



# Moraga-Orinda Fire District

## Board of Directors

### REGULAR MEETING

June 17, 2020

**6:00 p.m. CLOSED SESSION**

**7:00 p.m. OPEN SESSION**

*Pursuant to Executive Order N-29-20, Teleconferencing Restrictions of the Brown Act have been suspended.*

#### **PLEASE NOTE TELECONFERENCE MEETING INFORMATION:**

To join the Meeting:

By Phone: 1-669-900-6833

Webinar ID: 840 8454 4755

Please click the link below to join the webinar by Zoom:

<https://us02web.zoom.us/j/84084544755>

Webinar ID: 840 8454 4755

**Public Participation** is encouraged by joining via the ZOOM link or the dial-in information above. You can access either via a smartphone or computer App (Zoom) or via phone. Public comment will remain open for a minimum of 1 minute to allow for potential digital processing delays to ensure that the public has sufficient time and opportunity to send in questions or comments.

Written Public Comment can be provided via email at [info@mofd.org](mailto:info@mofd.org). Emails will be read into the record by staff during public comment. Email must contain in the subject line "Public Comment – Agenda Item #" with the relevant agenda item indicated or "Public Comment – Not on the Agenda".

Live Public Comment can be provided via the Zoom app (during public comment) by the raise hand or chat function. Staff will unmute participant to allow comment. Participants will be unmuted in the order of hands raised or chat request to comment. If participating by phone, you will need to send a text message to 925-388-9166 to identify the phone number used on Zoom. Staff will announce the last four digits of your number and unmute your phone number to allow talking.

The meeting will be live streamed via the MOFD YouTube Channel. A link is accessible via the District's website.

#### 1. OPENING CEREMONIES

- 1.1. Call the Meeting to Order
- 1.2. Roll Call

#### 2. PUBLIC COMMENT

General public comment on any closed session item that will be heard. Comments may be limited to no more than three minutes pursuant to board policy.

#### 3. CLOSED SESSION

##### 3.1. **Conference with Labor Negotiator**

(Government Code Section 54957.6)

Agency Designated Representative: Jonathan Holtzman

Employee Organization: Local 1230, International Association of Firefighters IAFF

##### 3.2. **Conference with Labor Negotiator**

(Government Code Section 54957.6)

Agency Designated Representative: Jonathan Holtzman

Employee Organization: Unrepresented Employees

##### 3.3. **Conference with Labor Negotiator**

(Government Code Section 54957.6)

Agency Designated Representative: Jonathan Holtzman

Employee Organization: Moraga-Orinda Fire Chief Officers' Association

4. RECONVENE THE MEETING

- 4.1. Call the Meeting to Order
- 4.2. Roll Call

5. REPORT OF CLOSED SESSION ACTION

6. PUBLIC COMMENT – ITEMS NOT ON THE AGENDA

At the beginning of each regular District Board meeting, any member of the public may address the District Board concerning any item **not** on the Board's agenda but within the subject matter jurisdiction of the Board. Speakers will be limited to three (3) minutes unless otherwise specified by the Presiding Officer. The public will be given an opportunity to speak on each agenda item at the time it is called. The Board may discuss and/or take action regarding any or all of the items listed below. Once the public comment portion of any item on this agenda has been closed by the Board, no further comment from the public will be permitted unless authorized by the Board and if so authorized, said additional public comment shall be limited to the provision of information not previously provided to the Board or as otherwise limited by order of the Presiding Officer or the Board..

7. PUBLIC HEARING

7.1. **Public Hearing on the Wildland Urban Interface Fire Area Adoption and Second Reading of Ordinance 20-02 Adopting the Wildland Urban Interface Fire Area.**

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Conduct a public hearing; 4) Waive the second reading and adopt Ordinance 20-02 – An Ordinance of the Moraga-Orinda Fire District of Contra Costa County Designating Certain Identified Areas Within The District As A Wildland Urban Interface Fire Area.

7.2. **Public Hearing on First Reading of Ordinance 20-01 adopting the 2019 California Fire Code and the 2019 International Fire Code with Fire District Amendments.**

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Conduct a public hearing; 4) Introduce and waive the first reading Ordinance 20-01 – An Ordinance of the Moraga-Orinda Fire District of Contra Costa County Adopting the 2019 California Fire Code and the 2019 International Fire Code with Fire District Amendments; consideration of Findings of Fact pursuant to Section 18941.5 of the Health and Safety Code; 5) Direct changes if needed.

8. CONSENT AGENDA

8.1. **Meeting Minutes – Special Board Meeting, May 20, 2020**

Staff Recommendation: Approve and File

8.2. **Monthly Incident Report - May 2020**

Staff Recommendation: Approve and File

8.3. **Monthly Check/Voucher Register - May 2020**

Staff Recommendation: Approve and File

8.4. **Approval of Payment to Contra Costa County Fire Protection District for Dispatching and Communications Services**

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Approve payment to Contra Costa County Fire Protection District for dispatching and communications services in the amount of \$192,486.

9. REGULAR AGENDA

9.1. **Authorize Engagement Letter for Audit Services with Eide Bailly, LLP**

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Staff recommends the Board authorize staff to sign an engagement letter with Eide Bailly, LLP for audit services for the fiscal years ended June 30, 2020, 2021 and 2022 in the amount not to exceed \$76,510.

9.2. **Long Range Financial Forecast – June 2020**

Staff will present an updated Long Range Financial Forecast to the Board.

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Provide direction to Staff

9.3. **Adoption of Annual Operating Budget Fiscal Year 2021**

Staff will present to the Board the Annual Operating Budget Fiscal Year 2021.

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Adopt the proposed Annual Operating Budget Fiscal Year 2021.

- 9.4. **Resolution No. 20-07 Adopting a Modified Schedule of Cost Recovery Fees for Emergency Medical Services**  
Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Adopt Resolution 20-07 Establishing a Modified Schedule of Cost Recovery Fees for Emergency Medical Services.
  - 9.5. **Resolution 20-08 Establishing the District's Annual Appropriations Limit for Fiscal Year 2020/21**  
Staff will present information regarding Resolution 20-08 Establishing the District's Annual Appropriations Limit for Fiscal Year 2020/21.  
Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Adopt Resolution No. 20-08 establishing the appropriations limit for Fiscal Year 2020/21 at \$31,860,615.
  - 9.6. **Resolution 20-09 Ordering Even - Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order**  
Staff will present information to the Board regarding Resolution 20-09, Ordering Even - Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order.  
Staff Recommendation: 1) Review; 2) Discuss; 3) Adopt Resolution 20-09, Ordering Even - Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order
  - 9.7. **Community Chipping**  
Staff will present information to the Board regarding the Community Chipping Program.  
Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Provide direction to Staff.
10. COMMITTEE REPORTS
- 10.1. **Finance Committee (Directors Danziger and Jorgens)**
  - 10.2. **Audit Ad Hoc Committee (Director Jex)**
  - 10.3. **Facilities Ad Hoc Committee (Directors Baitx and Donner)**
  - 10.4. **Joint Fire Prevention Committee (Directors Danziger, Donner and Jorgens)**
11. ANNOUNCEMENTS
- 11.1. **Brief information only reports related to meetings attended by a Director at District expense**  
(Government Code Section 53232.3(d))
  - 11.2. **Questions and informational comments from Board members and Staff**
    - 11.2.1. **District recognition of member service to COVID-19 pandemic response**
  - 11.3. **Fire Chief Updates**
    - 11.3.1. **COVID-19**
    - 11.3.2. **Human Resources**
    - 11.3.3. **Fire Marshal**
      - 11.3.3.1. **Fuels Mitigation**
  - 11.4. **Communications Received**
  - 11.5. **Future Agenda Items**

12. 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 **June 12, 2020**, 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.



Marcia Holbrook  
District Secretary/Clerk



# Moraga-Orinda Fire District

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**TO:** Board of Directors  
**FROM:** Dave Winnacker, Fire Chief  
**DATE:** June 17, 2020  
**SUBJECT:** Item 7.1 – Second Reading Wildland Urban Interface Fire Area Ordinance

## **BACKGROUND**

At the May 2020 meeting, the Board heard a revised first reading of a proposed ordinance to designate portions of the District Wildland Urban Interface Fire Area for the purpose of requiring ember resistant construction.

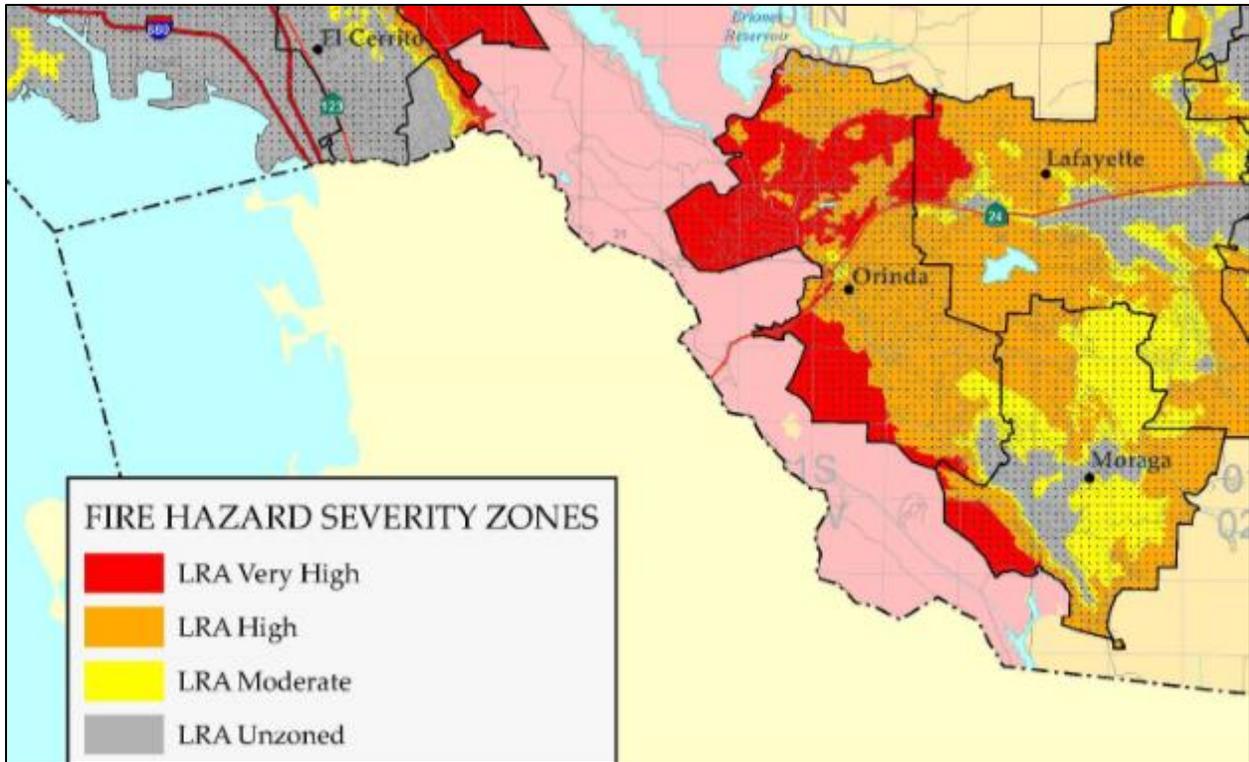
Public Resources Code section 4201 through 4204 and Government Code sections 51175 through 51189 define Wildland Urban Interface Fire Area as a geographical area identified by the state as Fire Hazard Severity Zone or other areas designated by the enforcing agency to be at significant risk from wildfires. Making this designation requires findings to support the designation.

Designation of Local Response Areas of the District as Wildland Urban Interface Area requires the use of ember resistant construction for new buildings.

State law currently requires the use of ember resistant construction for new buildings in all State Response Areas within MOFD's jurisdiction outside of the City and Town limits.

## **AREA AFFECTED**

The affected areas are shown in Orange below. Very High Fire Hazard Severity Zones have required ember resistant construction since 2009 when MOFD adopted them via Ordinance 09-01. CalFire periodically issues new maps, with the next update is expected in 2021. Staff will review the new maps when they are made available and provide recommendations to the board regarding adoption of the new maps via ordinance.



**ATTACHMENT**

Attachment A – Ordinance 20-02

**RECOMMENDATION**

1) Discuss; 2) Deliberate; 3) Conduct a public hearing; 4) Waive the second reading and adopt Ordinance 20-02 – An Ordinance of the Moraga-Orinda Fire District of Contra Costa County Designating Certain Identified Areas Within The District As A Wildland Urban Interface Fire Area.

## ORDINANCE NO. 20-02

AN ORDINANCE OF THE MORAGA-ORINDA FIRE DISTRICT OF CONTRA COSTA COUNTY, CALIFORNIA, DESIGNATING CERTAIN IDENTIFIED AREAS WITHIN THE DISTRICT AS A WILDAND-URBAN INTERFACE FIRE AREA.

The Board of Directors, as the governing body of the Moraga-Orinda Fire District does ordain as follows:

### **SECTION 1. Designation of Certain Areas of the District as a Wildland-Urban Interface Fire Area.**

- a. As used in this Ordinance, "Wildland-Urban Interface Fire Area" means a geographical area identified by the state as a "Fire Hazard Severity Zone" in accordance with the Public Resources Code section 4201 through 4204 and Government Code sections 51175 through 51189, or other areas designated by the Moraga-Orinda Fire District as the enforcing agency to be at significant risk from wildfires.
- b. Pursuant to Public Resources Code Sections 4201 through 4204 and Government Code Sections 51175 through 51189, and based on the findings in Section 2 of this Ordinance and the substantial evidence supporting those findings, those areas identified as Very High Fire Hazard Severity and High Fire Hazard Severity Zones on the fhszl06\_1 map attached hereto as Attachment 1 are hereby designated as a Wildland-Urban Interface Fire Area.
- c. Nothing herein shall alter or amend Ordinance 09-01, Moraga-Orinda Fire District (designating Very High Fire Hazard and High Fire Hazard Severity Zones). To the extent that areas designated herein as a Wildland-Urban Interface Fire Area are also designated as Very High Fire Hazard Severity Zones pursuant to Ordinance 09-01, and such designations trigger heightened requirements related to fire safety under state law, the requirements applicable to Wildland-Urban Interface Fire Areas and Very High Fire Hazard Severity Zones shall both apply. To the extent there is any inconsistency between these requirements, the standard that most effectively promotes fire safety shall prevail.

**SECTION 2. FINDINGS.** The Wildland-Urban Interface Fire Area designation made in Section 1(b) of this Ordinance is based on the following findings. Substantial evidence supports these findings.

#### A. Climatic Conditions.

The ever-changing climatic conditions have increased the risk and severity of fires in the Fire District. Local climatic conditions of limited rainfall, low humidity, high temperatures, and high winds along with existing building construction and landscaping create extremely hazardous fire conditions that adversely affect the potential fire line intensity, spread rates, and size of fires in the Fire District. The same climatic conditions may result in the concurrent occurrence of multiple fires in the Fire District throughout the region resulting in inadequate fire district personnel to protect against and control these fires.

The Fire District is the gateway to central Contra Costa County. It is located amongst rolling hills and valleys created by the Berkeley/Oakland hills to the west and open plains of central Contra Costa County to the east. Due to its location, the Fire District's climate is more varied than that of its neighbors. The Fire District receives slightly more rainfall than areas further inland, and often, during the summer months, portions of the Fire District are enveloped in fog as the heat in the Central Valley draws cool air in from the San Francisco Bay. However, the Fire District also experiences the hot, dry summer weather that is characteristic of central Contra Costa County. This climate has promoted the growth of native grasslands, chaparral, oaks, and other indigenous

plant species for the area. The climate has encouraged development in the Fire District, with the addition of primarily residential areas surrounded by large numbers of non-indigenous plant species. Due to the systematic exclusion of naturally occurring fire for over 100 hundred years and a reduction in historical grazing activity as pasture has been developed, these indigenous and non-indigenous plant species have created significant fuel loads throughout the Fire District. Due to the location of the Fire District in proximity to the Oakland/Berkeley Hills, in the fall, the hot dry summer weather gives way to Diablo Wind events characterized by high winds and very low relative humidity. These conditions have contributed to major fire loss in the region and throughout the state, with 17 of the 20 most destructive fires in California history occurring in the fall. The Fire District is exposed to more of these wind events as climate change has delayed the onset of the rainy season, thus increasing the risk of major fires.

In September 1923, during critical climatic fire conditions, a fire started in the wilderness lands of the Fire District's northern area. This fire spread into the city of Berkeley and, within two hours, was attacking houses within the City limits. A total of 130 acres of built-up territory burned. 584 buildings were wholly destroyed, with roughly 30 others seriously damaged. At this time, this was the most destructive fire in California history.

In September 1970, during critical climatic fire conditions characterized by hot, dry winds out of the northeast, a fire started along Fish Ranch Road and Grizzly Peak. This fire rapidly spread into the surrounding neighborhoods of Oakland, burning 400 acres and destroying 37 homes. An additional 18 homes were badly damaged before the fire was brought under control.

In August 1988, during critical climatic fire conditions, a small fire started near Crestview in Lost Valley and within minutes destroyed 5 homes. This fire's spread rate was increased by the prevalence of light flashy fuels, and steep slopes in alignment with strong winds.

In October 1991, a disastrous firestorm burned through the Oakland hills from an ignition point just west of the Fire District's border. Within the first few hours, thousands of people were evacuated. Ultimately over 3,000 dwelling units were destroyed in what replaced the 1923 fire as the most destructive fire in California history.

On October 27, 2019, sustained single-digit relative humidity and 30+ mph winds created explosive fire conditions throughout the region. On the same day that the Kincadee fire burned in Sonoma County, five major fires broke out in Contra Costa County. Three of these fires burned in proximity to the Fire District in Lafayette, Crockett, and Martinez and resulted in the depletion of available mutual aid resources as available firefighting units were committed to each new fire.

Throughout the Fire District, homes are surrounded by heavy vegetation with interspersed open areas, creating a semi-rural character. The resulting exposure to wildfire risk is increased by the negative effects of high wind conditions during the fire season. During May to October, critical climatic fire conditions regularly occur when the temperature exceeds 80F; wind speed is greater than 15 mph, fuel moisture is less than or equal to 10 percent, wind direction is from north to the east-southeast, and the ignition component is 65 or greater. These conditions occur more frequently during the fire season, but this does not preclude the possibility that a serious fire could occur during other months of the year.

The critical climate fire conditions create a situation conducive to rapidly moving, high-intensity fires. Fires starting in the wildland areas along the northern border are likely to move rapidly southward into the populated areas creating the potential for significant property loss and a very challenging evacuation problem.

## B. Geological Conditions.

Local geological conditions include high potential for seismic activity. The Fire District is made up of built-up suburban areas having buildings and structures constructed near three major fault systems capable of producing major earthquakes, the modifications cited herein are intended to better limit life safety hazards and property damage in the aftermath of seismic activity.

The Fire District is in a region of high seismic activity with the Hayward fault running just west of its border. The San Andreas fault is farther to the west and the Calaveras Fault to the east. All three faults are known to be active, as evidenced by the damaging earthquakes they have produced in the last 100 years and can, therefore, be expected to do the same in the future. Of primary concern to the Fire District is the Hayward Fault, which has been estimated to be capable of earthquakes exceeding a magnitude of 7.0 on the Richter scale. A large number of underground utilities cross the fault, including major water supply lines. Intensified damage during an earthquake may be expected in slide areas, as well as residential hillside areas located within or near the fault zone; some areas are steep and have previously been subjected to slides.

Additional potential events following an earthquake include broken natural gas mains and ensuing fires in the streets; building fires, as the result of broken service connection, trapped occupants in collapsed structures; and requirements to render first aid and other medical attention to a large number of residents.

### C. Topographical Conditions.

Local topographical conditions include hillside housing with many narrow and winding streets with slide potential for blockage and limited firefighting water supply. These conditions create the potential for delays in responding when a major fire or earthquake occurs. Many situations will result in limiting or total blockage of fire district emergency vehicular traffic, overtaxed fire district personnel, and a lack of resources for the suppression of fire in both structures and vegetated areas in the Fire District. In order to mitigate the conditions that hinder the rapid response of suppression resources to a fire, automatic fire-extinguishing systems, and enhanced fuel mitigation requirements are required over and above state code requirements. These requirements will buy time for residents to execute an orderly evacuation while allowing for access by firefighting resources.

The Fire District has many homes that are reached by narrow and winding paved streets, which hamper access for fire apparatus and provided limited evacuation routes for residents. In addition, many of the hillside homes are in outlying areas that require longer response times for the total required firefighting force. El Toyonal, Sleepy Hollow, the Downs, Canyon, and other areas with limited access via narrow and winding streets may face the problem of isolation from the rest of the Fire District and will suffer from the need for two-way traffic as evacuation and suppression response travel in opposite directions over limited roadways.

Effective road widths are further reduced by encroaching vegetation and mid-slope roads built without shoulders. This is particularly pronounced in older neighborhoods of North Orinda, some of which were laid out in the 1920s when vehicles were smaller, codes less stringent, and population density much lower.

Due to steep slopes that characterize many areas of the Fire District, the establishment of infrastructure to support adequate fire protection needs is not feasible. It is difficult to widen existing streets to meet present standards for emergency operations, and fire hydrants, especially in the hillside areas, often have less than optimum water pressure levels.

In summary, portions of the Fire District have limited water supplies or roadways that delay the response of emergency equipment to carry out the extinguishment of a fire allowing the fire to increase in area. In order to mitigate the above situation that hinders the quick response to a fire,

built-in automatic fire-extinguishing systems are required over and above state code requirements. The requirement and installation of such a system will allow for occupants to evacuate and allow the fire to be controlled before the Fire District arrives. This control of the fire also eliminates the potential for fire to spread beyond the structure into the vegetation.

**SECTION 5. SEVERABILITY.** The Board of Directors of the District hereby declares that should any section, paragraph, sentence or word of this Ordinance 20-02 be declared for any reason to be invalid, it is the intent of the Board of Directors of the District that it would have passed all other portions or provisions of this Ordinance independent of the elimination here from any such portion or provision as may be declared invalid.

**SECTION 6. DATE OF EFFECT.** This Ordinance shall become effective on X-X-2020 and within fifteen (15) days of passage, shall be published once with the names of the Directors voting for and against it, in the Contra Costa Times, a newspaper of general circulation in this District. Passed and Adopted on XXXXXX, by the following Vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: \_\_\_\_\_  
Marcia Holbrook  
District Secretary/Clerk

\_\_\_\_\_  
Steven Danziger, President  
Board of Directors

1241565.1





# Moraga-Orinda Fire District

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**TO:** The Board of Directors

**FROM:** Dave Winnacker, Fire Chief

**DATE:** June 17, 2020

**SUBJECT:** **Item 7.2 – Public Hearing on First Reading of Ordinance 20-01 adopting the 2019 California Fire Code and the 2019 International Fire Code with Fire District Amendments; consideration of Findings of Fact pursuant to Section 18941.5 of the Health and Safety Code**

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## **BACKGROUND:**

Recognizing the significant risk of wildfire to which our community is exposed, staff propose progressive modifications to the fire code in order to adopt best practices to harden homes, create defensible space, and ensure roadway access.

Under state law, the District is required to hold a public hearing and a first and second reading before the proposed ordinance is adopted (Government Code § 50022.3). Following adoption of 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. The proposed ordinance is the product of significant inter-agency coordination to ensure all concerns have been addressed.

Attached are the proposed amendments for the 2020 California Fire Code and 2020 International Fire Code. Presentations outlining the proposed changes were made to the City of Orinda and Town of Moraga Councils earlier this year.

## **MAJOR CHANGES:**

Every three years new editions of the state codes are published. The new codes and local amendments reflect changes in technology, fire safety techniques, and the building industry. These codes become the minimum standards for the State of California on January 1, 2020. By adopting the 2019 Fire Code, the Moraga-Orinda Fire District will be enforcing a code that is consistent with state regulations.

The following is a summary of the proposed changes to the 2019 Fire Code:

- Chapter 2 Definitions
  - Clearly defined Fire Protection Plans and where they will be required
  - Defined hazardous vegetation and combustible material

- Cleaned up the language for substantial addition, expansion, remodel, or renovation
- Added definition of surface fuels
- Chapter 3 General Safety Provisions
  - Move annual exterior hazard compliance date from 15 June to 31 May
  - Ban the use of combustible ground cover (to include Mulch & Bark) within 2' of structures
  - Require at least a 1' air gap between the ground and lower portion of bushes within 2' of structures
  - Increase the vertical clearance for trees above roofs from 5' to 6'
  - Increase the vertical clearance for trees from 5' to 6' above the ground and surface fuels
  - Require the removal of Eucalyptus and Monterrey Pine within 6' of structures
  - Require an exterior fire hazard inspection for real property transfers
  - Require the removal of Juniper and Bamboo within 10' of a road by the end of 2023
  - Streamline and define inspection process. Post card - Property Assessment – Inspection –re-inspection- Lien hearing.
- Chapter 5 Fire Service Features
  - Increases new road width from 16' to 18' for 1-2 new units
  - Increases new road width to 28' for 3 or more new units
- Chapter 9 Fire Protection and Life Safety Systems
  - Major Remodels and Additions to Existing Structures:
    - Require fire sprinklers for any remodel or addition in all occupancies except Group R-3 that have an addition or expansion where the new fire area exceeds 50 percent of the existing fire area.
    - Require fire sprinklers for any remodel or addition in group R-3 that have an addition or alteration where the removal or replacement of 50 percent or greater of linear length of walls of the building (exterior plus interior) and 50 percent of the roof are permitted within a one year period.
  - New Structures
    - Requires exterior under eave sprinklers for residential sprinkler systems
- Appendix D
  - Allows for waiver of remoteness requirement for large development road access with a Fire Protection Plan

**RECOMMENDATION:**

- 1) Discuss; 2) Deliberate; 3) Conduct a public hearing; 4) Introduce and waive the First reading Ordinance 20-01 – An Ordinance of the Moraga-Orinda Fire District of Contra Costa County Adopting the 2019 California Fire Code and the 2019 International Fire Code with Fire District Amendments; consideration of Findings of Fact pursuant to Section 18941.5 of the Health and Safety Code; 5) Direct changes if needed.

**ATTACHMENTS**

1. Attachment A – Ordinance 20-01
2. Attachment B – Findings of Fact

**ORDINANCE NO. 20-01**

AN ORDINANCE OF THE MORAGA-ORINDA FIRE DISTRICT OF CONTRA COSTA COUNTY, CALIFORNIA, ADOPTING, THE 2019 EDITION OF THE CALIFORNIA FIRE CODE (WITH CERTAIN AMENDMENTS) AND BY REFERENCE, THE INTERNATIONAL FIRE CODE, 2018 EDITION, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL.

The Board of Directors, as the governing body of the Moraga-Orinda Fire District does ordain as follows:

**Part 1. ADOPTION OF THE CALIFORNIA FIRE CODE.**

For the purpose of prescribing regulations governing conditions hazardous to life and property from fire, explosion or hazardous substances, materials and devices, and from conditions hazardous to life and property in the occupancy of buildings and premises as herein provided; providing for the issuance of permits and collection of fees therefore; and each and all of the regulations, provisions, penalties, conditions and terms of said Fire Code on file in the office of the Moraga-Orinda Fire District are hereby referred to adopted, and made a part hereof, as if fully set out in this ordinance, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance.

The Moraga-Orinda Fire District does hereby adopt the California Fire Code–2019 edition, including Appendices A, B, BB, C, CC, D (as amended), H and by reference, the International Fire Code as published by the International Code Council being particular the 2018 edition and thereof and whole thereof, save and except such portions as are hereinafter added, modified or amended by Part 2 of this ordinance is hereby adopted pursuant to Section 13869 of the California Health and Safety Code and incorporated as fully as if set out at length herein, and from the date on which this ordinance shall take effect, the provisions thereof shall be controlling within the limits of the Moraga-Orinda Fire District, in the state of California,

Repealing Ordinance No. 16-02 of the Moraga-Orinda Fire District; and all other Ordinances and parts of the Ordinances in conflict therewith.

**Part 2. AMENDMENTS TO THE CALIFORNIA FIRE CODE.**

The 2019 California Fire Code is amended by the changes, additions and modifications set forth in this Section 2. Chapter and Section numbers used below are those of the 2018 International Fire Code.

**CHAPTER 1 ADMINISTRATION**

Section 101.1 is amended to read:

**101.1 Title.** These regulations shall be known as the Fire Code of the Moraga-Orinda Fire District, hereinafter referred to as “this code.”

Section 102.1 is amended by adding item 5 to read:

**102.1 Construction and design provisions.** The construction and design provisions of this code shall apply to:

**5.** Where not otherwise limited by law, the provisions of this Code shall apply to vehicles, ships, boats, and mobile vehicles when fixed in a specific location within the boundaries of this jurisdiction.

Section 105.4.3 Applicant Responsibility has been amended to read:

**105.4.3.1 Responsibility of Permittee.** It shall be the responsibility of the applicant to ensure that the construction documents include all of the fire protection requirements and that the shop drawings are complete and in compliance with the applicable codes and standards. Building Permits shall be presumed by the District to incorporate all of the work that the applicant, the applicant's agent, employees and/or contractors shall carry out. Said proposed work shall be in accordance with the approved plans and with all requirements of this code and any other laws or regulations applicable thereto. No City, Town or County approval shall relieve or exonerate any person from the responsibility of complying with the provisions of this code nor shall any vested rights be created for any work performed in violation of this code.

Section 105.6 is amended to read:

**105.6 Required operational permits.** The fire code official is authorized to issue operational permits for the operations set forth in 105.6.1 through 105.6.55.

Section 105.6 is amended to add subsections: 105.6.52 through 105.6.55:

**105.6.52 Battery systems.** A permit is required to operate stationary storage battery systems having the capacities exceeding the values shown in Table 1206.2 pursuant to Section 1206.

**105.6.53 Christmas tree sales.** A permit is required to use a property for the purpose of selling cut Christmas trees.

**105.6.54 Model rockets.** A permit is required to sell or launch model rockets pursuant to California Code of Regulations Title 19, Division 1 Article 17.

**105.6.55 Temporary water supply.** A permit is required to use a temporary water supply for construction of residential projects or subdivisions pursuant to Section 3312.1.

Section 105.7 is amended to add:

**105.7 Required construction permits.** The fire code official is authorized to issue construction permits for operations set forth in Chapter 1, Sections 105.7.1 through 105.7.29.

Section 105.7.26 has been added to read:

**105.7.26 Medical gas systems.** A construction permit is required for the installation of or modification to a medical gas system pursuant to Section 5306.

Section 105.7.27 has been added to read:

**105.7.27 Access for fire apparatus.** A construction permit is required to install, improve, modify or remove public or private roadways, driveways and bridges for required fire apparatus access pursuant to Section 501.3.

Section 105.7.28 has been added to read:

**105.7.28 Subdivision of land.** A construction permit is required for any subdivision of land within the District. Plans shall be submitted for all land developments and/or improvements proposed within the District.

Section 105.7.29 has been added to read:

**105.7.29 Water supply for fire protection.** A construction permit is required for water supply for fire protection. Plans shall be submitted to determine adequate water supplies and fire hydrants are provided for all facilities, buildings or portions of buildings either constructed or moved into the District pursuant to Section 507.

Section 109.1 is amended to read:

**109.1 Board of appeals established.** In order to hear and decide appeals of orders, decisions or determinations made by the fire code official relative to the application and interpretation of this code, there is hereby created a Board of Appeals. The Board of Appeals is comprised of the Board of Directors. The fire code official shall be an ex officio member of said Board but shall have no vote on any matter before the board. The board may adopt rules of procedure for conducting its business, and The Board shall render all decisions and findings in writing to the appellant with a duplicate copy to the fire code official. The decision of the board of appeals shall be final.

Section 110.1 is amended to read:

**110.1. Unlawful acts.** It shall be unlawful and a public nuisance for a person, firm, corporation, or other entity to erect, construct, alter, repair, remove, demolish, or utilize a building, occupancy, premises, or system, equipment, or process regulated by this code, or cause same to be done, or maintain such condition, in conflict with or in violation of any of the provisions of this code, District ordinance or resolution, or other lawful order of the Board of Directors or fire code official.

Section 110.4 is amended to read:

**110.4 Violation penalties.** . Any person, firm, corporation, or other entity that causes, permits, maintains or allows a violation of any provision of this code or fails to comply

with any of the requirements thereof or who erects, installs, alters, repairs or does or causes to be done work in violation of the approved construction documents or directive of the fire code official, *or* of a permit or certificate used under provisions of this code, shall be subject to the criminal sanctions set forth in Health and Safety Code section 13871. Each day that a violation continues after such due notice has been served shall be deemed a separate offense.

Section 112.4 is amended to read:

**112.4 Failure to comply.** Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to a fine of not less than 500 dollars or not more than 5,000 dollars.

## **CHAPTER 2 DEFINITIONS**

Section 202 is amended by adding the following definitions:

**ABATEMENT COSTS.** Any and all costs incurred by the District to abate hazardous vegetation or combustible material on any property pursuant to this ordinance, including physical abatement costs, administration fees, technical reports or surveys, and any other actual costs incurred by the District for the abatement proceeding, including attorney's fees, if applicable.

**ADMINISTRATOR.** The Fire Chief or his/her designee.

**ALL WEATHER DRIVING SURFACE.** A roadway designed to carry the imposed weight loads of fire apparatus with asphalt, concrete or other approved surface.

**BOARD OF DIRECTORS.** The governing body of the District.

**COST OF ABATEMENT.** All expenses incurred by the jurisdiction in its work of abatement undertaken and administrative costs pursuant to Section 325.5.4 of this Ordinance.

**COMBUSTIBLE MATERIAL.** Rubbish, litter or material of any kind other than hazardous vegetation that is combustible and endangers the public safety by creating a fire hazard as determined by the fire code official.

**DEFENSIBLE SPACE.** The area adjacent to a structure or dwelling as determined by the fire code official where wildfire prevention or protection practices are implemented to provide the key point of defense from an approaching wildfire or to minimize the spread of a structure fire to wildlands or surrounding areas.

**DISTRICT BOARD.** The Board of Directors of the District.

**EMERGENCY VEHICLE ACCESS (EVA).** Shall mean an approved access meeting the requirements for fire district apparatus use and shall be restricted for the use of emergency vehicles.

**EXTERIOR FIRE HAZARD INSPECTION.** A property inspection intended to identify hazard areas and evaluate the risk to life and structures from exterior fires.

**FIRE APPARATUS ACCESS ROAD.** A road that provides fire apparatus access from a fire station to a facility, building or portion thereof. This is a general term that includes, but is not limited to a fire lane, public street, private street, driveway, parking lot lane, and access roadway.

**FIRE BREAK.** Means a continuous strip of land upon and from which all vegetation has been removed to bare mineral soil. This area is used to stop the spread of or extension of fire from one area to another.

**FIRE CODE OFFICIAL.** The Fire Chief or a duly authorized representative, or other person as may be designated by law, appointment or delegation and charged with the administration and enforcement of this code.

**FIRE HAZARD.** Any condition or conduct which: (a) increases or may increase the threat of fire to a greater degree as determined by the fire code official (b) may obstruct, delay, hinder or interfere with the operations of the fire department or the egress of occupants in the event of fire.

**FIRE PROTECTION PLAN.** A document prepared for a specific parcel, project or development. This document shall address ways to minimize and mitigate the fire problems created by the project or development, with the purpose of reducing impact on the community's fire protection delivery system. It shall be prepared by the applicant when required by the fire code official. It must be approved by the fire code official. Instances where a fire protection plan could be required:

1. A project is unable to meet fire code requirements due impracticality and requests alternate means and measures.
2. A project has 5 or more new single family homes with surrounding undeveloped land or open space.

Exception: A fire protection plan will not be required for high-density infill projects.

**FIRE TRAIL.** A graded firebreak of sufficient width, surface, and design to provide access for personnel and equipment to suppress and to assist in preventing extension of fire from one area to another.

**FUEL BREAK.** A strategically located block or strip, on which a cover of dense, heavy, or combustible vegetation has been changed to one of lower fuel volume or reduced combustibility, as an aid to fire control. Fuel breaks require annual and recurring maintenance.

**HAZARDOUS VEGETATION.** Vegetation that is combustible and endangers the public safety by creating a fire hazard including but not limited to seasonal and recurrent grasses, weeds, stubble, brush, dry leaves, dry needles, dead, dying or diseased trees and any other vegetation as determined by the fire code official.

**IMPROVED PARCEL.** A portion of land of any size, the area of which is determined by the legal lot of record and may be identified by an Assessor's Parcel Number upon which a structure is located.

**LADDER FUEL.** Fuel that provides vertical continuity between surface fuel and canopy fuel strata, increasing the likelihood that fire will carry from surface fuel into the crowns of shrubs and trees.

**PARCEL.** A portion of land of any size, the area which is determined by the legal lot of record (Reference Health and Safety Code 14883).

