



Moraga-Orinda Fire District

Board of Directors

REGULAR MEETING
October 19, 2016
7:00 p.m. OPEN SESSION

PLEASE NOTE NEW MEETING ADDRESS:

Orinda Library Auditorium
26 Orinda Way
Orinda, CA 94563

1. OPENING CEREMONIES
 - 1.1. Call the meeting to Order
 - 1.2. Roll Call
 - 1.3. Pledge of Allegiance
 - 1.4. Core Values – Service, Honor, Integrity
2. PUBLIC COMMENT

The public is invited to speak on any matter not appearing on the agenda including Closed Session, and within the subject matter jurisdiction of the District. Comments should be limited to three minutes. Please state your name and address for the record.
3. CONSENT AGENDA
 - 3.1. **Meeting Minutes – October 5, 2016**
Staff Recommendation: Receive and File
 - 3.2. **Monthly Incident Report – September 2016**
Staff Recommendation: Receive and File
 - 3.3. **Monthly Check/Voucher Register – September 2016**
Staff Recommendation: Receive and File
4. REGULAR CALENDAR
 - 4.1. **Station 43 Construction Project Bid Award**
Staff will present information to the Board regarding the Station 43 project construction bid award.
Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Award construction bid for Station-43 to Pacific Mountain Contractors
 - 4.2. **Station 43 Solar Project Budget Approval**
Staff will present information to the Board regarding the Station 43 Solar project.
Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Authorize staff to direct the Station-43 Construction Manager to execute a design/build agreement to add solar power to Station-43 during the construction phase of the project
 - 4.3. **Discussion of Funding Equity Between Taxpayers of Orinda and Moraga**
The Board will facilitate a discussion between Moraga and Orinda taxpayers and hear the public's concerns.
Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Provide Direction to Staff
5. COMMITTEE REPORTS
 - 5.1. **Finance Committee (Directors Barber & Weil)**

6. ANNOUNCEMENTS

- 6.1. **Brief information only reports related to meetings attended by a Director at District expense**
(Government Code Section 53232.3(d))
- 6.2. **Questions and informational comments from Board members and Staff**
- 6.3. **District Updates for September 2016**

7. ADJOURNMENT

The Moraga-Orinda Fire Protection District ("District"), in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access, attend and/or participate in District Board meetings due to a disability, to please contact the District Chief's office, (925) 258-4599, at least one business day prior to the scheduled District Board meeting to ensure that we may assist you.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Moraga-Orinda Fire District to a majority of members of the Board of Directors less than 72 hours prior to that meeting are available for public inspections at 1280 Moraga Way, Moraga, during normal business hours.

I hereby certify that this agenda in its entirety was posted on October 14, 2016, at the Moraga and Orinda Fire Administration offices, Stations 41, 42, 43, 44, and 45. Agenda provided to the Moraga Town Office (Hacienda) and Orinda City Hall.



Grace Santos, District Clerk



Moraga-Orinda Fire Protection District

BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES

October 5, 2016

1. Opening Ceremonies

The Board of Directors convened in Open Session at 7:00 P.M. on October 5, 2016 at the Sarge Littlehale Community Room, 22 Orinda Way, Orinda, California. Director Evans was absent. President Anderson called the meeting to order.

Present were the following Directors and Staff:

President Anderson
Director Barber
Director Famulener

Director Weil
Stephen Healy, Fire Chief
Sean Perkins, Battalion Chief

Kathy Leonard, Fire Marshal
Grace Santos, District Clerk

2. Public Comment

Anthony Stephens, Firefighter-Paramedic and President of the Moraga-Orinda Professional Firefighters Association (MOPFA), announced that the Association is selling pink MOFD t-shirts to support Breast Cancer Awareness Month. The shirts are selling for \$20 each. The Association will donate \$10 for each shirt sold to the American Cancer Society to help fund breast cancer research. Shirts are available to the public and can be purchased at Station 44, 295 Orchard Road, in Orinda.

Director Barber asked if the Association could provide a report with a list of the different charities that MOPFA has supported, their causes and locations. Anthony Stephens stated that the information should be available on the Moraga-Orinda Firefighters Facebook page.

Director Weil stated that he would be happy to provide a listing of local, smaller, public charities that focus more on benefits and less on administration expenses. Anthony Stephens will have the Association's Public Awareness Committee follow up with Director Weil.

3. Consent Agenda

Motion by Director Famulener and seconded by Director Weil to receive and file Item 3.1 Meeting Minutes. Said motion carried a 4-0 roll-call vote (Ayes: Anderson, Barber, Famulener and Weil; Absent: Evans).

Director Barber asked to pull Item 3.2 Monthly Financial Report. He asked if the report was in a different format and stated that it looked different from reports in previous months. He stated that he would discuss it with ASD Sasser when she returns from vacation.

Motion by Director Weil and seconded by Director Weil to receive and file Item 3.2 Monthly Financial Report. Said motion carried a 4-0 roll-call vote (Ayes: Anderson, Barber, Famulener and Weil; Absent: Evans).

4. Regular Calendar

4.1 Public Hearing on Fire Code Adoption and Second Reading of Ordinance 16-02 Adopting the 2016 California Fire Code and the 2015 International Fire Code with Fire District Amendments; consideration of findings of fact pursuant to Section 18941.5 of the Health and Safety Code

On September 21, 2016, the District Board of Directors held a public hearing, adopted the findings, introduced and passed for first reading the proposed amendments for the 2016 California Fire Code/2015 International Fire Code. Under state law, the District is required to hold a public hearing and second reading before the proposed ordinance is adopted

(Government Code § 50022.3). The second reading of Ordinance # 16-02 and the associated public hearing is necessary for the Fire District's Fire Code with amendments and to have the code enforceable within the required time period (prior to January 1, 2017). Once the ordinance is adopted, copies of the signed document will be forwarded to the Town of Moraga, City of Orinda and Contra Costa County Board of Supervisors (for unincorporated areas). This submittal is required in order for each agency to ratify the document.

In accordance with Health and Safety Code section 13869.7, copies of the proposed Ordinance and Findings of Fact have been provided to the Town of Moraga, the City of Orinda and Contra Costa County for review and comment.

President Anderson opened the public hearing. There were no comments from the public and President Anderson closed the public hearing.

Motion by Director Weil and seconded by Director Barber to adopt findings, waive the second reading and adopt Ordinance 16-02 Adopting the 2016 California Fire Code and the 2015 International Fire Code with Fire District Amendments; consideration of findings of fact pursuant to Section 18941.5 of the Health and Safety Code, with Fire District Amendments. Said motion carried a unanimous 4-0 roll-call vote (Ayes: Anderson, Barber, Famulener and Weil; Absent: Evans).

4.2 Strategic Plan

Phases-1 and 2 are now complete.

Phase-1 consisted of document review, meetings with the facilitator, developing the framework for the process, setting expectations, and planning an inclusive process that ensured participation by all levels of the organization. Phase-2 consisted of facilitator-lead workshops with internal stakeholders.

Data from the workshops was analyzed and core strategies were developed. Eighteen (18) potential initiatives were identified. Staff separated these into two (2) categories: 1) initiatives requiring Board action (e.g.) budget and staffing-related, and 2) initiatives, policies, or directives that can be completed at the senior staff level. Of these, some were combined, already in progress or have since been completed. Some will require participation from the bargaining groups.

There are six (6) initiatives planned for 2017.

Staff has now completed the Strategic and Business Plans, which are now ready for review and comment by the Board of Directors and public. Staff intends to bring the final versions back to the Board for approval at the November 16, 2016 meeting.

