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April 2, 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 14-028] – ANNUAL REPORT – LAFD SPECIAL TRAINING FUND ACCOUNT 40J  
FISCAL YEAR 2012-2013

At its meeting of April 1, 2014, the Board of Fire Commissioners approved the Fire Department's reports dated March 10, 2014, and as required by City Ordinance No. 173341, the report on the LAFD Special Training Fund Account 40J, covering Fiscal Year 2012-2013 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  
James G. Featherstone, Interim Fire Chief (without attachment)

April 1, 2014

4/1/14  
*James G. Featherstone*

**LOS ANGELES FIRE DEPARTMENT**



JAMES G. FEATHERSTONE  
INTERIM FIRE CHIEF

March 10, 2014

BOARD OF FIRE COMMISSIONERS  
FILE NO. 14-028

TO: Board of Fire Commissioners

FROM: James G. Featherstone, Interim Fire Chief *[Signature]*

SUBJECT: ANNUAL REPORT – LAFD SPECIAL TRAINING FUND ACCOUNT 40J  
FISCAL YEAR 2012 – 2013

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 Withdrawn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 LAFD Special Training Fund – Account 40J covering Fiscal Year 2012-2013 (FY 12/13) is submitted.

The LAFD Special Training Fund (Fund) was created to receive, retain and disburse funds received from training activities. There 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. 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 receipts, expenditures, and balances shows the following activity:

- As of the beginning of FY 12/13 the Fund balance was: \$ 1,595,776.20
- The Fund received deposits of: \$ 2,085,448.86

Total \$ 3,681,225.06

- The Fund expended in FY 12/13: (\$1,652,818.41)
- Less encumbrances: (\$ 315,169.18)

Total (\$ 1,967,987.59)

Balance \$1,713,237.47

- At the end of FY 12/13, the Fund balance was: \$1,713,237.47

### **RECOMMENDATIONS**

That the Board:

1. Review the Annual Report of the LAFD Special Training Fund – Account 40J for Fiscal Year 2012-2013.
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 \$1,595,776.20. During the FY 12/13 period of July 1, 2012, through June 30, 2013, State fund payouts (via ELAC) totaling \$1,715,509.37 were deposited into the account. This total is calculated from three consecutive six-month receipts of \$679,204.75, \$434,966.87 and \$601,337.75. This revenue is based on the total In-Service Training, Regional Training and Emergency Medical Technician Training hours recorded at \$3.50 per hour reimbursement rate minus tuition charges. The balance of the deposits into the account represents the tuition fees paid to attend classes through the Regional Training Academy, grant reimbursements and interest income.

Fund Expenditures for the fiscal year totaled \$1,652,818.41, and a fund transfer to General Services Division in the amount of \$99,916.00 was made on February 27, 2012 for asbestos removal at Frank Hotchkin Memorial Training Center. In addition, encumbrances totaling \$315,169.18 were deducted for travel authorities issued to Department members approved in FY 12/13 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, some are: Fire-Rescue International Conference, Training, Los Angeles Area Fire Chief's Conference, National Association of Fire Investigation Conference, Emergency Dispatch Navigator Conference, Personal Protective Equipment Symposium, Fire Safety Officer Training, Emergency Medical Services Conference, Arson Investigators Conference, and Helicopter Pilot recurrent training classes.

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

Expenses and equipment purchases from the Fund provided the Department multimedia training CD's for continuing dispatcher education, DVD's for Equal Employment Opportunity Mandated Training and materials for roof prop and ventilation training.

**CONCLUSION**

The LAFD Special Training Fund, Account 40J, 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.