**PERSON.** Includes; individuals, firms, partnerships, and corporations.

**PUBLIC NUISANCE.** A declaration by the fire code official that the presence of combustible materials on any parcel creates a fire hazard or threat to public safety (Health and Safety Code 14875 and 14876) or any violation of this code.

**RUBBISH.** Waste matter, litter, trash, refuse and debris on streets or private property in the jurisdiction which is, or when dry, is combustible and may become a fire hazard.

**STRUCTURE.** That which is built or constructed.

**SUBSTANTIAL ADDITION, EXPANSION, REMODEL OR RENOVATION.** Where the new fire area exceeds 50 percent of the existing fire area.

**SURFACE FUELS** are those on the surface of the ground. They include everything from grasses to logs and stumps. Aerial fuels are fuels that are not in contact with the ground. These include limbs, foliage, and branches, as well as any dead material caught up in the branches of other plants. Needles draped over the branches of shrubs are a good example of an aerial fuel.

**TEMPORARY FIRE DEPARTMENT ACCESS ROAD FOR CONSTRUCTION.** An approved temporary roadway for emergency vehicle use during construction. addition or expansion of a building where the new or modified fire area exceeds 50 percent of the existing fire area.

**TEMPORARY WATER SUPPLY.** A water source stored for firefighting purposes in an approved aboveground tank during combustible construction.

**TREE LITTER.** Any limbs, bark, branches, or leaves left to gather on the ground or the roof of a structure.

**UNIMPROVED PARCEL.** A portion of land of any size, the area of which is determined by the legal lot record and may be identified by an Assessor's Parcel Number and on which no habitable structure is located.

## CHAPTER 3 GENERAL PRECAUTIONS AGAINST FIRE

Section 304.1.2 is amended to read:

**304.1.2. Hazardous Vegetation and Combustible Material.** Weeds, grass, vines, leaves, brush, diseased or dead trees, combustible growth, debris, or rubbish capable of being ignited and endangering property shall be cut down by the owner or occupant of the premises. Clearance of combustibles upon default of the owner or occupant shall be in accordance with Section 325.

Section 308 OPEN FLAMES is amended to adopt entire section.

Chapter 3 is amended to add Section 325 as follows:

### 325 EXTERIOR FIRE HAZARD CONTROL

**325.1 Scope** This section provides provisions intended to identify hazard areas and mitigate the risk to life and structures from wildland fire exposures and fire exposures from adjacent structures and to mitigate fires from spreading to or from wildland fuels that may threaten life, overwhelm fire suppression capabilities, or result in property loss. Section 325 applies to structures with roofs, intended for living, storage or commercial activity. Private sheds or other utility buildings less than 120 square feet which are located more than 30 feet from a habitable structure are exempt. Also exempt are non-habitable structures such as fences, retaining walls, decks, and arbors. Fuel mitigation and defensible space work shall be conducted in a manner that the activities will not result in the taking of endangered, rare or threatened plant or animal species or cause significant erosion and sedimentation of surface waters in accordance with California Environmental Quality Guidelines Section 15304.

**325.1.1 Purpose.** The purpose of this section is to establish minimum requirements in wildland-urban interface areas that will increase the ability of a building to resist the intrusion of flame or burning embers by a vegetation fire, including the identification of hazardous fire areas that require applicable defensible space provisions as set forth by and enforced by the fire code official and applicable state and local fire resistive building standards that are enforced by the local building official and fire code official.

**325.1.2 Jurisdictional authority.** The Board of Directors as the supervising, legislative and executive authority of this jurisdiction has the authority to act pursuant to Part 5 (commencing with Section §14875), Division 12, of the State of California Health and Safety Code, to clear or order the clearing of rubbish, litter or other combustible material where such combustible material endangers the public the safety by creating a fire hazard. Such fire hazard abatement shall be conducted in accordance with the provisions of Part 5 and/or this code. In the application of the provisions of Part 5 to fire hazard abatement proceeding under this code and the Fire Protection District Law of 1961, the terms “Board of Directors” or “Board” when used in Part 5, shall mean the Board of Directors of this jurisdiction under this article; and the officer designated in Section §14890 of Part 5 shall mean the Fire Chief.

**325.1.3 Contract for services.** The Board of Directors reserves and retains the power to award a contract for such fire hazard abatement work where the employees of this jurisdiction are not used to perform such abatement work.

**325.1.4. Technical reports.** The Board of Directors reserves and retains the power to award a contract for a survey or other technical report to determine parcel ownership information in cases of dispute. The parcel owners that are the subject of the report will each pay for one-half the cost of the report, payable to the District upon completion of the report.

Section 325.2 has been added to read:

**325.2 Definitions.**

**The following definitions are defined in Chapter 2:**

**ALL WEATHER DRIVING SURFACE.  
ABATE AND/OR ABATEMENT.  
ABATEMENT COSTS.  
BUILDING.  
COMBUSTIBLE MATERIAL.  
DEFENSIBLE SPACE.  
EXTERIOR FIRE HAZARD INSPECTION.  
FIRE APPARATUS ACCESS ROAD.  
FIRE PROTECTION PLAN.  
FUEL BREAK.  
HAZARDOUS VEGETATION.  
IMPROVED PARCEL.  
LADDER FUEL.  
PARCEL.  
PERSON.  
PUBLIC NUISANCE.  
RUBBISH.  
STRUCTURE.  
TREE LITTER.  
UNIMPROVED PARCEL.  
WEEDS.**

**325.3 Public nuisance.** The Board of Directors, or fire code official may declare that hazardous fire areas, including combustible materials, and hazardous vegetation, upon private property are a public nuisance.

**5.3.1 Seasonal and recurrent nuisance.** If the nuisance is seasonal and recurrent, the Board of Directors shall so declare. Thereafter, such seasonable and recurring weeds shall be abated every year but must be maintained year-round as determined by the fire code official without any further hearing.

**325.4 Unlawful disposal.** Any person who places, deposits or dumps combustible material or hazardous vegetation on a parcel whether or not he/she owns such parcel, is subject to the criminal sanctions set forth in Health and Safety Code Section 13871.

**325.5 Abatement of hazard.**

**325.5.1 Hazardous Vegetation and Combustible Material to be removed.** Parcels are to be maintained free of hazardous vegetation and combustible material.

**325.5.2 Prohibition.** No person who has any ownership or possessory interest in or control of parcel of land shall allow to exist thereon any hazardous vegetation or combustible material which constitutes a fire hazard as determined by the fire code official.

**325.6 General abatement requirements.** The provisions of this section shall govern the abatement of combustible materials and hazardous vegetation creating a fire hazard upon premises (reference Government Code 51175-51189 and Public Resources Code 4291). The District shall develop minimum abatement standards for land in residential or business, areas, or improved or unimproved parcels of any size, including vacant parcels of any type. Such standards shall be approved by the Board of Directors and may be modified periodically as circumstances dictate.

**325.6.1 Clearance of hazardous vegetation or combustible materials from fire apparatus access roads.** The fire code official is authorized to require areas within 3 feet on each side and 15 feet in height of the paved edge on fire apparatus access roads to be abated of hazardous vegetation and combustible material. On unpaved fire apparatus access roads, the measurement will be from the edge of the improved roadway surface.

**325.6.2 Clearance of Hazardous Vegetation Combustible material from parcels.** All improved and unimproved parcels declared a public nuisance by the Board of Directors shall be abated as determined by the fire code official.

**325.6.2.1** Remove from improved and unimproved parcels all hazardous vegetation and combustible material that are deemed a fire hazard.

**325.6.2.2** Parcels one acre or less (43,560 square feet) shall require abatement of the entire parcel.

**325.6.2.3** Parcels over one acre (43,560 square feet) may be required to comply with the following requirements:

1. Parcels shall provide 30-foot fuel breaks along the perimeter of the property line.
2. Parcels 10 acres or more shall provide a 30-foot cross breaks to divide the parcel into approximately 5-acre sections.
3. Eliminate any ladder fuels that can readily transmit fire in fuel breaks and cross breaks.
4. Provide 100 feet clearance from unimproved parcels to property line of improved adjacent parcels.

5. Provide 100 feet clearance around structures in accordance with 325.6.3.

**325.6.3 Clearance of brush or vegetative growth from structures.** Any person owning, leasing, controlling, operating or maintaining any structure in, upon, or adjoining any hazardous fire area shall at all times maintain defensible space around and adjacent to such structure by removing and clearing away all combustible material for a distance not less than 100 feet from all portions of the structure. Distances may be increased or decreased by the fire code official based on site specific analysis of local conditions.

**Exception:** Single specimens of trees ornamental vegetative fuels or cultivated ground cover, such as green grass, ivy succulents or similar plants used as ground cover, provided that they do not form a means of readily transmitting fire as determined by the fire code official.

**325.6.3.1** Remove that portion of any tree that extends within 10 feet of the outlet of any chimney or stovepipe.

**325.6.3.1.1** Remove hazardous vegetation and combustible material around any outdoor wood burning fire pit, heating or cooking appliance.

**325.6.3.1.2** Annual grasses must be removed or cut to less than 3 inches.

**325.6.3.2** Maintain any tree, shrub, or other plant adjacent to or overhanging any structure free of dead limbs, branches or other combustible material that is determined to be a fire hazard.

**325.6.3.3** Maintain the roof of any structure and roof gutters free of leaves, needles, or hazardous vegetation and other combustible materials.

**325.6.3.4** Maintain trees to remove ladder fuels so that foliage, twigs or branches are greater than 6 feet above the ground or surface fuels within 100 feet of any structure, or within 10 feet of the paved edge of any fire apparatus access road. On unpaved fire apparatus access roads, the measurement will be from the edge of the improved roadway surface.

**325.6.3.5** Maintain 6 feet of vertical clearance between roof surfaces and portions of trees overhanging any structure.

**325.6.3.5.1** All Monterey Pines (*Pinus radiata*) and Eucalyptus (Genus *Eucalyptus*) must be 6 feet or greater, measured horizontally or vertically from any habitable structure.

**325.6.3.6** Maintain all ground areas within 2 feet of the exterior walls of any habitable structure free of combustible ground cover including combustible mulch and barks.

**Exception:** Ornamental vegetative fuels or cultivated ground cover, such as green grass, ivy succulents or similar plants used a ground cover, provided that they do not form a means of readily transmitting fire as determined by the fire code official. MOFD will maintain a list of approved plant species that may be used as ground cover.

**325.6.3.6.1** All native and nonnative plant species next to a habitable structure must be maintained in a manner that removes combustible material within a 2-foot horizontal and 1-foot vertical area, measured from the base of the structure.

**Exception:** Ornamental vegetative species used as ground cover that are irrigated and have a high moisture content and configuration that would not promote or cause a fire to spread from the vegetation to the structure. Brush and other ornamental species may be planted within 2-feet of a structure provided foliage, twigs, and small branches are maintained in a such a manner to create a minimum of 1-foot clearance above the ground or ground cover. MOFD will maintain a list of approved plant species that may be used as ground cover.

**325.6.3.7** Remove all Junipers (genus juniperus) and Bamboo (genus bambusa) within 10 feet of the paved edge of all public and private roads by December 31, 2023.

**325.7 Fire Protection Plan.** A fire protection plan shall be prepared by the applicant when required by the fire code official. All Fire Protection Plans require approval by the Fire Code Official.

**325.8 Cost.** The cost of the fire protection plan preparation and review shall be the responsibility of the applicant.

### **325.9 Abatement procedures.**

**325.9.1 Manner of giving notice.** The fire code official may place a copy of the notice and order to abate in a conspicuous location on the property and shall mail to the property owner as such person's name and address appears on the last county equalized assessment roll. If the address is unknown, that fact shall be so stated, and the property will be physically posted with the notice and order to abate in a conspicuous place or location. Service by mail shall be deemed complete at the time of deposit in the U.S. mail. The failure of any person in possession or owner of the property to receive such notice shall not affect the validity of these proceedings.

**325.9.1.1 Public Notice.** As the first step to achieve compliance, the fire code official will distribute an annual Exterior Fire Hazard Reduction Mailer. This mailer serves as an annual notice to all property owners within the district of the requirement to comply with Sections 304.1 and 325.5. In addition, the mailer provides detailed information regarding steps to take to achieve compliance and reduce fire danger. These mailers will be sent in the spring at least 30 days prior to annual enforcement deadline.

**325.9.1.2 Assessment.** Fire Code Officials will conduct Exterior Fire Hazard Property Assessments beginning on or about June 1st. The fire code official will determine if the property is compliant or non-compliant with Ordinance No. 20-01 Sections 304.1 and 325.5.

Compliant properties will be entered into the Parcel Fire Hazard Assessment System as "Passed" with no further action required. Property owners may also self-report compliance by submitting photos of their property for review by fire code official. Non-Compliant properties will be entered into the Parcel Fire Hazard Assessment System as "Failed" along with the listed violation(s) and uploaded photographs. An Exterior Fire Hazard Assessment letter will be mailed to the property owner as such person's name and address appears on the last county equalized assessment roll,

advising of the existing violation(s) and requests abatement with 30 days. “Failed” properties will be scheduled for inspection no sooner than 30 days after the date of assessment.

**325.9.1.3 Inspection**, Fire code officials will conduct the Exterior Fire Hazard Property Inspection no sooner than 30 days after a property received a “Failed” assessment. The inspector will determine if the property is compliant or non-compliant with Ordinance No. 20-01 Sections 304.1 and 325.5.

Compliant properties will be entered into the Parcel Fire Hazard Assessment System as “Passed” with no further action required. Property owners may also self-report compliance by submitting photos of their property for review by fire code officials.

Non-Compliant properties will be entered into the Parcel Fire Hazard Assessment System as “Failed” and an update of the remaining violation(s) along with additional photographs shall be uploaded. A “Notice to Abate” letter will be mailed to the property owner, as such person’s name and address appears on the last county equalized assessment roll, which advises of the remaining violation(s) and request abatement within 15 days. Failed properties will be scheduled for re-inspection no sooner than 15 days after the Inspection.

**325.9.1.4 Re-Inspection** The Exterior Fire Hazard Property Re-Inspection is the third attempt to achieve compliance. Fire code official will conduct the Exterior Fire Hazard Property Re-Inspection no sooner than 15 days after a property has received a “Failed” Inspection. The inspector will determine if the property is compliant or non-compliant with Sections 304.1 and 325.5. Compliant properties will be entered into the Parcel Fire Hazard Assessment System as “Passed” with no further action required. Non-Compliant properties will be entered into the Parcel Fire Hazard Assessment System as “Failed” and an update on the remaining violation(s) along with additional photographs shall be uploaded. A pre-Lien letter will be mailed to the property owner which advises of the continued violation(s), identifies the date and location at which a hearing will be held by the MOFD Board, and describes the appeals procedure.

**325.9.1.5 Abatement order.** The fire code official of this jurisdiction may order the abatement of hazardous vegetation, combustible material, as described in Sections 304.1 and 325.2. On making the order, the fire code official of this jurisdiction shall mail a copy of a notice/order to the owner of the affected property as he/she and his/her address appear upon the current and last county equalized assessment roll as of January 1 of each calendar year, or as his/her address is known to this jurisdiction. The notice/order is also physically posted upon the affected property in a conspicuous location and published in this jurisdiction, not less than fifteen 15 days prior to the date of the abatement hearing. Copies of the notice shall be headed with the words “Notice to Abate Hazardous Vegetation and Combustible Material” in letters at least one inch high. The notice shall be in substantially the following form:

**325.9.1.6 Notice for seasonal and recurring nuisance.** In the case of hazardous vegetation and combustible material, which have previously been declared to constitute a seasonal and recurring nuisance, a fire code official will physically post a notice on the property and mail a notice to the owner(s) of the property via U.S. mail at the address as it appears on the current assessment roll. The notice will state that hazardous vegetation or combustible material of a seasonal and recurrent nature are located on the property and that they constitute a public nuisance and a fire hazard that

must be abated by removal. If the violation is not removed, it will be abated by the Moraga-Orinda Fire District, in which case the costs of removal, plus an administrative fee will be assessed. to the parcel. The cost will constitute a lien upon the property until paid. No hearing will take place.

**325.9.1.7 Immediate hazard.** When, in the opinion of the fire code official, an extreme fire hazard exists which constitutes an immediate threat to public, safety, and welfare, and it is deemed necessary to abate such hazard as promptly as possible, said fire hazard shall be removed or abated within five (5) days. Notice of the violations and abatement action taken shall be provided within seven (7) business days after such emergency abatement.

**325.9.1.8 Hearing date.** If the owner fails to comply with a notice of violation, a hearing will be held during a regular schedule district board meeting. The date of the notice is the date on which the notice is placed in the United States mail or the date on which it is posted on the property. At the hearing, the property owner or his or her agent may appear to show cause why the order should not be enforced. For good cause shown, the Board may extend the time for compliance with the order or may rescind the order. Service by mail shall be deemed complete at the time of deposit in the U.S. mail. The failure of any person in possession or owner of the property to receive such notice shall not affect the validity of these proceedings.

**325.9.1.9 Contract award.** If a contract is awarded, it shall be by public bid, awarded to the lowest responsible bidder. A contract may include work on more than one parcel. An administrative fee will be attached to the cost of the contracted work to the violator.

**325.9.1.10 Abatement report of costs.** The fire code official or his or her designee abating the nuisance shall keep an account of the cost of abatement located on each separate parcel of land and shall render an itemized report in writing to the Board of Directors showing the cost of removing the hazardous vegetation, combustible material, or public nuisance on or each separate lot or parcel of land, or both. Before the report is submitted to the Board, a copy of it shall be posted for at least three days on or near the entrance door of the Fire Department Administration Headquarters with a notice of the time and when the report will be submitted to the Board for confirmation. The report and notice shall also be posted for the three days in two other public places in the District. At the time fixed for receiving and considering the report, the Board of Directors shall hear it and any objections of any of the property owners liable to be assessed for the work of abatement.

Thereupon, the Board of Directors may make such modifications in the report, as it deems necessary, after which by order of resolution, the report shall be confirmed. The amounts of the cost, including administrative costs, for abating the nuisance in front of or upon the various parcels of the land mentioned in the report as confirmed shall constitute special assessment against the respective parcels of land, and are a lien on the property for the amount of the respective assessments. The decision of the Board of Directors shall be final.

**325.9.1.11 Cost assessments.** Upon confirmation of the report of cost by the Board of Directors of this jurisdiction and the recordation of the Resolution of Confirmation by the administrator, a copy of the report of cost shall be sent to the County Auditor, who shall enter the amount of the assessments against the parcels. Thereafter the amount of the assessments shall be collected at the same time and in the same way as County taxes are collected. The owners are subject to the same

penalties and the same procedure and sale in case of delinquency as provided for ordinary county taxes. All laws applicable to the levy, collection, and enforcement of county taxes are applicable to these assessment taxes.

**325.9.1.12 Fuel breaks.** In lieu of ordering complete abatement, the fire code official of this jurisdiction may order the preparation of fuel breaks around parcels of property where hazardous vegetation and combustible material are present. In determining the proper width for fuel breaks, the fire code official shall consider the height and type of fuels, weather conditions, topography, and accessibility to the property of fire protection equipment.

**325.9.10 Sale or transfer of property.** Before the close of escrow, the seller shall provide to the buyer documentation from the Fire Chief, Fire Code Official or his/ her designee stating that the property is currently in compliance with the exterior hazard abatement section of the Moraga Orinda Fire Code. The fire code official shall have discretion to accept alternate means and measures in the event completion of the required work will delay the sale or transfer of property.

**325.11 Suppression costs.** Any person who negligently, intentionally or in violation of law causes an emergency response by the District, may be liable for the costs of securing such emergency. Any costs incurred by the Fire District in fighting a fire and for the cost of providing rescue or emergency medical services shall be a charge against said person. The charge shall constitute a debt of that person and is collectable by the Fire District incurring those costs in the same manner as in the case of an obligation under a contract, express or implied. (See State of California Health & Safety Code §13009)

## **CHAPTER 4 EMERGENCY PLANNING AND PREPAREDNESS**

Section 401.5 is amended to add:

**401.5.1 False/nuisance alarm fee.** A fee may be charged for false/negligent alarms according to the adopted fee schedule of the District.

## **CHAPTER 5 FIRE SERVICE FEATURES**

Section 502.1 is amended to add the following definition. The following term is defined in Chapter 2:

### **ALL WEATHER DRIVING SURFACE.**

Section 503 Fire Apparatus Access Roads is adopted.

### **503.1.2 Additional access.**

Section 503.1.2 is amended to add Sections 503.1.2.1, and 503.1.2.2 as follows:

**503.1.2.1 Required access roads for residential developments.** The minimum number of access roads serving residential development(s) shall be based upon the number of dwelling units served as follows:

- 1-20 units, one public or private access road.
- 21-50 units, one public or private access road and one fire apparatus access road as approved by the fire code official.
- 51-100 units, a minimum of two or more public or private access roads and one fire apparatus access road as approved by the fire code official.
- 101+ units, a minimum of 3 public or private access roads and one fire apparatus access road as approved by the fire code official.
- Nothing in this section shall be construed to limit the creation of accessory dwelling units that are otherwise authorized by law.

**503.1.2.2 Access to open spaces.** When access to open land/space or fire trail systems maintained for public or private use is obstructed by new development of any kind, the developer shall provide alternate acceptable access into the area that is sufficient to allow access for fire personnel and apparatus. The alternate means of access requires the approval of the fire code official.

**503.1.2.2.1** Existing fire trail systems shall be maintained. When conditions make maintenance of existing trails impractical, alternate means of access shall be provided and requires approval by fire code official.

Section 503.2.1 is amended to add:

**Section 503.2.1 Dimensions.** Fire apparatus access roads shall have an unobstructed width of not less than 28 feet (8534 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 15 feet (4572 mm).

Section 503.2.1.1 is added to read:

**503.2.1.1 Road widths for fire department access roads serving 1 or 2 dwelling units.** A fire department access road serving less than three dwelling units may be a minimum of 18 feet (5486 mm) in width if no parking is permitted on the roadway.

Section 503.2.1.2

Section 503.2.1.3 building height is added to read:

**503.2.1.3 Building height.** Fire apparatus access roads shall have a minimum unobstructed width of 36 feet (10,973 mm) in the immediate vicinity of any building or portion of building more than 30 feet (10,668 mm) in height as defined in Appendix D.

**503.2 Specifications.**

Section 502.3 is amended to read:

**503.2.4 Minimum turning radius.** A fire department access road shall have a minimum standard turning radius of 28 feet (8534 mm) inside and a 48 foot (14,630 mm) outside diameter.

Section 503.2.7 is amended to read:

**503.2.7 Grade.** The grade of the fire apparatus access road shall be within the limits established by the fire code official based on the fire department's apparatus. A fire department access road having a grade between 15% and 20% shall be designed to have a finished surface of grooved concrete to hold 75,000 pounds (34,019 kg) (H-20 Cal-Trans Design Standard). Design for grooved concrete shall be ½ inch (12.7 mm) by ½ inch (12.7 mm) and 1-1/2 inch (38 mm) on center. Grades exceeding 20 percent and cross slopes of greater than 8 percent are not permitted unless approved by the fire code official.

**Exception:** Other approved all weather surfaces may be used if the skid resistance is equivalent to or greater than grooved concrete as certified by a registered engineer, in accordance with ASTM E274 and approved by the fire code official.

Section 503.2.8 is amended to read:

**503.2.8 Angles of approach and departure.** The angles of approach and departure for any means of access shall not exceed 10 percent at 10 feet of the grade break.

## **505 PREMISES IDENTIFICATION**

Section 505 is amended by adding Section 505.1.2:

Section 507.2 is adopted without amendment:

**507.2 Type of water supply.** A water supply shall consist of reservoirs, pressure tanks, elevated tanks, water mains or other fixed systems capable of providing fire flow.

**Section 510.3 Permit required is adopted.**

## **CHAPTER 6 BUILDING SERVICES AND SYSTEMS**

### **603.6 Chimneys**

Section 603.6 is amended by adding subsection 603.6.6 to read:

**603.6.6 Sparks from chimneys.** Chimneys used with fireplaces or heating appliances in which solid or liquid fuel is used shall be maintained with a spark arrester as required for incinerators by the Mechanical Code.

## **CHAPTER 9 FIRE PROTECTION AND LIFE SAFETY SYSTEMS**

Section 902.1 is amended to add:

**SUBSTANTIAL ADDITION, EXPANSION, REMODEL OR RENOVATION.**

Section 903.2 is amended to read:

**903.2 Where required.** Approved automatic sprinkler systems shall be installed in new non-residential buildings with a fire area that exceeds 3600 square feet and in the locations set forth in sections 903.2.1 through 903.2.12.

**Exceptions:**

Systems which are required to mitigate deficiencies shall be installed in accordance with requirements as deemed necessary by the fire code official.

**Section 903.2.8 Group R is amended to add exception 5.**

**903.2.8 Group R.** An automatic sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings with a Group R fire area.

**Exceptions:**

1. See California Fire Code.
2. See California Fire Code.
3. See California Fire Code.
4. See California Fire Code.
5. Detached Group U private garages less than 2000 square feet accessory to a Group R-3 occupancy.

Section 903.3.1.1.3 is added to read:

**903.3.1.1.3 Undeclared use and tenant space.** In buildings of undeclared use or with tenant space areas; the fire sprinkler system may be required to conform to the design density of the most hazardous occupancy use allowed within the building.

Where a subsequent occupancy requires a system with greater capability, it shall be the responsibility of the owner/and or tenant occupant to upgrade the system.

Section 903.3.1.2 is amended to add:

**903.3.1.2.1 Eave protection.** Sprinkler protection shall be provided under roof eaves as defined in CBC 702A definitions in Fire Hazard Severity Zones and Wildland Urban Interface Fire Areas.

### **903.3.5 Water supplies.**

Section 903.3.5 is amended to add subsection 903.3.5.3 to read:

**903.3.5.3 Non-permissible water supply storage.** Swimming pools, ponds, and underground cisterns shall not be considered water storage for the purposes of Section 903.3.5.

Section 903.3.10 is added to read:

**903.3.3.10 System risers.** The location of system risers shall be approved by the fire code official. System risers shall be located in a common area of the protected premises with regards to firefighter access. System risers located inside buildings shall either be located in stairways or in riser closets accessible from common areas.

### **903.6 Where required in existing buildings and structures.**

Section 903.6.1 has been added to read:

**903.6.1 All occupancies except Group R-3.** An automatic sprinkler system shall be provided throughout existing buildings except buildings with a group R-3 occupancy that have an addition or expansion where the new fire area exceeds 50 percent of the existing fire area.

Section 903.6.2 is added to read:

**903.6.2 Group R-3.** An automatic sprinkler system shall be provided throughout all existing buildings containing a group R-3 occupancy that have an addition or alteration where the removal or replacement of 50 percent or greater of the linear length of the walls of the building (exterior plus interior) and 50 percent of the roof are permitted within a one-year period.

Section 903.6.3 is added to read:

**903.6.3 Change in occupancy classification.** Existing non-residential buildings which undergo a change in occupancy classification to higher hazard occupancy shall require the entire building be protected by an automatic sprinkler system installed in accordance with Section 903.3. The requirements of Section 903.2 shall not be required when a change of occupancy classification is made to an equal or lesser hazard category as determined by the fire code official.

## **CHAPTER 10 MEANS OF EGRESS**

Section 1028.5 is amended to add:

**1028.5.1 Exit discharge surface.** Exterior exit pathway surfaces shall be suitable for pedestrian use in inclement weather and terminate at a public way as defined in the *California Building Code*.

## CHAPTER 33 FIRE SAFETY DURING CONSTRUCTION AND DEMOLITION

Section 3301.3 is added to read:

**3301.3 Construction documents.** Construction documents and a schedule for demolition must be submitted to the fire code official when required by the building code official. Where such information is required, no work shall be done until such construction documents or schedule, or both, are approved by the fire code official.

Section 3301.4 Permits is added to read:

### **3301.4 Permits**

Section 3301.4.1 is added to read:

**3301.4.1** Temporary fire department access road for construction. A permit is required to utilize a temporary fire department access road for construction regulated by Section 3301.2, see Section 105.7.

Section 3301.4.2 is added to read:

**3301.4.2** Temporary water supply. A permit is required to utilize a temporary water supply for construction of residential projects or subdivisions regulated by Section 3312.1, see Section 105.7.

Section 3310.2.1 is added to read:

**3310.2.1 Construction site locks.** Site security gates shall be provided with a District padlock. Application for a District padlock is made through the Fire Prevention Office.

Section 3310.3 is added to read:

**3310.3 Permit.** A permit is required for a temporary fire department access road, see Section 105.7.27.

Section 3310.4 is added to read:

**3310.4 Temporary fire department access road for construction.** The use of a temporary roadway in lieu of permanent roadways is limited to April 15th through October 15th. Timelines may be modified by the fire code official depending on inclement weather conditions.

Section 3310.5 is added to read:

**3310.5 Obstructions to access roads.** Staging of building materials, placement of equipment or parking of worker vehicles shall not take place within the required width of a fire department access road.

## **3312 WATER SUPPLY FOR FIRE PROTECTION**

Section 3312 is amended to add:

**3312.1.1 Permit.** A permit is required for temporary water supplies, see Section 105.7.30.

**3312.1.2 Temporary water supply for subdivisions.** For construction of residential projects or subdivisions an approved temporary water supplies are permitted only for construction of model units.

## **CHAPTER 50 HAZARDOUS MATERIALS-General Provisions**

Section 5001.5.3 is added to read:

**5001.5.3 Emergency response support information.** Floor plan, material safety data sheets, hazardous material inventory statements (HMIS), hazardous material management plans (HMMP) and other information may be stored in cabinets outside of facilities or buildings. Information may be required in a specific electronic media format to facilitate computer aided dispatching.

## **CHAPTER 56 EXPLOSIVES AND FIREWORKS**

Section 5601.3 is amended to read:

**5601.3 Fireworks. The possession, manufacture, storage, sale, handling and use of fireworks are prohibited.** The possession, manufacture, storage, sale, handling and use of fireworks or pyrotechnic materials within the jurisdiction of the District are prohibited. The definition of fireworks for this section includes snap caps.

### **Exception:**

Firework storage within the jurisdiction of the District is limited to aerial fireworks in conjunction with an approved and permitted aerial display, in accordance with California Code of Regulations, Title 19, Chapter 6.

## **APPENDIX D FIRE APPARATUS ACCESS ROADS**

Appendix D is adopted with the following amendments:

### **SECTION D105 AERIAL FIRE APPARATUS ROADS**

SECTION D105.2 has been amended to read:

D105.2 Width. Aerial fire apparatus roads shall have a minimum width of 36 feet (10973 mm) exclusive of shoulders, in the immediate vicinity of the building or portion thereof.

## **Section D106 MULTIPLE-FAMILY RESIDENTIAL DEVELOPMENTS**

Section D106.1 has been amended to read:

**D106.1 Multiple-family residential developments.** Multiple-family residential developments shall have the number of access roads required by Section 503.1.2.1.

### **D106.3 REMOTENESS**

The following exception is added Section D106.3:

**Exception:** The fire code official may approve an alternative, circular route of travel with the entrance and exit points closer than required by this section. A fire protection plan shall be submitted addressing Wildfire risk when the fire apparatus access roadways do not meet the remoteness requirement.

## **D107 ONE- OR TWO- FAMILY RESIDENTIAL DEVELOPMENTS**

Section D107.1 is amended to read:

**D107.1 One or two family dwelling residential developments.** One or two family dwelling residential developments shall have the number of access roads required by Section 503.1.2.1.

## **SECTION 4. REPEAL OF CONFLICTING ORDINANCES.**

**13.1 Repeal.** The following Ordinance previously adopted by the Board of Directors is hereby repealed: Ordinance #16-02 Moraga-Orinda Fire District with amendments from the California Fire Code (2016 Edition). Elements of section 325.6.3 that are more restrictive than those adopted via Ordinance #16-02 shall take effect no sooner than January 1, 2021. Until the time these elements take effect, the provisions of MOFD Ordinance #16-02, section 325.6.3, will remain in effect.

## **SECTION 5. VALIDITY.**

**14.1 Validity.** The Board of Directors of the District hereby declares that should any section, paragraph, sentence or work of this Ordinance 20-01 or of the California Fire Code, 2019 Edition and the International Fire Code, 2018 Edition as adopted and amended herein be declared for any reason to be invalid, it is the intent of the Board of Directors of the District that it would have passed all other portions or provisions of this Ordinance independent of the elimination here from any such portion or provision as may be declared invalid.

## **SECTION 6. MORE RESTRICTIVE REQUIREMENTS.**

**15.1 More restrictive requirements.** In the event the City of Orinda, Town of Moraga, or Contra Costa County, adopt more restrictive requirements, or amend those provisions contained herein, those more restrictive or amended requirements shall only apply within the jurisdiction adopting such requirements.

**SECTION 7. DATE OF EFFECT.**

**16.1 Date of effect.** This Ordinance shall become effective on X-X-2020 and within fifteen (15) days of passage, shall be published once with the names of the Directors voting for and against it, in the Contra Costa Times, a newspaper of general circulation in this District. Passed and Adopted on XXXXXX, by the following Vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

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Marcia Holbrook  
District Secretary/Clerk

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Steven Danziger, President  
Board of Directors

1252256.1

Moraga-Orinda Fire District  
Fire Code

Findings of Fact

Finding of Fact:

Pursuant to Sections 17958.5 and 18941.5 of the California Health and Safety Code, the Moraga-Orinda Fire District (Fire District) finds that amendments to the California Fire Code, 2019 Edition are necessary due to the climatic, geologic and topographical conditions (the “Conditions”) which exist in the Fire District. Under the adoptions of the California Fire Code, 2019 Edition, and specific amendments have been established which are more restrictive in nature than those adopted by the State of California and State Fire Marshal.

The local amendments to the California Fire Code, 2019 Edition, have been evaluated by the Fire District as a tool for addressing the fire problem and concerns within the Fire District, which will establish and maintain an environment for a high level of fire and life safety to all persons who work and live within the Fire District boundaries.

The following conditions establish a fire hazard within the Fire District, which requires specific amendments to the California Fire Code, 2019 Edition.

1. Climatic Conditions

The ever-changing climatic conditions have increased the risk and severity of fires in the Fire District. Local climatic conditions of limited rainfall, low humidity, high temperatures, and high winds along with existing building construction and landscaping create extremely hazardous fire conditions that adversely affect the potential fire line intensity, spread rates, and size of fires in the Fire District. The same climatic conditions may result in the concurrent occurrence of multiple fires in the Fire District throughout the region resulting in inadequate fire district personnel to protect against and control these fires.

The Fire District is the gateway to central Contra Costa County. It is located amongst rolling hills and valleys created by the Berkeley/Oakland hills to the west and open plains of central Contra Costa County to the east. Due to its location, the Fire District’s climate is more varied than that of its neighbors. The Fire District receives slightly more rainfall than areas further inland, and often, during the summer months, portions of the Fire District are enveloped in fog as the heat in the Central Valley draws cool air in from the San Francisco Bay. However, the Fire District also experiences the hot, dry summer weather that is characteristic of central Contra Costa County. This climate has promoted the growth of native grasslands, chaparral, oaks, and other indigenous plant species for the area. The climate has encouraged development in the Fire District, with the addition of primarily residential areas surrounded by large numbers of non-indigenous plant species. Due to the systematic exclusion of naturally occurring fire for over 100 hundred years and a reduction in historical grazing activity as pasture has been developed, these indigenous and non-indigenous plant species have created significant fuel loads throughout the Fire District. Due to the location of the Fire District in proximity to the Oakland/Berkeley Hills, in the fall, the hot dry summer weather gives way to Diablo Wind events characterized by high winds and very low relative humidity. These conditions

have contributed to major fire loss in the region and throughout the state, with 17 of the 20 most destructive fires in California history occurring in the fall. The Fire District is exposed to more of these wind events as climate change has delayed the onset of the rainy season, thus increasing the risk of major fires.

In September 1923, during critical climatic fire conditions, a fire started in the wilderness lands of the Fire District's northern area. This fire spread into the city of Berkeley and, within two hours, was attacking houses within the City limits. A total of 130 acres of built-up territory burned. 584 buildings were wholly destroyed, with roughly 30 others seriously damaged. At this time, this was the most destructive fire in California history.

In September 1970, during critical climatic fire conditions characterized by hot, dry winds out of the northeast, a fire started along Fish Ranch Road and Grizzly Peak. This fire rapidly spread into the surrounding neighborhoods of Oakland, burning 400 acres and destroying 37 homes. An additional 18 homes were badly damaged before the fire was brought under control.

In August 1988, during critical climatic fire conditions, a small fire started near Crestview in Lost Valley and within minutes destroyed 5 homes. This fire's spread rate was increased by the prevalence of light flashy fuels, and steep slopes in alignment with strong winds.

In October 1991, a disastrous firestorm burned through the Oakland hills from an ignition point just west of the Fire District's border. Within the first few hours, thousands of people were evacuated. Ultimately over 3,000 dwelling units were destroyed in what replaced the 1923 fire as the most destructive fire in California history.