The Board gave their recommendations with focus on Service Delivery, Finance, and Community Risk Reduction, and directed staff to incorporate the changes into the final draft.

Jonathan Goodwin, Canyon resident, suggested the following: 1) have workshops with external stakeholders and get their input; 2) come up with a better process; 3) include a financial analysis in the plans; 4) describe alternative analysis for proposals; 5) provide analysis of "trade-offs" (e.g. paying off the UAAL versus having firefighters); 6) analysis of prioritization – rank the issues in order.

5. Committee Reports

5.1 Finance Committee (*Directors Barber & Weil*)

There was nothing to report.

6. Announcements

6.1 Brief information only reports related to meetings attended by a Director at District expense

(Government Code Section 53232.3(d))

Director Famulener reported that she attended the County Fire Commissioners Association Dinner on September 22, 2016. There was a roundtable discussion between members of fire agencies all across Contra Costa County.

6.2 Questions and informational comments from Board members and Staff

Fire Marshal Leonard reported that MOFD had its Fall Open House and Pancake Breakfast fundraiser on October 1, 2016. It was a very well attended event - close to 1000 people attended and the Moraga-Orinda Professional Firefighters Association raised close to \$1500 in donations for the Alisa Ann Ruch Burn Foundation. Chief Healy thanked the firefighters and staff for their hard work on the open house.

Chief Healy thanked Firefighter-Paramedic Anthony Stephens for attending the services for Fire Engineer Ryan Ossler in Ventura County.

Chief Healy reported that President Obama would be issuing a proclamation to lower all flags to half-staff on Sunday, October 9, 2016, in honor of the 67 firefighters who lost their lives this year fighting wildfires across the United States.


Chief Healy informed Director Barber that the reason why the Monthly Financial Report in this packet looks different is that it does not include the Monthly Check/Voucher Register.

Chief Healy thanked the Board for their comments and feedback on the Strategic Plan.

President Anderson commented on the Strategic Plan, stating that it is the result of a lot of hard work based on financial forecasting, long range forecasting, budgeting, and revenues. He thanked the Chief and staff for their hard work.

7. Adjournment

At 8:40 P.M., President Anderson called for adjournment of the regular meeting.



Grace Santos
Secretary to the Board

MOFD Response Time Summary by Incident Type (grouped) for All Code 2 and Code 3 Responses.

Will only show Incident Types that are applicable. EMS/Rescue - Structure Fires (actual type is in structure) - Vegetation Fires - Other Types Grouped (Alarms/Hazards/Pub Svc/Etc) Data Based On Completed RMS Incident Report Data entered by Company Officer - Not based on Raw CAD Data...

	September, 2016			Totals
	Structure Fires	All Other Types	EMS / Rescue	
Incident Totals	1	138	131	270
Median Turnout	2.02	1.48	1.47	1.48
Median Resp Time	8.78	6.67	6.08	6.25
Resp Time (90th%)	8.78	11.88	12.12	12.12

Code 3 Response Time Summary by City and Incident Type. Times shown are based on the First Responding Units Arrival at Scene of Emergency.

		September, 2016			
		Incident Totals	Median Turnout	Median Resp Time	Resp Time (90th%)
Orinda	EMS / Rescue	55	1.38	4.92	8.27
	All Other Types	19	0.92	5.02	7.71
	Totals for City	74	1.32	4.96	8.23
Moraga	EMS / Rescue	45	1.35	4.33	6.45
	All Other Types	11	2.13	5.22	8.63
	Totals for City	56	1.38	4.62	6.97
Lafayette	EMS / Rescue	4	2.20	6.68	9.05
	All Other Types	1	5.18	15.80	15.80
	Totals for City	5	2.22	8.17	15.80
Overall Total		135	1.37	4.87	8.20

Response Totals By Incident Type

	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 16	Total
All Others (Alarms / Pub Service / Etc.)	105	108	97	97	89	104	83	102	112	113	81	145	1,236
EMS / Rescue	155	163	162	154	121	162	157	158	163	152	112	108	1,767
Structure Fires	1	2	3	1	4	2	2	2	5	2	2	1	27
Veg Fires	1	1			1			3	4	5		1	16
Vehicle Accidents	14	17	26	10	8	29	15	21	10	12	12	15	189
Grand Total	276	291	288	262	223	297	257	286	294	284	207	270	3,235

Incident Types

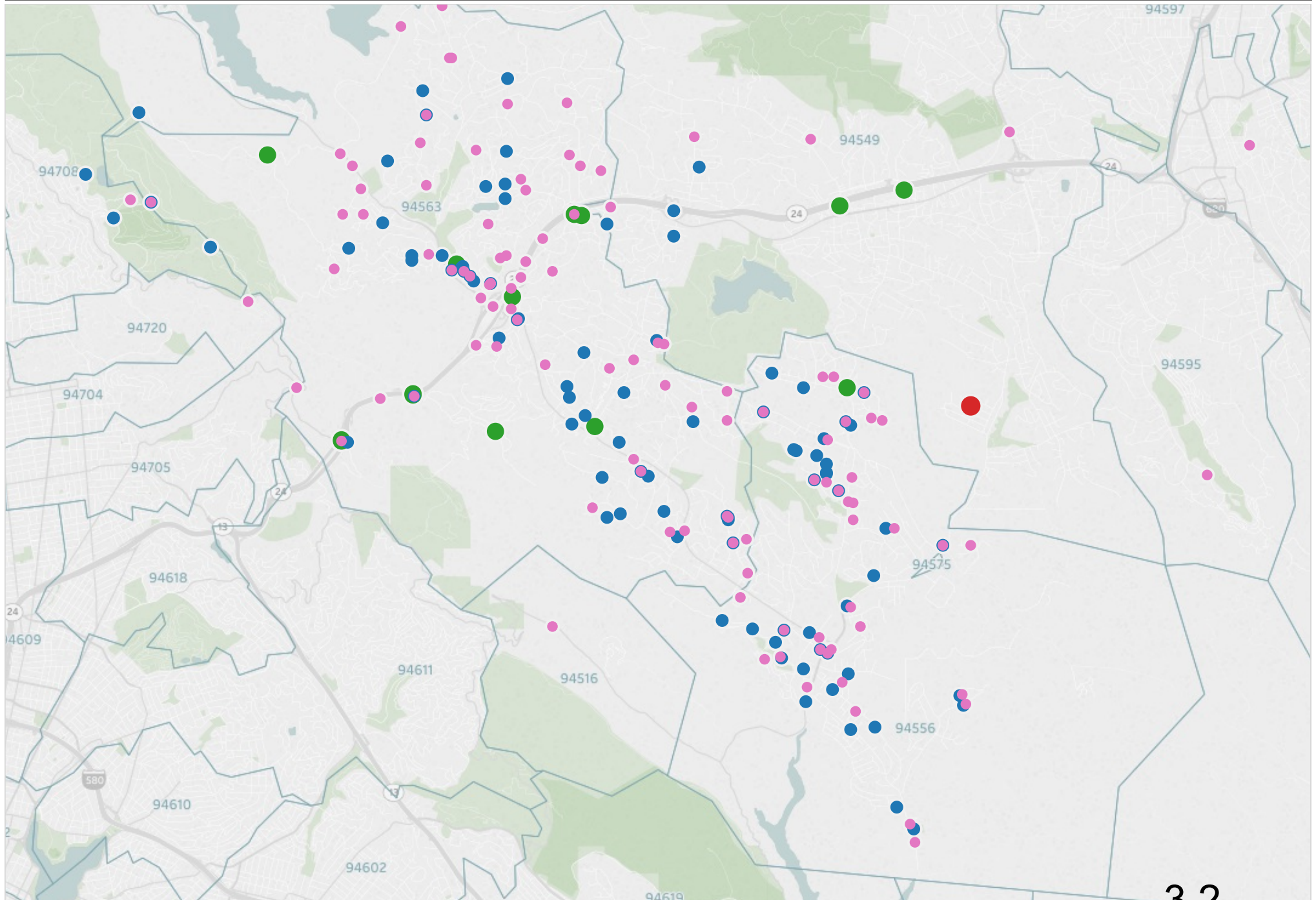
■ All Others (Alarms / Pub Service / Etc.) ■ EMS / Rescue

