



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: APRIL 4, 2017**

**FROM: FIRE DEPARTMENT** **WARDS: ALL**

**SUBJECT: ACCEPTANCE OF INTER-AGENCY INSTRUCTIONAL SERVICES TRAINING REIMBURSEMENT FUNDS IN THE AMOUNT OF \$17,743.33 – SUPPLEMENTAL APPROPRIATION**

## **ISSUE:**

Accept reimbursement funds totaling \$17,743.33 from Rancho Santiago Community College District for Fire Department instructional hours as authorized under the Inter-Agency Instructional Services Agreement.

## **RECOMMENDATIONS:**

That the City Council:

1. Accept training reimbursement funds from Rancho Santiago Community College District in the amount of \$17,743.33; and
2. Increase revenues in the amount of \$17,743.33 in Rancho Santiago ISA Project Account 9891700-339000 and appropriate expenditures in the same amount to Rancho Santiago Inter-Agency Instructional Services Agreement Project Account No. 9891700-427200 for fire training and related needs.

## **BACKGROUND:**

On November 17, 2015, the City Council authorized an Inter-Agency Instructional Services agreement (ISA) with Rancho Santiago Community College District (RSCCD) to provide District-approved education courses for in-service training, continuing education, and specialized training through the Fire Department.

## **DISCUSSION:**

A number of California Community college districts have arrangements with public agencies and private organizations known as "Instructional Service Agreements" (ISA). The Rancho Santiago Community College District participates in Instructional Service Agreements with numerous Southern California fire departments to facilitate training and continuing education for their employees, and provides a portion of the State apportionment funding received back to the

partnering fire departments. Through this ISA, the Fire Department is reimbursed \$3.50 per instructional hour, less tuition fees for Fire personnel, and Department of Justice background costs for Fire instructors.

### ISA Revenues

For the Fall 2016 semester, the Department is eligible to receive reimbursement funds totaling \$17,732.43, as outlined in the table below:

Instructional Hours	Reimbursement (\$3.50/hour)	Deduction for Tuition Fees	Deduction for DOJ Background	Net Reimbursement
7,722	\$27,027	(\$9,283.67)	(\$0)	\$17,743.33

There are no General Fund expenditures associated with this ISA. This program is entirely self-supporting, with all costs for District tuition and background checks for Fire personnel instructors withheld by the District from instructional hours revenue earned.

The ISA provides a dedicated revenue source to sustain and enhance Fire Department training activities. If accepted, the reimbursement funds will be used to purchase additional training related materials and equipment.

### **FISCAL IMPACT:**

The total fiscal impact of this action results in an increase to revenue of \$17,743.33 to be appropriated in Rancho Santiago ISA Revenue from Other Agencies account 9891700-339000 and an equivalent offset in expense to account 9891700-427200.

Prepared by: Michael D. Moore, Fire Chief  
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