On October 27, 2019, sustained single-digit relative humidity and 30+ mph winds created explosive fire conditions throughout the region. On the same day that the Kincadee fire burned in Sonoma County, five major fires broke out in Contra Costa County. Three of these fires burned in proximity to the Fire District in Lafayette, Crockett, and Martinez and resulted in the depletion of available mutual aid resources as available firefighting units were committed to each new fire.

Throughout the Fire District, homes are surrounded by heavy vegetation with interspersed open areas, creating a semi-rural character. The resulting exposure to wildfire risk is increased by the negative effects of high wind conditions during the fire season. During May to October, critical climatic fire conditions regularly occur when the temperature exceeds 80F; wind speed is greater than 15 mph, fuel moisture is less than or equal to 10 percent, wind direction is from north to the east-southeast, and the ignition component is 65 or greater. These conditions occur more frequently during the fire season, but this does not preclude the possibility that a serious fire could occur during other months of the year.

The critical climate fire conditions create a situation conducive to rapidly moving, high-intensity fires. Fires starting in the wildland areas along the northern border are likely to move rapidly southward into the populated areas creating the potential for significant property loss and a very challenging evacuation problem.

## 2. Geological Conditions

Local geological conditions include high potential for seismic activity. The Fire District is made up of built-up suburban areas having buildings and structures constructed near three major fault systems capable of producing major earthquakes, the modifications cited herein are intended to better limit life safety hazards and property damage in the aftermath of seismic activity.

The Fire District is in a region of high seismic activity with the Hayward fault running just west of its border. The San Andreas fault is farther to the west and the Calaveras Fault to the east. All three faults are known to be active, as evidenced by the damaging earthquakes they have produced in the last 100 years and can, therefore, be expected to do the same in the future. Of primary concern to the Fire District is the Hayward Fault, which has been estimated to be capable of earthquakes exceeding a magnitude of 7.0 on the Richter scale. A large number of underground utilities cross the fault, including major water supply lines. Intensified damage during an earthquake may be expected in slide areas, as well as residential hillside areas located within or near the fault zone; some areas are steep and have previously been subjected to slides.

Additional potential events following an earthquake include broken natural gas mains and ensuing fires in the streets; building fires, as the result of broken service connection, trapped occupants in collapsed structures; and requirements to render first aid and other medical attention to a large number of residents.

### 3. Topographical Condition

Local topographical conditions include hillside housing with many narrow and winding streets with slide potential for blockage and limited firefighting water supply. These conditions create the potential for delays in responding when a major fire or earthquake occurs. Many situations will result in limiting or total blockage of fire district emergency vehicular traffic, overtaxed fire district personnel, and a lack of resources for the suppression of fire in both structures and vegetated areas in the Fire District. In order to mitigate the conditions that hinder the rapid response of suppression resources to a fire, automatic fire-extinguishing systems, and enhanced fuel mitigation requirements are required over and above state code requirements. These requirements will buy time for residents to execute an orderly evacuation while allowing for access by firefighting resources.

The Fire District has many homes that are reached by narrow and winding paved streets, which hamper access for fire apparatus and provided limited evacuation routes for residents. In addition, many of the hillside homes are in outlying areas that require longer response times for the total required firefighting force. El Toyonal, Sleepy Hollow, the Downs, Canyon, and other areas with limited access via narrow and winding streets may face the problem of isolation from the rest of the Fire District and will suffer from the need for two-way traffic as evacuation and suppression response travel in opposite directions over limited roadways.

Effective road widths are further reduced by encroaching vegetation and mid-slope roads built without shoulders. This is particularly pronounced in older neighborhoods of North Orinda, some of which were laid out in the 1920s when vehicles were smaller, codes less stringent, and population density much lower.

Due to steep slopes that characterize many areas of the Fire District, the establishment of infrastructure to support adequate fire protection needs is not feasible. It is difficult to

widen existing streets to meet present standards for emergency operations, and fire hydrants, especially in the hillside areas, often have less than optimum water pressure levels.

In summary, portions of the Fire District have limited water supplies or roadways that delay the response of emergency equipment to carry out the extinguishment of a fire allowing the fire to increase in area. In order to mitigate the above situation that hinders the quick response to a fire, built-in automatic fire-extinguishing systems are required over and above state code requirements. The requirement and installation of such a system will allow for occupants to evacuate and allow the fire to be controlled before the Fire District arrives. This control of the fire also eliminates the potential for fire to spread beyond the structure into the vegetation.



# Moraga-Orinda Fire Protection District

## BOARD OF DIRECTORS SPECIAL BOARD MEETING MINUTES

May 20, 2020

1. The Board of Directors convened a Teleconference Open Session at **7:03 p.m.** on **May 20, 2020**, via the Zoom application, <https://us02web.zoom.us/j/82036656026>, webinar id: 820 3665 6026 and/or by Phone 669-900-6833. Pursuant to Executive Order N-29-20, Teleconferencing Restrictions of the Brown Act have been suspended. MOFD is closely following the latest Public Health Order from the Contra Costa Health Services issued on March 17, 2020. At this time, all formal public meetings will continue remotely.

President Danziger called the meeting to order and requested an attendance roll call. Present were the following Directors and Staff:

President Danziger	Director Jorgens	Christine Russell, HR Benefits Manager
Director Baitx	Dave Winnacker, Fire Chief	Jonathan Holtzman, District Counsel
Director Donner	Gloriann Sasser, Admin Services Director	Marcia Holbrook, District Clerk
Director Jex	Jeff Isaacs, Fire Marshal	

President Danziger dedicated the MOFD Special Board Meeting in honor of the eleven firefighters injured in a Los Angeles downtown fire and asked the Moraga-Orinda community to keep the firefighters in their prayers.

### 2. PUBLIC COMMENT (audio 7:35)

President Danziger opened Public Comment. Public comment remained open for a minimum of 1 minute to allow for potential digital processing delays to ensure that the public had sufficient time and opportunity to send in questions or comments via the Zoom Chat or by the designated email at [MOFD.org](mailto:MOFD.org) or by the Raise Hand function via the Zoom App.

Written public comment statements were read into the record by Staff. Written public comments are attached to these minutes.

1. Ken Light

Barry Horn, Orinda resident, and participant on the Orindawoods Firewise Committee and Orinda Firewise Council recommended that MOFD add specific information and videos on the website illustrating the types of bushes and trees that should be removed for fire prevention. Mr. Horn suggested adding examples of alternative plants or trees that can be planted to replace the forbidden ones. In addition, Mr. Horn recommended that MOFD invest in a sophisticated website teaching the community how to be fire safe since there is an enormous commitment from residents to do the work needed in this area.

Cz Czerner, Orinda resident, commented in support of the written public comment letter submitted by Steve Cohn regarding the fire flow tax and that Orinda pays more than Moraga for equal service. Ms. Czerner stated that the MOFD board should ask Moraga residences to act on what their voters wanted, and that is to increase their tax to \$0.30 per fire flow unit.

Sue Wecht, Orinda resident, Firewise leader of Orinda Downs, member of the Orinda Firewise counsel, and a member of a subcommittee tasked with education and outreach announced a Zoom meeting on May 21, 2020 to share the six steps of the FireWise process and how neighborhoods can become certified. Ms. Wecht requested that the MOFD provide more outreach to the communities.

There were no additional requests to address the Board. President Danziger closed Public Comment.

### 3. PUBLIC HEARING (audio 20:54)

#### 3.1. Public Hearing on the Wildland Urban Interface Fire Area Adoption and First Reading of Ordinance 20-02 Adopting the Wildland Urban Interface Fire Area.

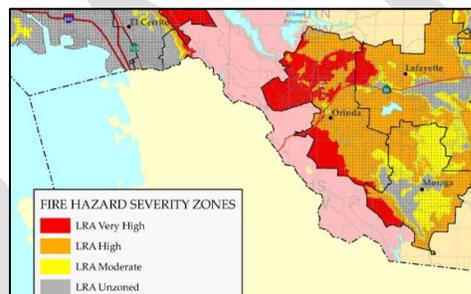
Fire Chief Winnacker provided the report and explained that at the April 2020 meeting, the Board heard the first reading of proposed Ordinance 20-02 to designate portions of the District Wildland Urban Interface

Fire Area for the purpose of requiring ember resistant construction. Following the first reading, the City of Orinda and Town of Moraga raised technical points that do not change the impact of the proposed ordinance 20-02. The changes have been incorporated and are presented in a revised Ordinance for a first reading. The changes include:

1. MOFD Ordinance 2009-01 remains in effect and is not repealed. This ordinance established Very High Fire Hazard Severity Zones.
2. The 2007 draft Very High and High Fire Hazard Severity Zones are designated as Wildland Urban Interface Fire Areas.

Fire Chief Winnacker referred to Public Resources Code (sections 4201 through 4204) and Government Code (sections 51175 through 51189). These codes define Wildland Urban Interface Fire Area as a geographical area identified by the state as Fire Hazard Severity Zone or other areas designated by the enforcing agency to be at significant risk from wildfires. Making this designation requires findings to support the designation. Designation of Local Response Areas of the District as Wildland Urban Interface Area requires the use of ember resistant construction for new buildings. State law currently requires the use of ember resistant construction for new buildings in all State Response Areas within MOFD's jurisdiction outside of the City and Town limits.

Fire Chief Winnacker illustrated the affected areas, shown in Orange on the map included in the staff report. Very High Fire Hazard Severity Zones have required ember resistant construction since 2009 when MOFD adopted them via Ordinance 09-01. CalFire periodically issues new maps, with the next update expected in 2021. Staff will review the new maps when they are made available and provide recommendations to the Board regarding the adoption of the new maps via ordinance.



President Danziger asked if CalFire takes input from MOFD when the maps are updated. Fire Chief Winnacker answered any Fire Agency having jurisdiction has the opportunity to comment if the map accurately reflects the conditions on the ground. The comments are processed and balanced against all other elements that went into the development of the maps. The state issues the recommended maps, and the District has a finite period to review and either adopt or contest the recommended maps.

President Danziger opened Public Comment. There were no requests to address the Board. President Danziger closed Public Comment. No further discussion by the Board.

**Motion by Director Jorgens and seconded by Director Jex to adopt the findings and first reading of the Wildland Urban Interface Fire Area Ordinance 20-02. Said motion carried 5-0 roll call vote (Ayes: Baitx, Donner, Jex, Jorgens, and Danziger; Noes: None; Absent: None).**

**4. CONSENT AGENDA (audio 29:35)**

- 4.1. Meeting Minutes – April 29, 2020 (Public Budget Workshop), and April 29, 2020 (Special Meeting)  
Staff Recommendation: Approve and File
- 4.2. Monthly Incident Report for April 2020  
Staff Recommendation: Approve and File
- 4.3. Monthly Check/Voucher Register – April 2020  
Staff Recommendation: Approve and File
- 4.4. Approval of Salary Schedules Effective July 1, 2020  
Staff Recommendation: Approve and File

Director Jex asked why the response times on the ambulance report were trending up. Fire Chief Winnacker answered extra time is required to put on additional PPE that the firefighters are wearing while enacting enhanced body substance isolation and protective equipment due to COVID-19.

Director Jex asked why the Workers' Compensation expenses have increased by 17 percent. Administrative Services Director Sasser answered that the District participates in a self-insurance system for Fire Agencies, which is a JPA for Fire Agencies for workers compensation insurance purposes. The increase is based on increased payroll (due to fully staffed positions and increased salaries) and injuries. Director Jex asked if the Workers' Compensation claims are monitored. ASD Sasser confirmed that the claims are reviewed, and safety protocols that need to change are implemented to prevent future claims.

Director Jex inquired about the West Coast Code Consultants expense. ASD Sasser explained that West Coast Code Consultants perform the plan reviews and inspections for the District. Fire Chief Winnacker added that the plan review submissions have decreased, and contracting out the services reduces the expense of hiring a part-time employee.

President Danziger opened Public Comment. There were no requests to address the Board. President Danziger closed Public Comment. No further discussion by the Board.

**Motion by Director Jorgens and seconded by Director Jex to approve Consent Agenda items 4.1 through 4.4. Said motion carried 5-0 roll call vote (Ayes: Baitx, Danziger, Donner, Jex, and Jorgens; Noes: None; Absent: None).**

## 5. REGULAR AGENDA (audio 36:36)

### 5.1. Proposed Annual Operating Budget Fiscal Year 2021

Fire Chief Winnacker provided the report. The proposed Annual Operating Budget for the FY 2021 (Budget) has been developed based on the guidance provided by the Board during the community input at the April Public Budget Workshop. The Staff has developed proposed goals, projections, and budget proposals based on the Strategic Plan and Business Plan. On March 13, 2020, the World Health Organization formally declared COVID-19 a global pandemic. On April 29, 2020, the Board discussed the effects of COVID-19 on the budget development process and directed Staff to implement moderate to aggressive spending decreases.

Administrative Services Director Sasser shared a detailed PowerPoint presentation of the Budget.

#### General Fund

Total General Fund revenue is projected to be \$24.8M, which is \$16K or less than 1% more than the amount of General Fund revenue projected to be received in the fiscal year 2020. Notable differences in General Fund revenue for 2020 are as follows:

- Property tax revenue in the General Fund is projected to increase \$1M or 4.6% based on HdL estimates, primarily due to increased median price of single-family residential properties and increased assessed valuation.
- Ambulance service revenue is projected to decrease \$784K 60% due to COVID-19 effects (50% fewer ambulance transports.)
- Federal grants revenue is projected to decrease \$250K due to having entered the final year of the SAFER grant, which now funds 35% of the salaries and benefits costs for four positions through February 10, 2021. The two prior years the grant-funded 75% of the costs.
- Fire prevention fees for plan reviews, inspections, and permits are projected to decrease by \$148K due to COVID-19 effects (fewer plan reviews and inspections.)

Total General Fund expenditures are projected to be \$26.3M, including salaries and benefits of \$23.6M based on labor agreements, and a pension trust contribution of \$1.6M and an OPEB trust contribution of \$475K. Notable items include the following:

- The Budget reflects the terms of the current labor agreements, which include the following increases effective July 1, 2020:
  - Local 1230: 2% wage increase + 1% equity adjustment
  - MOFCOA and Unrepresented Employees: 2% wage increase
- Permanent salaries are projected to increase 10% due to the salary increases effective July 1, 2020, and due to an increase in the number of filled firefighter paramedic positions (3 recent/new hires to fill 56 of 57 authorized line safety positions.) The increase is also due to the filling of four full-time positions in fire prevention/fuel mitigation. The increase in the number of firefighter-paramedics will result in a reduction in overtime costs.
- Hourly salaries are projected to decrease by 48% due to the elimination of hourly, part-time positions in fire prevention/fuels mitigation.
- Overtime expenditures are projected to be \$1.0M, including planned weather-based staffing increases during local red flag or wind event days, which will staff additional resources during high-risk fire conditions. This is a decrease of 22% from FY2020 due to an increase in the number of filled firefighter paramedic positions.
- Overtime expenditures for personnel assigned to State reimbursable strike teams are projected to increase from \$236K to \$515K.
- Retirement contribution costs are projected to increase by 9%, due to the increase in permanent salaries and the number of filled firefighter paramedic positions and fire prevention/fuels mitigation positions. The Safety retirement rates set by Contra Costa County Employees' Retirement Association increased from 70.94% to 72.57% effective July 1, 2020.
- Health insurance costs are projected to increase by 25% due to projected premium increases and an increase in the number of filled firefighter paramedic positions and fire prevention/fuels mitigation positions. Premiums are projected to increase 5% in January 2021.
- Retiree health insurance costs are projected to increase 5% based on enrollment of current retirees.
- Workers' compensation costs are projected to increase by \$197K or 17%, due to an increase in the District's experience rating modification factor, which is adjusted each year by the District's workers' compensation provider based on four years' of workers compensation usage, and an increase in payroll.
- The proposed Budget includes \$2.7M for operating expenditures, which is a decrease from the FY2020 Budget and a 1% increase over FY2020 projected spending. Additional details regarding the budget reductions are detailed in the report.
- The contribution to the OPEB trust and pension rate stabilization trust fund are included. The Long Range Financial Forecast includes \$2.0M contribution to restricted reserves in the form of the Pension Stabilization Trust Fund (\$1.6M) and OPEB Trust Fund (\$475K). Staff requests additional direction from the Board regarding the OPEB trust and pension rate stabilization contributions for FY2020.

Director Jorgens commented that the property tax projections most likely will trend flat due to the current market meltdown rather than trending up 4.6% a year as projected. Fire Chief Winnacker concurred that the Long-Range Financial Forecast is being updated to reflect the current financial uncertainties, and all of the financial planning is based on conservative estimates for revenue growth.

#### **Operating Expenditures – Moderate to Aggressive Spending Decreases**

Per Board direction, Staff reviewed all operating expenditures and implemented moderate to aggressive spending decreases due to COVID-19. The following operating expenditures were reduced/eliminated:

- Computer equipment reduced 33%
- Technical rescue equipment reduced 43%
- Firefighting equipment – hose reduced 70% because a grant was obtained to purchase hoses in FY2020.
- Safety clothing was reduced by 14%
- Computer software – Staff proposed eliminating the OpenGov financial transparency software to save \$6,000. Over the last 90 days, the site had 19 unique visitors who spent an average time on the site of 2:04 minutes.

- Website development was reduced by 72% to maintain the existing website only (no website expansion.)
- Equipment maintenance reduced by 56%
- Building maintenance reduced by 28%
- OPEB valuation reduced 100% - an OPEB valuation is required every other year. Per Board direction, the District was completing it every year. The liability is stable and does not change significantly every year. Staff recommends completing the OPEB valuation every other year to save \$5,500.
- Strike team supplies reduced 27%
- Exercise equipment reduced by 39%
- Public education supplies reduced by 50%
- Miscellaneous supplies reduced 30%

### **Staffing Summary and Proposed Benefit Changes**

The Budget currently accounts for a continuation of staffing as follows pending board direction:

- Safety roster strength of 57 positions
- Increase of Emergency Preparedness Coordinator position from part-time to full-time non-benefitted through December 31, 2020, approved by the Board on April 29, 2020, due to COVID-19.
- Staff recommends eliminating one part-time, benefitted Fire Inspector/Plans Examiner position (0.6 full-time equivalent.) The position has been vacant since May 2019, and the work has been completed by an outside contractor. The District pays an hourly rate for the work that needs to be done. Since COVID-19, the need for inspections and plan review work has decreased significantly. By using a contractor, the District obtains services as needed. The total cost of the benefitted position is \$119K; the contractor's cost is projected to be \$70K.

No employee benefit changes are recommended.

Director Jorgens commented that it would be beneficial for MOFD to reach out to the City of Orinda to help the city understand what capabilities already exist in our community as far as emergency preparedness and fire prevention efforts. Fire Chief Winnacker explained that the Emergency Preparedness Coordinator, Fire Marshal, and Fire Chief are currently participating in the Emergency Preparedness coordination meetings to ensure that the long-standing efforts that MOFD has engaged in the community are not unnecessarily replicated.

### **Capital Projects Fund**

Capital Projects Fund revenue is projected to be \$1.1M (fire flow tax.) This money will be used to transfer to the Debt Service Fund for debt payments (\$937K.)

Capital Projects Fund expenditures are projected to be \$0. The following planned capital improvements have been deferred due to COVID-19 per Board direction:

- Station 41/Administration remodel \$1,000,000
- Station 45 remodel – architect \$500,000

### **Debt Service Fund**

The proposed Budget includes required debt service payments of \$4.5M for the District's pension obligation bonds and two leases (Station 43, two fire engines, one fire truck, and two ambulances.) The funding source for the debt service payments is property tax revenue of \$3.9M and fire flow tax revenue from the Capital Projects Fund.

### **Use of General Fund Balance Reserves and Fund Balance Policy**

The proposed Budget projects use of unrestricted General Fund balance of \$1,520,480. Projected unrestricted fund balance in the General Fund as of June 30, 2021, is \$7.0M, in the Debt Service Fund \$3.7M, in the Capital Projects Fund \$4.6M and the North Orinda Emergency Fuel Break Fund \$450K.

The District's fund balance policy states the District will maintain a minimum fund balance of unrestricted fund balance in the General Fund of at least 17% of budgeted General Fund revenue at fiscal year-end. The District has a goal to maintain a minimum unrestricted fund balance in the General Fund of 50% of budgeted General Fund revenue. The current unrestricted reserve is 34%. The General Fund balance projected on June 30, 2021, will be 28.4% of budgeted General Fund revenue. The projection assumes the Board does not provide direction to reduce expenditures further and/or increase revenue.

**OPEB Contribution – Retiree Health Insurance**

In 2015 the District established an OPEB Trust account to set aside money to pay for retiree health insurance benefits. As of March 31, 2020 (the most recent available), the balance in the OPEB Trust account is \$1.75M, and the inception-to-date rate of return gross of fees is 3.14% gross of fees.

The actuarially determined OPEB contribution for retiree health insurance for FY2021 is \$475,482. This amount is included in the Long Range Financial Forecast. If the District does not make the contribution, the District's unfunded liability for retiree health insurance would likely increase.

**Pension Trust Contribution- Restricted Reserve Fund Balance**

In 2017 the District established a Pension Trust reserve fund. As of March 31, 2020 (the most recent available), the balance in the Pension Trust account is \$2.64M, and the inception-to-date rate of return gross of fees is 2.39%.

The Long Range Financial Forecast includes a pension trust contribution for FY2021 of \$1,562,792. This amount is calculated based on District Board-directed pension assumptions, which are more conservative than CCCERA's pension assumptions. The District is required to make monthly contributions to CCCERA for both the unfunded pension liability and normal cost based on CCCERA's assumptions. The FY2021 Budget includes approximately \$3.4M for required payments to CCCERA for the unfunded pension liability and \$2.3M for required payments for the normal cost. The pension trust contributions are in addition to the required amounts paid to CCCERA. The pension trust contributions can only be used to pay for pension costs and increase the District's General Fund restricted fund balance. If the District does not make the pension trust contribution in FY2021, the District's net pension liability calculated by CCCERA will not change.

ASD Sasser concluded the proposed budget presentation, and Staff requested additional Board direction and public input. The FY2021 Budget is scheduled for adoption at Regular Board Meeting on June 17, 2020.

President Danziger asked about possible ramifications of not passing a budget in June. Fire Chief Winnacker answered that the proposed FY2021 budget has significant reductions in projects and programs. The absence of adopting a new budget means that the old Budget would remain in effect.

President Danziger opened Public Comment.

Dennis Fay, Councilman for the City of Orinda, thanked the District for the continued commitment to wildfire prevention during these very difficult financial times. Councilman Fay also expressed that he was looking forward to the Joint Fire Prevention Ad Hoc Committee between MOFD and the City of Orinda.

There were no additional requests to address the Board. President Danziger closed Public Comment.

Director Jex asked if additional modeling and modifications of the Long-Range Financial Forecast (LRFF) would be available in June as a resource to review before approving the proposed Budget. Director Jex added that the adoption of the Budget might go beyond June if the LRFF is not available. Fire Chief Winnacker responded the LRFF is expected to be available before the June meeting.

Director Jex commented on the general reserve fund policy of maintaining a 17% balance, which was set several years ago. Director Jex recommended increasing the objective or goal to 50%, which allows MOFD to operate without borrowing from the Teeter plan. The reserve balance should reflect what is disclosed in the Comprehensive Annual Financial Report (CAFR).

Director Jex inquired about the process for developing the goals and objectives and strengthening some, so they are more robust. Fire Chief Winnacker explained that the goals and objectives are developed by the Managers and reviewed by the Fire Chief. The goals and objectives for the Board of Directors are carried over from prior years and are available for input and updating.

President Danziger agreed with Director Jex's comments. President Danziger requested that the Board of Directors take a look at the goals and objectives for the Board and submit to the Fire Chief for updating. President Danziger will follow up with the Fire Chief for revising page 16 of the proposed Budget.

Director Jorgens made a general recommendation that departments should establish quantitative ways to measure goals and objectives.

Director Jorgens asked about the projected increase in Strike Team overtime and Strike Team revenues. Fire Chief Winnacker explained that last year's fire season was an anomaly, and the forecasting for this year's fire season is expecting to increase. In addition, MOFD's staffing health has increased, and we have been able to successfully hire, train and retain additional firefighters while not experiencing the departures through retirement or lateral moves that we saw in previous years that gives us additional firefighters to deploy both strike teams.

Director Jorgens inquired about the expense item for information technology. ASD Sasser answered the expense is for Definitive Networks and Cloud hosting. ASD Sasser explained the challenge with our information technology: it requires 24/7 service due to our business nature. The Fire Agency is more complex and unique than an eight to five business because it includes our emergency services. Fire Chief Winnacker added that given the residential environment the District and Stations are located, the cost of the fiber connection and regional standards for fire station connectivity is the primary driver.

Director Jorgens stated agreement with Director Jex and that the Board needs to have Long-Range Financial Forecast discussion prior to adopting the proposed FY2021 Budget.

President Danziger agreed with both Directors Jex and Jorgens and commented that the current FY2020 Budget could be adjusted as needed until the LLRF is received.

President Danziger asked why the EMT paramedic licensing was reduced by 43 percent. Fire Chief Winnacker answered that it is a cyclical requirement. President Danziger asked for an explanation of the 50 percent reduction in maintenance of equipment. Fire Chief Winnacker explained MOFD over the last two years made significant expenditures in both maintenance and replacement. The proposed amount is the Program Managers' assessment of what is needed to maintain programs. The reduction is not deferred maintenance.

President Danziger asked if the reduction in professional services investigations is because MOFD does not anticipate doing as many backgrounds on hiring for the coming year. Fire Chief Winnacker confirmed.

President Danziger asked for an explanation for the exterior hazard removal. Fire Chief Winnacker explained the citation process when properties are found to be in violation. The funding used is in the absence of a Lien. Some circumstances warrant immediate removal, given the increased focus on fuel mitigation and fire prevention. Based on the Board's previous decision to create both the Fuels Mitigation Manager position and the three Fuels Mitigation Specialist positions, we anticipate an increase in activity in both educational outreach and citations for people who are unable or unwilling to comply.

President Danziger asked why the Target Safety training is budgeted at zero. Fire Chief Winnacker explained that the Joint Apprenticeship Committee or the Jack Program would be funding the ongoing use of Target Solutions for training.

President Danziger asked for an explanation on the District Sponsored expenses. Fire Chief Winnacker explained that it is part of the career development guide that identifies the District funded training and career development.

President Danziger asked for an explanation of claims expense. ASD Sasser clarified that no claims are anticipated for FY2021.

President Danziger requested input on the idea of not filling vacant positions and filling vacant positions with overtime. Fire Chief Winnacker deferred to the Board on that policy decision. Currently MOFD has 57 authorized positions. MOFD has been aggressively trying to reach 57 positions per the Board direction. If the Board's direction changes, Staff will stop the hiring process. Fire Chief Winnacker noted a year lag between when a vacancy is created and filled. Two years ago, MOFD was down approximately nine positions. Members did not get to consistently go home on their day off because members were being held over in mandatory status due to obligations to maintain 17 on-duty at all times. President Danziger requested that Staff come to the Board for discussion prior to filling vacant positions.

Director Jex asked if the health and life insurance increase is due to the increase in filled staff positions. ASD Sasser confirmed.

President Danziger asked for confirmation that the MOFD General Reserves would cover the \$1 million dollar deficit. Fire Chief Winnacker confirmed.

Director Jex commented that MOFD has a balance in the General Fund. If MOFD has several years like FY2021, MOFD will be in a position where the District would not be able to operate. The goal of 50 percent in the General Fund Reserve Balance provides the funds in July, August, September, and October when the tax revenues or other revenues are not available. If MOFD operates below the 50 percent General Reserve Balance, we will need to borrow funds. The borrowing of reserves to fund the Operating Budget cannot be repeated on an ongoing basis, or we will liquidate. MOFD would then be worse off, potentially firing people and cutting services.

Fire Chief Winnacker summarized that Staff would continue to work on the Long-Range Financial Forecast and seek input from the Directors concerning the Board's goals and objectives. Staff will provide additional information on program objectives and success measurements.

No further discussion from the Board.

## **5.2. Ambulance Billing and Revenue (audio 100:28)**

Fire Chief Winnacker provided the report. At the April 2020 meeting, the Board requested information regarding the District's ambulance billing process, including collection efforts and write-off procedures regarding opportunities to make up lost revenue associated with decreased ambulance calls for service. The District responded to 2,309 emergency medical calls during FY2019 with gross revenue of \$1,864,494. The District has experienced a reduction of approximately 50 percent in call volume since the onset of the COVID-19 health crisis. As addressed during the budget workshop, the reduction in call volume negatively impacts ambulance revenue while the District's costs remain the same. The District has a long-standing policy of writing off charges for residents that exceed what insurance will pay. Further, the District is obligated to accept Medi-Care and Medi-Cal reimbursement significantly below MOFD ambulance rates.

- Avg. Medi-Care payment: \$469
- Avg. Medi-Cal: \$149
- Avg. Private Insurance: \$1,780
- Avg. Transport: \$697

At the June 2019 meeting, the Board approved the following fee schedule:

- Emergency Ambulance Response Base Rate: \$2,600
- Assessment Without Transport: \$624
- First-Responder Fee: \$624
- Mileage: \$42
- Oxygen Administration: \$130

### **Bad Debt Write Off Process**

Bad debt write-offs for the period July 1, 2019, through December 31, 2019, total \$100,308. The District's billing contractor (Wittman) provides a listing of all recommended accounts to be sent to collections. Staff

reviews the detail of each account recommended for collections and provides approval. The account is then sent to collections and written off. The most recent write-offs included 17 accounts and totaled \$18,598 with details as follows:

- Six accounts were for services provided on Highway 24
- Two accounts were for services provided at St. Mary's College
- One account was for service provided in Tilden Park
- One account was for service provided at the Orinda BART station

### **Collections Process**

The District contracts with American Capital Enterprises for the collection of unpaid accounts. For the period July 1, 2019, through January 31, 2020, American Capital collected \$6,478 of District ambulance fees that had been written off.

### **Increased Revenue Opportunities**

At the April meeting, the Board requested more information regarding opportunities to increase ambulance revenue. There are three basic ways to increase revenue.

1. Increase the ambulance base rate. MOFD rates are currently leveled with San Ramon Valley and Contra Costa County and reflect actual costs. Increasing the ambulance base rate would require justification and will have a minimal impact on revenue as resident write-offs and Medi-Cal and Medi-Care rates would not be effected.
2. End or reduce resident write off. This would increase revenue but would result in residents receiving a bill beyond what their insurance provider pays. Some residents with Medi-Care coverage would be effected by a 20% copay.
3. Enact a facility fee for health care facilities that generate significant call volume. MOFD responds to facilities for both ambulance transports and calls, such as a lift assist, that do not result in transport to a hospital. The chart below shows MOFD responses to these facilities in 2019. Of note, these five facilities generated 13% of the District's emergency medical calls for service. Due to the residents' age, the majority of these calls are reimbursed by Medi-Care at \$469.

President Danziger opened Public Comment.

Nick Marnell, Lamorinda Weekly, submitted written comment asking if ambulance revenue is expected to drop 60 percent next year, why is ambulance billing administration (GL Code 6312, Page 12) dropping only 32 percent.

Fire Chief Winnacker answered the proposed FY2021 Budget, previously discussed, was designed to be conservative. Due to the unknown duration of the current COVID-19 crisis, MOFD does not know when the calls for service will recover. There is an understanding that a significant number of elective medical procedures are being deferred or delayed as people seek ways to avoid going to a hospital as a potential location for the spread of COVID-19. Therefore, Staff used conservative estimates for ambulance revenue and conservative estimates for the billing prices. In addition, the ambulance activity that preceded the current environment has delays in the ambulance payments. The ambulance services that were previously provided at the higher volume will bleed into next year with regard to the billing process.

There were no additional requests to address the Board. President Danziger closed Public Comment.

Director Donner asked what amount the Staff was thinking for a facility fee. Fire Chief Winnacker responded that the fee is going to require additional study. Fire Chief Winnacker noted that the facility fee would be to the facility and not to the patient. Fire Chief Winnacker also explained that in many cases, the facility is making staffing decisions that result in the facility's using the 911 system and relying on frontline firefighters for routine assistance such as lift assistance.

Director Donner inquired if EMS calls have increased since the last board meeting. Fire Chief Winnacker answered EMS volume remains very low as people shelter in place.

Director Jorgens questioned the collections process and requested information on how the collections are performed to ensure all parties are held responsible for unpaid ambulance fees. Fire Chief Winnacker replied that Staff would follow-up with the requested information.

Director Jorgens supports enacting a facility fee for health care facilities.

President Danziger opposed the facility fee due to the possibility that the facility will pass the expense on to the patient.

Director Jorgens requested that Staff investigate how a facility would handle an imposed facility fee and determine if it would be billed to the patient.

Director Baitx supports enacting a facility fee for health care facilities or urgent care.

President Danziger asked if a fee would be imposed if a patient is transported. Fire Chief Winnacker explained that the suggested fees are produced in response to Board direction. The proposed fee is intended to reduce the reliance from professionally managed healthcare facilities on the MOFD frontline firefighter/paramedics for routine services (which can be addressed with in-house staffing decisions and through the use of non-urgent inter-facility BLS transport). In addition, five professionally managed healthcare facilities generate 13 percent of the calls within a service district of 14,000 parcels, which do not produce 13 percent of the ad valorem and fire flow tax.

Director Jex inquired the cost to MOFD to service professionally managed healthcare facilities. Director Jex shared a quick analysis if the fee was set at \$300, it would generate \$100K in revenue.

President Danziger asked District Council about the process for initiating a fee. District Council Holtzman responded that facility fees exist in other districts. Mr. Holtzman will research the procedures and process of the enactment of imposing a facility fee and noted that it is within the power of the District to impose a fee.

President Danziger summarized that the Board is opposed to options one and two and supports option three. President Danziger requested District Council research facility fees in other jurisdictions as well as the procedures of enactment.

No further discussion by the Board.

### **5.3. Approve Establishment of a Joint Fire Prevention Ad Hoc Committee with the City of Orinda and Town of Moraga (audio 121:20)**

Fire Chief Winnacker provided the report. On May 5, 2020, the City of Orinda established a city council subcommittee to meet quarterly with representatives of the District board and allowing for an expansion to include the Moraga Town Council members. The purpose of the joint committee is to ensure the success of community fire prevention efforts. By working together, the City of Orinda, Town of Moraga, and the District can ensure the separate agencies are up-to-date with fire prevention efforts and identify where the City and Town need to assist and examine opportunities to leverage resources. The City of Orinda committee will consist of two city council members. The Orinda Staff Report dated May 5, 2020, was included in the report.

President Danziger expressed support of the fire prevention ad hoc committee. President Danziger added that City of Orinda's Mayor Gee and Supervisor Anderson should participate on the committee based on feedback from Canyon citizens. President Danziger asked District Council if the Brown Act rules would govern the meetings. Mr. Holtzman confirmed.

Directors Danziger, Donner, and Jorgens volunteered to serve on the committee.

President Danziger opened Public Comment. Written public comment statements were read into the record by Staff. Written public comments are attached to these minutes.

1. Rob and Jan Formanek

Melanie Light, Orinda resident, thanked the MOFD for their attention to wildfire prevention. Ms. Light strongly recommended including a citizen representative on the subcommittee.

Directors Jorgens and Donner supported the idea of a citizen representative on the subcommittee. President Danziger suggested Ms. Light request participation from the City of Orinda, who established the subcommittee.

Nick Waranoff, Orinda resident, cautioned the MOFD board as it develops the subcommittee with the City of Orinda. Mr. Waranoff shared that some people in Orinda want to shift activities from the fire district to the Orinda City Council and duplicate the fire district's efforts. Mr. Waranoff expressed appreciation of the MOFD to take action and does not want to see that delayed.

Melanie Light, Orinda resident, expressed that the joint subcommittee will help improve efficiency and not duplicate efforts. Ms. Light stated that the MOFD does a fabulous job, but more could be happening in the community.

Director Donner asked District Council if members from the MOFD board can work with the Moraga Town Council to collaborate without violating the Brown Act. Mr. Holtzman answered yes so long as it is not a committee and non-quorum representation of the MOFD board, and those two members do not have jurisdiction over the issues discussed.

District Council Holtzman added that the Ad Hoc Committee formed is an appointed body and advisory committee and must follow the Brown Act guidelines. Mr. Holtzman recommended that the committee be a brown act committee and not an Ad Hoc Committee. If MOFD has a majority of the MOFD Directors at the subcommittee meeting, the meeting must be noticed as a joint meeting of the two Boards, and it becomes a meeting of the Board.

There were no additional requests to address the Board. President Danziger closed Public Comment.

President Danziger commented that three Directors are interested in participating in the subcommittee. District Council Holtzman recommended that the Board make a motion for the three MOFD board members to participate in the joint subcommittee. Mr. Holtzman will proceed with working with the City of Orinda Council and determine any Brown Act rules for the MOFD board.