■ Veg Fires

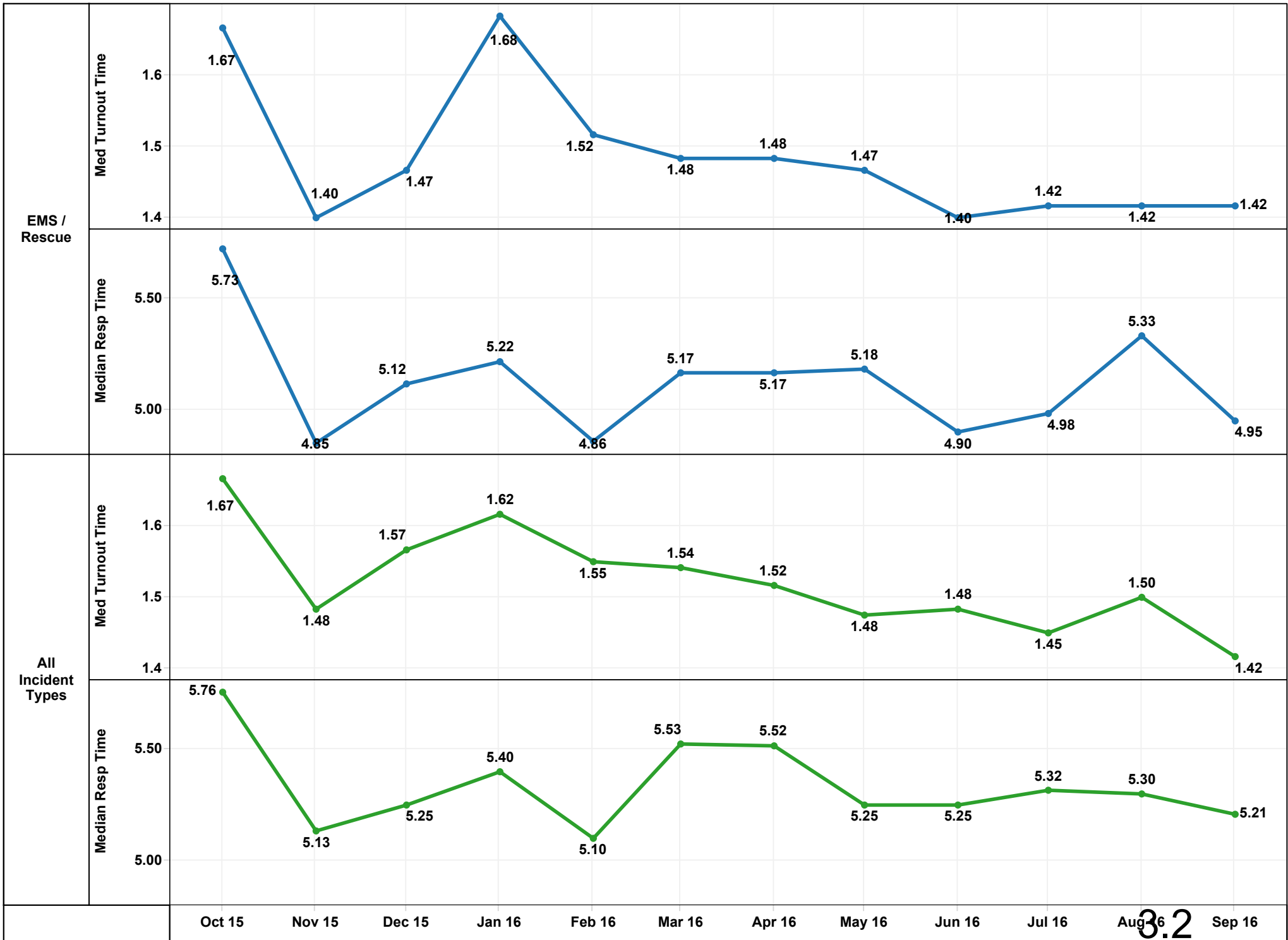
■ Vehicle Accidents

■ Structure Fires

Incident Location Map for MOFD September 2016



Run Chart for MOFD EMS / Rescue and All Incident Types for the last full 12 months. Median Turnout and Response Times By Month for First At Scene Units



3.2

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 From 9/1/2016 Through 9/30/2016

Check Number	Check Date	Name	Check Amount	Transaction Description
23853	9/1/2016	Bandwidth.com, Inc.	416.49	Service 09/1/16-09/30/16
23854	9/1/2016	Bound Tree Medical, LLC	419.60	Fentanyl
23855	9/1/2016	Graphics on the Edge	255.28	M42 aluminum red plates
23856	9/1/2016	David Iman	200.00	Paramedic licence renewal-D. Iman
23857	9/1/2016	L.N. Curtis & Sons	151.11	Structure gloves
23858	9/1/2016	Mail Stream Direct	1,009.30	Print 250 more Biennial report
23859	9/1/2016	Dennis Rein	134.25	Per diem D. Rein-8/19/16-8/25/16-Santa Barbara
	9/1/2016	Dennis Rein	22.00	Reimb. refreshment for the Disaster Management Se...
23860	9/1/2016	Stewart Enterprises II	5,822.30	Reimb. expenses 8/11/16-8/29/16
	9/1/2016	Stewart Enterprises II	10,424.20	Services 8/17/16-8/30/16
23861	9/1/2016	Ken Tamplen	292.50	Parcel #58-410-012-3, 1015 Country Club Drive
23862	9/1/2016	Triple R Electric	102.00	Station 45 generator repair
23863	9/1/2016	U.S. Bank	19,898.91	A/C #4246-0445-5564-6748 07/22/16
23864	9/1/2016	Verizon Wireless	1,154.24	Account 623714059-00001 Service 07/24/16-08/23/16
23865	9/9/2016	A-1 Door Service	1,175.00	Security Door
23866	9/9/2016	AFSCME Council 57	183.08	Period Ending 08/31/16
23867	9/9/2016	Air Exchange Inc.	1,078.00	Remove Plymovent system from Station 43 bay
23868	9/9/2016	ALSCO - American Linen Divi...	1,474.50	August 2016 linen
23869	9/9/2016	American Fidelity	2,213.49	Period ending 8/31/16
	9/9/2016	American Fidelity	1,096.10	Supplemental deductions-Period Ending 08/31/16
23870	9/9/2016	Bauer Compressors	1,922.29	Repair of Mako Air Trailer
23871	9/9/2016	Biomedical Waste Disposal	79.00	Aug. 2016 Medical Waste A/C #0349
	9/9/2016	Biomedical Waste Disposal	79.00	Aug. 2016 Medical Waste A/C #0350
23872	9/9/2016	Bound Tree Medical, LLC	14.82	Electrodes
	9/9/2016	Bound Tree Medical, LLC	24.69	Forceps
	9/9/2016	Bound Tree Medical, LLC	1,266.84	Misc supplies
	9/9/2016	Bound Tree Medical, LLC	942.70	NitroMist
23873	9/9/2016	CCCERA Retirement	142,508.50	August 2016 Employee Contributions
23874	9/9/2016	Contra Costa Federal Credit ...	1,035.62	Period Ending 08/31/16
23875	9/9/2016	Chang, Ruthenberg and Long	1,096.50	Legal services
23876	9/9/2016	Comcast	86.32	8155 40 005 0208428 Station 41-08/29/16-09/28/16
23877	9/9/2016	Definitive Networks, Inc.	14,016.00	Service coverage for August 2016
23878	9/9/2016	EBMUD	393.61	Water 06/14/16-08/10/16
	9/9/2016	EBMUD	217.45	Water 06/29/16-08/25/16
	9/9/2016	EBMUD	419.74	Water 07/01/16-08/30/16 6"
	9/9/2016	EBMUD	325.96	Water 07/01/16-08/30/16 2"
23879	9/9/2016	ECMS, Inc.	614.84	PPE inspections, cleaning and repairs
23880	9/9/2016	Emergency Response Trainin...	13,153.80	TDA training
23881	9/9/2016	Far West Sanitation and Stora...	521.43	Service 08/19/16-08/31/16
23882	9/9/2016	Graphics on the Edge	180.00	Decal removal on Unit 420 and utility 41
23883	9/9/2016	Have Air Will Travel, Inc.	135.00	Repair flat tire and valve extension-Unit 441
23884	9/9/2016	IAFF Local 1230 Dues	7,380.67	Period Ending 08/31/16
23885	9/9/2016	IAFF Local 1230 Insurance	1,828.94	Period ending 8/31/16
23886	9/9/2016	Industrial Service & Supply C...	65.00	Water backflow test
23887	9/9/2016	Keenan & Associates	3,750.00	Benefits consulting fee-6/1/16-12/1/16
23888	9/9/2016	The KSD Group, Inc.	4,735.31	Management Services 07/26/16-08/25/16
23889	9/9/2016	Lafayette Automotive Supply	189.44	Apparatus oil
23890	9/9/2016	L.N. Curtis & Sons	1,539.48	Fire shelters, structure and extrication gloves
	9/9/2016	L.N. Curtis & Sons	1,211.07	Structure boots
23891	9/9/2016	Moraga-Orinda Professional F...	510.00	Period Ending 08/31/16
23892	9/9/2016	Office Depot	413.04	Copy paper, cleaning supplies and toner
23893	9/9/2016	Paymentus Group, Inc.	117.76	Credit card fees-August 2016
23894	9/9/2016	Pacific Gas & Electric	1,655.30	08/04/16-09/01/16 Station 45
23895	9/9/2016	Safeway, Inc	36.54	Lunch meeting-S. Healy
23896	9/9/2016	Staples Advantage	100.24	Misc. supplies-Station 41
	9/9/2016	Staples Advantage	66.61	Misc. supplies-Station 43

