

September 1, 2015

# LOS ANGELES FIRE DEPARTMENT



**RALPH M. TERRAZAS**  
FIRE CHIEF

August 17, 2015

BOARD OF FIRE COMMISSIONERS  
FILE NO. 15-092

TO: Board of Fire Commissioners

FROM:  Ralph M. Terrazas, Fire Chief

SUBJECT: ANNUAL REPORT – LAFD SPECIAL TRAINING FUND 40J FISCAL  
YEAR 2014–2015

FINAL ACTION:	<input 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 Withdrawn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 2014-2015 (FY 14/15) 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 2010. The contract amendment provides the Department \$3.75 per hour of training for members enrolled in the program. 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 14/15 the Fund balance was: \$2,339,124.72
- The Fund received deposits of: \$1,213,570.24
- Receipts from other State agencies: \$ 123,402.38

Total \$3,676,097.34

- The Fund expended in FY 14/15: (\$1,963,353.58)
- |                |                       |
|----------------|-----------------------|
| <u>Balance</u> | <u>\$1,712,743.76</u> |
|----------------|-----------------------|

- At the end of FY 14/15, the ending cash balance was: \$1,712,743.76

## **RECOMMENDATION**

That the Board:

1. 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, Hazardous Materials (Hazmat), Arson/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 in alternate years, and all Chief Officers are mandated to certify or re-certify as Strike Team Leaders, Division Group Leaders, and Safety Officers.

In addition, a similar agreement with West Los Angeles College is in development, in order to provide the Department with additional reimbursement opportunities.

## **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 \$2,339,124.72. During the FY 14/15 period of July 1, 2014 through June 30, 2015, state fund payouts (via ELAC) totaling \$1,187,875.87 were deposited into the account. This total is calculated from two consecutive six-month receipts of \$449,318.87 and \$738,557.00. This revenue is based on the total In-Service Training, Regional Training, Emergency Medical Technician Training, and Recruit Training hours recorded at \$3.75 per hour

reimbursement rate minus tuition charges. The balance of the deposits into the account represents Interest Income in the amount of \$25,559.37 and a miscellaneous revenue deposit of \$135.00.

Fund Expenditures for the fiscal year totaled \$1,963,353.58. In addition, there are pending encumbrances totaling \$351,819.95 for travel authorities issued to Department members approved in FY 14/15 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 (e.g., Fire-Rescue International Conference, Los Angeles Area Fire Chief's Conference, National Association of Fire Investigation Conference, Emergency Medical Services Specialist Group Meeting, FIRESCOPE Operations Team Meeting, 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 Kennedy School 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 Instructor courses, Swift Water Rescue Team, Wildland Fire Training and Safety, Aviation Safety Management Systems, Community Risk Reduction Leadership Workshop, 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 audiovisual equipment for multiple training rooms, DVD's for Equal Employment Opportunity mandated training and an extension of the warranty for Simulation Manikins (training props). In addition, materials for updating the Department's Harbor Recruit Training Academy facility were purchased, such as concrete, trailers and roofing.

## **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 Kim Fletes, Senior Management Analyst, Training and Support Bureau.