Director Donner recommended that the subcommittee meet more often than the proposed quarterly schedule. Director Jorgens agreed.

No further discussion by the Board.

**Motion by Director Jex and seconded by Director Jorgens to Approve the Establishment of a Joint Fire Prevention Committee with three Board members with the City of Orinda and Town of Moraga. Said motion carried 5-0 roll call vote (Ayes: Baitx, Donner, Jex, Jorgens, and Danziger; Noes: None; Absent: None).**

**5.4. Termination of Fire Chief Performance Evaluation Ad Hoc Committee. (audio 146:43)**

District Council Holtzman provided the report. The Fire Chief Performance Evaluation Ad Hoc Committee has completed its work. Termination of the Fire Chief Performance Evaluation Ad Hoc Committee is recommended.

President Danziger opened Public Comment. There were no requests to address the Board. President Danziger closed Public Comment. No further discussion by the Board.

**Motion by Director Jorgens and seconded by Director Jex to Terminate the Fire Chief Performance Evaluation Ad Hoc Committee. Said motion carried 5-0 roll call vote (Ayes: Baitx, Donner, Jex, Jorgens, and Danziger; Noes: None; Absent: None).**

**5.5. Resolution 20-06 Establishing the 2020/21 Fire Flow Tax Rates for the Orinda and Moraga Service Zones. (audio 149:26)**

Fire Chief Winnacker provided the report. Every year the District is required to set the rate for the Fire Flow Tax in each of the District's two service zones. In order to place the tax on the County Assessor's rolls for FY2020/21, the tax rate must be established by Board action and then levied against each parcel.

The current year FY2019/20 Fire Flow Tax Rate was established at six cents (\$.06) in both Moraga and Orinda and yielded:

	Orinda Service Zone	Moraga Service Zone	Total 2019/20
Fire Flow Tax Revenue	\$549,231	\$539,384	\$1,088,615

Staff recommends the Board adopt Resolution No. 20-06, approving the Fire Flow Tax rate of six cents (\$.06) in both the Moraga and Orinda service zones.

President Danziger opened Public Comment. Written public comment statements were read into the record by Staff. Written public comments are attached to these minutes.

1. Steve Cohn
2. Melanie Light
3. Lucy Talbot
4. Kathleen Finch

Nick Waranoff, Orinda resident, agreed with the comments of Steve Cohn for the reasons stated in his email and urged the MOFD Board to adopt his suggestion.

There were no further requests to address the Board. President Danziger closed Public Comment.

Director Jorgens commented that the Board does not have enough historical information to have a detailed discussion on the fire flow tax and how it was established when MOFD was formed. Director Jorgens stated that further discussion would need to happen to approve something other than what is proposed on the May 20, 2020 agenda. Director Jorgens asked if the fire flow tax is determined on an annual basis. Fire Chief Winnacker confirmed.

Fire Chief Winnacker continued to review the historical information on the fire flow tax. On January 14, 1997, Contra Costa County Board of Supervisors adopted Resolution 97-16, ordering the Moraga-Orinda Fire Protection District Consolidation based on the recommendations of LAFCO. Based on the language, the authorization to levy a special tax or fire flow tax in the Moraga Fire Protection District shall be continued with the tax proceeds utilized solely to fund activities in the former Moraga Fire Protection District Service Area. The authorization to levy a special tax or fire flow tax in the Orinda Fire Protection District shall be submitted to the electorate for approval in June of 1997 with the proceeds, and approved tax utilized solely to fund activities in the Orinda Fire Protection District service zones. The Resolution provides a list of things for which the money is constrained.

The fire flow tax that was previously adopted by the Moraga Fire Protection District in 1980 set the fire flow tax at a \$.06 cap. In 1992, the then Board of Directors of the Moraga Fire Protection District placed Measure C on the ballot out of concerns of drastic reductions in state funding (which did not occur). Although the vote was positive and the cap was lifted from \$.06 to \$.30, at no time during the history of the Moraga Fire Protection District has the rate gone above \$.06 and at no time since MOFD was formed the rates been set in an unequal manner between the two service districts.

Fire Chief Winnacker listed the amounts of the Moraga fire flow tax rates from 1981-1992: (1981 \$.015, 1982 \$.022, 1983-1987 \$0.0, 1988 \$.037, 1989 \$.037, 1990 \$0.037, 1991 \$0.0, and 1992 \$.06) and stated that the LAFCO document details the need to pass the fire flow tax affirmatively in the city of Orinda at the time of formation. There has also been a significant amount of discussion over the fire flow tax that has not resulted in an unequal setting of the fire flow tax between the two services or our service zones.

Director Jex pointed out that the language approved in the Resolution stated that the fire flow tax must be spent within each of the service zones. Therefore, if the Moraga fire flow tax is raised to \$.30 cents,

spending those funds in Orinda would violate the language that was previously approved by the Board. District Council Holtzman confirmed.

Director Jorgens motioned to approve the proposed fire flow tax as presented.

Director Baitx seconded the motion to approve the proposed fire flow tax as presented.

President Danziger inquired on the complex formula used to assess a property. ASD Sasser explained that the fire flow tax is based on the square footage of the house or the dwelling unit on the property. In addition, if sprinklers are installed in the house, the homeowner has to come to the fire district for a plan review and permit. ASD Sasser is informed of the installed fire sprinkler system, and the fire flow tax is reduced.

No further discussion by the Board.

**Motion by Director Jorgens and seconded by Director Baitx to approve Resolution 20-06 Establishing the 2020/21 Fire Flow Tax Rates for the Orinda and Moraga Service Zones. Said motion carried 5-0 roll call vote (Ayes: Baitx, Donner, Jex, Jorgens, and Danziger; Noes: None; Absent: None).**

**5.6. Estimated Cost of Emergency Paid Sick Leave Due to COVID-19. (audio 173:50)**

Fire Chief Winnacker provided the report. At the April 2020 meeting in response to the COVID-19 pandemic, the Board authorized additional paid sick leave to benefitted employees consistent with Contra Costa County as follows:

- 1) Authorized all existing and new benefitted employees hired before January 1, 2021, to automatically receive 80 hours of Emergency Paid Sick Leave (prorated for part-time employees). This leave can be used for any reason consistent with the District's Sick Leave Policy or COVID-19 related reasons (sick, caring for a child, unable to work, etc.). In addition to the 80 hours of Emergency Paid Sick Leave, the District allotted an additional 64 hours of sick leave to all benefitted employees (prorated for part-time employees) for a total of 144 hours per benefitted employee. This leave does not expire.
- 2) Authorized restoration of sick leave used by employees during the period March 10, 2020 through April 7, 2020 to the employee's sick leave accrual bank.

The estimated value to all employees is 144 hours: \$443,966 and Restoration: \$10,865, total \$454,831. The amounts are based on the employee's base rate and not necessarily an accurate depiction of the District's cost, nor does it reflect what time this will occur because it's unknown due to the uncertainty of the pandemic.

President Danziger commented that sick leave allotment is based on action taken at the state level and is consistent with Contra Costa County. In addition, President Danziger noted that MOFD has the potential for reimbursement for all COVID-19 related costs.

Director Jex asked for clarification on the period the sick leave covers. Fire Chief Winnacker answered that it is a one-time award or allocation of additional hours to be used through the end of their career.

President Danziger opened Public Comment. There were no requests to address the Board. President Danziger closed Public Comment. No further discussion by the Board.

**6. COMMITTEE REPORTS (audio 180:50)**

**6.1 Finance Committee (Directors Danziger and Jorgens)**

No report.

**6.2 Audit Ad Hoc Committee (Directors Danziger and Jex)**

No report.

**6.3 Facilities Station 41 Ad Hoc Committee (Directors Baitx and Donner)**

No report.

President Danziger opened Public Comment. There were no requests to address the Board. President Danziger closed Public Comment.

Director Jex recommended ASD Sasser to reach out to the auditors to establish a meeting time for the Audit Ad Hoc Committee.

## **7. ANNOUNCEMENTS (audio 183:44)**

### **7.1 Brief information only reports related to meetings attended by a Director at District expense** (Government Code Section 53232.3(d))

No report.

### **7.2 Questions and informational comments from Board members and Staff**

President Danziger requested for Staff to look into the possibility of streaming the MOFD meetings after the shelter-in-place order has ended to allow for remote public participation, either through YouTube, Facebook, or Zoom.

### **7.3 Fire Chief Updates**

#### **7.3.1 COVID-19**

Fire Chief Winnacker provided the report. Contra Costa County continues to see a flattening of the curve and, therefore, a reduction in restrictions. Orinda continues to have outbreaks at the skilled nursing facility, and patients continue to test positive. MOFD transported an infected patient last week and will continue to treat the facility, residents, and staff as if they are all positive and take the necessary additional precautions. One of the challenges that the facilities continue to face is the movement of staff between various facilities. MOFD continues to work with the County Health Officer and the EMS Agency to keep them informed about the experiences and the conditions MOFD is encountering.

MOFD has continued to maintain our decontamination and enhanced hygiene procedures. Fire Chief Winnacker thanked the Rescue One Foundation for the enhanced decontamination fogger used to decontaminate the MOFD ambulances. The fogger is currently utilized at station 45, which allows MOFD to rapidly turn the apparatus around and quickly put it back in service fully and reliably decontaminated.

Fire Chief Winnacker acknowledged Human Resource Benefits Manager Christine Russell and Battalion Chief Steve Gehling for successfully implementing and completing an on-site Engineer's Exam. The Engineer's Exam was a remarkable accomplishment and able to process and notify the members of the results the same day.

#### **7.3.2 Human Resource Update**

Human Resource Benefits Manager Russell provided the report and announced the new Finance Manager; Mary Smith will start on June 1, 2020. Mary will oversee payroll, accounts payable, accounts receivable, and accounting operations and report to ASD Sasser. Mary holds an MBA in finance from Saint Mary's College and is coming to MOFD from Carondelet High School, where she has served as a controller for the past several years. The ALCO fire academy trainees returned to the academy on May 11, 2020, with a projected graduation date in early June.

Fire Marshal Isaacs provided an update on fuels mitigation and fire prevention. During the period of May 1, 2020 through May 15, 2020, MOFD had a total of eight chipping days. The Fuels Mitigation Specialists serviced 83 properties, removing 35.5 tons of chip material (two of the chipping days the material was broadcast back onto the property). Fire Marshal Isaacs commented on the Firewise neighborhoods and other neighborhood sign-ups for two days of chipping, but it results in three and four days of chipping. The fuels mitigation staff is receiving phone calls from neighborhoods requesting callbacks, resulting in MOFD servicing an area seven or eight times. The free Chipper Program has become a great resource and partnership with our citizens to reduce hazardous fuel.

Fire Marshal Isaacs updated the Board on the fire prevention website and the MOFD grant to fund a new fire prevention website. MOFD is committed to making a fire prevention website that is

useful and helpful to our citizens. The Staff has reached out to a couple of Firewise groups for additional input. In the creation of a new fire prevention website, Staff will make sure that it is useful and that it will not require additional funds for ongoing maintenance.

President Danziger asked if the new fire prevention website would be a link from our current web site. Fire Marshal Isaacs confirmed. President Danziger requested that Fire Marshal Isaacs send a list of disallowed plants and recommended plants that are more fire-resistant to the Board. Fire Marshal Isaacs acknowledged and added that the list would include non-native plants and native plants that citizens can choose from that will be drought-resistant and fire-resistant. President Danziger clarified that the plant list needs to have a symbol next to the listed plants identifying if the plants are native or non-native.

Fire Chief Winnacker reminded the Board and residents that the next time the Board meets is after the fuels mitigation deadline of June 15<sup>th</sup>. This date is the annual requirement for the completion of fuels mitigation work. The work includes cutting grass to less than 3 inches, trimming trees to create at least a five-foot air gap, and breaking up any concentrations of the non-irrigated wild brush while removing vegetation within three feet of the roadside and 15 feet measured vertically. On June 15, the Fire Marshal, Fuels Mitigation Manager, and Fuels Mitigation Specialists will be conducting assessments and issuing 30-day notices. The fuel clean-up will be completed one way or another, and MOFD encourages citizens to do it voluntarily.

#### 7.4 Communications Received

##### 7.4.1 Mr. Clint White - Captain Michael Lacy and Crew

Fire Chief Winnacker shared the letter and expressed the good fortune of Mr. White in proximity to a highly trained crew who provided expert care promptly. Captain Lacy and Crew saved Mr. White's life. It is a remarkable good news story. MOFD looks forward to Mr. White's recovery (once the COVID-19 restrictions are lifted) to visit the crew at the fire station.

President Danziger asked if the Fire Chief is responsible for determining the restrictions at fire stations for visitors. Fire Chief Winnacker confirmed and stated that restrictions would be in alignment with best practices as directed by the county health officer.

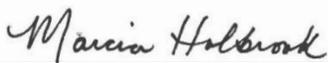
#### 7.5 Future Agenda Items

President Danziger stated that our next meeting is scheduled for June 17, 2020. President Danziger asked in any other members would be interested in starting the meeting earlier. District Council Holtzman commented that normally the Board would be holding closed sessions. All members of the Board consented to leave the June 17, 2020, regular board meeting as scheduled.

President Danziger opened Public Comment. There were no requests to address the Board. President Danziger closed Public Comment. No further discussion by the Board.

#### 8. ADJOURNMENT (Audio 205:40)

**At 10:22 p.m., Director Jorgens motion and seconded by Director Baitx to adjourn the meeting. Said motion carried 5-0 roll call vote (Ayes: Baitx, Jex, Jorgens, Donner, and Danziger; Noes: None; Absent: None).**



Marcia Holbrook, District Secretary/Clerk

**From:** [Ken LIGHT](#)  
**To:** [Info](#)  
**Subject:** Public Comment  
**Date:** Wednesday, May 20, 2020 2:16:26 PM

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Dear MOFD Board Members.

I wanted to start off by saying thank you and thank you again for the chipper program. As an active member of the Via Farallon/La Cuesta Firewise neighborhood organization I participated in the program and watched my neighbors join in as well. The program was an amazing opportunity to motivate our next-door neighbors to clean up a valley behind their house that hadn't been cleared in over 25 years. It was a valley hidden, away from anyone's eyes and might have never been taken care of without the program. It was amazing to see scrub trees cut, dead trees hauled up and trees limbed up. I thought this would never happen, but it did!

If we have learned anything from the pandemic and how Washington has handled it, we know they were too late to realize the seriousness of the virus and needless lives were lost and the economic havoc that has been unleashed might have been prevented. But they were more interested in politics and not thinking of their citizens. You have taken some great steps forward, let's continue and I wanted to ask you to be bold in your decisions and put politics aside and look out for our community.

One way to be bold is to see that the joint gathering of the Orinda & Moraga City council members and MOFD, also have representation from the Firewise Council. Leaving out the voices of those of us who live in our wildfire vulnerable neighborhoods would be a big misstep.

We do see your firefighters and support staff as our heroes, but this is your chance as board members to be champions and leaders and manage the wildfire crisis we face in the coming months. I ask you to look deeply into your budget and find and fund the resources to mitigate the danger now. One thing is we should look to have Moraga residents pay their fair share of fire flow tax so we might have the additional funds to do the important community work that is necessary

We are doing our part by pushing the Orinda City Council to include funding for city wide wildfire education, deploying signage that designates no parking on many of our narrow streets during red flag days, training Orinda city public works department staff to be able to identify and report homes to MOFD that need to have property and foliage mitigated. I even suggested that the council think like Anaheim, a city southeast of Los Angeles, which has recently re-upped its contract with the company Environmental Land Management to keep goats grazing on city hillsides nearly year-round.

Wildfire prevention needs to be a partnership and should be the highest priority for MOFD with finding and deploying funds to us the residents so that the threat of wildfire is lessened. Please take the next steps to support the Firewise community's efforts and let's not let Orinda turn into fire bait.

Ken Light

# Item 5.2 #01

**From:** [Nick Marnell](#)  
**To:** [Info](#)  
**Subject:** public comment - Agenda item 5.1  
**Date:** Wednesday, May 20, 2020 8:29:37 PM

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If ambulance revenue is expected to drop 60 percent next year, why is ambulance billing administration (GL Code 6312, Page 12) dropping only 32 percent?

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**Nick Marnell**  
**Senior Staff Writer**  
**Lamorinda Weekly**  


**From:** [REDACTED]  
**To:** [Info](#)  
**Cc:** [Jan Formanek](#); [Melanie Light](#)  
**Subject:** Comment to MOFD Board on Community Wildfire Resilience  
**Date:** Wednesday, May 20, 2020 1:34:28 PM

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To: MOFD Board

Regarding MOFD's leadership and support for wildfire resilience, we commend MOFD for your ongoing serious efforts to mitigate wildfire risks across the North Orinda wildland-urban interface. These include, but are not limited to the North Orinda Fuel Break, controlled burns, support for fuels reduction (the chipper program), and community-wide educational sessions. We regard this work to be of critical importance for the safety of our neighborhoods and encourage you to continue and expand on it, including the appropriate budgetary and resource allocations.

While many Orinda residents, including us, have formed Firewise neighborhoods to promote wildfire resilience education and hardening, the challenge is bigger than these efforts alone can meet. Many residential and public areas remain vulnerable with dangerous sources of fuel. For our community to realize the potential of becoming truly wildfire resilient, we can only succeed with your continued strong leadership. Thank you.

Sincerely,

Rob and Jan Formanek

[REDACTED]

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**From:** Steve Cohn <[REDACTED]>  
**Sent:** Sunday, May 17, 2020 11:06 AM  
**To:** Craig Jorgens - MOFD <[REDACTED]>; Gregory Baitx <[REDACTED]>; John Jex - MOFD <[REDACTED]>; Michael Donner - MOFD <[REDACTED]>; Steve Danziger - MOFD <[REDACTED]>  
**Cc:** Winnacker, David <[REDACTED]>; Steve Salomon <[REDACTED]>; Amy Worth - Orinda Council <[REDACTED]>; Darlene Gee - Orinda Council <[REDACTED]>; Dennis Fay - Orinda Council <[REDACTED]>; Inga Miller - Orinda Council <[REDACTED]>; Nick Kosla- Orinda Council <[REDACTED]>  
**Subject:** May 20, 2020 MOFD Board Meeting Public Comment - Agenda Item # 5.5

MOFD Board, including my elected representative Steve Danziger:

Please consider increasing the FY 2020/21 fire flow tax rates to their statutory limits, \$0.30 for the Moraga Zone and \$0.06 for the Orinda Zone.

As you know, your projected budget shows a deficit this year of \$1.0 million for the General Fund. In addition, at your last meeting you were made aware of the extreme need for fire prevention spending in Orinda; hearing from Mayor Gee of Orinda, Orinda City Council Member Fay, and numerous citizens.

By increasing the Moraga Zone fire flow tax rate from \$0.06 to \$0.30, the District could generate an additional \$2.15 million in revenue, enough to balance the budget and fund \$1 million of vegetation reduction in Orinda.

You may ask “why should Moraga taxpayers pay for fire prevention efforts in Orinda?” I think you already know the answer.

Orinda taxpayers are paying the bulk of MOFD’s tax revenue. The 6,300 homes in the Orinda Zone pay a total of about \$15.5 million in ad valorem taxes plus \$550,000 in Fire Flow taxes to MOFD; resulting in an average of \$2,550 per household. The 6,500 homes in the Moraga Zone pay a total of about \$9.9 million in ad valorem taxes plus \$540,000 in Fire Flow taxes to MOFD; resulting in an average of \$1,600 per household.

Increasing the tax on the Moraga Zone by \$2.15 million would increase the average tax in the Moraga Zone to \$1,940 per household, closer to but still \$300 a year less than the tax paid by households in the Orinda Zone. To then use \$1 million dollars of revenue for fire prevention in the Orinda Zone, equating to \$160 per household in the Orinda Zone, is not unfair.

Please consider this change.

# Item 5.5 #02

**From:** Melanie Light [REDACTED]  
**Sent:** Wednesday, May 20, 2020 2:53 PM  
**To:** Marcia Holbrook [REDACTED]  
**Subject:** Re: letter for the public record for May 20th board meeting

May 20, 2020

Dear Directors of the MOFD Board,

These are challenging times, to be sure. Covid has devastated budgets in every village, town and state in our country. At the same time conditions for wildfires have increased. There has been a 60% increase in wildfires between January and May this year over last year. In fact, the risk is so severe now that Governor Newsom is adding \$127 million to enhance the Office of Emergency Services, including for emergency services, wildfire suppression and wildfire prevention.

MOFD must respond to this threat as well with aggressive funding and action. We must do more to prevent fires not just wait to suppress them. The challenge is to intelligently marshal the resources we have to prepare for this increased threat to lives and property here in Orinda and Moraga. Please make this budget work for the residents here. If we can sufficiently harden our homes and neighborhoods with a focused execution of the relatively simple and well-known measures to curb the power of a wildfire, we can move on from a frightening situation to a more manageable effort to refine and maintain what can be a more fire-resistant community. But we cannot wait. We need more guidance, enforcement and actual fuel removal in this year's budget for MOFD to be used as soon as possible.

We see two opportunities for the directors. The first is a simple remedy to shrink the budget gap and generate funding for wildfire prevention. Raising the Fire Flow tax over several years is another way to close that gap. Depending on whether it is raised a portion or to the limit allowed, this will ease the financial burden now, at a time when we desperately need funding for wildfire prevention programming.

The second opportunity is to leverage programming and strategies through the new joint subcommittee. One obvious benefit of having these three entities talk to each other is that efforts will not be duplicated. For example, in the May 19 Orinda City Council meeting, the Orinda Police Chief has outlined the need for a strategy and plan for evacuation. It was not at all evident this had been coordinated with the MOFD evacuation planning efforts. The Police Chief wants to hire a staff person dedicated to evacuation and disaster preparedness. How would that person be working with the evacuation and disaster preparedness staff person at MOFD? Are their plans

coordinated? Please give your full support to this joint subcommittee. There is so much that can be accomplished!

Thanks for turning your attention to wildfire prevention. We have made progress on hardening our homes against wildfire but have much more to do. We look forward to being proud of our city as a model of astute and capable action.

Melanie Light

Chair

Orinda Firewise Council

&

Rachel Duclos

Executive Committee

Orinda Firewise Council

# Item 5.5 #03

**From:** [Winnacker, David](#)  
**To:** [Marcia Holbrook](#)  
**Subject:** FW: Please create an equitable Fire Flow tax to Moraga taxpayers and help our communities generate the revenue necessary for fire prevention efforts  
**Date:** Wednesday, May 20, 2020 1:24:52 PM

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**From:** Lucy Talbot [REDACTED]  
**Sent:** Wednesday, May 20, 2020 12:12 PM  
**To:** Winnacker, David [REDACTED]  
**Subject:** Please create an equitable Fire Flow tax to Moraga taxpayers and help our communities generate the revenue necessary for fire prevention efforts

Dear Chief Winnacker,

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I know you share the concerns of Orinda citizens about the potential for devastation from a wildfire. Since 1991 and the Oakland fire, I have not ceased to worry about the probability for Orinda to be next. When MOFD was formed, I believed this was the best solution for Orinda to help control their own destiny and protect themselves from disaster by having a local fire district. Over the years, I have developed a greater clarity for the situation. The fundamental structure that was established when MOFD was formed was significantly flawed. One community was taxed at a certain rate and the other was taxed at a rate far below. This disparity not only was unequal, putting a greater burden on one community, but it also impacted the ability of the fire district to generate adequate revenue to perform services necessary to insure the safety of both communities. Our Orinda community leaders have finally come to the realization that fire prevention is our most critical need and are willing to work with MOFD to seek solutions to this massive problem. The time has come to do your part by creating funding that can help scale the actions needed to harden our communities. We will all benefit when we share more equitably in the cost. I urge MOFD to increase the Fire Flow tax in Moraga to the rate that was identified when MOFD was formed. Our communities depend on your strong sense of urgency to correct this decades long problem.

Thank you,  
Lucy Talbot  
Member, Orinda FireWise Council

[REDACTED]  
[REDACTED]  
[REDACTED]

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-----Original Message-----

From: kathymfinch [REDACTED] >  
Sent: Wednesday, May 20, 2020 11:23 AM  
To: Winnacker, David [REDACTED]  
Subject: Moraga parcel tax

Dear Chief Winnacker,

In light of the need for funds for our district in order to initiate additional fire prevention measures, I urge you to increase Moraga's fire flow parcel tax. As a resident of Orinda, I am disheartened that this tax rate has still not increased to the amount that Moraga agreed to twenty-five years ago. Each household in Orinda contributes over \$2500 annually while each household in Moraga contributes only \$1600 annually. The long-promised increase in Moraga's parcel tax, which is twenty-five years overdue, would help alleviate the budget deficit. Additionally, even with this parcel tax increase, Moraga's annual contribution wouldn't come close to Orinda's. Many of my neighbors in Orinda had their homeowners insurance cancelled in the past year, due to the district's being placed in the "high risk" for wildfire category. Those of us who didn't lose our insurance were subject to staggering rate increases — my premiums doubled. The Orinda-Moraga district needs immediate fire prevention measures, and a fair Fire Flow Parcel Tax for Moraga will help us all.

Sincerely,  
Kathleen Finch  
[REDACTED]  
Orinda

### 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 a structure) \ Vegetation Fires \ Other Types Grouped - Alarms/Hazards/Pub Svc/Etc... Data Is Based On Completed RMS Incident Report Data Entered by Company Officer. Resp. Data Based on "First Arriving Unit". "In District" = Moraga, Orinda, Canyon. "Out of District" = Lafayette & any Other City Aid Provided to.

	May, 2020								Totals
	All Others (Alarms / Pub Service / Etc.)		EMS / Rescue		Veg Fires		Vehicle Accidents		
	In District	Out of Dist.	In District	Out of Dist.	In District	Out of Dist.	In District	Out of Dist.	
Incident Totals	46	3	128	2	1	6	2	188	
Median Turnout	1.15	1.70	1.25	2.08	1.60	1.04	0.17	1.18	
Median Resp Time	5.55	9.55	5.40	5.81	3.20	6.08	6.87	5.42	
Resp Time (90th%)	9.10	15.90	8.53	6.25	3.20	9.05	6.87	9.02	

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

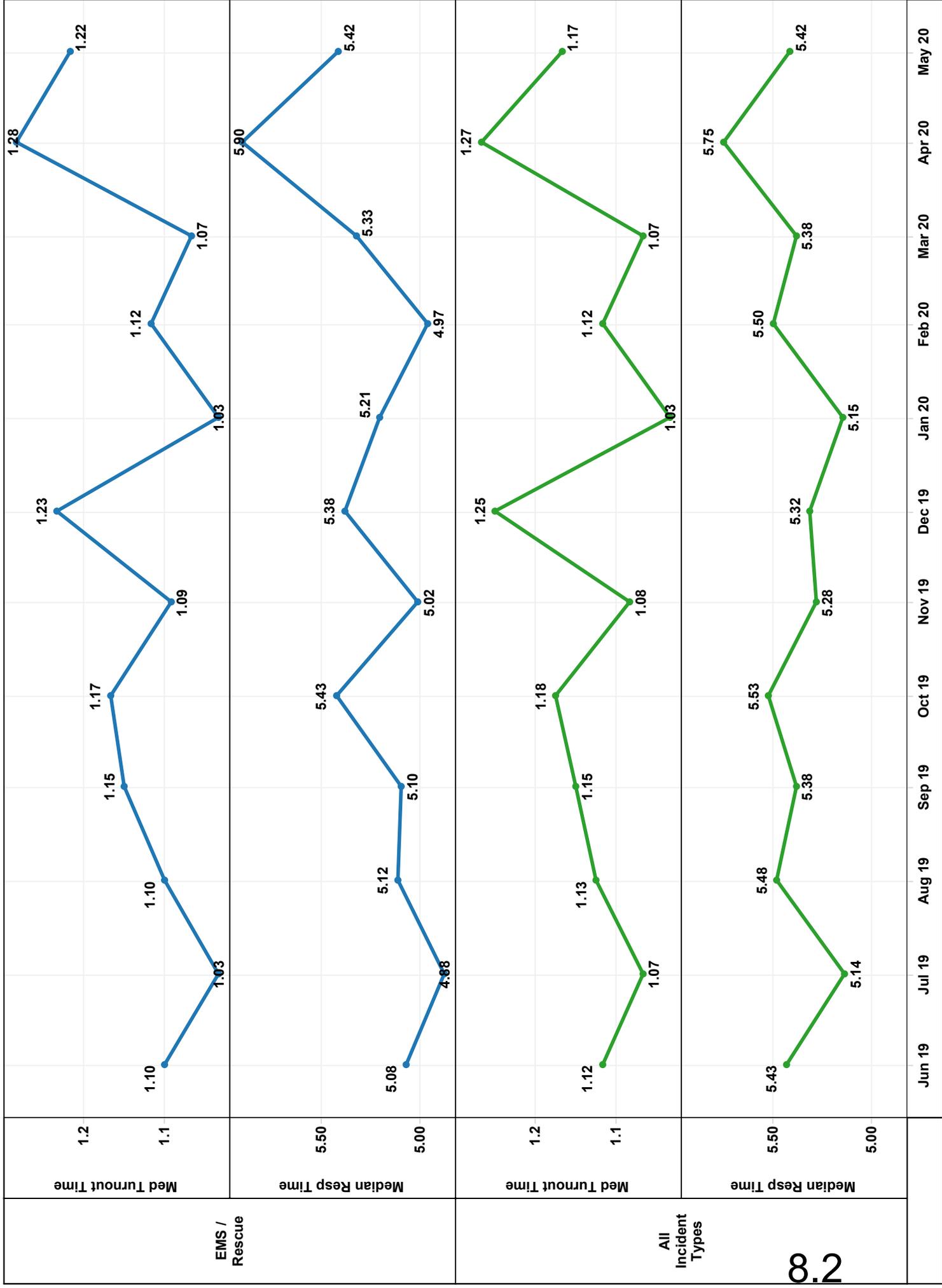
	May, 2020							
	Incident Totals		Median Turnout		Median Resp Time		Resp Time (90th%)	
	In District	Out of Dist.	In District	Out of Dist.	In District	Out of Dist.	In District	Out of Dist.
EMS / Rescue	58		1.25		5.67		9.05	
All Other Types	10		0.96		6.29		7.27	
Totals for City	68		1.18		5.70		8.84	
EMS / Rescue	48		1.10		4.28		6.88	
All Other Types	7		1.10		4.47		5.54	
Totals for City	55		1.10		4.38		6.38	
EMS / Rescue	3		0.72		6.25		6.35	
All Other Types	3		1.70		9.55		15.90	
Totals for City	6		1.21		7.68		15.27	
Overall Total	129		1.15		5.40		8.77	

### Response Totals By Incident Type

	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Total
All Others (Alarms / Pub Service / Etc.)	126	105	110	116	194	129	98	113	88	87	75	79	1,320
EMS / Rescue	160	155	177	165	176	169	191	179	166	157	103	132	1,930
Structure Fires	2		2		5	2	1		3	1	2		18
Veg Fires	3	1	4	1	6				1		2	1	19
Vehicle Accidents	10	24	19	21	21	24	48	29	18	23	12	9	258
Grand Total	301	285	312	303	402	324	338	321	276	268	194	221	3,545

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



8.2



**Moraga-Orinda Fire District**  
Check/Voucher Register - Check Register  
27 - Capital Projects Fund  
From 5/1/2020 Through 5/31/2020

<u>Check Number</u>	<u>Check Date</u>	<u>Name</u>	<u>Check Amount</u>	<u>Transaction Description</u>
MAINTAINER	5/4/2020	Maintainer Corporation of low...	<u>247,059.44</u>	AIR LIGHT UNIT
		Total 27 - Capital Projects Fund	247,059.44	

**Moraga-Orinda Fire District**  
 Check/Voucher Register - Check Register  
 50 - General Fund  
 From 5/1/2020 Through 5/31/2020

Check Number	Check Date	Name	Check Amount	Transaction Description
28458	5/3/2020	ADT Security Services	93.99	SECURITY ALARM
	5/3/2020	ADT Security Services	42.99	SECURITY SYSTEM ADMIN
	5/3/2020	ADT Security Services	73.04	SECURITY SYSTEM STATION 45
28459	5/3/2020	AEROCLAVE, LLC	1,649.68	AEROCLAVE DISINFECTANT
28460	5/3/2020	A T and T Mobility	621.34	MOBILE PHONE SERVICE
28461	5/3/2020	Bandwidth.com, Inc.	425.01	Phone Service
28462	5/3/2020	Bay Area Air Quality Manage...	239.00	GAS TANK PERMIT
28463	5/3/2020	Bound Tree Medical, LLC	314.11	HAND WIPES
	5/3/2020	Bound Tree Medical, LLC	38.46	SAFETY GOGGLES
28464	5/3/2020	Comcast	90.10	INTERNET STATION 42
28465	5/3/2020	Grainger, Inc.	3.93	GLASS LENSES
	5/3/2020	Grainger, Inc.	6.68	SERVICE INDICATOR ASSEMBLY
28466	5/3/2020	ERIC LEE	506.00	REFUND ADDITIONAL PLAN REVIEW
28467	5/3/2020	Paymentus Group, Inc.	62.92	Credit Card Fees March 2020
28468	5/3/2020	PLIC	83.25	LIFE INSURANCE
28469	5/3/2020	V-Studio	5,265.00	MODIFICATIONS TO FIRE HAZARD ASSESSME SOFTWARE
28470	5/11/2020	ADP, Inc.	964.50	PAYROLL PROCESSING FEES
28471	5/11/2020	Airgas USA, LLC	910.27	OXYGEN
28472	5/11/2020	ALSCO - American Linen Divi...	556.03	LINEN SERVICE APRIL 2020
28473	5/11/2020	American Fidelity Assurance	3,136.34	FSA
28474	5/11/2020	American Fidelity	1,238.14	SUPPLEMENTAL INSURANCE 5.8.2020
28475	5/11/2020	A T and T	414.53	PHONE SERVICE
28476	5/11/2020	A T and T	308.98	CALNET 3 SERVICE ACCOUNT 9391053307
28477	5/11/2020	Bound Tree Medical, LLC	137.49	BLANKETS
	5/11/2020	Bound Tree Medical, LLC	556.85	GLOVES
	5/11/2020	Bound Tree Medical, LLC	1,083.46	PHARMACEUTICALS
	5/11/2020	Bound Tree Medical, LLC	465.51	SHEETS, ECG PADS, BLANKETS
28478	5/11/2020	Robert Bratton	1,202.20	REFUND MEDICAL INSURANCE PAYMENT
28479	5/11/2020	Comcast	90.10	MODEM STATION 41
28480	5/11/2020	Definitive Networks, Inc.	15,867.00	TECHNOLOGY SERVICES APRIL 2020
28481	5/11/2020	EBMUD	275.02	WATER MARCH - APRIL 2020
28482	5/11/2020	Expert Tree Service	4,800.00	CHIPPING - 4 DAYS
28483	5/11/2020	Katy Himsl	1,263.50	PAYROLL REFUND
28484	5/11/2020	Hunt & Sons, Inc.	1,841.34	FUEL
28485	5/11/2020	IAFF Local 1230 Dues	10,032.50	DUES
28486	5/11/2020	L.N. Curtis & Sons	964.50	DRIP TORCH
28487	5/11/2020	M & M Sanitary	29.00	SANITARY SERVICE
28488	5/11/2020	S. J. Mazaika	1,053.25	CHIPPING & DUMP FEES 5/4/2020
28489	5/11/2020	Moraga Hardware & Lumber	5.59	SCREW FOR DOOR HARDWARE
28490	5/11/2020	Pacific Office Automation	200.27	COPIER USAGE CHARGE
28491	5/11/2020	Pacific Gas & Electric	1,378.98	ELECTRIC
	5/11/2020	Pacific Gas & Electric	1,004.64	ELECTRIC & GAS SERVICE
28492	5/11/2020	Dennis Rein	13.00	REFRESHMENTS RESCUE ONE FOUNDATION MEETING
28493	5/11/2020	Republic Services	1,377.57	GARBAGE SERVICE MAY 2020
28494	5/11/2020	Jacob Rowe	200.00	PARAMEDIC LICENSE RENEWAL
28495	5/11/2020	Shred-it	70.62	SHREDDING APRIL 2020
	5/11/2020	Shred-it	398.84	SHREDDING FEBRUARY 2020
	5/11/2020	Shred-it	70.62	SHREDDING MARCH 2020
28496	5/11/2020	Staples Advantage	1,033.47	SUPPLIES
28497	5/11/2020	Adam Thornton	350.00	LEATHER FIRE HELMET
28498	5/11/2020	Verizon Wireless	948.43	PHONE SERVICE
28499	5/11/2020	West Coast Code Consultants	3,930.00	PLAN REVIEW SERVICES APRIL 2020
28500	5/11/2020	Wittman Enterprises, LLC	5,371.12	AMBULANCE BILLIN SERVICES MARCH 2020
28501	5/18/2020	A T and T	338.12	PHONE SERVICE