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 From 9/1/2016 Through 9/30/2016

Check Number	Check Date	Name	Check Amount	Transaction Description
	9/9/2016	Staples Advantage	137.22	Misc. supplies-Station 44
23897	9/9/2016	William Svozil	17,870.05	Services 8/01/16-8/31/16
23898	9/9/2016	Ken Tamplen	1,937.50	Parcel #261-180-021-6, 19 Brookbank Road
23899	9/9/2016	The UPS Store	77.13	Apparatus parts sent for repair-F. Barreto
23900	9/15/2016	ADP, Inc.	372.06	ADP Payroll Fees ending 08/31/16
23901	9/15/2016	Airgas USA, LLC	190.78	Tank Rental-Station 41- #2118770 -August 2016
	9/15/2016	Airgas USA, LLC	31.57	Tank Rental-Station 44- #2902766 -August 2016
	9/15/2016	Airgas USA, LLC	227.77	Tank Rental-Station 45- #2867225 -August 2016
23902	9/15/2016	American Messaging	150.28	Paging Service September 2016
23903	9/15/2016	A T and T	152.40	Acct# 9391053307 08/01/16-08/31/16 Emergency lan...
23904	9/15/2016	Berry Bros. Towing and Trans...	600.00	Tow E342 from St 42 to Dublin for repairs
23905	9/15/2016	Bound Tree Medical, LLC	167.42	Dressing kits
23906	9/15/2016	Comcast	86.25	8155 40 006 0191002 Station 44-09/14/16-10/13/16
	9/15/2016	Comcast	86.25	8155 40 006 0191028 Station 43-09/14/16-10/13/16
23907	9/15/2016	Dell Financial Services	302.99	Rental & Admin Fee 10/01/16-10/31/16 A/C #001-840...
23908	9/15/2016	EVO	106.68	Jotto desk face plate
23909	9/15/2016	Jonathan Ford	288.00	Per diem CFMA fall academy 10/23/16-10/27/16
23910	9/15/2016	HomeTeam Pest Defense, LLC	45.00	Pest Control A/C #914925 Inv. 47510912
	9/15/2016	HomeTeam Pest Defense, LLC	46.80	Pest Control A/C #916501 Inv. 47510366
	9/15/2016	HomeTeam Pest Defense, LLC	47.30	Pest Control A/C #916501 Inv. 47511700 Misc.
23911	9/15/2016	Steve Huebner	190.00	PALS- Huebner
23912	9/15/2016	Greg Kennedy	1,740.00	EMS training-August 2016
23913	9/15/2016	L.N. Curtis & Sons	11,058.05	Hurst ML28 defender and 30' cray/yellow hose assem...
	9/15/2016	L.N. Curtis & Sons	8,981.60	Simopower Unit and 5 rescue 42 hook clusters
23914	9/15/2016	Office Depot	108.51	Copy paper, wastebaskets and hanging files
23915	9/15/2016	Brian Oliver	200.00	Paramedic licence renewal-B. Oliver
	9/15/2016	Brian Oliver	163.35	Reimb.-Station 43 supplies
23916	9/15/2016	Pacific Gas & Electric	254.36	08/02/16-08/31/16 Station 43
	9/15/2016	Pacific Gas & Electric	616.47	08/04/16-09/01/16 Station 44
	9/15/2016	Pacific Gas & Electric	868.33	08/05/16-09/05/16 Station 41
	9/15/2016	Pacific Gas & Electric	1,106.39	08/05/16-09/05/16 Station 42 Electric
	9/15/2016	Pacific Gas & Electric	396.01	08/05/16-09/05/16 Admin
	9/15/2016	Pacific Gas & Electric	43.60	08/06/16-09/06/16 Station 42 Gas
23917	9/15/2016	Physio-Control, Inc	310.00	Defibrillator maintenance
23918	9/15/2016	Santiago Martinez	3,600.00	Temp station 43 services-Ramp cover and misc install...
23919	9/15/2016	Republic Services	638.32	Sept. 2016 Trash A/C#302100093245
	9/15/2016	Republic Services	81.56	Sept. 2016 Trash A/C#302100094052
	9/15/2016	Republic Services	432.82	Sept. 2016 Trash A/C#302100095331
	9/15/2016	Republic Services	81.56	Sept. 2016 Trash A/C#302100108522
23920	9/15/2016	Shah Kawasaki Architects	12,300.20	Services 08/01/16 thru 08/31/16
23921	9/15/2016	Smart Clean Building Mainten...	245.00	September cleaning service
23922	9/15/2016	Society for Human Resource ...	190.00	Annual membership-C. Vargas 12/1/16-11/30/17 ID:0...
23923	9/15/2016	Staples Advantage	28.35	Misc. supplies-Station 43
23924	9/15/2016	Stewart Enterprises II	7,024.32	Reimb. expenses 8/31/16-9/13/16
	9/15/2016	Stewart Enterprises II	5,751.28	Services 8/31/16-9/13/16
23925	9/15/2016	U.S. Bank	3,691.12	A/C #4246-0445-5564-6748 07/22/16
23926	9/23/2016	ADP, Inc.	565.02	HR/Benefits Workforce processing fees ending 8/25/16
23927	9/23/2016	Jacob Airola	350.00	Reimb. purchase Wildland boots
23928	9/23/2016	Felipe Barreto	200.00	Paramedic licence renewal-F. Barreto
23929	9/23/2016	Bay Alarm Company	152.16	St.#42 Qtrly monitoring-A/C #3654324 10/01/16-01/0...
	9/23/2016	Bay Alarm Company	152.16	St.#44 Qtrly monitoring-A/C #3645624 10/01/16-01/0...
23930	9/23/2016	CCC Fire Commissioners Ass...	105.00	Mtg. 09/22/16-Famulener, Leonard and Healy
23931	9/23/2016	Contra Costa Door	1,364.71	Apparatus door repair
23932	9/23/2016	Cheyenne Electric Inc	3,000.00	Exterior light upgrade
	9/23/2016	Cheyenne Electric Inc	2,885.00	Outside light installation at temporary station 43
23933	9/23/2016	Dan Elbanna	65.00	Fire Officer certificate fee-D. Elbanna

