ANGELES

DO ORDAIN AS FOLLOWS:

Section 1. Article 5 is hereby added to Chapter 8 of Division 5 of the Los Angeles Administrative Code to read:

ARTICLE 5

LAFD REVOLVING TRAINING FUND

Sec. 5.147. Creation and Administration of the Fund.

(a) There is hereby created and established in the Fire Department of the City of Los Angeles, hereinafter referred to in this Article as the "Department," a fund to be known as the "**LAFD Revolving Training Fund**," hereinafter referred to in this Article as the "**Fund**."

(b) The purpose of the Fund shall be for the receipt, retention and disbursement of monies received from the California Firefighter Joint Apprenticeship Committee (CFFJAC) reimbursement grants for the training of paramedic and fire fighter personnel of the Department. Monies in the Fund shall be expended only for the training of the Department's paramedic and fire fighter personnel.

(c) The Fund shall be administered by the Department's Chief Engineer and General Manager or his or her designee.

(d) All interest and other earnings attributable to monies in the Fund shall be credited to the Fund and shall be devoted to the

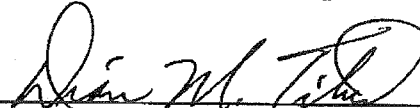
purposes thereof.

(e) The Department shall report to the City Council and Mayor regarding and identifying all receipts into, and all expenditures out of, the Fund, as well as the purposes for which the expenditures were made. Each report shall cover a fiscal year and shall be submitted within 60 days after the close of said fiscal year.

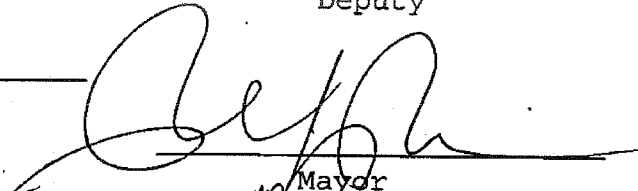
Sec. 2. The City Clerk shall certify to the passage of this ordinance and cause the same to be published in some daily newspaper printed and published in the City of Los Angeles.

I hereby certify that the foregoing ordinance was passed by the Council of the City of Los Angeles at its meeting of SEP 02 1997.

J. MICHAEL CAREY, City Clerk

By 
Deputy

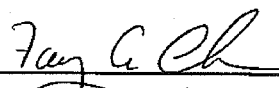
Approved SEP 10 1997


Mayor

Approved as to Form and Legality

July 30, 1997

JAMES K. HAHN, City Attorney

By 
Fay A. Chu
Deputy City Attorney

File Nos. 96-0743-51