**Moraga-Orinda Fire District**  
 Check/Voucher Register - Check Register  
 50 - General Fund  
 From 5/1/2020 Through 5/31/2020

Check Number	Check Date	Name	Check Amount	Transaction Description
28502	5/18/2020	A T and T Mobility	321.92	WIRELESS PHONE SERVICE
28503	5/18/2020	Biomedical Waste Disposal	79.00	BIOMEDICAL WASTE DISPOSAL
	5/18/2020	Biomedical Waste Disposal	79.00	SHARPS DISPOSAL
28504	5/18/2020	Bound Tree Medical, LLC	(60.00)	CREDIT
	5/18/2020	Bound Tree Medical, LLC	147.40	PHARMACEUTICALS
	5/18/2020	Bound Tree Medical, LLC	361.93	WIPES
28505	5/18/2020	Contra Costa Battery Service	322.72	BATTERIES
28506	5/18/2020	Comcast	90.01	MODEM STATION 44
28507	5/18/2020	C.R. Fireline, Inc.	1,644.58	FIRE EXTINGUISHER MAINTENANCE
28508	5/18/2020	DC Electric Group, Inc.	6,252.00	REPAIR FLASHING BEACON - STATION 44
28509	5/18/2020	Dell Financial Services	845.24	COMPUTER LEASE
28510	5/18/2020	EBMUD	906.98	WATER SERVICE
28511	5/18/2020	HomeTeam Pest Defense, LLC	115.00	PEST CONTROL SERVICE
	5/18/2020	HomeTeam Pest Defense, LLC	115.00	PEST SERVICE
28512	5/18/2020	Steve Huebner	200.00	PARAMEDIC LICENSE
28513	5/18/2020	Hunt & Sons, Inc.	667.70	FUEL
28514	5/18/2020	John and Claire Investigations	600.00	BACKGROUND FINANCE MANAGER
28515	5/18/2020	L.N. Curtis & Sons	170.35	AXE - 2
	5/18/2020	L.N. Curtis & Sons	456.75	BOOTS
	5/18/2020	L.N. Curtis & Sons	5,046.00	CLASS A FOAM
	5/18/2020	L.N. Curtis & Sons	179.44	COMPRESSOR CHECK
	5/18/2020	L.N. Curtis & Sons	330.48	HARNESS
28516	5/18/2020	Mail Stream Direct	4,530.09	EXTERIOR HAZARD ABATEMENT POSTCARDS
28517	5/18/2020	S. J. Mazaika	1,040.35	CHIPPING 5/12/2020 THE BLUFFS
	5/18/2020	S. J. Mazaika	1,125.00	CHIPPING 5/13/2020 THE BLUFFS
	5/18/2020	S. J. Mazaika	806.26	CHIPPING 5/6/2020 DALEWOOD, CORLISS, 41 &
28518	5/18/2020	Office Depot	191.18	TONER
28519	5/18/2020	Pacific Gas & Electric	786.41	ELECTRIC & GAS - STATION 41
	5/18/2020	Pacific Gas & Electric	768.49	ELECTRIC - STATION 42
	5/18/2020	Pacific Gas & Electric	168.46	GAS & ELECTRIC - ADMIN
	5/18/2020	Pacific Gas & Electric	220.71	GAS 42
28521	5/18/2020	R.S. Hughes	2,715.19	SCOTT FACEPIECES - 4
	5/18/2020	R.S. Hughes	345.29	SENSORS, BATTERIES, VALVES
28522	5/18/2020	Smart Clean Building Mainten...	245.00	CLEANING SERVICES APRIL 2020
	5/18/2020	Smart Clean Building Mainten...	245.00	CLEANING SERVICES MAY 2020
28523	5/18/2020	TIAA Commercial Finance, Inc.	223.34	COPIER LEASE
28524	5/29/2020	ADT Security Services	42.99	MONITORING SYSTEM
	5/29/2020	ADT Security Services	93.99	SECURITY SYSTEM ADMIN
28525	5/29/2020	AT&T	42.80	INTERNET MAY 2020
28526	5/29/2020	Bound Tree Medical, LLC	190.80	EPINEPHRINE
	5/29/2020	Bound Tree Medical, LLC	556.85	GLOVES
	5/29/2020	Bound Tree Medical, LLC	127.59	MEDICAL SUPPLIES
	5/29/2020	Bound Tree Medical, LLC	49.99	SAFETY GOGGLES
28527	5/29/2020	Dell Financial Services	303.43	COMPUTER LEASES
28528	5/29/2020	Expert Tree Service	1,600.00	CHIPPING 5/18/2020
28529	5/29/2020	CHARLES MACNULTY	199.00	FAA TRAINING DRONE
28530	5/29/2020	S. J. Mazaika	1,725.00	CHIPPING CAMPO, SLEEPY HOLLOW
	5/29/2020	S. J. Mazaika	1,237.50	CHIPPING VALLEY HILL & CAMPO AREA
28531	5/29/2020	Occu-Med, Ltd.	402.76	PREEMPLOYMENT PHYSICALS - 5
28532	5/29/2020	Paymentus Group, Inc.	42.22	CREDIT CARD FEES FEBRUARY 2020
	5/29/2020	Paymentus Group, Inc.	48.18	CREDIT CARD FEES JANUARY 2020
28533	5/29/2020	Pacific Gas & Electric	645.64	GAS & ELECTRIC APRIL 2020
	5/29/2020	Pacific Gas & Electric	57.73	GAS APRIL 2020
28534	5/29/2020	PLIC	83.25	LIFE INSURANCE
28535	5/29/2020	Renne Public Law Group, LLP	150.00	LEGAL SERVICES MARCH 2020
28536	5/29/2020	Thomson Reuters	170.10	PUBLIC SAFETY UPDATES SUBSCRIPTION

**Moraga-Orinda Fire District**  
 Check/Voucher Register - Check Register  
 50 - General Fund  
 From 5/1/2020 Through 5/31/2020

<u>Check Number</u>	<u>Check Date</u>	<u>Name</u>	<u>Check Amount</u>	<u>Transaction Description</u>
28537	5/29/2020	V-Studio	5,400.00	DEVELOP FIRE HAZARD SOFTWARE
28538	5/29/2020	Verizon Wireless	56.16	WIRELESS PHONE SERVICE
28539	5/29/2020	Valarie Walston	45.64	PRINTER CARTRIDGES
28540	5/29/2020	Wittman Enterprises, LLC	5,846.72	AMBULANCE BILLING SERVICES APRIL 2020
28541	5/29/2020	Bandwidth.com, Inc.	425.01	PHONE SERVICE
		Total 50 - General Fund	125,222.90	

**Moraga-Orinda Fire District**  
 Check/Voucher Register - Check Register  
 60 - North Orinda Emergency Fuel Break  
 From 5/1/2020 Through 5/31/2020

<u>Check Number</u>	<u>Check Date</u>	<u>Name</u>	<u>Check Amount</u>	<u>Transaction Description</u>
28520	5/18/2020	Prometheus Fire Consulting	596.20	BURN PLAN CONSULTING
		Total 60 - North Orinda Emergency Fuel Break	596.20	
Report Total			372,878.54	



# Moraga-Orinda Fire District

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**TO:** Board of Directors

**FROM:** Gloriann Sasser, Administrative Services Director

**DATE:** June 17, 2020

**SUBJECT:** **Item 8.4 - Approval of Payment to Contra Costa County Fire Protection District for Dispatching and Communications Services**

## **Background**

The District's Purchasing Ordinance requires that purchases of services in excess of \$100,000 have specific approval of the Board of Directors. The following purchase requires such authorization.

The District uses Contra Costa County Fire Protection District for dispatching and communications services. The District is required to pay for the services for fiscal year 2020 in the amount of \$192,486. Sufficient appropriations exist in the General Fund Budget.

## **Recommended Action**

Staff recommends the Board approve payment to Contra Costa County Fire Protection District for dispatching and communications services in the amount of \$192,486.

## **Attachments**

1. Attachment A – Contra Costa County Fire Protection District Invoice for Dispatch Services



## CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

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May 28, 2020

Fire Chief Dave Winnacker  
Moraga-Orinda Fire District  
1280 Moraga Way  
Moraga CA 94556

Dear Chief Winnacker:

Re: Invoice for Dispatch Services

Please consider this letter an invoice for dispatching and communications services provided during fiscal year 2019-20. The costs represent a reimbursement of costs borne by the Contra Costa County Fire Protection District on behalf of the Moraga-Orinda Fire District.

Please forward your payment of \$ **192,485.37** to:

Contra Costa County Fire Protection District  
Attn: Jackie Lorrekovich  
4005 Port Chicago Hwy, Ste 250  
Concord CA 94520

Please contact me at (925) 941-3300 x1302 or Telecommunications Manager Traci Barkley at (925) 383-5104 if you have any questions about the charges.

Sincerely,

A handwritten signature in blue ink that reads "Elizabeth Patterson".

Elizabeth Patterson  
Fiscal Officer

C: Gloriann Sasser, Administrative Services Director  
Jackie Lorrekovich, Chief of Administrative Services



# Moraga-Orinda Fire District

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**TO:** Board of Directors

**FROM:** Gloriann Sasser, Administrative Services Director

**DATE:** June 17, 2020

**SUBJECT:** **Item 9.1 - Authorize Engagement Letter for Audit Services with Eide Bailly, LLP for the Fiscal Years Ended June 30, 2020, 2021 and 2022 in the Amount Not to Exceed \$76,510**

## **Background**

The District used Vavrinek, Trine, Day & Co., LLP (VTD) for audit services for 2017 and 2018. In July 2019 VTD joined the firm of Eide Bailly, LLP and the District used Eide Bailly to complete the 2019 audit.

The Audit Committee recommends proceeding with Eide Bailly, LLP for audit services for a term of three years. The cost of the 2019 audit was \$17,687. The cost for the audits for the next three years are as follows:

2020	\$25,000
2021	\$25,500
2022	\$26,010

## **Recommended Action**

Staff recommends the Board authorize staff to sign an engagement letter with Eide Bailly, LLP for audit services for the fiscal years ended June 30, 2020, 2021 and 2022 in the amount not to exceed \$76,510.

## **Attachments**

Attachment A – Engagement Letter with Eide Bailly, LLP



May 29, 2020

Moraga-Orinda Fire District  
1280 Moraga Way  
Moraga, CA 94556

The following represents our understanding of the services we will provide to Moraga-Orinda Fire District.

You have requested that we audit the governmental activities, each major fund, and the aggregate remaining fund information of Moraga-Orinda Fire District (District), as of June 30, 2020, 2021 and 2022 and for the years then ending, and the related notes, which collectively comprise the District's basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Accounting principles generally accepted in the United States of America (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB) require that certain information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

- 1) Management's Discussion and Analysis
- 2) GASB required supplementary information for the Pension Plans and Other Postemployment Benefit Plans

Supplementary information other than RSI will accompany the District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

- 1) Schedule of Expenditures of Federal Awards, if applicable,
- 2) Capital Projects and Debt Service Funds Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget to Actual.

Also, the document we submit to you will include the following other additional information that will be subjected to the auditing procedures applied in our audit of the basic financial statements:

- 1) Introductory section
- 2) Statistical section

### **Auditor Responsibilities**

We will conduct our audit in accordance with U.S. GAAS and in accordance with *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and, in accordance with *Government Auditing Standards*.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

## Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

## Other Services

We will also prepare the financial statements of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

## Management Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
  - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
  - ii. Additional information that we may request from management for the purpose of the audit; and
  - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the entity's auditor;
- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- f. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current period under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- g. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- h. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.
- i. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and

- j. For the accuracy and completeness of all information provided.

With respect to financial statement preparation services and any other non-attest services we perform, the District's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

### **Reporting**

We will issue a written report upon completion of our audit of the District's basic financial statements. Our report will be addressed to the governing body of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

### **Other**

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

### **Provisions of Engagement Administration, Timing and Fees**

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Ahmad Gharaibeh is the engagement partner for the audit services specified in this letter. Responsibilities include supervising services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Invoices are payable upon presentation. We estimate that our fee for the audit will be \$25,000, \$25,500 and \$26,010 for the years ending June 30, 2020, June 30, 2021 and June 30, 2022, respectively. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the District's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

In addition, we will be compensated for any time and expenses, including time and expenses of legal counsel, we may incur in conducting or responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings as a result of our Firm's performance of these services. You and your attorney will receive, if lawful, a copy of every subpoena we are asked to respond to on your behalf and will have the ability to control the extent of the discovery process to control the costs you may incur.

Should our relationship terminate before our audit procedures are completed and a report issued, you will be billed for services to the date of termination. All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We may use third party service providers and/or affiliated entities (including Eide Bailly Shared Services Private Limited) (collectively, "service providers") in order to facilitate delivering our services to you. Our use of service providers may require access to client information by the service provider. We will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the confidentiality of client information accessed by such service provider and any work performed by such service provider.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least eight years from the date of our report.

At the conclusion of our audit engagement, we will communicate to The Board of Directors the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;

- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management’s consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Eide Bailly LLP and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulator pursuant to authority given to it by law or regulation. If requested, access to such audit documentation will be provided under the supervision of Eide Bailly LLP’s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the regulator. The regulator may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

*Government Auditing Standards* require that we provide, upon request, a copy of our most recent external peer review report and any subsequent review reports to the party contracting for the audit. Accordingly, we will provide a copy of our most recent peer review report at your request.

Eide Bailly LLP is a member of HLB International, a worldwide organization of accounting firms and business advisors, ("HLB"). Each member firm of HLB, including Eide Bailly LLP is a separate and independent legal entity and is not owned or controlled by any other member of HLB. Each member firm of HLB is solely responsible for its own acts and omissions and no other member assumes any liability for such acts or omissions. Neither Eide Bailly LLP, nor any of its affiliates, are responsible or liable for any acts or omission of HLB or any other member firm of HLB and hereby specifically disclaim any and all responsibility, even if Eide Bailly LLP, or any of its affiliates are aware of such acts or omissions of another member of HLB.

Eide Bailly LLP formed The Eide Bailly Alliance Network, a network for small to mid-sized CPA firms across the nation. Each member firm of The Eide Bailly Alliance, including Eide Bailly LLP, is a separate and independent legal entity and is not owned or controlled by any other member of The Eide Bailly Alliance. Each member firm of The Eide Bailly Alliance is solely responsible for its own acts and omissions and no other member assumes any liability for such acts or omissions. Neither Eide Bailly LLP, nor any of its affiliates, are responsible or liable for any acts or omission of The Eide Bailly Alliance or any other member firm of The Eide Bailly Alliance and hereby specifically disclaim any and all responsibility, even if Eide Bailly LLP, or any of its affiliates are aware of such acts or omissions of another member of The Eide Bailly Alliance.

Eide Bailly, LLP has owners that are not licensed as certified public accountants as permitted under Section 5079 of the California Business Code. It is not anticipated that any of the non-licensee owners will be performing audit services for the District.

## **DISPUTE RESOLUTION**

The following procedures shall be used to resolve any disagreement, controversy or claim that may arise out of any aspect of our services or relationship with you, including this engagement, for any reason (“Dispute”). Specifically, we agree to first mediate.

## **Mediation**

All Disputes between us shall first be submitted to non-binding mediation by written notice (“Mediation Notice”) to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator. The mediator will be selected by mutual agreement, but if we cannot agree on a mediator, one shall be designated by the American Arbitration Association (“AAA”).

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute. Mediation will be conducted with the parties in person in Eide Bailly local office.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Either party may commence suit on a Dispute after the mediator declares an impasse.

## **INDEMNITY**

You agree that none of Eide Bailly LLP, its partners, affiliates, officers or employees (collectively “Eide Bailly”) shall be responsible for or liable to you for any misstatements in your financial statements that we may fail to detect as a result of knowing representations made to us, or the concealment or intentional withholding of information from us, by any of your owners, directors, officers or employees, whether or not they acted in doing so in your interests or for your benefit, and to hold Eide Bailly harmless from any claims, losses, settlements, judgments, awards, damages and attorneys’ fees from any such misstatement, provided that the services performed hereunder were performed in accordance with professional standards, in all material respects.

If a claim is brought against you by a third-party that arises out of or is in any way related to the services provided under this engagement, you agree to indemnify Eide Bailly LLP, its partners, affiliates, officers and employees against any losses, including settlement payments, judgments, damage awards, punitive or exemplary damages, and the costs of litigation (including attorneys’ fees) associated with the services performed hereunder provided that the services were performed in accordance with professional standards, in all material respects.

## **ASSIGNMENTS PROHIBITED**

You agree that you will not and may not assign, sell, barter or transfer any legal rights, causes of actions, claims or Disputes you may have against Eide Bailly LLP, its partners, affiliates, officers and employees, to any other person or party, or to any trustee, receiver or other third party.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your certified public accountants and look forward to working with you and your staff.

Respectfully,



---

Ahmad Gharaibeh  
Partner of Eide Bailly, LLP

\*\*\*\*\*

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of Moraga-Orinda Fire District by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## Report on the Firm's System of Quality Control

December 28, 2017

To the Partners of Eide Bailly LLP and the  
National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Eide Bailly LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended July 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans, audits performed under FDICIA, and examinations of service organizations [SOC 1 and SOC 2 engagements].

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Eide Bailly LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended July 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Eide Bailly LLP has received a peer review rating of *pass*.

A handwritten signature in black ink that reads "Cherry Bekaert LLP".

Cherry Bekaert LLP



# Moraga-Orinda Fire District

**TO:** Board of Directors

**FROM:** David Winnacker, Fire Chief  
Gloriann Sasser, Administrative Services Director

**DATE:** June 17, 2020

**SUBJECT: Item 9.2 - Long Range Financial Forecast June 2020**

## **Background**

The Long Range Financial Forecast (Forecast) has been updated. The Forecast covers a forward-looking 10-year period. Due to the financial implications of COVID-19, four scenarios have been prepared:

- A – Same assumptions as prior year forecast
- V – V shape recovery (fast recovery – one year)
- U – U shape recovery (longer recovery – two years)
- L – L shape recovery (long, slow recovery – four years)

The Forecasts use several significant assumptions, which are explained below for each scenario.

## **General Fund Revenues**

Property tax:

- A Projected to increase +2%, then +3.5% throughout
- V +2%, then +3.5% throughout
- U +2%, +2%, then +3.5% throughout
- L +2%, +2%, +2%, +2%, then +3.5% throughout

Ambulance fees:

- A Projected to increase 1.5% throughout
- V Recover to \$1.3M in FY22, then +1.5% throughout
- U Recover to \$1.3M in FY23, then +1.5% throughout
- L Recover to \$1.3M in FY26, then +1.5% throughout

## **General Fund Expenditures**

Regular salaries – +3% throughout in all scenarios

Overtime – +3% throughout in all scenarios

Benefits – +3% throughout in all scenarios

Retiree health insurance – Capped per the MOUs in all scenarios (no increases)

Operating expenses – Projected to increase 3% throughout all scenarios based on CPI

CCCERA employer payment – Five year projections are provided by Segal, CCCERA's actuary, as follows:

FY2021	Actual rates set by the CCCERA board of directors
FY2022	+1.75%
FY2023	-0.54%
FY2024	-1.17%
FY2025	+4.55%
FY2026	-0.93%
FY2027 forward	No projections are provided by CCCERA. The remaining years use calculations provided by GovInvest software.

OPEB funding – The Forecast includes OPEB contributions based on actuarial calculations used in the GASB 75 OPEB Valuation Report as of June 30, 2019 which were calculated using a discount rate of 6.25% and 17-year closed amortization period.

Pension rate stabilization – The Forecast includes pension rate stabilization trust contributions as follows based on GovInvest software calculations using discount rate of 6.25%, actual CCCERA investment earnings of 14.6% in 2019 and the following for projected future investment return:

A	+6.25% throughout
V	-10%, then 6.25% throughout
U	-10%, 0%, then 6.25% throughout
L	-10%, 0% through 2024, then 6.25% throughout

### **Capital Projects Fund**

The Long Range Financial Forecast - Capital Expenditures (Attachment E), has been updated.

### **Fund Balance Policy and Fund Balance Goal**

The District's Fund Balance Policy states the District will maintain a minimum unrestricted fund balance in the General Fund of 17% of budgeted General Fund revenue. The Board set a goal to maintain a minimum unrestricted fund balance in the General Fund of 50% of budgeted General Fund revenue.

A	Maintains policy throughout, meets goal in FY2030
V	Maintains policy throughout, does not meet goal
U	Below policy beginning in FY2027, never meets goal
L	Below policy beginning in FY2025, never meets goal

### **Long Range Financial Forecast Results**

A	General Fund balanced beginning in FY2023
V	General Fund deficit in five of the 10 years
U	General Fund deficit in seven of the 10 years
L	General Fund deficit in all 10 years

### **Summary of Unfunded Liabilities**

The section titled Summary of Unfunded Liabilities includes projections of the District's unfunded pension liabilities calculated using the GovInvest software based on CCCERA's actuarial assumptions and based on the District's actuarial assumptions. It also includes projections of the District's OPEB unfunded liabilities based on the District's OPEB actuarial assumptions and planned trust contributions.

**Conclusion**

The District, country and world are in the midst of unprecedented times. No one knows how long the recession will last and how the economy will recover. A longer recovery will likely result in difficult financial decisions for the District. Staff will continue to carefully monitor the District's finances, paying particular attention to property tax and ambulance revenue, and CCCERA rates.

**Recommended Action**

1) Discuss; 2) Deliberate; 3) Provide direction to Staff

**Attachments**

Attachment A – Long Range Financial Forecast Same Assumptions as Prior Year

Attachment B – Long Range Financial Forecast V Shaped Recovery

Attachment C – Long Range Financial Forecast U Shaped Recovery

Attachment D – Long Range Financial Forecast L Shaped Recovery

Attachment E – Capital Projects



**Moraga-Orinda Fire Protection District**  
**Long Range Financial Forecast**  
**V - COVID 19: V-Shape Recovery (Investment return -10% in 2020)**  
**Draft Update**  
 June 2020

	ACTUAL 16/17	ACTUAL 17/18	ACTUAL 18/19	PROJ 19/20	PROJ 20/21	PROJ 21/22	PROJ 22/23	PROJ 23/24	PROJ 24/25	PROJ 25/26	PROJ 26/27	PROJ 27/28	PROJ 28/29	PROJ 29/30	ASSM	ASSM	ASSM	ASSM	ASSM
1 TOTAL REVENUE	28,143,109	27,099,467	29,520,163	29,464,296	29,263,375	30,396,559	34,577,286	32,416,242	33,478,485	34,577,286	35,710,235	36,882,318	38,094,898	39,349,384					
2 TOTAL EXPENDITURES	26,850,564	27,000,486	31,083,423	29,005,653	30,363,219	32,852,634	32,830,033	31,645,147	32,791,912	34,701,977	35,226,824	36,186,869	36,845,559	36,461,187					
3 GENERAL FUND BALANCE UNASSIGNED, BEGINNING	3,607,130	4,905,918	6,297,633	7,828,854	8,699,027	7,078,847	7,555,134	8,164,912	9,051,624	9,305,439	9,246,527	8,907,858	8,574,294	7,799,348	2021	2122	2223	2324	2425
4 GENERAL FUND REVENUES	18,901,827	19,843,842	21,142,784	22,091,232	23,105,300	25,798,534	28,492,932	29,480,185	30,522,341	31,590,623	32,696,295	33,840,666	35,025,089	36,250,967	HDL	2.00%	3.50%	3.50%	3.50%
5 PROPERTY AD VALOREM TAX	4,409	90,725	190,489	70,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	Budget	0.00%	0.00%	0.00%	0.00%
6 USE OF MONEY & PROPERTY	263,358	438,422	1,484,464	240,269	94,950	96,294	96,294	96,294	96,294	96,294	96,294	96,294	96,294	96,294	Budget	1.00%	1.00%	1.00%	1.00%
7 INTERGOVERNMENTAL REVENUE	386,972	1,082,665	1,751,628	1,309,921	1,369,561	1,369,561	1,369,561	1,369,561	1,369,561	1,369,561	1,369,561	1,369,561	1,369,561	1,369,561	Budget	1.00%	1.00%	1.00%	1.00%
8 CHARGES FOR SERVICES/OTHER	1,116,153	1,082,665	1,751,628	1,309,921	1,369,561	1,369,561	1,369,561	1,369,561	1,369,561	1,369,561	1,369,561	1,369,561	1,369,561	1,369,561	Budget	1.00%	1.00%	1.00%	1.00%
9 AMBULANCE FEES	205,465	442,519	379,931	147,414	85,000	87,500	92,882	95,868	98,538	101,454	104,539	107,675	110,906	110,906	Budget	1.50%	1.50%	1.50%	1.50%
10 STRIKE TEAM REVENUE (Net of Overtime Costs)	182,228	550,042	450,000	200,000	0	0	0	0	0	0	0	0	0	0	Budget	3.00%	3.00%	3.00%	3.00%
11 OTHER REVENUE (FEDERAL GRANTS)	20,878,204	22,332,888	25,743,561	24,544,347	24,281,064	27,564,067	30,284,071	31,307,336	32,365,919	33,461,049	34,593,998	35,766,081	36,978,661	38,233,147	Budget	NA	NA	NA	NA
12 TOTAL GENERAL FUND REVENUES	8,065,659	8,551,976	8,886,941	9,642,186	9,266,139	9,544,432	9,830,765	10,125,688	10,429,459	10,742,342	11,064,613	11,396,551	11,738,448	12,090,601	Budget	3.00%	3.00%	3.00%	3.00%
13 GENERAL FUND EXPENDITURES	1,863,487	2,040,455	2,359,979	2,409,564	2,893,674	2,893,674	2,893,674	2,893,674	2,893,674	2,893,674	2,893,674	2,893,674	2,893,674	2,893,674	Budget	3.00%	3.00%	3.00%	3.00%
14 SALARIES - SAFETY	1,863,487	2,040,455	2,359,979	2,409,564	2,893,674	2,893,674	2,893,674	2,893,674	2,893,674	2,893,674	2,893,674	2,893,674	2,893,674	2,893,674	Budget	3.00%	3.00%	3.00%	3.00%
15 SALARIES - NONSAFETY	821,299	871,105	886,410	886,410	925,000	925,000	925,000	925,000	925,000	925,000	925,000	925,000	925,000	925,000	Budget	3.00%	3.00%	3.00%	3.00%
16 SALARIES - OTHER NONBENEFITTED	2,153,714	2,251,574	2,427,900	2,688,002	2,718,122	2,799,666	2,883,656	2,970,165	3,059,270	3,151,048	3,245,580	3,342,947	3,443,236	3,546,533	Budget	3.00%	3.00%	3.00%	3.00%
17 SALARIES - OTHER NONBENEFITTED	2,153,714	2,251,574	2,427,900	2,688,002	2,718,122	2,799,666	2,883,656	2,970,165	3,059,270	3,151,048	3,245,580	3,342,947	3,443,236	3,546,533	Budget	3.00%	3.00%	3.00%	3.00%
18 OVERTIME (Excluding Strike Team)	296,000	374,000	407,733	559,108	475,482	525,697	539,251	596,609	628,893	689,804	738,404	793,585	867,085	907,273	Budget	0.00%	0.00%	0.00%	0.00%
19 BENEFITS	3,884,381	1,885,289	3,701,334	3,602,074	3,602,074	3,602,074	3,602,074	3,602,074	3,602,074	3,602,074	3,602,074	3,602,074	3,602,074	3,602,074	Budget	3.00%	3.00%	3.00%	3.00%
20 RETIRE HEALTH INSURANCE	2,153,714	2,251,574	2,427,900	2,688,002	2,718,122	2,799,666	2,883,656	2,970,165	3,059,270	3,151,048	3,245,580	3,342,947	3,443,236	3,546,533	Budget	3.00%	3.00%	3.00%	3.00%
21 OPERATING EXPENSES	1,870,925	2,806,387	3,267,111	3,147,146	3,280,102	3,478,722	3,566,062	3,692,308	3,869,731	4,092,428	4,369,871	4,699,220	5,082,428	5,550,871	Budget	3.00%	3.00%	3.00%	3.00%
22 CCCERA EMPLOYER PAYMENT SAFETY - NORMAL COST****	296,000	374,000	407,733	559,108	475,482	525,697	539,251	596,609	628,893	689,804	738,404	793,585	867,085	907,273	Actuary	Actuary	Actuary	Actuary	Actuary
23 CCCERA EMPLOYER PAYMENT SAFETY - UAAL PAYMENT*****	300,000	374,000	407,733	559,108	475,482	525,697	539,251	596,609	628,893	689,804	738,404	793,585	867,085	907,273	Actuary	Actuary	Actuary	Actuary	Actuary
24 CCCERA EMPLOYER PAYMENT NONSAFETY - NORMAL COST	19,579,816	20,940,874	23,062,979	23,774,174	25,801,544	27,087,480	28,174,282	29,420,624	31,112,105	32,419,961	33,832,687	34,999,645	35,763,666	36,058,580	Actuary	Actuary	Actuary	Actuary	Actuary
25 CCCERA EMPLOYER PAYMENT NONSAFETY - UAAL PAYMENT*****	1,296,388	1,392,014	1,531,321	1,770,173	1,529,460	1,765,587	1,989,779	2,253,815	2,538,912	2,849,961	3,192,912	3,580,641	4,017,912	4,500,000	Actuary	Actuary	Actuary	Actuary	Actuary
26 OPEB FUNDING (INTO TRUST)	4,905,518	6,297,533	7,828,854	8,699,027	7,078,547	7,555,134	8,164,912	9,051,624	9,246,527	9,305,439	9,246,527	8,907,858	8,574,294	7,799,348	GovInvest	GovInvest	GovInvest	GovInvest	GovInvest
27 PENSION RATE STABILIZATION (INTO TRUST)	23,500	28,200	30,410	35,030	29,150	27,410	26,960	28,910	27,630	27,630	26,750	25,970	25,000	25,000	GovInvest	GovInvest	GovInvest	GovInvest	GovInvest
28 TOTAL GENERAL FUND EXPENDITURES	10,068,070	9,856,415	8,348,371	8,463,074	4,623,926	3,750,485	3,387,939	3,702,070	3,636,291	3,702,070	3,636,291	3,458,272	3,487,384	3,521,670	2021	2122	2223	2324	2425
29 ANNUAL CAPITAL FUND SURPLUS (DEFICIT)	4,044,800	1,389,215	233,047	1,209,705	1,098,000	1,011,623	1,052,259	1,126,626	1,116,237	1,116,237	1,116,237	1,116,237	1,116,237	1,116,237	2021	2122	2223	2324	2425
30 ANNUAL GENERAL FUND SURPLUS (DEFICIT)	3,884,381	1,885,289	3,701,334	3,602,074	3,602,074	3,602,074	3,602,074	3,602,074	3,602,074	3,602,074	3,602,074	3,602,074	3,602,074	3,602,074	NA	NA	NA	NA	NA
31 UNRESTRICTED FUND BAL AS PERCENT OF GENERAL FUND REVENUE	23.50%	28.20%	30.41%	35.03%	29.15%	27.41%	26.96%	28.91%	27.63%	27.63%	26.75%	25.97%	25.00%	25.00%	2021	2122	2223	2324	2425
32 CAPITAL FUND BALANCE, BEGINNING OF YEAR	4,044,800	1,389,215	233,047	1,209,705	1,098,000	1,011,623	1,052,259	1,126,626	1,116,237	1,116,237	1,116,237	1,116,237	1,116,237	1,116,237	2021	2122	2223	2324	2425
33 CAPITAL EXPENDITURES	3,884,381	1,885,289	3,701,334	3,602,074	3,602,074	3,602,074	3,602,074	3,602,074	3,602,074	3,602,074	3,602,074	3,602,074	3,602,074	3,602,074	NA	NA	NA	NA	NA
34 TRANSFER OUT TO DEBT SERVICE FUND - FIRE FLOW TAX	(3,620,074)	(1,011,970)	(1,011,970)	(1,011,970)	(1,011,970)	(1,011,970)	(1,011,970)	(1,011,970)	(1,011,970)	(1,011,970)	(1,011,970)	(1,011,970)	(1,011,970)	(1,011,970)	NA	NA	NA	NA	NA
35 ANNUAL CAPITAL FUND SURPLUS (DEFICIT)	(211,655)	(1,508,044)	(3,330,739)	(654,558)	(873,441)	(873,441)	(873,441)	(873,441)	(873,441)	(873,441)	(873,441)	(873,441)	(873,441)	(873,441)	NA	NA	NA	NA	NA
36 CAPITAL FUND BALANCE, END OF YEAR	9,856,415	8,348,371	5,017,632	4,663,074	4,623,926	3,750,485	3,387,939	3,702,070	3,636,291	3,702,070	3,636,291	3,458,272	3,487,384	3,521,670	NA	NA	NA	NA	NA
37 DEBT SERVICE FUND BALANCE, BEGINNING	2,587,823	2,793,645	3,008,656	3,244,815	3,487,843	3,747,627	4,016,406	4,294,406	4,582,406	4,870,406	5,168,406	5,466,406	5,764,406	6,062,406	NA	NA	NA	NA	NA
38 PROPERTY AD VALOREM TAX	3,220,105	3,377,394	3,534,683	3,691,972	3,849,261	4,006,550	4,163,839	4,321,128	4,478,417	4,635,706	4,792,995	4,950,284	5,107,573	5,264,862	NA	NA	NA	NA	NA
39 DEBT SERVICE FUND EXPENDITURES - PENSION OBLIGATION BONDS	3,014,283	3,157,877	3,301,471	3,445,065	3,588,659	3,732,253	3,875,847	4,019,441	4,163,035	4,306,629	4,450,223	4,593,817	4,737,411	4,880,005	NA	NA	NA	NA	NA
40 DEBT SERVICE FUND EXPENDITURES - OTHER DEBT	362,074	1,016,446	1,011,733	1,011,733	1,011,733	1,011,733	1,011,733	1,011,733	1,011,733	1,011,733	1,011,733	1,011,733	1,011,733	1,011,733	NA	NA	NA	NA	NA
41 TRANSFER IN FROM CAPITAL FUND - FIRE FLOW TAX	362,074	1,011,970	1,011,970	1,011,970	1,011,970	1,011,970	1,011,970	1,011,970	1,011,970	1,011,970	1,011,970	1,011,970	1,011,970	1,011,970	NA	NA	NA	NA	NA
42 DEBT SERVICE FUND BALANCE, END OF YEAR	2,793,645	3,008,656	3,244,815	3,487,843	3,747,627	4,016,406	4,294,406	4,582,406	4,870,406	5,168,406	5,466,406	5,764,406	6,062,406	6,360,406	NA	NA	NA	NA	NA
43 COMBINED UNRESTRICTED FUND BALANCE, BEGINNING OF YEAR	13,675,200	14,761,933	14,645,904	12,846,486	13,062,101	11,702,473	11,305,619	12,320,937	13,007,509	12,882,818	13,356,229	14,061,678	13,311,017	16,199,215	NA	NA	NA	NA	NA
44 TOTAL UNRESTRICTED REVENUES	24,923,004	23,722,103	25,976,628	25,754,062	26,378,064	28,665,690	31,389,330	32,416,242	33,791,912	34,701,977	35,226,824	36,186,869	36,845,559	36,461,187	NA	NA	NA	NA	NA
45 TOTAL UNRESTRICTED EXPENDITURES	23,836,271	23,838,133	27,776,046	25,638,437	26,738,692	29,062,544	31,142,088	31,648,157	32,791,9										

**Moraga-Orinda Fire Protection District**  
**Long Range Financial Forecast**  
**U - COVID 19: U-Shape Recovery (Investment return -10% in 2020, 0% in 2021)**  
**Draft Update**  
 June 2020