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 From 9/1/2016 Through 9/30/2016

Check Number	Check Date	Name	Check Amount	Transaction Description
23934	9/23/2016	Employee Benefits Specialist...	1,202.98	October 2016 vision
23935	9/23/2016	Emergency Risk Management...	40.00	Training class-G. Sasser
23936	9/23/2016	Federal Express	25.95	Envelope to CCCERA
23937	9/23/2016	HomeTeam Pest Defense, LLC	45.00	Pest Control A/C #1035425 Inv. 47510913
	9/23/2016	HomeTeam Pest Defense, LLC	42.90	Pest Control A/C #1133175 Inv. 47510955
23938	9/23/2016	JJACPA, Inc.	2,229.82	Billing thru 9/14/16 for audit ending 6/30/16
23939	9/23/2016	The Jumpy Company	128.00	Firetruck bounce house for 10/1/16 Open House
23940	9/23/2016	Jeff Keena	172.00	Reimb. per diem Soberanes fire 8/9/16-8/23/16-J. Kee...
23941	9/23/2016	Lucas Lambert	416.00	Reimb. per diem- Chimney Fire 8/21/16-9/2/16-L. Lam...
23942	9/23/2016	McKim Co.	6,240.00	Grading 5/26, 5/27, 6/18, 6/28, 6/29, 6/30, and 7/6/16
	9/23/2016	McKim Co.	7,080.00	Grading 8/25, 8/26, 8/29, 8/31, 9/7, 9/8 and 9/9/16
23943	9/23/2016	Meyers,Nave,Riback,Silver,Wi...	3,033.45	August 2016-Client Matter 1025.001
	9/23/2016	Meyers,Nave,Riback,Silver,Wi...	2,628.99	August 2016-Client Matter 1025.005
23944	9/23/2016	Office Depot	51.87	Hanging folders and labels and cleaning supplies
	9/23/2016	Office Depot	182.85	Office chair
23945	9/23/2016	Peterson Trucks, Inc.	1,184.94	Repair M41
23946	9/23/2016	Physio-Control, Inc	3,761.33	AED replacement
23947	9/23/2016	Premier Freight Management ...	6,061.56	Transport Tiller from Cornelius, NC
23948	9/23/2016	Gloriann Sasser	92.66	Reimb. mileage 7/6/16-9/21/16 and shoes
23949	9/23/2016	Sprint	219.95	Phone 08/12/16-09/11/16 A/C #825945022
23950	9/23/2016	Staples Advantage	16.78	Misc. supplies-Station 44
23951	9/23/2016	Pete Stathakos	160.00	CPR class- Admin staff
23952	9/23/2016	William Svozil	3,965.30	Services 9/01/16-9/16/16
23953	9/23/2016	Verizon Wireless	56.24	12-lead modem wireless 08/11/16-09/10/16
23954	9/29/2016	ADP, Inc.	334.89	ADP Payroll Fees ending 09/15/16
23955	9/29/2016	ADT Security Services	67.99	Services from 10/4/16-11/03/16
23956	9/29/2016	Arrow International, Inc.	1,494.73	IO needles
23957	9/29/2016	A T and T	371.35	Acct# 9391035207 08/12/16-09/11/16
23958	9/29/2016	A T and T Mobility	1,202.21	Phone Acct #287016079073 08/16/16-09/15/16
23959	9/29/2016	Bound Tree Medical, LLC	5,237.63	Misc supplies
	9/29/2016	Bound Tree Medical, LLC	3,770.80	NitroMist
	9/29/2016	Bound Tree Medical, LLC	24.94	Thermometers
23960	9/29/2016	Marcia Burch	100.00	Refund co-pay-Resident refund-Incident 9/3/15
23961	9/29/2016	Cascade Fire Equipment Co.	4,250.13	Forestry hose, nozzles and horseshoe shut-offs
23962	9/29/2016	Central Contra Costa Sanitary...	67.00	Hazardous waste disposal
23963	9/29/2016	Cheyenne Electric Inc	3,650.00	Electrical update-Comms room
23964	9/29/2016	Comcast	86.32	8155 40 005 0208436 Station 42-09/24/16-10/23/16
	9/29/2016	Comcast	86.25	8155 40 006 0190996 Station 45-09/23/16-10/22/16
23965	9/29/2016	Jared Costanza	248.04	Reimb. overpayment on loan #001
23966	9/29/2016	Dell Financial Services	712.12	Rental & Admin Fee 10/13/16-11/12/16 A/C #001-8402...
23967	9/29/2016	D R Thompson Construction	4,000.00	Station 41 shower remodel-materials payment
23968	9/29/2016	Far West Sanitation and Stora...	1,128.00	Service 09/21/16-10/20/16
	9/29/2016	Far West Sanitation and Stora...	512.00	Service- Extra pick-up 9/3/16
23969	9/29/2016	Graphics on the Edge	801.39	Reserve truck plate holders, engine lettering and decals
23970	9/29/2016	Hunt & Sons, Inc.	1,834.82	Fuel A/C #72371
	9/29/2016	Hunt & Sons, Inc.	1,492.49	Fuel A/C #72372
	9/29/2016	Hunt & Sons, Inc.	732.44	Fuel A/C #72373
	9/29/2016	Hunt & Sons, Inc.	871.25	Fuel A/C #72375
23971	9/29/2016	Managed Health Network	370.30	October 2016- EAP - 70 @ \$5.29
23972	9/29/2016	Vince Matulich	200.00	Paramedic licence renewal-V. Matulich
23973	9/29/2016	PLIC- SBD Grand Island	109.20	October 2016
23974	9/29/2016	Setcom Corporation	101.07	Repair headset for T41
23975	9/29/2016	Christopher Sillers	200.00	Paramedic licence renewal-C. Sillers
23976	9/29/2016	Staples Advantage	316.68	Misc. supplies-Station 41
	9/29/2016	Staples Advantage	42.35	Misc. supplies-Station 43
23977	9/29/2016	The Leslie Gislason Revocabl...	23.13	Refund co-pay-Resident refund-02/15/16 Incident

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 From 9/1/2016 Through 9/30/2016

Check Number	Check Date	Name	Check Amount	Transaction Description
23978	9/29/2016	WFCA: The Daily Dispatch	250.00	Employment Ad- Fire Inspector/Plans Examiner
23979	9/29/2016	Raymond Wilson	115.75	Refund co-pay-Resident refund- Incident 4/22/16
23980	9/29/2016	Wittman Enterprises, LLC	3,839.89	August 2016
CP028	9/9/2016	Calif. Public Employees'	167,047.66	CalPers Health Ins
DD028	9/9/2016	Delta Dental Plan of Calif.	<u>15,679.89</u>	Delta Dental ACH payment
Report Total			<u>602,430.84</u>	



Moraga-Orinda Fire District

TO: Board of Directors
FROM: Stephen Healy, Fire Chief
DATE: October 19, 2016
SUBJECT: Item 4.1 – Station-43 Construction Bid Award

Background

On August 30, 2016, the District issued plans for bidding. Newspaper advertising was executed on September 6, 13, and 20, 2016. A pre-bid conference was held on September 20, 2016. The bids were opened on October 4, 2016. Eight (8) bids were received. The bids are listed lowest to highest as follows:

1. Pacific Mountain Contractors	\$2,660,129
2. Simile Construction Services, Inc.	\$2,829,000
3. Federal Solutions Group	\$2,870,777
4. Sausal Corporation	\$3,174,900
5. SW Allen Construction	\$3,288,139
6. WA Thomas Company	\$3,481,000
7. Southland Construction	\$3,688,000
8. Vila Construction	\$3,742,856

Pacific Mountain Contractors is qualified and had the lowest bid.

The budgeted amount for construction was \$3,317,443.

Staff will recommend a budget adjustment for the difference in mid-year budget review.

RECOMMENDATION

- 1) Discuss; 2) Deliberate; 3) Award construction bid for Station-43 to Pacific Mountain Contractors.

ATTACHMENTS

- 1) Attachment A – Pre-Award Survey for Pacific Mountain Contractors
- 2) Attachment B – Updated Station-43 project cost spreadsheet

Attachment A

Pre Award Survey
Fire Station #43
Moraga - Orinda Fire district
October 12, 2016

1. Stewart Enterprises II accomplished this pre award survey under contract to the Moraga-Orinda Fire District for administration of construction of the Fire Station 43.
2. Bids were opened and read at the Moraga-Orinda Fire District Office, City of Moraga at 2:00 p.m. on October 4, 2016. Persons in attendance included:

Fire Chief Stephen Healy – Moraga-Orinda Fire District
Battalion Chief Jerry Lee – Moraga-Orinda Fire District
Grace Santos, Secretary to the Board of Directors, Moraga-Orinda Fire District
Mr. Steve Stewart – Stewart Enterprises II

3. Bids were received from contractors listed below. Results were as follows:

a. Pacific Mountain Contractors	2,660,129.00
b. Simile Construction Services, Inc.	2,829,000.00
c. Federal Solutions Group	2,870,777.00
d. Sausal Corporation	3,174,900.00
e. S.W. Allen Construction	3,288,139.00
f. W. A. Thomas Co., Inc.	3,481,000.00
g. Southland Construction	3,688,000.00
h. Vila Construction	3,742,856.00

4. Bid documents of Pacific Mountain Contractors, Simile Construction Services, Inc., and Federal Solutions Group were reviewed. For Pacific Mountain Contractors all addenda were acknowledged. A Bid Bond in the amount of 10% of the bid amount was provided. See Section 2 for a copy of the bid.
5. The percentage of work performed by Pacific Mountain Contractors is substantial. The dollar value of subcontracts over ½ of 1% is \$1,970,420.59 which leaves \$689,707.41 or 26% of the contract value to be self performed by Pacific Mountain Contractors or small contracts. See Section 3 for the subcontractor listing and work percentage calculation.
6. Site visits to two projects constructed by Pacific Mountain Contractors were conducted. Pictures of the constructed projects are provided at Section 4 of this report.
 - a. Fire Station 9, 1919 Cordoba Street, Livermore, California

The Fire Station was completed in 2016. The project contract value was \$3,658,826.73. The overall quality and appearance were excellent.

Site entrance features were well done and maintained.

Attachment A

Pre Award Survey
Fire Station 43
Moraga - Orinda Fire district
October 12, 2016
Page 2

Entrance doors and hardware were very good. Door frames and margins of fit between doors and frames were uniform and well done. Frame to wall joints were well done. Hardware was well appearing in all respects.

Interior finishes were well done. Light fixtures were well appearing.

Living space flooring consisted of finished concrete and carpeting. The concrete finish was a painted floor. The finish had not worn very well. There was a miscommunication in the floor finish desired. The floor surface will need to be replaced.

Apparatus bay concrete floors had some cracks that appeared to be more than normal shrinkage cracks. Some were filled. Conclusion is that pad construction and concrete placement will need to be closely monitored.

Surfaces of cabinets were satisfactory and alignment was well done.

Living spaces, day room, kitchen and exercise room were well done. Fit and finish were excellent.

The turnout gear and extractor room was well done and appeared to be functioning well.

The fire crew noted continuing difficulty with apparatus bay door opening and closing controls.

The fire crew noted telephone connectivity for the alarm system was not reliable and suggested hard wiring the system rather than the wireless connection they had.

b. Fire Station 32, 2100 Stone Valley Road, Alamo, California

The Fire Station was under construction with an estimated completion date of January 2017.

The project contract value was \$4,377,361. The overall quality and appearance were excellent.

Site entrance features were well done. Most exterior landscaping remained

Windows were very good. Frames and margins of fit were uniform and well done.

Attachment A

Pre Award Survey
Fire Station #43
Moraga - Orinda Fire district
October 12, 2016
Page 3

- c. Conversation with Todd Feick at the Fire Station 32 site indicated that he would be moving to the Fire Station 43 site and serve as superintendent there.

Mr. Feick served as superintendent on two previous construction projects for which I was the construction manager. He is one of the best two or three construction superintendents I have served with in thirty years of commercial construction management. We are fortunate to have his presence on the Fire station 43 project.

7. Subcontractor pre award survey questionnaires were distributed to all subcontractors listed by Pacific Mountain Contractors, Inc. Responses were received from all firms except Otis Elevator, R & S Glazing and DC-Tile. Returned questionnaires and subcontractor license confirmation documents are found at Section 5.
8. All responses were favorable with no responses requiring further investigation.
9. This pre award survey finds no reason to question the ability of Pacific Mountain Contractors to perform the work for which the firm is the apparent low bidder.
10. Award of a contract for performance of work is recommended.