	ACTUAL 16/17	ACTUAL 17/18	ACTUAL 18/19	PROJ 19/20	PROJ 20/21	PROJ 21/22	PROJ 22/23	PROJ 23/24	PROJ 24/25	PROJ 25/26	PROJ 26/27	PROJ 27/28	PROJ 28/29	PROJ 29/30	ASSM	ASSM	ASSM	ASSM	ASSM	
1 TOTAL REVENUE	28,143,109	27,000,487	29,520,164	29,464,296	29,263,375	29,620,528	30,565,740	31,968,905	33,015,890	33,370,706	35,215,521	36,370,706	37,565,803	38,802,200						
2 TOTAL EXPENDITURES	26,850,564	27,000,487	31,083,423	29,005,653	32,852,634	32,830,033	31,768,089	33,110,678	35,226,512	35,959,378	37,125,718	39,874,299	37,531,268							
3 GENERAL FUND BALANCE UNASSIGNED, BEGINNING	3,607,130	4,905,918	6,297,533	7,928,854	8,999,027	7,078,547	6,779,103	6,866,291	7,275,734	6,748,187	5,886,359	4,120,422	2,336,997	(6,384)	20/21	21/22	22/23	23/24	24/25	25/26 - 29/30
4 GENERAL FUND REVENUES																				
5 PROPERTY AD VALOREM TAX	18,901,827	19,843,842	21,142,784	22,091,232	23,105,300	25,798,534	28,079,991	29,062,791	30,079,989	31,132,788	32,222,436	33,350,221	34,517,479	35,725,591	HDL	2.00%	2.00%	2.00%	3.50%	3.50%
6 USE OF MONEY & PROPERTY	4,409	90,725	190,489	70,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	Budget	0.00%	0.00%	0.00%	0.00%	0.00%
7 INTERGOVERNMENTAL REVENUE	263,358	242,467	244,243	235,414	237,768	242,547	244,973	249,897	257,920	257,920	257,920	257,920	257,920	257,920	Budget	1.00%	1.00%	1.00%	1.00%	1.00%
8 CHARGES FOR SERVICES/OTHER	386,972	438,422	1,484,464	240,269	94,950	96,246	96,246	96,246	96,246	96,246	96,246	96,246	96,246	96,246	Budget	1.00%	1.00%	1.00%	1.00%	1.00%
9 AMBULANCE FEES	1,116,153	1,082,665	1,751,628	1,309,921	1,309,921	1,309,921	1,309,921	1,309,921	1,309,921	1,309,921	1,309,921	1,309,921	1,309,921	1,309,921	Budget	1.50%	1.50%	1.50%	1.50%	1.50%
10 STRIKE TEAM REVENUE (Net of Overtime Costs)	205,485	442,519	379,931	147,414	85,000	90,177	92,882	95,968	101,494	104,539	107,675	110,906	110,906	110,906	Budget	3.00%	3.00%	3.00%	3.00%	3.00%
11 OTHER REVENUE (FEDERAL GRANTS)	182,228	560,042	550,042	450,000	200,000	0	0	0	0	0	0	0	0	0	Budget	NA	NA	NA	NA	NA
12 TOTAL GENERAL FUND REVENUES	20,878,204	22,332,888	25,743,561	24,544,347	24,281,064	26,788,036	29,851,461	30,859,999	31,903,324	32,982,668	34,069,284	35,254,469	36,449,666	37,685,964						
13 GENERAL FUND EXPENDITURES																				
14 SALARIES - SAFETY	8,065,659	8,551,976	8,886,941	9,642,186	9,266,139	9,544,432	9,830,765	10,125,688	10,429,459	10,742,342	11,064,613	11,396,551	11,738,448	12,090,601	Budget	3.00%	3.00%	3.00%	3.00%	3.00%
15 SALARIES - NONSAFETY					1,086,679	1,086,679	1,121,031	1,154,662	1,189,302	1,224,981	1,261,730	1,299,582	1,338,566	1,378,726	Budget	3.00%	3.00%	3.00%	3.00%	3.00%
16 SALARIES - OTHER NONBENEFITTED					167,637	167,637	140,000	148,526	152,982	157,571	162,298	167,167	172,182	177,348	Budget	3.00%	3.00%	3.00%	3.00%	3.00%
17 SALARIES - OTHER NONBENEFITTED					2,359,979	2,359,979	1,031,328	1,062,268	1,094,136	1,126,960	1,160,769	1,195,592	1,231,460	1,268,403	Budget	3.00%	3.00%	3.00%	3.00%	3.00%
18 OVERTIME (Excluding Strike Team)	1,863,487	2,040,455	1,892,878	2,409,564	2,893,674	2,893,674	2,980,484	3,161,996	3,256,856	3,354,561	3,455,198	3,558,854	3,665,620	3,775,588	Budget	3.00%	3.00%	3.00%	3.00%	3.00%
19 BENEFITS	827,604	821,299	871,105	886,410	925,000	925,000	925,000	925,000	925,000	925,000	925,000	925,000	925,000	925,000	Budget	0.00%	0.00%	0.00%	0.00%	0.00%
20 RETIRE HEALTH INSURANCE	2,153,714	2,251,574	2,427,900	2,688,002	2,718,122	2,799,666	2,910,165	3,059,270	3,151,048	3,245,580	3,342,947	3,443,236	3,546,533	3,651,000	Budget	0.00%	0.00%	0.00%	0.00%	0.00%
21 OPERATING EXPENSES	4,395,376	1,870,925	1,849,332	2,068,097	2,186,735	2,319,148	2,468,354	2,636,558	2,825,558	3,045,552	3,295,552	3,578,552	3,893,552	4,250,552	Budget	3.00%	3.00%	3.00%	3.00%	3.00%
22 CCCERA EMPLOYER PAYMENT SAFETY - NORMAL COST****					3,267,111	3,267,111	3,267,111	3,267,111	3,267,111	3,267,111	3,267,111	3,267,111	3,267,111	3,267,111	CCCERA					
23 CCCERA EMPLOYER PAYMENT SAFETY - UAAL PAYMENT*****					3,147,146	3,147,146	3,147,146	3,147,146	3,147,146	3,147,146	3,147,146	3,147,146	3,147,146	3,147,146	CCCERA					
24 CCCERA EMPLOYER PAYMENT NONSAFETY - NORMAL COST					123,528	123,528	130,403	133,324	136,103	138,834	141,521	144,167	146,764	149,311	CCCERA					
25 CCCERA EMPLOYER PAYMENT NONSAFETY - UAAL PAYMENT					114,028	114,028	120,372	123,069	124,710	126,351	127,992	129,633	131,274	132,915	CCCERA					
26 OPEB FUNDING (INTO TRUST)	296,000	374,000	407,733	559,108	475,482	525,697	539,251	596,609	628,893	689,804	738,404	793,585	867,085	907,273	Actuary	Actuary	Actuary	Actuary	Actuary	Actuary
27 PENSION RATE STABILIZATION (INTO TRUST)	300,000	374,000	1,100,000	1,028,850	1,562,782	1,972,908	2,366,526	2,325,253	2,246,315	2,174,608	2,125,942	2,124,803	2,163,634	2,250,285	GovInvest	GovInvest	GovInvest	GovInvest	GovInvest	GovInvest
28 TOTAL GENERAL FUND EXPENDITURES	19,579,816	20,940,874	23,062,979	23,774,174	25,801,544	27,087,480	28,174,282	29,540,556	31,450,871	32,944,496	34,565,221	35,938,684	36,792,342	38,128,642						
29 ANNUAL GENERAL FUND SURPLUS (DEFICIT)	1,296,388	1,392,014	1,531,321	770,173	(1,520,480)	(299,444)	(177,819)	(319,442)	(627,547)	(1,061,628)	(1,585,937)	(1,794,025)	(2,342,181)	(2,957,321)						
30 UNRESTRICTED FUND BAL AS PERCENT OF GENERAL FUND REVENUE	23.50%	28.20%	30.41%	35.03%	29.15%	25.31%	23.30%	23.58%	21.15%	17.24%	12.08%	6.63%	-0.02%	-1.20%						
31 CAPITAL FUND BALANCE, BEGINNING OF YEAR	10,068,070	9,856,415	8,848,371	5,017,632	4,463,074	4,623,926	3,750,465	3,387,939	3,269,313	3,702,070	3,636,291	4,458,372	5,487,384	6,521,670	20/21	21/22	22/23	23/24	24/25	25/26 - 29/30
32 CAPITAL FUND REVENUES - FIRE FLOW TAX	4,044,800	1,389,215	233,047	1,209,705	1,098,000	1,011,623	1,052,259	1,086,666	1,112,666	1,116,237	1,116,237	1,116,237	1,116,237	1,116,237						
33 CAPITAL EXPENDITURES	3,894,381	1,885,289	3,701,334	752,774	14,200	1,052,616	1,966,235	1,906,697	1,966,235	1,966,235	1,966,235	1,966,235	1,966,235	1,966,235						
34 TRANSFER OUT TO DEBT SERVICE FUND - FIRE FLOW TAX	(362,074)	(1,011,970)	(1,011,970)	(1,011,970)	(1,011,549)	(922,448)	(922,448)	(922,448)	(922,448)	(922,448)	(922,448)	(922,448)	(922,448)	(922,448)						
35 ANNUAL CAPITAL FUND SURPLUS (DEFICIT)	(211,655)	(1,508,044)	(3,330,739)	(654,558)	(673,441)	(872,541)	(862,541)	(862,541)	(862,541)	(862,541)	(862,541)	(862,541)	(862,541)	(862,541)						
36 CAPITAL FUND BALANCE, END OF YEAR	9,856,415	8,348,371	5,017,632	4,463,074	4,623,926	3,750,465	3,387,939	3,269,313	3,702,070	3,636,291	4,458,372	5,487,384	6,521,670	7,555,907						
37 DEBT SERVICE FUND BALANCE, BEGINNING	2,587,823	2,793,645	3,008,666	3,244,815	3,487,843	3,747,627	4,016,406	4,295,290	4,584,174	4,873,058	5,161,942	5,450,826	5,739,710	6,028,594						
38 PROPERTY AD VALOREM TAX	3,220,105	3,377,364	3,534,623	3,702,244	3,870,863	4,040,482	4,210,101	4,380,720	4,551,339	4,721,958	4,892,577	5,063,196	5,233,815	5,404,434						
39 DEBT SERVICE FUND EXPENDITURES - PENSION OBLIGATION BONDS	3,014,283	3,157,877	3,301,471	3,445,065	3,588,659	3,732,253	3,875,847	4,019,441	4,163,035	4,306,629	4,450,223	4,593,817	4,737,411	4,880,005						
40 DEBT SERVICE FUND EXPENDITURES - OTHER DEBT	362,074	1,016,446	1,011,733	1,016,446	1,011,733	1,011,733	1,011,733	1,011,733	1,011,733	1,011,733	1,011,733	1,011,733	1,011,733	1,011,733						
41 TRANSFER IN FROM CAPITAL FUND - FIRE FLOW TAX	362,074	1,011,970	1,011,970	1,011,970	1,011,549	922,448	922,448	922,448	922,448	922,448	922,448	922,448	922,448	922,448						
42 DEBT SERVICE FUND BALANCE, END OF YEAR	2,793,645	3,008,666	3,244,815	3,487,843	3,747,627	4,016,406	4,295,290	4,584,174	4,873,058	5,161,942	5,450,826	5,739,710	6,028,594	6,317,478						
43 COMBINED UNRESTRICTED FUND BALANCE, BEGINNING OF YEAR	13,675,200	14,761,933	14,645,904	12,846,466	13,062,101	11,702,473	10,529,588	10,344,230	10,545,046	10,450,257	9,322,650	8,578,794	7,823,781	7,068,767						
44 TOTAL UNRESTRICTED REVENUES	24,923,004	23,722,103	25,976,628	25,754,062	25,379,064	27,889,659	30,566,740	31,968,905	33,015,890	33,370,706	35,215,521	36,370,706	37,565,803	38,802,200						
45 TOTAL UNRESTRICTED EXPENDITURES	23,836,271	23,838,133	27,776,046	25,538,437	26,738,692	29,062,544	31,142,088	31,768,089	33,110,678	35,226,512	36,959,378	37,125,718	39,874,299	37,531,268						
46 COMBINED UNRESTRICTED FUND BALANCE, END OF YEAR	14,761,933	14,645,904	12,846,466	13,062,101	11,702,473	10,529,588	10,344,230	10,545,046	10,450,257	9,322,650	8,578,794	7,823,781	7,068,767	6,317,478						
47 STAFFING SUMMARY:																				
48 FIRE PREVENTION (Memo Figure)	447,359	464,445	822,916	615,534	833,881	8														







# Moraga-Orinda Fire District

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**TO:** Board of Directors

**FROM:** David Winnacker, Fire Chief  
Gloriann Sasser, Administrative Services Director

**DATE:** June 17, 2020

**SUBJECT:** Item 9.3 – Adoption of Annual Operating Budget Fiscal Year 2021

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## **BACKGROUND**

The District has a Budget Development Policy (Policy). In accordance with the Policy, the budget process began in February 2020. A public budget workshop was held on April 29, 2020 and the proposed Annual Operating Budget was presented to the Board on May 20, 2020. The Budget reflects moderate to aggressive spending decreases due to the financial effects of COVID-19.

## **BOARD DIRECTION**

Due to COVID-19, at the April 29, 2020 Board meeting the Board directed staff to make moderate to aggressive spending decreases. The following reductions have been incorporated into the Budget:

- Computer equipment reduced 33%
- Technical rescue equipment reduced 43%
- Firefighting equipment – hose reduced 70% in coordination with grant funded purchases in FY2020.
- Safety clothing reduced 14%
- Computer software – Elimination of the OpenGov financial transparency software to save \$6,000. Over the last 90 days, the site had 19 unique visitors who spent an average time on the site of 2:04 minutes.
- Website development was reduced by 72% to maintain the existing website only (no website expansion.)
- Equipment maintenance reduced by 56%
- Building maintenance reduced by 28%
- OPEB valuation reduced 100% - an OPEB valuation is required every other year. Per Board direction, the District was completing it every year. The liability is stable and does not change significantly every year. Staff recommends completing the OPEB valuation every other year to save \$5,500.
- Strike team supplies reduced 27%
- Exercise equipment reduced by 39%
- Public education supplies reduced by 50%
- Miscellaneous supplies reduced 30%
- Station 41/Administration remodel deferred - \$1,000,000

- Station 45 remodel (architect) – deferred - \$500,000

The Budget includes a pension trust contribution of \$1,562,792 and an OPEB trust contribution of \$475,482.

### **STAFFING**

The Budget incorporates the following staffing:

- Safety roster strength of 57 positions
- Increase of Emergency Preparedness Coordinator position from part-time to full-time non-benefitted through December 31, 2020, approved by the Board on April 29, 2020, due to COVID-19.
- Elimination of one part-time, benefitted Fire Inspector/Plans Examiner position (0.6 full-time equivalent.) The position has been vacant since May 2019, and the work has been completed by an outside contractor. The District pays an hourly rate for the work that needs to be done. Since COVID-19, the need for inspections and plan review work has decreased significantly. By using a contractor, the District obtains services as needed. The total cost of the benefitted position is \$119K; the contractor's cost is projected to be \$70K.

### **PROJECTED RESULTS**

The Budget projects the following:

- General Fund – deficit \$1,520,480
- Debt Service Fund - surplus \$260,284
- Capital Projects Fund – surplus \$160,852

### **RECOMMENDATION**

Staff recommends adoption of the proposed Annual Operating Budget Fiscal Year 2021

### **ATTACHMENT**

Attachment A – Annual Operating Budget Fiscal Year 2021



**MORAGA-ORINDA FIRE DISTRICT  
ANNUAL OPERATING BUDGET  
FISCAL YEAR 2021**

## **Mission Statement**

With pride and professionalism, the Moraga-Orinda Fire District will provide the highest level of emergency and public service in response to the needs of our community

## **Board of Directors**

Steven Danziger, President

Craig Jorgens, Vice-President

John Jex, Secretary

Michael Donner, Treasurer

Gregory Baitx, Director

## **Fire Chief**

David Winnacker

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# Moraga-Orinda Fire District

Office of the Fire Chief

June 17, 2020

Board of Directors  
Moraga-Orinda Fire District  
1280 Moraga Way  
Moraga, CA 94556

Members of the Board:

On March 13, 2020 the World Health Organization formally declared COVID-19 a global pandemic. The economic ramifications were sudden and significant. In a matter of weeks, unemployment soared in California and nationwide. The stock market has been extremely volatile and many Bay Area businesses have closed in response to shelter in place orders and decreased consumer activity. March 2020 has been labeled as the beginning of a recession; this marks the end of the longest economic expansion in United States history. While there are currently signs of recovery, the future is uncertain and it is far from clear that we have reached the end of impacts from the COVID-19 pandemic.

During this unprecedented time, the Government Finance Officers' Association recommends local governments maintain budget flexibility by budgeting revenues conservatively low and expenditures conservatively high. In addition, on April 29, 2020 in response to COVID-19 the Board directed staff to make moderate to aggressive spending decreases. The budget has been prepared with this direction and reflects a General Fund deficit of \$1.5M.

Working in partnership with members and other stakeholders, the Board, Fire Chief and staff are tasked with being the financial stewards of the organization. The proposed budget provides for continuing existing service services, deferring capital improvements and paying down long-term liabilities. The proposed budget also includes significant additional contributions to the District's pension rate stabilization trust as a hedge against future uncertainty.

The proposed budget uses \$1.5M of General Fund unrestricted reserves. One of the purposes of reserve funds is to provide funds during an unanticipated financial downturn such as the District is experiencing. However, it is important to use reserve funds carefully while looking ahead to future challenges in order to protect against future service cuts. The District will continue to closely monitor future revenue and expenditure effects of the COVID-19 pandemic.

District staff remains focused on the successful completion of several high profile projects during the upcoming year. The most notable of these being expanded fire prevention services through prescribed fire, community chipping, and enforcement. Due to high citizen demand, the budget continues the expansion of the District's successful year-round fuels mitigation program with one full-time fuels mitigation program manager and three full-time fuels mitigation specialists. The expanded program continues to provide high demand services to the community including community chipping, property inspections, and outreach/education activities.

As we invest resources in fire prevention and maintain core services, we are acting responsibly to manage long term fiscal obligations. General Fund reserves are projected at \$7.0M

at June 30, 2021, which is significantly above the Board required minimum level of 17% of budgeted General Fund revenue but less than the Board's goal of 50%.

### **General Fund Financial Summary**

The proposed budget projects General Fund revenue of \$24.8M, an increase of \$16K. This flat revenue is primarily due to a projected increase in property tax revenue of \$1M or 4.6% offset by a projected decrease in ambulance services revenue of \$784K and a decrease in plan review and permit fees of \$136K.

The proposed budget projects General Fund expenditures of \$26.3M, an increase of \$2.0M or 10.0%. The increase in expenditures is primarily due to an increase in salaries and benefits costs. Permanent salaries are projected to increase 10% due to negotiated salary increases, an increase in the number of filled firefighter paramedic positions and an increase in fire prevention positions. Overtime is projected to decrease to \$1.0M due to the filling of vacant firefighter paramedic positions. Retirement contribution costs for employees are projected to increase 9% due to the increase in permanent salaries, increase in number of filled positions and a rate increase.

### **Capital Projects Fund Financial Summary**

The proposed budget projects Capital Projects Fund expenditures of \$14K. Per Board direction, the planned capital improvements have been deferred for Station 41/Administration remodel (\$1M) and Station 45 remodel architect (\$500K.)

### **Debt Service Fund Financial Summary**

The proposed Budget includes required debt service payments of \$4.5M for the District's pension obligation bonds and two leases (Station 43, two fire engines, one fire truck and two ambulances.) The funding source for the debt service payments is property tax revenue of \$3.9M and fire flow tax revenue resources from the Capital Projects Fund.

### **Staffing Summary and Benefits Changes**

The proposed budget recommends Safety roster strength of 57 positions. The budget continues the expansion of the fuels mitigation program to year-round with one fuels mitigation program manager (1.0 FTE) and three fuels mitigation specialists (3.0 FTE). The Budget increases the Emergency Preparedness Coordinator position from part-time to full-time non-benefitted through December 31, 2020 approved by the Board on April 29, 2020 due to COVID-19. The Budget eliminates one vacant part-time, benefitted fire inspector/plans examiner position (0.6 FTE.) This work will be completed by an outside contractor with projected ongoing savings of \$49K per year. The Budget continues to freeze one chief officer position (dedicated training chief) and one assistant fire marshal position. No changes to employee benefits are recommended.

### **OPEB Funding and Pension Rate Stabilization Funding**

The proposed budget includes appropriations for the District's FY2021 contribution to the OPEB trust account in the amount of \$475K and the pension rate stabilization trust in the amount of \$1.56M. While unfunded liabilities for pension and retiree healthcare are significant obligations of the District, we continue to pay down and manage these liabilities in accordance with Board direction.

## **Fund Balance Reserves and Fund Balance Policy**

The proposed budget projects a total fund balance decrease of \$1.1M. Projected fund balance in the General Fund as of June 30, 2021 is \$7.0M, in the Debt Service Fund \$3.7M and in the Capital Projects Fund \$4.6M.

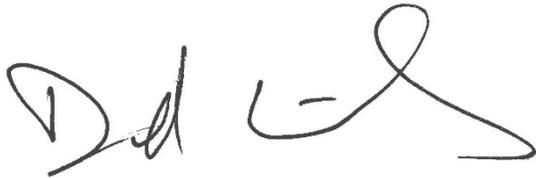
The District's fund balance policy states the District will maintain a minimum fund balance of unrestricted fund balance in the General Fund of at least 17% of budgeted General Fund revenue at fiscal year-end. The District has a goal to reach a minimum unrestricted fund balance in the General Fund of 50% of budgeted General Fund revenue. It is projected the General Fund balance at June 30, 2021 will be 28.3% of budgeted General Fund revenue.

## **Budget Summation**

During the budget preparation process we have continued to review existing practices and identify and implement cost-saving opportunities. While progress has been made, this important work will continue in FY2021 as staff works together with the Board, members and contracted service providers to improve services, implement efficiencies and reduce costs.

In summary, we would like to express our appreciation to the Board for their continued support and guidance, all personnel for their ongoing efforts to provide high-quality all-risk services during very challenging times, and our Firefighters for their cooperation to help the District and the public they proudly serve. We know that this will continue this year thoughtfully, effectively, and with a vision for the future.

Sincerely,

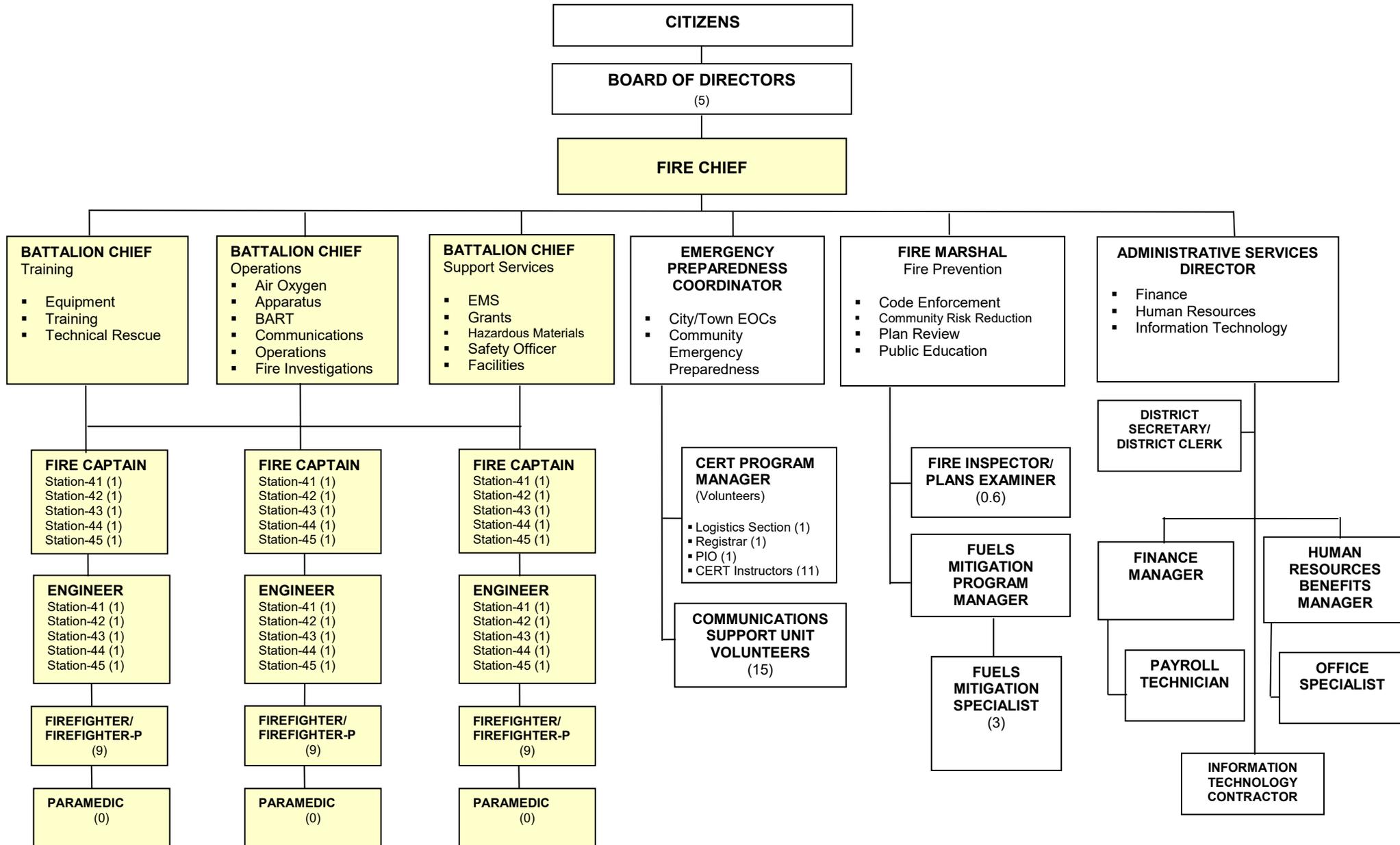
A handwritten signature in black ink, appearing to read 'Dave Winnacker', written in a cursive style.

Dave Winnacker  
Fire Chief



# Moraga-Orinda Fire District ORGANIZATIONAL STRUCTURE

July 2020



## **EXPLANATION OF FUNDS**

### **General Fund**

The General Fund is the general operating fund of the District. It is used to account for all financial resources. The major revenue sources for this fund are property taxes and ambulance service fees. Expenditures are made for public safety and other operating expenditures. The District has a fund balance policy that requires a minimum fund balance in the General Fund of at least 17% of budgeted General Fund revenue at fiscal year-end and a goal of at least 50%.

### **Debt Service Fund**

The Debt Service Fund is used to account for the accumulation of financial resources for payment of principal and interest on the long-term debt of the District. Resources are provided by property tax revenue and transfers from the Capital Projects Fund.

### **Capital Projects Fund**

The Capital Projects Fund is used to account for the replacement of equipment, software, apparatus, building upgrades, acquisition and construction of major capital projects. Resources are provided by the fire flow tax, developer impact mitigation fees and transfers from the General Fund.

### **North Orinda Emergency Fuel Break Special Revenue Fund**

The North Orinda Emergency Fuel Break Special Revenue Fund is used to account for the activities to create a shaded fuel break in North Orinda. Resources are provided by the State of California via a professional services contract.

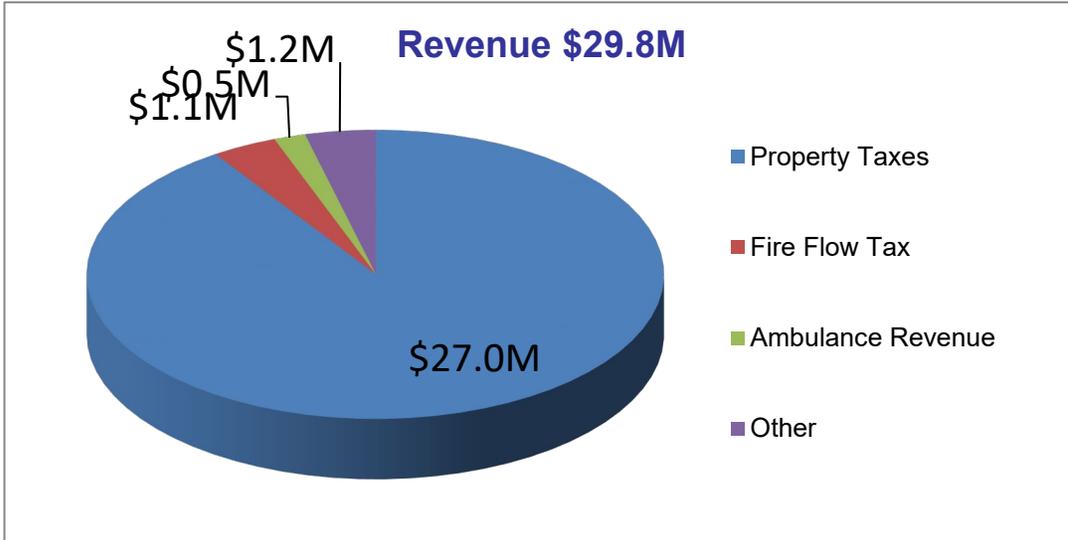
**STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES**

*FY 2021*

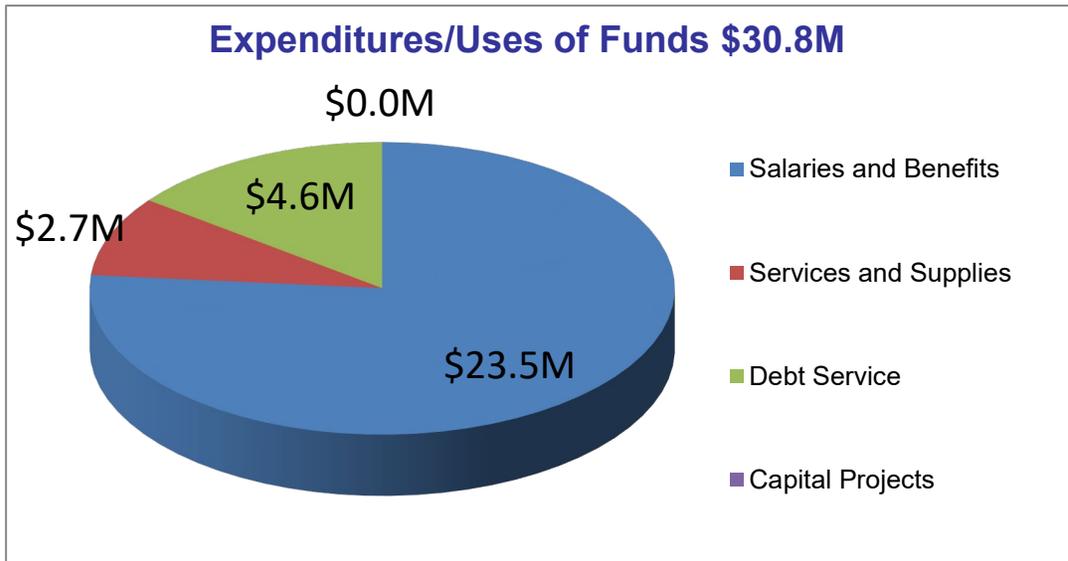
	<b>GENERAL FUND</b>	<b>DEBT SERVICE</b>	<b>CAPITAL PROJECTS</b>	<b>NORTH ORINDA EMERGENCY FUEL BREAK</b>	<b>TOTAL</b>
<b>PROJECTED FUND BALANCE JULY 1, 2020</b>	\$8,550,000	\$3,488,000	\$4,464,000	\$450,000	\$16,502,000
<b>PROJECTED REVENUES</b>					
Property Taxes	23,105,300	3,884,311			26,989,611
Use of money & prop	35,000	500	10,000		45,500
Fire flow taxes			1,088,000		1,088,000
Intergovernmental	435,414				435,414
Charges for services	73,850				73,850
Charges ambulance	526,000				526,000
Other	620,500		-		620,500
<b>TOTAL</b>	<b>24,796,064</b>	<b>3,884,811</b>	<b>1,098,000</b>	<b>0</b>	<b>29,778,875</b>
<b>PROJECTED EXPENDITURES</b>					
Salaries & benefits	23,598,422				23,598,422
Services & supplies	2,718,122		14,200		2,732,322
Debt service pension obligation bonds		3,624,527			3,624,527
Debt service leases		922,948			922,948
Capital projects			0		0
<b>TOTAL</b>	<b>26,316,544</b>	<b>4,547,475</b>	<b>14,200</b>	<b>0</b>	<b>30,878,219</b>
Transfers in (out)		922,948	(922,948)		0
<b>NET CHANGE</b>	<b>(1,520,480)</b>	<b>260,284</b>	<b>160,852</b>	<b>0</b>	<b>(1,099,344)</b>
<b>PROJECTED FUND BALANCE JUNE 30, 2021</b>	<b>\$7,029,520</b>	<b>\$3,748,284</b>	<b>\$4,624,852</b>	<b>\$450,000</b>	<b>\$15,402,656</b>

**FUNDING SOURCES AND USES ALL FUNDS  
FY 2021**

*FUNDING SOURCES*



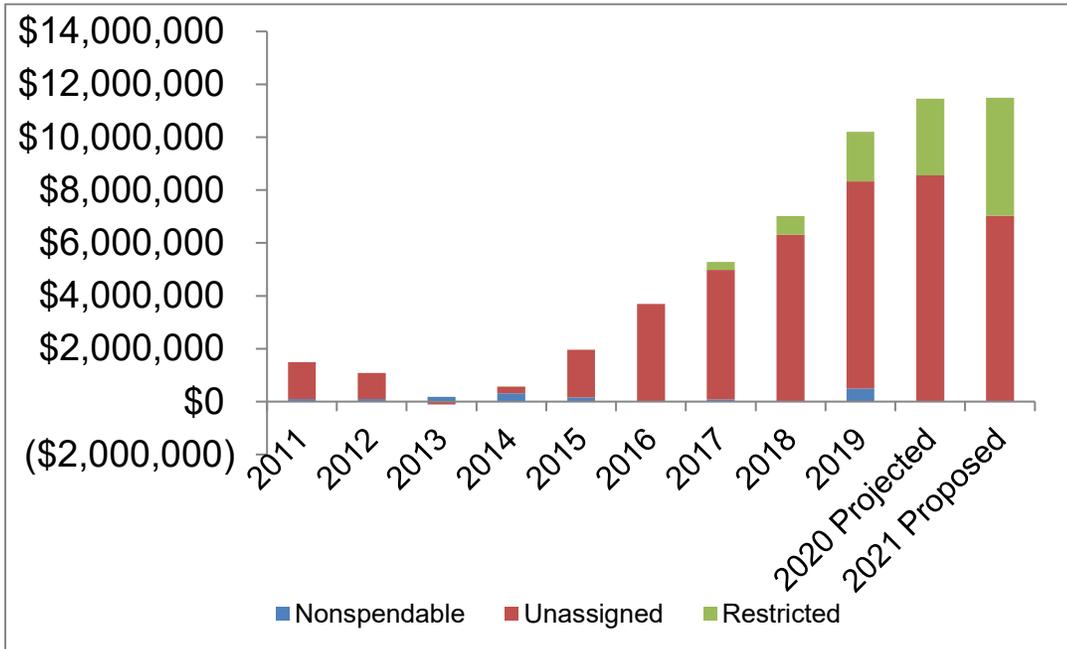
*FUNDING USES*



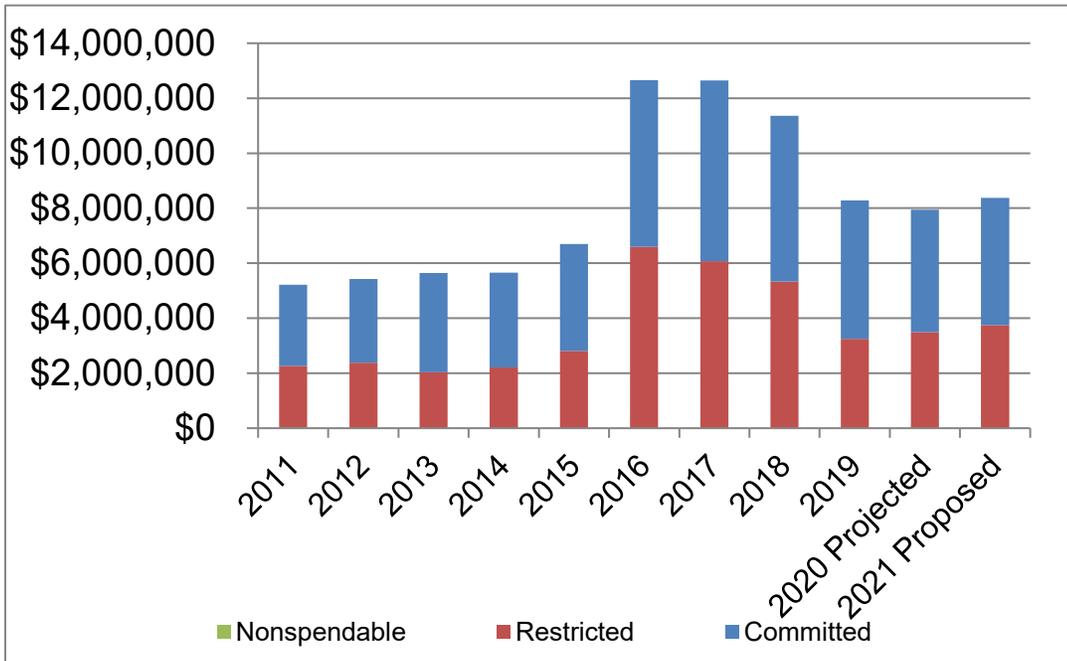
## FUND BALANCE

*FISCAL YEAR END JUNE 30*

### GENERAL FUND



### CAPITAL PROJECTS AND DEBT SERVICE FUNDS



## REVENUES GENERAL FUND

### FISCAL YEAR 2021

DESCRIPTION	GL CODE	ACTUALS FY 2019	PROJECTED ACTUALS FY 2020	PROPOSED BUDGET FY 2021
Prop Taxes Current Secured	4010	19,720,327	20,992,599	22,080,300
Prop Taxes Supplemental	4011	574,230	300,000	300,000
Prop Taxes Unitary	4013	238,461	228,633	200,000
Prop Taxes Current Unsecured	4020	645,789	655,000	625,000
Prop Taxes Prior Secured	4030	(29,637)	(45,000)	(50,000)
Prop Taxes Prior Supp	4031	(22,757)	(30,000)	(40,000)
Prop Taxes Prior Unsecured	4035	16,371	(10,000)	(10,000)
<b>TOTAL PROPERTY TAXES</b>		<b>\$21,142,784</b>	<b>\$22,091,232</b>	<b>\$23,105,300</b>
Fire Flow Taxes	4066	1,084,245	0	0
<b>TOTAL FIRE FLOW TAXES</b>		<b>\$1,084,245</b>	<b>\$0</b>	<b>\$0</b>
Investment Earnings	4181	190,489	70,000	35,000
<b>TOTAL USE OF MONEY &amp; PROP</b>		<b>\$190,489</b>	<b>\$70,000</b>	<b>\$35,000</b>
Homeowners Relief Tax	4385	151,166	149,000	149,000
Federal Grants	4437	550,043	450,000	200,000
JAC Training Funds	4440	6,623	0	0
Other/In Lieu Taxes	4580	940	967	900
Measure H	4896	85,514	85,514	85,514
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$794,286</b>	<b>\$685,481</b>	<b>\$435,414</b>

## REVENUES GENERAL FUND

### FISCAL YEAR 2021

DESCRIPTION	GL CODE	ACTUALS FY 2019	PROJECTED ACTUALS FY 2020	PROPOSED BUDGET FY 2021
Permits	4740	1,474	1,506	500
Plan Review Fees	4741	256,485	187,794	50,000
Inspection Fees	4742	32,609	11,361	2,000
Weed Abatement Charges	4744	19,118	0	20,000
CPR/First Aid Classes	4745	1,165	357	0
Reports/Photocopies	4746	459	360	350
Other Charges For Service	4747	9,749	8,232	1,000
<b>TOTAL CHARGES FOR SERVICES</b>		<b>\$321,059</b>	<b>\$209,610</b>	<b>\$73,850</b>
Ambulance Service Fees	4898	1,864,494	1,541,000	600,000
Ambulance Fees Reimburse	4899	(151,487)	(200,000)	(100,000)
Ambulance Recovery Payments	4900	1,801	29,408	1,000
GEMT/IGT Revenue	4901	36,820	(60,487)	25,000
<b>TOTAL CHARGES AMBULANCE</b>		<b>\$1,751,628</b>	<b>\$1,309,921</b>	<b>\$526,000</b>
Strike Team Recovery	4971	849,879	383,508	600,000
Other Revenue	4972	32,451	18,000	18,000
Other Revenue-Misc.	4974	15,154	9,679	1,000
Misc Rebates & Refunds	4975	30,906	2,000	1,000
Sale of Surplus Property	4980	106	403	500
Transfers in	4999	542	607	0
<b>TOTAL OTHER REVENUE</b>		<b>\$929,038</b>	<b>\$414,197</b>	<b>\$620,500</b>
<b>TOTAL REVENUES</b>		<b>\$26,213,529</b>	<b>\$24,780,441</b>	<b>\$24,796,064</b>

## GENERAL FUND EXPENDITURES

FISCAL YEAR 2021

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021	ACTUALS TO BUDGET % CHANGE
Permanent Salaries	5011	9,361,000	9,348,110	10,323,118	10%
Hourly Salaries	5013	170,000	186,736	97,637	-48%
Overtime	5014	1,475,000	1,319,811	1,031,328	-22%
Overtime - Strike Team	5016	275,000	236,094	515,000	118%
Deferred Compensation	5015	21,000	20,800	22,100	6%
Contract Services	5018	140,000	107,340	70,000	-35%
Payroll Taxes	5042	197,000	175,765	181,086	3%
Payroll Processing Fees	5043	20,000	20,481	22,000	7%
Retirement Contributions	5044	5,315,000	5,245,243	5,704,391	9%
Health & Life Insurance	5060	1,225,000	1,171,056	1,466,892	25%
Employee Share Health Ins	5061	(108,000)	(117,631)	(136,956)	16%
Vision Insurance	5066	20,000	19,675	20,976	7%
Retiree Health Insurance	5062	1,225,000	1,220,000	1,275,000	5%
Retiree Share Health	5063	(330,000)	(333,590)	(350,000)	5%
Unemployment Insurance	5064	11,000	10,000	11,000	10%
OPEB Funding Contrib	5065	559,108	559,108	475,482	-15%
Pension Rate Stabilization	5067	1,023,850	1,023,850	1,562,792	53%
Workers' Compensation	5070	1,026,116	1,189,418	1,386,576	17%
Workers' Comp Recovery	5019	(80,000)	(80,000)	(80,000)	0%
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 21,546,074</b>	<b>\$ 21,322,266</b>	<b>\$ 23,598,422</b>	<b>11%</b>
Office Supplies	6100	10,300	8,400	8,400	0%
Postage	6101	5,000	3,000	3,000	0%
Books & Periodicals	6102	7,660	4,500	2,460	-45%
Printer Ink Cartridges	6103	2,500	2,500	2,500	0%
Telephone/Communication	6110	50,000	50,000	47,200	-6%
Dispatch Center	6111	188,700	188,700	188,700	0%
Utlities - Sewer	6120	4,625	4,626	5,000	8%
Utlities - Garbage	6121	14,050	14,120	14,150	0%
Utlities - PG&E	6122	69,375	68,275	69,900	2%
Utlities - Water	6123	18,300	21,100	21,100	0%
Utlities - Medical Waste	6124	2,200	2,200	2,200	0%
Small Tools & Instruments	6130	8,250	6,500	8,000	23%
Minor Equipment/Furniture	6131	1,500	1,500	1,500	0%
Computer Equip/Supplies	6132	3,000	3,000	2,000	-33%
Power Saw/Other Equip	6133	6,800	6,000	6,800	13%

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021	ACTUALS TO BUDGET % CHANGE
Fire Trail Grading	6135	25,000	25,000	25,000	0%
Technical Rescue Equip	6137	10,500	12,300	7,000	-43%
Fire Fighting Equip/Hoses	6138	16,000	20,000	6,000	-70%
Fire Fighting Equip/Foam	6139	5,125	5,125	15,000	193%
Medical & Lab Supplies	6140	100,000	100,000	115,000	15%
Food Supplies	6150	6,048	6,665	5,500	-17%
Safety Clothing	6160	120,000	110,000	95,000	-14%
Household Expenses	6170	14,952	16,000	17,000	6%
Household Expenses - Linen	6171	6,440	6,440	6,440	0%
Public & Legal Notices	6190	10,000	9,200	10,000	9%
Dues & Memberships	6200	8,555	8,095	8,150	1%
EMT/Paramedic License	6201	4,000	7,000	4,000	-43%
Rents & Leases Equip	6250	29,900	30,500	30,500	0%
Computer Software/Maint	6251	75,500	75,000	76,600	2%
Website Development	6252	23,000	24,375	6,800	-72%
EPA Verification Fees	6264	150	150	150	0%
County Haz Materials Plan	6265	3,000	3,000	3,000	0%
Air Quality Enviro Fees	6266	900	900	900	0%
Air Monitor Maintenance	6269	1,300	1,300	1,300	0%
Maintenance - Equipment	6270	126,840	115,565	51,000	-56%
Central Garage - Repairs	6271	200,000	190,000	180,000	-5%
Central Garage - Gas/Oil	6272	65,000	65,000	65,000	0%
Central Garage - Tires	6273	7,500	7,500	10,000	33%
Fuel System Service	6274	2,380	2,380	2,500	5%
Aerial Ladder Pump Testin	6275	1,000	1,000	1,000	0%
Smog Inspections	6276	500	400	500	25%
Air Compressor Service	6278	3,000	3,000	6,000	100%
Hydro Test SCBA/Oxygen	6279	2,500	2,000	2,500	25%
Tank Testing	6280	1,120	1,120	1,120	0%
Maintenance - Building	6281	114,000	126,300	91,000	-28%
Maintenance - Grounds	6282	6,400	8,550	12,400	45%
Meetings & Travel Exp	6303	3,875	1,400	1,500	7%
Employee Assistance Prog	6309	9,800	9,800	9,800	0%
Medical Exams/Physicals	6311	30,000	20,000	30,000	50%
Ambulance Billing Admin	6312	74,160	88,000	60,000	-32%
Outside Attorney Fees	6313	150,000	150,000	150,000	0%
Outside CPR Instructors	6314	2,000	0	0	
County Tax Admin Fee	6316	205,000	192,987	196,900	2%
Prof Services	6317	46,000	34,432	37,000	7%
Prof Services/Labor Negot	6318	2,000	2,000	75,000	3650%
Prof Services/Technology	6319	205,452	192,000	205,452	7%

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021	ACTUALS TO BUDGET % CHANGE
Prof Services/Investigation	6320	15,000	30,000	5,000	-83%
Prof Services/Promo Exam	6321	6,000	4,000	2,000	-50%
Prof Services/OPEB Valu	6322	5,500	3,000	0	-100%
Exterior Hazard Removal	6323	25,000	12,038	25,000	108%
Prof Services/Prop Tax Au	6326	8,200	7,200	7,350	2%
Prof Services/User Fees	6327	14,000	14,000	14,000	0%
Burn Trailer Grant Mtc	6352	3,500	3,500	0	-100%
Testing Materials & Prop	6354	20,000	20,000	20,000	0%
Career Develop - Classes	6357	25,000	20,000	25,000	25%
Target Safety Training	6359	9,000	9,515	0	-100%
Training - Paramedic/EMT	6360	10,000	10,000	10,000	0%
District Sponsored	6361	20,000	10,000	20,000	100%
Election Expense	6465	0	0	20,000	
Recruit Academy	6470	40,000	40,000	15,000	-63%
Strike Team Supplies	6474	9,500	9,500	6,900	-27%
CERT Emer. Response	6475	8,000	8,000	8,000	0%
Exercise Equipment	6476	5,613	6,557	4,000	-39%
Recognition Supplies	6478	4,000	3,750	2,450	-35%
Other Special Dept Exp	6479	95,337	132,750	160,900	21%
Public Education Supplies	6480	3,700	2,000	1,000	-50%
CPR Supplies	6481	1,000	0	0	
LAFCO	6482	16,301	16,301	18,000	10%
Emergency Preparedness	6484	10,000	10,000	10,000	0%
Misc. Services & Supplies	6490	35,800	40,300	28,300	-30%
Contingency*	6491	107,000	107,000	250,000	134%
Property & Liability Insur	6540	53,199	45,781	57,000	25%
Bank Fees	7510	3,300	3,300	3,000	-9%
County Tax Collection	7530	300	300	300	0%
Claims Expense	7540	60,305	60,305	0	-100%
<b>TOTAL OPERATING EXPENSE</b>		2,725,712	2,688,002	2,718,122	1%
<b>TOTAL EXPENDITURES</b>		<b>\$ 24,271,786</b>	<b>\$ 24,010,268</b>	<b>\$ 26,316,544</b>	10%

\* Fire chief contingency and COVID-19 contingency

## STAFFING SUMMARY

DIVISION	FY2017	FY2018	FY2019	FY2020	Proposed FY2021
<b>Board of Directors</b>					
Director	5	5	5	5	5
Total	5	5	5	5	5
<b>Finance &amp; Administration</b>					
Administrative Services Director	0.5	0.5	0.5	0.5	0.5
Accountant	1	1	1	1	1
Payroll Technician Part-Time	0.6	0.6	0.6	0.6	0.6
District Secretary/District Clerk	1	1	1	1	1
Office Specialist				1	1
District Aide Part-Time*	1.0	1.0	0.5		
Total	4.1	4.1	3.6	4.1	4.1
<b>Human Resources</b>					
Administrative Services Director	0.25	0.25	0.25	0.25	0.25
Human Resources Benefits Mgr	1.00	1.00	1.00	1.00	1.00
Total	1.25	1.25	1.25	1.25	1.25
<b>Information Technology</b>					
Administrative Services Director	0.25	0.25	0.25	0.25	0.25
Total	0.25	0.25	0.25	0.25	0.25
<b>Emergency Operations</b>					
Fire Chief	1	1	1	1	1
Battalion Chief	3	3	3	3	3
Captain/Paramedic I	4	4	3	2	2
Captain/Paramedic II	7	7	8	9	9
Captain	4	4	4	4	4
Engineer/Paramedic I	4	4	3	2	2
Engineer/Paramedic II	3	3	4	3	3
Engineer	8	8	8	10	10
Firefighter/Paramedic	19	19	23	25	25
Firefighter	5	5	4	2	2
Paramedic**					
Total	58	58	61	61	61

## STAFFING SUMMARY

<b>Fire Prevention</b>					
Fire Marshal	1	1	1	1	1
Fire Inspector/Plans Examiner	0.6	0.6	0.6	0.6	0
District Aide Part-Time*	2.5	2.5	2.5		
Fuels Mitigation Program Mgr			0.5	1	1
Fuels Mitigation Specialist				3	3
Fuels Mitigation Crew Supervisor Seasonal*			1		
District Aide Part-Time Seasonal*			1		
<b>Total</b>	<b>4.1</b>	<b>4.1</b>	<b>6.6</b>	<b>5.6</b>	<b>5</b>
<b>Emergency Preparedness</b>					
Emer Preparedness Coord***	0.5	0.5	1	1	1
<b>Total</b>	<b>0.5</b>	<b>0.5</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>North Orinda Emergency Fuel Break</b>					
Project Manager****			1	1	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>GRAND TOTAL</b>	<b>73.20</b>	<b>73.20</b>	<b>79.70</b>	<b>79.20</b>	<b>77.60</b>

\* Non-benefitted, part-time position

\*\* The Paramedic job classification has been established. The District retains the option to fill positions in this classification if needed.

\*\*\* Non-benefitted, full-time position through December 31, 2020 partially funded by the City of Lafayette

\*\*\*\* Non-benefitted, full-time position funded by the State of California

# BOARD OF DIRECTORS

## PURPOSE

The Board of Directors is the elected policy-making body for the Moraga-Orinda Fire District. It is comprised of five community members who are elected by District to serve four-year terms. The Board of Directors acts in the best interests of the public providing financial oversight and strategic policy direction in order to maximize the public value of District services.

## STANDARD LEVEL OF PERFORMANCE

- Strive to provide the highest quality of performance by the District
- Ensure fiscal responsibility, oversight, integrity and accountability in the management of funds in all financial transactions.
- Be sensitive, responsible and accessible to the public and its changing needs
- Uphold both the letter and the spirit of the constitution, legislation, and regulations in governing all actions.
- Provide the public, surrounding agencies, elected officials and the media with a greater awareness of the District's role in Moraga, Orinda and Canyon.
- Maintain the highest professional standards as set forth in the District's policies, as well as, the District's Mission Statement and Core Values.
- Clearly define roles of Board Officers, committees and other assignments on an annual basis.
- Monitor the Fire Chief's annual performance and provide feedback
- Support and discuss any ways available to enhance service levels and support the men and women of MOFD.

## GOALS & OBJECTIVES FOR FISCAL YEAR 2021

1. Monitor emergency response times, incident frequency and response capacity
2. Assessment of long term capital needs, how they can be financed, and priorities
3. Appoint a Community based advisory board to address strategic, financing and governance Issues
4. Outline the approach for dealing with labor contract negotiations
5. Examine allocation of district resources between prevention and suppression services
6. Explore one time and ongoing solutions to make our community safer
7. Actively participate in the Orinda/Moraga/MOFD committee to develop community wide solutions to fire safety and determinations of how to fund them
8. Proactively develop contingency financial plans/budgets to incorporate various scenarios about long term impacts from the ongoing COVID-19 financial crisis and closely monitor and manage to the best of our ability the effects of the pandemic on our finances and services

9. Effectively utilize technology and media to connect with, educate, inform and engage the public in District matters
10. Closely monitor and seek ways to further address the District's unfunded pension and benefit liabilities

## **STAFFING SUMMARY**

Directors (5)

## BOARD OF DIRECTORS

### FISCAL YEAR 2021

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021
Meetings & Travel	6303	2,875	500	500
Election Fees	6465			20,000
<b>TOTAL OPERATING EXPENSE</b>		2,875	500	20,500
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,875</b>	<b>\$ 500</b>	<b>\$ 20,500</b>

## BOARD OF DIRECTORS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Fire Commissioners	500		
Sub-total	500	6303	Meetings & Travel Exp
November 2020 Election	20,000		
Sub-total	20,000	6465	Election Fees
TOTAL	20,500		

## FINANCE & ADMINISTRATION

### PURPOSE

The Finance and Administration Program provides financial and administrative support services to the Board of Directors and Fire Chief, cash management and investments, accounting and budgeting, grant administration, accounts receivable and payable, payroll, attendance, purchasing, risk management, capital assets and business services at the front counter.

### STANDARD LEVEL OF PERFORMANCE

- Prepare the annual budget, comprehensive annual financial report, reports to the State Controller and long-range financial forecast.
- Coordinate and facilitate the annual audit
- Provide monthly financial statements, ambulance billing, and quarterly investment reports to the Board of Directors.
- Provide debt service management (trustee accounts and debt service payments)
- Provide a prudent investment program consistent with the District's investment policy through ongoing analysis of cash requirements and market conditions.
- Deposit checks and cash on a weekly basis, post cash receipts, track accounts receivable, audit ambulance billings, pay invoices on a weekly basis, respond to vendor inquiries, maintain current files, and issue 1099s.
- Maintain and reconcile all District bank accounts monthly
- Provide financial support and monthly actual to budget analysis to District managers
- Process payroll, report retirement information, maintain payroll records, respond to employee inquiries and other payroll related tasks such as quarterly reports, W-2s and attendance recording.
- Update monthly financial transparency information
- Provide prompt and courteous phone and front desk customer service
- Maintain capital asset records and depreciation schedules
- Monitor grant purchases and activities for compliance with Single Audit requirements and respond to Federal audit inquiries.
- Provide and prepare monthly Board and Committee board packets including agendas, meeting minutes and other required documents.
- Update and maintain the District's website
- Order and maintain all office supplies and postage

### GOALS & OBJECTIVES FOR FISCAL YEAR 2021

1. Determine financing alternatives for the Station 41/Administration rebuild project.
2. Utilize board meeting recording software functionality in order to improve the content of meeting minutes and efficiency of completion.
3. Update written procedures for all positions.
4. Administer the financial elements of all grants including the Assistance to Firefighters Grants in accordance with Federal regulations.

### STAFFING SUMMARY

Administrative Services Director (0.5)

Finance Manager (1)  
Payroll Technician Part-Time (0.6)  
District Secretary/District Clerk (1)

## **PROGRAM MANAGEMENT**

Program Administrator – Administrative Services Director Gloriann Sasser

## FINANCE & ADMINISTRATION

### FISCAL YEAR 2021

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021
Permanent Salaries	5011	321,632	314,881	345,092
Hourly Salaries	5013		15,955	
Overtime	5014	1,000	1,500	1,500
Deferred Compensation	5015	600	600	1,200
Payroll Taxes	5042	6,412	6,000	5,004
Payroll Processing Fees	5043	20,000	20,481	22,000
Retirement Contributions	5044	79,579	65,000	78,683
Health & Life Insurance	5060	60,762	35,000	83,280
Employee Share Health Insur	5061	(9,510)	(6,000)	(7,446)
Vision Insurance	5066	1,512	1,000	1,392
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 481,987</b>	<b>\$ 454,417</b>	<b>\$ 530,705</b>
Office Supplies	6100	9,500	7,500	7,500
Postage	6101	5,000	3,000	3,000
Books & Periodicals	6102	660	500	660
Printer Ink Cartridges	6103	2,500	2,500	2,500
Minor Equipment/Furniture	6131	1,000	1,000	1,000
Public & Legal Notices	6190	2,000	1,200	2,000
Dues, Memberships & Prof Fees	6200	1,100	1,000	1,100
Rents & Leases Equipment	6250	5,000	4,500	4,500
Meetings & Travel Expenses	6303	1,000	900	1,000
Ambulance Billing Administration	6312	74,160	88,000	60,000
Outside Attorney Fees	6313	150,000	150,000	150,000
County Tax Administration Fee	6316	205,000	192,987	196,900
Professional Services - Audit	6317	30,000	18,432	21,000
Professional Services - Labor Neg	6318	2,000	2,000	75,000
Professional Services - OPEB Val	6322	5,500	3,000	0
Professional Services - Prop Tax	6326	8,200	7,200	7,350
Professional Services - GEMT	6327	14,000	14,000	14,000
LAFCO	6482	16,301	16,301	18,000
Fire Chief Contingency	6491	57,000	57,000	100,000
Property & Liability Insurance	6540	53,199	45,781	57,000
Bank Fees	7510	3,300	3,300	3,000

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY2020</b>	<b>PROJECTED ACTUALS FY2020</b>	<b>PROPOSED BUDGET FY2021</b>
County Tax Collection Fees	7530	300	300	300
Claims Expense	7540	60,305	60,305	
<b>TOTAL OPERATING EXPENSE</b>		707,025	680,706	725,810
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,189,012</b>	<b>\$ 1,135,123</b>	<b>\$ 1,256,515</b>

## FINANCE & ADMINISTRATION

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Check Stock	500		
Business Cards	500		
Secure shred services - monthly	850		
Printing Envelopes, Stationary	2,000		
Office Supplies	3,650		
Sub-total	7,500	6100	Office Supplies
Postage	3,000		
Sub-total	3,000	6101	Postage
GFOA CAFR Submission Fee	560		
Miscellaneous Books/Periodicals	100		
Sub-total	660	6102	Books & Periodicals
Printer Ink Cartridges	2,500		
Sub-total	2,500	6103	Printer Ink Cartridges
Equipment & Furniture	1,000		
Sub-total	1,000	6131	Minor Equipment/Furn
Legal Notices	2,000		
Sub-total	2,000	6190	Public & Legal Notices

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Calif Society Municipal Finance Office	240		
City Clerks Association	160		
Fire Districts Assoc of California	500		
Government Finance Officers Assoc	200		
Sub-total	1,100	6200	Dues & Memberships
Copy Machine - Administration	4,500		
Sub-total	4,500	6250	Rent & Leases Equip
Mileage & Parking	1,000		
Sub-total	1,000	6303	Meetings & Travel Exp
Ambulance Collection Fees	60,000		Ambulance Billing
Sub-total	60,000	6312	Administration Fees
Legal Fees - District Counsel	150,000		
Sub-total	150,000	6313	Outside Attorney Fees
County Tax Administration	196,900		
Sub-total	196,900	6316	County Tax Admin Fee
Audit Services - CAFR	20,000		
CAFR Statistical Package	1,000		Professional Services -
Sub-total	21,000	6317	District Audit
Labor Negotiations	75,000		Professional Services -
Sub-total	75,000	6318	Labor Negotiator

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Actuarial Services			Professional Services -
Sub-total	0	6322	OPEB Actuarial
Property Tax Forecasting	7,350		Professional Services -
Sub-total	7,350	6326	Property Tax Audit
GEMT/IGT Claim Filing Services	14,000		
Sub-total	14,000	6327	Professional Services
LAFCO Membership	18,000		
Sub-total	18,000	6482	LAFCO
Fire Chief Contingency	100,000		
Sub-total	100,000	6491	Fire Chief Contingency
Property & Liability Insurance	57,000		
	57,000	6540	Property & Liab Insurance
Bank Fees	2,300		
Credit Card Processing	700		
	3,000	7510	Bank Fees
County Tax Collection Fees	300	7530	County Tax Fees
TOTAL	725,810		

## HUMAN RESOURCES

### PURPOSE

Personnel Administration: General administration of Human Resources services, including maintenance of employee records, administration of the compensation and classification plan, administration and maintenance of administrative policies.

Benefits Administration: Administer various benefit programs available to employees, such as medical, dental and vision plans, deferred compensation, and the retirement program.

Negotiations and Labor Relations: Negotiation and administration of labor agreements with the various employee bargaining units.

Recruitment and Selection: Coordinate recruitments by advertising, screening and interviewing qualified applicants for employment with the District. As part of the hiring process, Human Resources staff conducts reference checks, coordinates medical exams, and provides new employee orientation for the successful candidates.

Risk Management: Oversee the District's worker's compensation programs; manage employees' out on leave due to either industrial or non-industrial injury or illness; and ensure all compliance with state and other regulations.

### GOALS & OBJECTIVES FOR FISCAL YEAR 2021

1. Conduct internal, promotional recruitments for Battalion Chief and Captain to establish eligibility lists.
2. Review and update Workers' Compensation policy and procedures.
3. Complete the negotiations process for two collective bargaining agreements.

### STAFFING SUMMARY

Administrative Services Director (.25)  
Human Resources Benefits Manager (1)  
Office Specialist (1)

### PROGRAM MANAGEMENT

Program Administrator – Administrative Services Director Gloriann Sasser  
Program Manager – Human Resources Benefits Manager Christine Russell

## HUMAN RESOURCES

### FISCAL YEAR 2021

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021
Permanent Salaries	5011	161,070	161,081	240,035
Deferred Compensation	5015	600	600	600
Payroll Taxes	5042	2,336	2,300	3,481
Retirement Contributions	5044	36,062	40,336	57,339
Health & Life Insurance	5060	19,683	18,856	48,156
Employee Share Health Insur	5061	(3,519)	(2,530)	(6,621)
Vision Insurance	5066	120	175	468
Retiree Health Insurance	5062	1,225,000	1,220,000	1,275,000
Insurance	5063	(330,000)	(333,590)	(350,000)
Unemployment Insurance	5064	11,000	10,000	11,000
OPEB Funding Contribution	5065	559,108	559,108	475,482
Pension Rate Stabilization	5067	1,023,850	1,023,850	1,562,792
Workers' Compensation Insur	5070	1,026,116	1,189,418	1,386,576
Workers' Compensation Recove	5019	(80,000)	(80,000)	(80,000)
<b>TOTAL SALARIES &amp;</b>		<b>\$ 3,651,426</b>	<b>\$ 3,809,604</b>	<b>\$ 4,624,308</b>
Books & Periodicals	6102	500	500	300
Dues & Memberships	6200	750	620	620
Employee Assistance Program	6309	9,800	9,800	9,800
Medical Exams & Physicals	6311	30,000	20,000	30,000
Professional Svcs - Investigation	6320	15,000	30,000	5,000
Professional Svcs	6321	6,000	4,000	2,000
Recognition Supplies	6478	2,000	1,750	650
<b>TOTAL OPERATING EXPENSE</b>		<b>64,050</b>	<b>66,670</b>	<b>48,370</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 3,715,476</b>	<b>\$ 3,876,274</b>	<b>\$ 4,672,678</b>

## HUMAN RESOURCES

DESCRIPTION	ACCOUNT		ACCOUNT NAME
	TOTAL	CODE	
Labor law posters	300		
Sub-total	300	6102	Books & Periodicals
LCW access	150		
MMANC	100		
CalPELRA	370		
Sub-total	620	6200	Dues & Memberships
Employee Assistance Program	9,800		
Sub-total	9,800	6309	Employee Assistance Pro
Pre-Employment Physicals	5,000		
Annual Physical Exams	25,000		
Sub-total	30,000	6311	Medical Exams/Physicals
Investigation Services	5,000		Professional Services -
Sub-total	5,000	6320	Investigations
Promotional - BC & Captain	2,000		
Sub-total	2,000	6321	Professional Services
Employee Recognition and Awards	650		
Sub-total	650	6478	Recognition Supplies
TOTAL	48,370		

# INFORMATION TECHNOLOGY

## PURPOSE

The purpose of the Information Technology program is to improve and maintain the computer network system and provide the most current technology necessary for the flow of information, as well as industry specific applications for all District personnel. It is the responsibility of the Information Technology program to safely and securely store vital District Information, to centralize data storage and to integrate all stations into a networked system to enhance communication and provide information and application access.

## STANDARD LEVEL OF PERFORMANCE

- Maintain Computer Network System and Workstations to provide the means for improved productivity in the workplace.
- Provide secure data storage and back up of District information daily through redundant systems.
- Assure network hardware and software applications are compliant with industry standards
- Manage maintenance costs and overhead through lease and support contracts with Industry leaders in computer hardware products and services.
- Maintain and update productivity software through licensing agreements, assuring the latest versions are available to Administrative and Suppression Staff.
- Provide responsive hardware and software support to District personnel
- Provide technical support of the Electronic EMS Patient Care Reporting System and data collection for Ambulance billing and statistical analysis.
- Ongoing evaluation of industry standards for network systems
- Improve data collection and form automation. Improve staff productivity and reduce redundant data input and use of paper.
- Ensure District Website is updated on an on-going basis so it contains all information required and necessary for public safety, awareness, and transparency for District residents and other users.

## GOALS & OBJECTIVES FOR FISCAL YEAR 2021

1. Improve remote working capabilities, procedures and security.
2. Implement the ability to accept on-line payments for District services.
3. Support implementation of new fire inspection software.

## STAFFING SUMMARY

Administrative Services Director (0.25)

## PROGRAM MANAGEMENT

Program Administrator – Administrative Services Director Gloriann Sasser

## INFORMATION TECHNOLOGY

### FISCAL YEAR 2021

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021
Permanent Salaries	5011	49,250	49,250	50,234
Payroll Taxes	5042	715	693	728
Retirement Contributions	5044	12,307	12,307	12,592
Health & Life Insurance	5060	7,587	7,200	7,548
Employee Share Health Insur	5061	(1,227)	(1,101)	(1,185)
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 68,632</b>	<b>\$ 68,349</b>	<b>\$ 69,917</b>
Computer Equipment & Supplies	6132	3,000	3,000	2,000
Rents & Leases Equipment	6250	15,900	17,000	17,000
Computer Software & Mtc	6251	75,500	75,000	76,600
Website Development & Mtc	6252	8,000	9,375	4,800
Professional Services	6319	205,452	192,000	205,452
<b>TOTAL OPERATING EXPENSE</b>		<b>307,852</b>	<b>296,375</b>	<b>305,852</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 376,484</b>	<b>\$ 364,724</b>	<b>\$ 375,769</b>

## INFORMATION TECHNOLOGY

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Computer Supplies and Parts	2,000		
<b>Sub-total</b>	<b>2,000</b>	6132	Computer Equipment
Internet Service	5,400		
Dell Lease Desktops & Laptops	11,600		
<b>Sub-total</b>	<b>17,000</b>	6250	Rents & Leases Equip
Microsoft Enterprise Agreement	12,000		
Telestaff Software Maintenance	3,200		
RescueNet Software Maintenance	5,000		
FirstOnScene Prevention Maint	17,500		
Narcotics Tracking Software	3,300		
Abila Accounting Software Maint	3,600		
Citrix Software Maintenance	1,500		
Soniclear Software Renewal	450		
Adobe Acrobat Annual Renewal	1,000		
Dell Desktop Authority Renewal	2,500		
Parcel Quest Renewal	1,900		
Applicant Tracking Software	4,650		
OpenGov Software			
GovInvest Actuarial Software	11,400		
Parcel Update	5,300		
Mapping Software Renewal	1,500		
Zoom	1,800		
<b>Sub-total</b>	<b>76,600</b>	6251	Computer Software/Mtc

DESCRIPTION	TOTAL	CODE	ACCOUNT NAME
Website License Fee	4,800		
<b>Sub-total</b>	<b>4,800</b>	6252	Website Development
Information Technology Services	169,992		
Fiber Connection - District Wide	35,460		
<b>Sub-total</b>	<b>205,452</b>	6319	Professional Services
<b>TOTAL</b>	<b>\$305,852</b>		

# FIRE PREVENTION

## PURPOSE

The purpose of the Fire Prevention Division is to provide the District with the highest level of fire prevention through community risk reduction initiatives, life safety public education and compliance of all applicable codes and standards in order to prevent fires, to create a safe environment and to reduce the financial impact to the community from fires or other disasters. Goals: 1) save lives; 2) injury prevention; and 3) reduction of property loss.

## STANDARD LEVEL OF PERFORMANCE

- Enhance the community outreach related to the Wildland Urban Interface Risk Assessment program through the expansion of the District webpage and the availability of web-based wildland risk information.
- Implement Board adopted programs for Fire and Life Safety, including Firewise programs. Coordinate these programs with local communities, agencies and other public and private entities.
- Update All Risk Education information for the District website.
- Provide community fire prevention/education outreach activities during the two Open House events.
- Educate property owners about grant funded opportunities defensible space, vegetation maintenance requirements and potential wildfire risk threats and vulnerabilities within the District.
- Administer the Exterior Hazard Abatement Program to control vegetation that poses a fire hazard.
- Provide pertinent media information of current fire and accident prevention information, upcoming District activities, and other new information or programs.
- Prepare materials and collaborate with participating agencies for the upcoming California fire code adoption and new MOFD Ordinance.
- Explore options to increase work flow efficiency, data collection through emerging technology and software including the use of mobile applications as available and funded for.
- Provide annual training to District employees conducting code compliance inspections or investigating complaints.
- Conduct state mandated annual code enforcement inspections of multi-family residential, educational, and institutional occupancies, including Saint Mary's College.
- Review plans and conduct inspections for fire protections systems and construction projects to assure compliance with all codes and regulations within the District's scope of authority.
- Provide fire and life safety training to staff at Saint Mary's College, local government agencies, within the business community and to private organizations as resources allow.
- Flow test and/or inspect hydrants as needed in accordance with NFPA 291 Standard.

## GOALS & OBJECTIVES FOR FISCAL YEAR 2021

1. Adopt 2019 California Fire Code and MOFD Ordinance

2. Expand public education for community risk reduction topics including wildfire risk reduction education, Firewise programs, grant opportunities and expansion of messaging through social media outlets and all other methods of community outreach.
3. Complete all state mandated inspections of occupancy type A, E, R-2, and I
4. Complete inspections for vegetation fire code compliance for all parcels in the District
5. Flow test and/or inspect fire hydrants within the District
6. Complete community chipping projects to reduce fuel load throughout the District

## **STAFFING SUMMARY**

Fire Marshal (1)  
Fuels Mitigation Program Manager (1)  
Fire Prevention Specialist (3)

## **PROGRAM MANAGEMENT**

Program Administrator - Fire Marshal Jeff Isaacs

Program Manager – Fuels Mitigation Program Manager Gordon Graham

## FIRE PREVENTION

### FISCAL YEAR 2021

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021
Permanent Salaries	5011	240,006	205,701	421,318
Hourly Salaries	5013	77,149	77,930	
Overtime	5014	1,000	3,000	1,000
Contract Services	5018	140,000	107,340	70,000
Overtime - Incident Mgmt Team	5016	0	0	0
Payroll Taxes	5042	24,240	9,800	6,109
Retirement Contributions	5044	30,592	27,600	88,940
Health & Life Insurance	5060	60,636	40,000	76,572
Employee Share Health Insur	5061	(2,208)	(2,000)	(5,376)
Vision Insurance	5066	816	500	768
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 572,231</b>	<b>\$ 469,871</b>	<b>\$ 659,331</b>
Books & Periodicals	6102	4,000	2,000	
Fire Trail Grading	6135	25,000	25,000	25,000
Food Supplies	6150	500	100	0
Public & Legal Notices	6190	8,000	8,000	8,000
Dues & Memberships	6200	6,030	6,000	6,030
Website Development	6252	15,000	15,000	2,000
Maintenance - Equipment	6270	6,500	25	6,500
Exterior Hazard Removal	6323	25,000	12,038	25,000
Fuels Mitigation	6479	33,000	70,000	100,000
Public Education Supplies	6480	2,500	1,000	
Misc Service & Supplies	6490	2,000	6,500	2,000
<b>TOTAL OPERATING EXPENSE</b>		<b>127,530</b>	<b>145,663</b>	<b>174,530</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 699,761</b>	<b>\$ 615,534</b>	<b>\$ 833,861</b>

## FIRE PREVENTION

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Fire Trail Grading/Maintenance	25,000		
Sub-total	25,000	6135	Fire Trail Grading
Food for Open House & Activities	0		
Sub-total	0	6150	Food Supplies
Exterior Hazard Abatement Notices	8,000		
Sub-total	8,000	6190	Public & Legal Notices
Wildland Resource Management	5,500		
California Building Officials	395		
International Code Council	135		
Sub-total	6,030	6200	Dues & Memberships
Prevention Website Maintenance	2,000		
Sub-total	2,000	6252	Website Development
Hydrant Repair & Maintenance	5,000		
Equipment Maintenance	1,500		
Sub-total	6,500	6270	Maintenance - Equipment
Exterior Hazard Removal Contract	25,000		
Sub-total	25,000	6323	Exterior Hazard Removal
Parcel Inspection Program	5,000		
Fuels Mitigation Program	95,000		
Sub-total	100,000	6479	Fuels Mitigation
Printing - Inspection Forms	250		
Uniforms	1,200		
Smoke Detector Program	550		
Sub-total	2,000	6490	Misc Service & Supplies
TOTAL	174,530		

# EMERGENCY PREPAREDNESS PROGRAM

## PURPOSE

The purpose of the Emergency Preparedness Program is to promote interagency collaboration among Lamorinda agencies, businesses, and local groups with respect to disaster preparedness and response. The program aids in planning and coordinating community disaster preparedness and training efforts to preserve the life, health and welfare of all who reside or work in Lamorinda. Numerous opportunities exist where collaboration can occur between the District, the cities of Lafayette and Orinda, the Town of Moraga, Saint Mary's College and the School Districts. These include, but are not limited to: sharing Emergency Operations Center personnel and facilities, interagency communications, emergency preparedness training, developing shared emergency preparedness resource inventories, presenting drills for the community, organizing neighborhoods to be more self-sufficient during a disaster, and public education related to preparedness. The emergency preparedness program seeks to identify areas of weakness or redundancy and works to develop strategies that strengthen and improve coordination between the stakeholders.