Stephen Stewart
Construction Manager

Attachment B

MORAGA ORINDA FIRE DISTRICT FIRE STATION 43 REPLACEMENT PROJECT

COST CODE	DESCRIPTION	VENDOR	OWNER'S BUDGET	FORECAST TO COMPLETE	UNDER/OVER BUDGET +/- D-G	TOTAL COST TO DATE	BALANCE TO COMPLETION, INCL. RETENTION F-L	PERCENT COMPLETE I/D
PRECONSTRUCTION PHASE COSTS								
SOFT COSTS - DESIGN AND ENTITLEMENTS								
00100	DEVELOPMENT/ENTITLEMENT COSTS							
00140	Planning Fees and Permitting							
00141	Concept Review (CDR)	City of Orinda	\$ 115.00	\$ 115.00	\$ -	\$ 115.00	\$ -	100%
00142	Design Review /Planning Flat Fee	City of Orinda	\$ 22,000.00	\$ 10,766.85	\$ 11,233.15	\$ 10,766.85	Complete	100%
00143	Geotech Peer Review/Drainage Permi	City of Orinda	\$ 2,600.00	\$ 2,600.00	\$ -	\$ -	Complete	100%
00144	Post Approval/Recycling Deposit	City of Orinda	Inc. in 00142	Inc. in 00142	Inc. in 00142	Inc. in 00142	Complete	100%
00145	Temporary Facilities Permit	CCC	\$ 2,900.00	\$ 2,900.00	\$ -	\$ 3,009.98	Complete	100%
00146	Demolition Permit	CCC	\$ 150.00	\$ 187.50	\$ (37.50)	\$ 187.50	Complete	100%
00147	Plan Check and Permits	CCC	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 13,955.71	\$ 36,044.29	28%
00148	Fees/Miscellaneous/Other Profession	Various	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,481.44	\$ (481.44)	105%
00170	Construction Project Management						\$ -	
00171	Construction Management Services	H&A	\$ 150,500.00	\$ 84,010.00	\$ 66,490.00	\$ 84,010.00	Complete	100%
00172	Construction Management Services	KSD	\$ 200,000.00	\$ 286,869.00	\$ (86,869.00)	\$ 96,869.00	Complete	34%
00173	Construction Management Services	SE II	\$ 184,860.00	\$ 202,350.00	\$ (17,490.00)	\$ 68,599.39	\$ 133,750.61	34%
00180	Estimator	L. SAYLOR	\$ 10,000.00	\$ 7,115.00	\$ 2,885.00	\$ 7,115.00	Complete	100%
0200 - 0050	DESIGN/ARCHITECTURE AND ENGINEERING							
00210	Architect	SKA	\$ 463,735.00	\$ 463,735.00	\$ -	\$ 387,850.69	\$ 75,884.31	84%
00235	Arborist	M BENCH	\$ -	\$ 925.00	\$ (925.00)	\$ 925.00	Complete	100%
00240	Surveyor	LEA & BRAZE	\$ 8,850.00	\$ 20,000.00	\$ (11,150.00)	\$ 10,048.00	\$ 9,952.00	50%
00250	Geotechnical Engineer							
00251	Report and Plan Review	N. ANDERSON	\$ 7,650.00	\$ 6,530.00	\$ 1,120.00	\$ 6,530.00	Complete	100%
00380	Hazmat Consultant	MONTE DEIGNAI	\$ 10,000.00	\$ 7,000.00	\$ 3,000.00	\$ 2,480.00	=	35%
SUBTOTAL SOFT COSTS			\$ 1,123,360.00	\$ 1,155,103.35	\$ (31,743.35)	\$ 702,943.56	\$ 452,159.79	61%
CONSTRUCTION PHASE								
OWNER'S COSTS DURING CONSTRUCTION								
00800	CONSTRUCTION HARD COSTS PAID BY OWNER							
00810	Temporary Facilities		\$ 200,000.00	\$ 110,000.00	\$ 90,000.00	\$ 112,433.16	\$ (2,433.16)	102%
SUBTOTAL CONSTRUCTION HARD COSTS PAID BY OWNER			\$ 200,000.00	\$ 110,000.00	\$ 90,000.00	\$ 112,433.16	\$ 200,000.00	102%
00900	CONSTRUCTION ADMINISTRATION							
00940	Special Inspection and Testing	TBD	\$ 28,000.00	\$ 28,000.00	\$ -	\$ -	\$ 28,000.00	0%
00950	Construction Inspections	TBD	\$ 12,000.00	\$ 12,000.00	\$ -	\$ -	\$ 12,000.00	0%
SUBTOTAL CONSTRUCTION ADMINISTRATION			\$ 40,000.00	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	0%
TOTAL OWNER'S/CONSTRUCTION ADMINISTRATION			\$ 200,000.00	\$ 150,000.00	\$ 90,000.00	\$ 112,433.16	\$ 240,000.00	#REF!
GENERAL CONTRACTOR'S WORK INCLUDING DEMOLITION AND SITE WORK								
1.1	Demolition		\$ 156,244.00	\$ 85,000.00	\$ 71,244.00	\$ 22,115.71	\$ 62,884.29	26%
1.2	Sitework		\$ 512,074.00	\$ 512,074.00			\$ 512,074.00	0%
2.1	Substructure		\$ 160,536.00	\$ 160,536.00			\$ 160,536.00	0%
3.0	Structure		\$ 339,736.00	\$ 339,736.00			\$ 339,736.00	0%
4.1	Enclosure, Vertical		\$ 319,738.00	\$ 319,738.00			\$ 319,738.00	0%
4.2	Enclosure, Horizontal		\$ 97,337.00	\$ 97,337.00			\$ 97,337.00	0%
4.3	Support Items		\$ -	\$ -			\$ -	
5.1	Internals, Vertical		\$ 264,265.00	\$ 264,265.00			\$ 264,265.00	0%
5.2	Internals, Horizontal		\$ 87,013.00	\$ 87,013.00			\$ 87,013.00	0%
5.4	Interiors		\$ 53,525.00	\$ 53,525.00			\$ 53,525.00	0%
6.0	Specialties		\$ 25,760.00	\$ 25,760.00			\$ 25,760.00	0%
7.0	Equipment		\$ -	\$ -			\$ -	
8.0	Special Construction		\$ 12,750.00	\$ 12,750.00			\$ 12,750.00	0%
9.0	Conveying		\$ -	\$ -			\$ -	
10.1	Plumbing		\$ 131,445.00	\$ 131,445.00			\$ 131,445.00	0%
10.15	Fire Protection Systems		\$ 34,514.00	\$ 34,514.00			\$ 34,514.00	0%
10.2	HVAC		\$ 130,998.00	\$ 130,998.00			\$ 130,998.00	0%
11.0	Electrical		\$ 208,817.00	\$ 208,817.00			\$ 208,817.00	0%
11.2	Special Electrical		\$ 83,255.00	\$ 83,255.00			\$ 83,255.00	0%
TOTAL DIRECT BUILDING COSTS			\$ 2,618,007.00	\$ 2,546,763.00	\$ 71,244.00	\$ 22,115.71	\$ 2,524,647.29	
PRORATES								
12.1	General Conditions		\$ 261,800.00	\$ 261,800.00	\$ -	\$ -	\$ 261,800.00	0%
12.2	Design Contingency - 2%		\$ 52,360.00	\$ 52,360.00			\$ 52,360.00	0%
12.3	Escalation		\$ 139,540.00	\$ 139,540.00	\$ -	\$ -	\$ 139,540.00	0%
12.4	Bonds		\$ 61,434.00	\$ 61,434.00	\$ -	\$ -	\$ 61,434.00	0%
12.5	Overhead and Profit		\$ 184,302.00	\$ 184,302.00	\$ -	\$ -	\$ 184,302.00	0%
TOTAL PRORATES			\$ 699,436.00	\$ 699,436.00	\$ -	\$ -	\$ 699,436.00	0%
GRAND TOTAL SITEWORK AND DIRECT BUILDING CONSTRUCTION			\$ 3,317,443.00	\$ 3,246,199.00	\$ 71,244.00	\$ 22,115.71	\$ 3,224,083.29	#REF!
12.6	Project Contingency -8% Direct Building Costs		\$ 209,440.56	\$ 203,741.04	\$ -	\$ -	\$ 201,971.78	0%
12.7	Furniture, fixtures & equipment		\$ 75,000.00	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	0%
GRAND TOTAL ALL PROJECT COSTS			\$ 4,925,243.56	\$ 4,830,043.39	\$ 129,500.65	\$ 837,492.43	\$ 3,992,550.96	17%



Moraga-Orinda Fire District

TO: Board of Directors
FROM: Stephen Healy, Fire Chief
DATE: October 19, 2016
SUBJECT: Item 4.2 – Station-43 Solar Power Budget Approval

BACKGROUND

Staff has researched solar power for station-43 with our Construction Manager, Steve Stewart. The piping, conduit, and brackets for solar panels were incorporated into the design of the new station and are already part of the scope of the construction bid, which was received on October 4, 2016.

To complete the installation and use solar power, the District now needs to execute a professional services contract, which can be done through Steve Stewart as part of the Station-43 project. Mr. Stewart has experience with this. Next steps are:

1. Authorize staff to direct Mr. Stewart to execute a design/built contract for the acquisition and installation of the solar panels and system.

Staff presently has the authority to execute this contract, which is expected to be less than \$50K. The ordinary bid processes are not required as this is a solar energy project.

RECOMMENDATION

- 1) Discuss; 2) Deliberate; 3) Authorize staff to direct the Station-43 Construction Manager to execute a design/build agreement to add solar power to Station-43 during the construction phase of the project.



Moraga-Orinda Fire District

TO: Board of Directors
FROM: Stephen Healy, Fire Chief
DATE: October 19, 2016
SUBJECT: Item 4.3 – Discussion of Perceived Funding Equity between Taxpayers of Orinda and Moraga.

BACKGROUND

Since 1999, per Board resolution, the District has provided all services on an integrated basis. At that time, the Board determined that the operating and capital accounts of the Moraga and Orinda zones, when allocated, benefit both service zones of the District. As a result, revenue and expenditures have been accounted for on an integrated basis since 1999.

At the June 15, 2016 Board meeting, information was presented regarding perceived funding inequities between taxes paid and services received by the taxpayers of Orinda and Moraga. The Board directed staff to schedule another meeting to discuss this issue and to hear the public's concerns. The Board directed staff not to spend additional time in research or financial accounting, but instead allow the public to bring additional detail and information to the meeting.

RECOMMENDATION

- 1) Discuss, 2) Deliberate, 3) Provide direction to staff



Moraga-Orinda Fire District

Fire Chief Stephen Healy

TO: Board of Directors
FROM: Stephen Healy, Fire Chief
DATE: October 19, 2016
SUBJECT: Item 6.3 – District Update and Activity Report: September 2016

OPERATIONS

1. Incident Responses:

- EMS/Rescue: 108
- Vehicle Accidents: 15
- Structure Fires: 1
- Veg Fires: 1
- All other calls: 145

Total: 270

2. Attended County Operations Chiefs and CISM meetings
3. Provided support for updated Standards of Cover report
4. Communications:
 - a. Modem repair and maintenance

FIRE PREVENTION

1. CalShakes Theatre:

Staff met with representatives from the CalShakes Theatre to discuss proposed changes regarding means of egress for the last of the scheduled performances. Staff visited the site on several occasions to ensure that the changes were compliant with the Fire Code and provided for the highest level of safety.

2. Orinda Planning Department/ California Fire Code:

Staff met with the new Planning Director for the City of Orinda to discuss the upcoming new MOFD Ordinance and adoption of the 2016 California Fire Code. MOFD and the City of Orinda discussed implementing counter hours (4 hours/week) with MOFD in Orinda to provide limited plan review services.

3. Diablo Fire Safe Council-Grizzly Peak vegetation reduction project:

The Emergency Preparedness Coordinator and Fire Marshal partnered with members of the HAM radio group and the Orinda School District to obtain a grant to reduce the combustible vegetation that surrounded the communications tower on Grizzly Peak. Several eucalyptus trees were removed and the vegetation was thinned to help reduce the risk of losing the tower and communications due to a wildfire.

4. Underground Tank Removal at St. Mary's College:

The Fire Marshal, in collaboration with CCC Haz Mat, SMC and the licensed contractor, witnessed the safe removal of two 6500 gallon fuel tanks that were buried near the old power plant at SMC. The Fire Marshal ensured that all requirements were followed for the safe removal of the tanks. The tanks had been in the ground since the 1940s or 1950s. No leaks were detected in the surrounding soil after removal.

5. 2016 Fire Code and Building Code Class:

The Fire Marshal attended a 3 day class that covered the changes to the new Fire and Building Code. The International Code Council class was very informative.

6. MOFD Ordinance No. 16-02:

The Fire Marshal presented at a public hearing to the Board of Directors the first reading of the new Ordinance to take effect on January 1, 2017. The Board of Directors voted unanimously in favor moving the Ordinance forward to the required second reading and public hearing.

7. Attended Contra Costa County Fire Commissioner's Meeting:

Staff attended the CCC Fire Commissioner's meeting. Discussion included a roundtable of major concerns for members within the County.

8. District Projects:

a. Via Moraga (Moraga)

The 17-lot subdivision located at the old bowling site in Moraga on Moraga Road has most of the homes constructed in the framing stage and several have already passed the first inspection for the fire sprinkler systems.

b. Rancho Laguna II- Bella Vista (Moraga)

Staff continues to monitor the site access to ensure that fire equipment can respond into the site without delay. Rheem Boulevard continues to be closed to the public until December.

c. Camino Ricardo (Moraga)

The 26-lot subdivision has most of the homes constructed to the framing stage. Staff continues to monitor the site for fire equipment access and adherence with all codes and regulations during construction.

d. Wilder

Staff has reviewed the site access, water and construction design plans for the new Art and Garden center near the ballfields.

TRAINING

1. Coordinated training schedule and logistical support at (old) Station-43
2. Attended Contra Costa County Training Officers meeting
3. Conducted meetings for Live Fire training at neighboring fire departments
4. Coordinated Training Committee meeting

APPARATUS

1. Completed annual service and repairs on E-43, and two medic units
2. Coordinated apparatus committee, truck, and medic unit subcommittees
3. Coordinated installation of branding and radios for Training TDA (Tractor Drawn Aerial)

EMS

1. 4th Quarter EMS training in-progress. Topic: Respiratory Emergencies
2. Ambulance compliance monitored (on-going)
3. CQI & PCR audited (on-going)
4. EMS supplies ordered and inventoried (on-going)

SUPPORT SERVICES

1. Coordinated Station-41 bathroom shower repair
2. Coordinated Station-41 grading project
3. Coordinated administration building roof repair
4. Completed electrical upgrades at station-45 DOC
5. Coordinating with construction manager on Station-43 construction project (on-going)
6. Provided facilities maintenance support (on-going)

ADMINISTRATIVE SERVICES

1. Completed audit and began preparation of Comprehensive Annual Financial Report
2. Completed implementation of *NeoGov* applicant tracking software and launched on-line job application capabilities.
3. Continued implementation of financial transparency software
4. Provided administrative support to the Station-43 reconstruction project
5. Opened recruitments for positions of Battalion Chief and Fire Inspector/Plans Examiner
6. Began open enrollment for CalPERS medical insurance
7. Began telecommunications and wireless audit to decrease telecommunications costs
8. Attended webinar "Protecting Your Agency from Fraud"
9. Attended California Society Municipal Finance Officers meeting

OFFICE OF FIRE CHIEF

1. Provided (on-going) staff support related to Station-43 re-construction project.
2. Provided (on-going) staff support with updated Standards of Cover (SOC) project
3. Provided staff support to Admin Division with legal matters

4. Provided staff support to Admin Division with Fire Inspector/Plans Examiner recruitment
5. Provided staff support for Support Services Division with apparatus deployment and acquisition.
6. Drafted updated Strategic and Business Plans
7. Hosted Management Team meetings
8. Applied research project for USFA/NFA (ongoing)
9. Met with EBMUD General Manager re water distribution system
10. Met with Moraga and Orinda School Superintendent's re disaster planning and safety education for children.
11. Met with Green Alliance representative re new refinery regulations
12. Attended Public Safety advisory group hosted by State Assemblywoman
13. Attended Apparatus Committee meeting