Lamorinda's Community Emergency Response Team (CERT) is a key component of the District's Emergency Preparedness Program. CERT's mission is to train and inform residents so they will be better able to help themselves, their families, neighbors, and co-workers in the event of a disaster that slows, hinders or overwhelms the public safety agency response capabilities. CERT members are a critical support resource for all of the local agency's emergency operations.

The Emergency Preparedness Program is partially funded by the City of Lafayette.

## STANDARD LEVEL OF PERFORMANCE

- Create and maintain professional relationships with Lamorinda's community emergency preparedness stakeholders and other emergency management professionals.
- Serve as the sponsoring agency for and support the Lamorinda Community Emergency Response Team (CERT).
- Periodically review and recommend updates to cooperating agency Emergency Operations Plans and plan annexes.
- Coordinate training and drills for the Lamorinda's emergency operations center personnel to meet SEMS and NIMS requirements.
- Work with the communities to create compatible/interoperable EOC/DOC facilities in Lamorinda.
- Support the District's Volunteer Communications-Support Unit personnel as a regional resource providing auxiliary communications and logistical support to the agencies and cooperators.

## GOALS & OBJECTIVES FOR FISCAL YEAR 2021

1. Continue to support Lamorinda CERT's training, education and community outreach programs to help Lamorinda residents become more resilient when disaster strikes.
2. Recruit, equip and train 10 new Communications-Support Unit volunteers to bring the unit up to its authorized staffing level of 25.
3. Coordinate training and exercises for the Lamorinda's emergency operations centers.
4. Work with Fire Operations and Prevention staff to support National Night Out events, the Great ShakeOut exercises and the Lamorinda Community Safety Fair.

5. Maintain HeartSafe Community status with Contra Costa County Emergency Medical Services for Lafayette, Moraga and Orinda.

### **STAFFING SUMMARY**

Emergency Preparedness Coordinator (1)

### **PROGRAM MANAGEMENT**

Program Administrator – Emergency Preparedness Coordinator Dennis Rein

## EMERGENCY PREPAREDNESS

### FISCAL YEAR 2021

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021
Hourly Salaries	5013	92,851	92,851	97,637
Overtime	5014	8,828	14,311	8,828
Overtime - Incident Mgmt Team	5016	40,020	10,668	15,000
Payroll Taxes	5042	10,300	10,300	9,355
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 151,999</b>	<b>\$ 128,130</b>	<b>\$ 130,820</b>
Office Supplies	6100	800	900	900
Small Tools & Instruments	6130	2,750	2,500	2,500
Dues, Memberships & Prof Fees	6200	275	75	
Maintenance - Equipment	6270	1,000	2,500	2,500
CERT Emergency Response	6475	8,000	8,000	8,000
Recognition	6478	2,000	2,000	1,800
Outreach Materials	6480	1,200	1,000	1,000
Emergency Preparedness	6484	10,000	10,000	10,000
<b>TOTAL OPERATING EXPENSE</b>		<b>26,025</b>	<b>26,975</b>	<b>26,700</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 178,024</b>	<b>\$ 155,105</b>	<b>\$ 157,520</b>

## EMERGENCY PREPAREDNESS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Printer/Plotter Supplies	500		
Presentation Materials & Supplies	400		
Sub-total	900	6100	Office Supplies
Support Unit Supplies	2,000		
Safety Equipment	500		
Sub-total	2,500	6130	Small Tools & Equipment
Equipment	2,500		
Sub-total	2,500	6270	Maintenance - Equipment
CERT Instructor Uniforms	1,500		
CERT Emergency Response Team	6,500		
Sub-total	8,000	6475	CERT
Volunteer Recognition	500		
Volunteer Appreciation Meeting	1,300		
Sub-total	1,800	6478	Recognition
Outreach Materials	1,000		
Sub-total	1,000	6480	Outreach Materials
CS-241 Uniforms	2,500		
Emergency Preparedness Supplies	7,500		
Sub-total	10,000	6484	Emergency Preparedness
TOTAL	26,700		

## **EMERGENCY MEDICAL SERVICES**

### **PURPOSE**

The purpose of the Emergency Medical Services division is to save lives; prevent and minimize disabling illnesses and injuries; and provide rapid, high-quality medical care.

### **STANDARD LEVEL OF PERFORMANCE**

- Maintain a force of highly trained professional Emergency Medical Technicians and Paramedic personnel equipped with state-of-the-art equipment.
- Support and maintain American Heart Association Community Training Center.
- Support and maintain District's Infection Control Program.
- Ensure compliance with the District's Emergency Medical Services Agency Ambulance Agreement.
- Ensure compliance with County EMS equipment lists
- Ensure compliance with local, State, and Federal regulations, standards and guidelines
- Provide medical care consistent with best practices and evidence-based medicine
- Provide medical oversight and continual quality improvement
- Provide medical equipment and supplies
- Provide District training programs in Emergency Medical Services for all providers, including continuing education.

### **GOALS & OBJECTIVES FOR FISCAL YEAR 2021**

1. Provide increased continuing education training opportunities for on-duty personnel
2. Implement 2020 field treatment guideline changes and EMT optional treatment skills approved by LEMSA.
3. Review and update district EMS policies
4. Evaluate and update medical equipment and supplies on district apparatus

### **PROGRAM MANAGEMENT**

Functional Supervisor – Battalion Chief Jerry Lee  
Supply Coordinator – Firefighter Katy Himsl

## EMERGENCY MEDICAL SERVICES

### FISCAL YEAR 2021

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021
Overtime	5014	2,000	0	2,000
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ 2,000</b>
Medical & Lab Supplies	6140	100,000	100,000	115,000
Paramedic/EMT License Fees	6201	4,000	7,000	4,000
Maintenance - Equipment	6270	10,000	10,000	16,000
Professional Services	6317	16,000	16,000	16,000
Contingency - COVID-19	6491	50,000	50,000	150,000
<b>TOTAL OPERATING EXPENSE</b>		<b>180,000</b>	<b>183,000</b>	<b>301,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 182,000</b>	<b>\$ 183,000</b>	<b>\$ 303,000</b>

## EMERGENCY MEDICAL SERVICES

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Medical Supplies	115,000		
Sub-total	115,000	6140	Medical & Lab Supplies
Continuing Education Provider Fee	1,500		
License Fees	2,500		
Sub-total	4,000	6201	Paramedic/EMT License
Lucas Device Battery Replacement	6,000		
Defibrillator & Gurney Maintenance	10,000		
Sub-total	16,000	6270	Maintenance - Equipment
EMS Training Services	16,000		
Sub-total	16,000	6317	Professional Services
COVID-19 Supplies	150,000		
Sub-total	150,000	6491	Contingency - COVID-19
TOTAL	301,000		

## **SUPPORT SERVICES**

### **PURPOSE**

The purpose of Support Services is to provide appropriate station supplies, maintenance, and fuel delivery systems for the District, which includes the District's five (5) fire stations and administrative office.

### **STANDARD LEVEL OF PERFORMANCE**

- Oversee MOFD facilities maintenance and improvement projects.
- Support facility operations with standardized inventory of supplies and materials.
- Support incident rehabilitation and food necessities.
- Ensure regulatory compliance with Federal, State and County mandates with fuel systems and other building systems.
- Provide disposal of hazardous wastes per regulatory process.

### **GOALS & OBJECTIVES FOR FISCAL YEAR 2021**

1. Support and manage existing facility capital projects
2. Repair and implement new station maintenance schedule for deferred station components
3. Assess and evaluate vendor contracts for cost-savings and efficiencies
4. Evaluate station dispatch and alerting system

### **PROGRAM MANAGEMENT**

Functional Supervisor – Battalion Chief Jerry Lee  
Program Manager – Firefighter Paramedic Travis Dulli

## SUPPORT SERVICES

### FISCAL YEAR 2021

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021
Food Supplies	6150	4,048	5,065	4,000
Household Expense	6170	9,952	12,000	12,000
EPA ID Verification Fee	6264	150	150	150
CCC HazMat Plan	6265	3,000	3,000	3,000
Environmental Fees	6266	900	900	900
Maintenance - Equipment	6270	1,500	1,500	1,500
Service & Repair	6274	2,380	2,380	2,500
Tank Testing	6280	1,120	1,120	1,120
Misc Service & Supplies	6490	7,500	7,500	
<b>TOTAL OPERATING EXPENSE</b>		30,550	33,615	25,170
<b>TOTAL EXPENDITURES</b>		<b>\$ 30,550</b>	<b>\$ 33,615</b>	<b>\$ 25,170</b>

## SUPPORT SERVICES

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Food for emergency incidents	4,000		
Sub-total	4,000	6150	Food Supplies
Household supplies for fire stations	12,000		
Sub-total	12,000	6170	Household Expense
Annual fee fuel system	150		
Sub-total	150	6264	EPA ID Verification Fee
Annual hazardous materials permits	3,000		
Sub-total	3,000	6265	CCC Haz Mat Plan
Bay Area Air Quality permit fees	900		
Sub-total	900	6266	Environmental Fees
Fuel system equipment	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Fuel system dispensers	2,500		
Sub-total	2,500	6274	Service & Repair
Fuel tank testing	1,120		
Sub-total	1,120	6280	Tank Testing
TOTAL	25,170		

## ADMINISTRATION BUILDING

### FISCAL YEAR 2021

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021
Utilities - PG & E	6122	4,500	3,400	4,500
Maintenance - Building	6281	5,000	4,500	5,000
Maintenance - Grounds	6282	800	500	800
Other Special Departmental Exp	6479	1,100	3,000	1,100
<b>TOTAL OPERATING EXPENSE</b>		11,400	11,400	11,400
<b>TOTAL EXPENDITURES</b>		<b>\$ 11,400</b>	<b>\$ 11,400</b>	<b>\$ 11,400</b>

## ADMINISTRATION BUILDING

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
PG & E	4,500		
Sub-total	4,500	6122	Utilities - PG & E
Building Maintenance	5,000		
Sub-total	5,000	6281	Maintenance - Building
Grounds Maintenance	800		
Sub-total	800	6282	Maintenance - Grounds
Security System	1,100		
Sub-total	1,100	6479	Other Special Dept
TOTAL	11,400		

## STATION 41

### FISCAL YEAR 2021

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021
Utilities - Sewer	6120	2,025	2,362	2,400
Utilities - Garbage	6121	4,500	4,500	4,500
Utilities - PG & E	6122	11,475	11,475	12,000
Utilities - Water	6123	3,000	3,000	3,000
Utilities - Medical Waste	6124	1,100	1,100	1,100
Household Expense	6170	1,000	500	1,000
Household Expense - Linen	6171	1,600	1,600	1,600
Maintenance - Equipment	6270	2,000	1,500	2,000
Maintenance - Building	6281	54,000	53,500	23,500
Maintenance - Grounds	6282	1,400	2,500	2,000
<b>TOTAL OPERATING EXPENSE</b>		82,100	82,037	53,100
<b>TOTAL EXPENDITURES</b>		<b>\$ 82,100</b>	<b>\$ 82,037</b>	<b>\$ 53,100</b>

## STATION 41

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	2,400		
Sub-total	2,400	6120	Utilities - Sewer
Garbage	4,500		
Sub-total	4,500	6121	Utilities - Garbage
PG & E	12,000		
Sub-total	12,000	6122	Utilities - PG & E
Water	3,000		
Sub-total	3,000	6123	Utilities - Water
Medical Waste Services	1,100		
Sub-total	1,100	6124	Utilities - Medical Waste
Misc.	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	1,600		
Sub-total	1,600	6171	Household Exp - Linen
Equipment Maintenance	2,000		
Sub-total	2,000	6270	Maintenance - Equipment
Generator	1,500		
HVAC Maintenance	4,000		
Gutters & Air Compressor	2,000		
Plumbing	1,000		
Overhead Doors	4,000		
Plymovent System & Misc.	11,000		
Sub-total	23,500	6281	Maintenance - Building
Pest Control & Storm Drain Filter	1,400		
Grounds Maintenance	600		
Sub-total	2,000	6282	Maintenance - Grounds
TOTAL	53,100		

## STATION 42

### FISCAL YEAR 2021

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021
Utilities - Sewer	6120	650	566	650
Utilities - Garbage	6121	1,200	1,200	1,200
Utilities - PG & E	6122	15,000	15,000	15,000
Utilities - Water	6123	5,000	5,000	5,000
Household Expense	6170	1,000	1,000	1,000
Household Expense - Linen	6171	1,320	1,320	1,320
Maintenance - Equipment	6270	2,000	2,000	2,000
Maintenance - Building	6281	19,000	19,000	14,500
Maintenance - Grounds	6282	1,200	1,200	3,300
<b>TOTAL OPERATING EXPENSE</b>		46,370	46,286	43,970
<b>TOTAL EXPENDITURES</b>		<b>\$ 46,370</b>	<b>\$ 46,286</b>	<b>\$ 43,970</b>

## STATION 42

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	650		
Sub-total	650	6120	Utilities - Sewer
Garbage	1,200		
Sub-total	1,200	6121	Utilities - Garbage
PG & E	15,000		
Sub-total	15,000	6122	Utilities - PG & E
Water	5,000		
Sub-total	5,000	6123	Utilities - Water
Misc.	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	1,320		
Sub-total	1,320	6171	Household Exp - Linen
Equipment Maintenance	2,000		
Sub-total	2,000	6270	Maintenance - Equipment
Generator	1,500		
HVAC Maintenance	2,000		
Plumbing	1,000		
Overhead Doors	2,000		
Plymovent System & Air Compressor	2,000		
Gutters	2,000		
Misc.	4,000		
Sub-total	14,500	6281	Maintenance - Building
Grounds Maintenance	800		
Wash Pad Interceptor Service	1,500		
Pest & Storm Drain Filter System	1,000		
Sub-total	3,300	6282	Maintenance - Grounds
TOTAL	43,970		

## STATION 43

### FISCAL YEAR 2021

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021
Utilities - Sewer	6120	650	566	650
Utilities - Garbage	6121	1,200	1,200	1,200
Utilities - PG & E	6122	7,000	7,000	7,000
Utilities - Water	6123	4,200	7,000	7,000
Household Expense	6170	1,000	500	1,000
Household Expense - Linen	6171	1,100	1,100	1,100
Maintenance - Equipment	6270	1,500	1,000	1,500
Maintenance - Building	6281	4,000	10,000	10,000
Maintenance - Grounds	6282	1,000	750	1,600
<b>TOTAL OPERATING EXPENSE</b>		21,650	29,116	31,050
<b>TOTAL EXPENDITURES</b>		<b>\$ 21,650</b>	<b>\$ 29,116</b>	<b>\$ 31,050</b>

## STATION 43

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	650		
Sub-total	650	6120	Utilities - Sewer
Garbage	1,200		
Sub-total	1,200	6121	Utilities - Garbage
PG & E	7,000		
Sub-total	7,000	6122	Utilities - PG & E
Water	7,000		
Sub-total	7,000	6123	Utilities - Water
Miscellaneous	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	1,100		
Sub-total	1,100	6171	Household Exp - Linen
Equipment Maintenance	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Generator	1,000		
HVAC Maintenance	1,000		
Plymovent System	1,000		
Elevator Service	2,500		
Gutter Cleaning	2,000		
Air Compressor	1,500		
Miscellaneous	1,000		
Sub-total	10,000	6281	Maintenance - Building
Grounds Maintenance	1,000		
Pest Control	600		
Sub-total	1,600	6282	Maintenance - Grounds
TOTAL	31,050		

## STATION 44

### FISCAL YEAR 2021

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021
Utilities - Sewer	6120	650	566	650
Utilities - Garbage	6121	1,150	1,220	1,250
Utilities - PG & E	6122	9,300	9,300	9,300
Utilities - Water	6123	4,500	4,500	4,500
Utilities - Medical Waste	6124	1,100	1,100	1,100
Household Expense	6170	1,000	1,000	1,000
Household Expense - Linen	6171	1,100	1,100	1,100
Maintenance - Equipment	6270	1,000	1,200	1,000
Maintenance - Building	6281	18,000	16,800	16,000
Maintenance - Grounds	6282	1,000	2,000	3,100
<b>TOTAL OPERATING EXPENSE</b>		<b>38,800</b>	<b>38,786</b>	<b>39,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 38,800</b>	<b>\$ 38,786</b>	<b>\$ 39,000</b>

## STATION 44

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	650		
Sub-total	650	6120	Utilities - Sewer
Garbage	1,250		
Sub-total	1,250	6121	Utilities - Garbage
PG & E	9,300		
Sub-total	9,300	6122	Utilities - PG & E
Water	4,500		
Sub-total	4,500	6123	Utilities - Water
Medical Waste	1,100		
Sub-total	1,100	6124	Utilities - Medical Waste
Misc.	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	1,100		
Sub-total	1,100	6171	Household Exp - Linen
Equipment Maintenance	1,000		
Sub-total	1,000	6270	Maintenance - Equipment
Generator	1,000		
Plumbing	1,000		
HVAC Maintenance	2,000		
Gutters	2,000		
Overhead Doors	2,000		
Plymovent System	5,000		
Miscellaneous	3,000		
Sub-total	16,000	6281	Maintenance - Building
Storm Drain Maintenance	600		
Wash Pad Interceptor Service	1,500		
Grounds Maintenance - Creek	1,000		
Sub-total	3,100	6282	Maintenance - Grounds
TOTAL	39,000		

## STATION 45

### FISCAL YEAR 2021

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021
Utilities - Sewer	6120	650	566	650
Utilities - Garbage	6121	6,000	6,000	6,000
Utilities - PG & E	6122	22,100	22,100	22,100
Utilities - Water	6123	1,600	1,600	1,600
Household Expense	6170	1,000	1,000	1,000
Household Expense - Linen	6171	1,320	1,320	1,320
Maintenance - Equipment	6270	1,500	1,500	1,500
Maintenance - Building	6281	14,000	22,500	22,000
Maintenance - Grounds	6282	1,000	1,600	1,600
<b>TOTAL OPERATING EXPENSE</b>		49,170	58,186	57,770
<b>TOTAL EXPENDITURES</b>		<b>\$ 49,170</b>	<b>\$ 58,186</b>	<b>\$ 57,770</b>

## STATION 45

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	650		
Sub-total	650	6120	Utilities - Sewer
Garbage	6,000		
Sub-total	6,000	6121	Utilities - Garbage
PG & E	22,100		
Sub-total	22,100	6122	Utilities - PG & E
Water	1,600		
Sub-total	1,600	6123	Utilities - Water
Miscellaneous	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	1,320		
Sub-total	1,320	6171	Household Exp - Linen
Equipment Maintenance	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Generator	2,000		
Gutters	2,000		
Air Compressor	1,500		
Plumbing	1,000		
HVAC Maintenance	4,500		
Overhead Doors	4,000		
Plymovent System	2,000		
Miscellaneous	5,000		
Sub-total	22,000	6281	Maintenance - Building
Pest Control	600		
Miscellaneous	1,000		
Sub-total	1,600	6282	Maintenance - Grounds
TOTAL	57,770		

# EMERGENCY OPERATIONS

## PURPOSE

The purpose of the Emergency Operations Program is to provide a coordinated and organized response to emergencies and other requests for service within the District.

## STANDARD LEVEL OF PERFORMANCE

- Organize and coordinate fire suppression personnel and equipment
- Ensure all fire apparatus are equipped with a full complement of appropriate equipment at all times.
- Ensure all personal protective equipment is serviceable and meets current federal standards.
- Maintain fire trails within the District
- Maintain licenses for mapping applications and Tablet Command
- In coordination with the Fire Prevention Division, inspect and service hydrants within the District each year, providing appropriate bi-annual maintenance to ensure functional reliability.
- Update District maps, preplans and target hazard information
- Administer the Wellness Initiative through annual fitness testing and maintenance of exercise equipment.
- Develop wildland pre-plan and integrate qualified wildland fire overhead positions

## GOALS & OBJECTIVES FOR FISCAL YEAR 2021

1. Review and update operational policies
2. Create and maintain data sets for Operations Division
3. Update District response matrix

## STAFFING SUMMARY

Fire Chief (1)  
Battalion Chief (3)  
Captain/Paramedic I (2)  
Captain/Paramedic II (9)  
Captain (4)  
Engineer/Paramedic I (2)  
Engineer/Paramedic II (3)  
Engineer (10)  
Firefighter/Paramedic (25)  
Firefighter (2)  
Paramedic (0)

## PROGRAM MANAGEMENT

Program Administrator - Battalion Chief Matthew Nichols

## EMERGENCY OPERATIONS

FISCAL YEAR 2021

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021
Permanent Salaries	5011	8,589,042	8,617,197	9,266,439
Overtime	5014	1,444,172	1,300,000	1,000,000
Deferred Compensation	5015	19,800	19,600	20,300
Overtime - Strike Team	5016	234,980	225,426	500,000
Payroll Taxes	5042	152,997	146,672	156,409
Retirement Contributions	5044	5,156,460	5,100,000	5,466,837
Health & Life Insurance	5060	1,076,332	1,070,000	1,251,336
Employee Share Health Insur	5061	(91,536)	(106,000)	(116,328)
Vision Insurance	5066	17,552	18,000	18,348
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 16,599,799</b>	<b>\$ 16,390,895</b>	<b>\$ 17,563,341</b>
Small Tools & Instruments	6130	5,500	4,000	5,500
Minor Equipment/Furniture	6131	500	500	500
Power Saw/Other Equipment	6133	6,800	6,000	6,800
Technical Rescue	6137	10,500	12,300	7,000
Firefighting Equipment - Hose	6138	16,000	20,000	6,000
Firefighting Equipment - Foam	6139	5,125	5,125	15,000
Safety Clothing	6160	120,000	110,000	95,000
Rent & Leases Equip	6250	9,000	9,000	9,000
Air Monitor Maintenance	6269	1,300	1,300	1,300
Maintenance - Equipment	6270	40,500	35,000	5,000
Air Compressor Service	6278	3,000	3,000	6,000
Hydro Test SCBA & Oxygen	6279	2,500	2,000	2,500
Strike Team Supplies	6474	9,500	9,500	6,900
Exercise Equipment	6476	5,613	6,557	4,000
Other Special Dept Exp	6479	3,987	2,500	2,550
Mapping - Services and Supplie	6490	26,300	26,300	26,300
<b>TOTAL OPERATING EXPENSE</b>		<b>266,125</b>	<b>253,082</b>	<b>199,350</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 16,865,924</b>	<b>\$ 16,643,977</b>	<b>\$ 17,762,691</b>

## EMERGENCY OPERATIONS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Tool Replacement/Maintenance	5,500		
Sub-total	5,500	6130	Small Tools & Instruments
Investigation supplies	500		
Sub-total	500	6131	Minor Equip/Furniture
Chains, Blades, Maintenance	6,800		
Sub-total	6,800	6133	Power Saw/Other Equip
Extrication Equipment/Maintenance	2,000		
Rope Rescue	5,000		
Sub-total	7,000	6137	Technical Rescue
Fittings/Nozzles	6,000		
Sub-total	6,000	6138	Firefighting Equip - Hose
Restock Foam Inventory	15,000		
Sub-total	15,000	6139	Firefighting Equip - Foam
Personal Protective Equipment	77,000		
Annual Inspections PPE	18,000		
Sub-total	95,000	6160	Safety Clothing

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Medical Oxygen	9,000		
Sub-total	9,000	6250	Rent & Leases Equip
Air Monitor Sensors Replacement	1,300		
Sub-total	1,300	6269	Air Monitor Maintenance
Ladder Testing, Fire Extinguisher	5,000		
Sub-total	5,000	6270	Maintenance - Equipment
Air Compressor Service	6,000		
Sub-total	6,000	6278	Air Compressor Service
Test SCBA & Oxygen Cylinders	2,500		
Sub-total	2,500	6279	Hydro Test
Strike Team Equipment/Supplies	6,900		
Sub-total	6,900	6474	Strike Team Supplies
Exercise Supplies	2,000		
Exercise Maintenance	2,000		
Sub-total	4,000	6476	Exercise Equipment
Drone Licenses, Parts and Repair	2,550		
Sub-total	2,550	6479	Other Special Dept Exp
GIS Supplies	1,300		
GIS Consulting	25,000		
Sub-total	26,300	6490	Services & Supplies Map
TOTAL	199,350		

# COMMUNICATIONS

## PURPOSE

The purpose of the Communications Program is to provide the personnel of the district the ability to safely and efficiently disseminate information within the District in emergency and non-emergency situations with the aid of technological devices such as radios and wireless mobile devices.

## STANDARD LEVEL OF PERFORMANCE

- Maintain devices integral for CAD integration (iPad, modem, antennas) for every Suppression related Radio Identifier in the District.
- Upgrade hardware and software as necessary to provide the highest level of reliability and data transfer rates to devices.
- Continue to provide CAD integration using Tablet Command.
- Plan and begin replacement of the current generation of portable radios
- Provide cell phones on all apparatus which meet the needs of the district.

## GOALS & OBJECTIVES FOR FISCAL YEAR 2021

1. Complete replacement of all modems in District apparatus
2. Provide secondary means of accessing CAD information on apparatus
3. Begin replacement of portable radios
4. Evaluate and replace apparatus cell phones

## PROGRAM MANAGEMENT

Program Administrator - Battalion Chief Matthew Nichols  
iPad Manager – Captain Michael Martinez  
Radio Manager – Captain Michael Lacy  
Cell Phone Manager – TBD

## COMMUNICATIONS

FISCAL YEAR 2021

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021
Telephone Communications	6110	50,000	50,000	47,200
Communication Center	6111	188,700	188,700	188,700
Maintenance - Equipment	6270	57,340	57,340	10,000
Other Special Departmental Exp	6479	57,250	57,250	57,250
<b>TOTAL OPERATING EXPENSE</b>		353,290	353,290	303,150
<b>TOTAL EXPENDITURES</b>		<b>\$ 353,290</b>	<b>\$ 353,290</b>	<b>\$ 303,150</b>

## COMMUNICATIONS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Upgrade iPhones & iPads	7,564		
Purchase iPads - 3	2,945		
Miscellaneous	1,691		
Cellular Phone/Tablet Data Service	35,000		
Sub-total	47,200	6110	Telephone Comm
Contra Costa County Dispatch	188,700		
Sub-total	188,700	6111	Communication Center
Communications Parts & Radios	10,000		
Sub-total	10,000	6270	Maintenance - Equipment
Tablet Command License Fees	16,000		
EBRCSA Subscriber Fees	30,000		
iPad Application License Fees	1,250		
EBRSCA Updated Programming	10,000		
Sub-total	57,250	6479	Other Special Dept Exp
TOTAL	303,150		

# APPARATUS

## PURPOSE

The purpose of the apparatus program is to ensure that all District vehicles and emergency response apparatus are maintained in accordance with National Fire Protection Association, Occupational Safety Health Administration and International Organization for Standardization standards in order to ensure prompt emergency response and optimal operational capabilities. The apparatus program also ensures that each apparatus is capable of transporting District personnel in a safe manner.

## STANDARD LEVEL OF PERFORMANCE

- Ensure all Fire District vehicles are able to respond to emergency incidents
- Provide oversight on mechanical issues regarding vehicle maintenance
- Provide maintenance for all Fire District vehicles and apparatus
- Provide a timely response to major work orders for repairs to prevent excessive down time.
- Maintain current contracts for service by qualified vendors
- Provide annual pump and ladder service testing according to NFPA standards
- Maintain records for all Fire District vehicles and apparatus
- Provide training for Firefighters and new Engineers on driving and apparatus maintenance.

## GOALS & OBJECTIVES FOR FISCAL YEAR 2021

1. Finalize upfit and in-service of two new utility vehicles
2. Finalize upfit of new BC vehicle
3. Review new type VI fire apparatus
4. Promptly maintain and repair District vehicles

## PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Matthew Nichols  
Program Manager – Captain Daryle Balao

## APPARATUS

### FISCAL YEAR 2021

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021
Maintenance - Equipment	6270	2,000	2,000	1,500
Central Garage Repairs	6271	200,000	190,000	180,000
Central Garage Gasoline & Oil	6272	65,000	65,000	65,000
Central Garage Tires	6273	7,500	7,500	10,000
Aerial Ladder & Pump Testing	6275	1,000	1,000	1,000
Smog Inspections	6276	500	400	500
<b>TOTAL OPERATING EXPENSE</b>		276,000	265,900	258,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 276,000</b>	<b>\$ 265,900</b>	<b>\$ 258,000</b>

## APPARATUS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Batteries	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
On-going maintenance/repairs	180,000		
Sub-total	180,000	6271	Central Garage Repairs
Fuel	65,000		
Sub-total	65,000	6272	Gasoline & Oil
Tire replacement	10,000		
Sub-total	10,000	6273	Central Garage Tires
Annual Ladder Testing	1,000		
Sub-total	1,000	6275	Aerial Ladder/Pump Test
Annual Smog Testing	500		
Sub-total	500	6276	Smog Inspections
TOTAL	258,000		

# TRAINING

## PURPOSE

The purpose of the training division is 1) to maintain an effective firefighting force to prevent conflagration; 2) to prevent accidental injury or death of personnel; 3) to provide training opportunities to all personnel; 4) to meet federal, state, and locally mandated training requirements; and 5) to prepare personnel for advancement.

## STANDARD LEVEL OF PERFORMANCE

- Plan and implement quarterly and annual master training calendars
- Provide, coordinate, and evaluate daily and monthly training activities
- Develop and implement training on new operational policies and equipment
- Provide federal, state, local, and in-house training
- Evaluate company and individual performance
- Assist in development and execution of promotional exams
- Develop, mentor, and train all new employees to District standards
- Ensure compliance with federal, state, and local training mandates
- Continue to participate in regional training activities
- Complete yearly mandated training

## GOALS & OBJECTIVES FOR FISCAL YEAR 2021

1. Provide quality manipulative training opportunities
2. Support and advocate training for program managers
3. Update district training materials and props to include training facility at station 41

## PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Steven Gehling

## TRAINING

### FISCAL YEAR 2021

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021
Overtime	5014	18,000	1,000	18,000
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 18,000</b>	<b>\$ 1,000</b>	<b>\$ 18,000</b>
Books & Periodicals	6102	2,500	1,500	1,500
Food Supplies	6150	1,500	1,500	1,500
Dues, Memberships & Prof Fees	6200	400	400	400
CPR Instructors	6314	2,000		
Burn Trailer Grant/ Maintenance	6352	3,500	3,500	
Testing Materials & Training Prop	6354	20,000	20,000	20,000
Career Development Classes	6357	25,000	20,000	25,000
Target Solutions Online Training	6359	9,000	9,515	
Training Classes Paramedic/EMT	6360	10,000	10,000	10,000
Mandated Training	6361	20,000	10,000	20,000
Recruit Academy	6470	40,000	40,000	15,000
CPR Supplies	6481	1,000		
<b>TOTAL OPERATING EXPENSE</b>		<b>134,900</b>	<b>116,415</b>	<b>93,400</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 152,900</b>	<b>\$ 117,415</b>	<b>\$ 111,400</b>

## TRAINING

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Training Books	1,500		
Sub-total	1,500	6102	Books & Periodicals
Food for Training Events	1,500		
Sub-total	1,500	6150	Food Supplies
Training Officers Association	400		
Sub-total	400	6200	Dues & Memberships
Materials & Training	20,000		
Sub-total	20,000	6354	Testing Materials & Props
Career Development	25,000		
Sub-total	25,000	6357	Career Development
Paramedic & EMT Courses	10,000		
Sub-total	10,000	6360	Training Classes
Mandated Training	20,000		
Sub-total	20,000	6361	Mandated Training
Recruit Academy - 1	15,000		
Sub-total	15,000	6470	Recruit Academy
TOTAL	93,400		

**DEBT SERVICE FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

**FISCAL YEAR 2021**

**Revenues**

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021
Property Tax - Current Secured	4010	3,709,744	3,709,744	3,884,311
Investment Earnings	4181	500	500	500
Transfers In	4999	1,011,549	1,011,549	922,948
<b>TOTAL REVENUES</b>		<b>\$ 4,721,793</b>	<b>\$ 4,721,793</b>	<b>\$ 4,807,759</b>

**Expenditures**

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021
Pension Obligation Bond Prin.	7900	2,945,000	2,945,000	3,265,000
Pension Obligation Bond Interest	7901	521,609	521,609	359,527
Lease Agreement Principal	7906	250,000	250,000	256,000
Lease Agreement Interest	7907	71,081	71,081	65,699
Vehicle Lease Principal	7902	88,015	88,015	
Vehicle Lease Interest	7903	1,203	1,203	
Vehicle Lease Principal	7902	570,796	570,796	581,689
Vehicle Lease Interest	7903	30,454	30,454	19,560
<b>TOTAL EXPENDITURES</b>		<b>\$ 4,478,158</b>	<b>\$ 4,478,158</b>	<b>\$ 4,547,475</b>

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE  
TAXABLE PENSION OBLIGATION BONDS**

**FISCAL YEAR 2021**

**PURPOSE: Reduce the Unfunded Accrued Actuarial Liability as of  
October 2005**

<b>CURRENT YEAR SUMMARY</b>				
Principal Outstanding as of July 1, 2020				\$8,520,000
Reduction in Principal Balance				3,265,000
Interest Due				359,527
Total Payment Due				3,624,527
Principal Outstanding as of June 30, 2021				\$5,255,000
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2021	5.22%	3,265,000	359,527	3,624,527
2022	5.22%	3,610,000	180,090	3,790,090
2023	5.22%	1,645,000	42,935	1,687,935
<b>TOTALS</b>		<b>\$8,520,000</b>	<b>\$582,552</b>	<b>\$9,102,552</b>

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE  
2016 LEASE AGREEMENT**

**FISCAL YEAR 2021**

**PURPOSE: Design and construction of Station 43**

<b>CURRENT YEAR SUMMARY</b>				
Principal Outstanding as of July 1, 2020				\$3,134,000
Reduction in Principal Balance				256,000
Interest Due				65,699
Total Payment Due				321,699
Principal Outstanding as of June 30, 2021				\$2,878,000
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2021	2.14%	256,000	65,699	321,699
2022	2.14%	261,000	60,199	321,199
2023	2.14%	267,000	54,570	321,570
2024	2.14%	272,000	48,835	320,835
2025	2.14%	278,000	42,982	320,982
2026	2.14%	284,000	37,001	321,001
2027	2.14%	290,000	30,890	320,890
2028	2.14%	297,000	24,641	321,641
2029	2.14%	303,000	18,264	321,264
2030	2.14%	310,000	11,737	321,737
2031	2.14%	316,000	5,071	321,071
<b>TOTALS</b>		<b>\$3,134,000</b>	<b>\$399,889</b>	<b>\$3,533,889</b>

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE  
2017 LEASE AGREEMENT**

**FISCAL YEAR 2021**

**PURPOSE: Purchase two fire engines, one fire truck and two ambulances**

<b>CURRENT YEAR SUMMARY</b>				
Principal Outstanding as of July 1, 2020				\$1,174,480
Reduction in Principal Balance				581,689
Interest Due				19,560
Total Payment Due				601,249
Principal Outstanding as of June 30, 2021				\$592,791
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2021	1.90%	581,689	19,560	601,249
2022	1.90%	592,791	8,458	601,249
<b>TOTALS</b>		<b>\$1,174,480</b>	<b>\$28,018</b>	<b>\$1,202,498</b>

**CAPITAL PROJECTS FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

**FISCAL YEAR 2021**

**Revenues**

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021
Fire Flow Tax	4066	1,087,937	1,087,937	1,088,000
Investment Earnings	4181	25,000	25,000	10,000
Federal Grant	4437	75,169	75,169	
Impact Mitigation Fees	4743	20,000	16,400	
Sale of Surplus Property	4980	5,199	5,199	
<b>TOTAL REVENUES</b>		<b>\$ 1,213,305</b>	<b>\$ 1,209,705</b>	<b>\$ 1,098,000</b>

**Expenditures**

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021
Bank Fees	7510	200	200	200
Fire Flow Tax Collection Fees	7531	14,000	11,510	14,000
Capital Outlay - Apparatus	7703	395,871	395,871	
Buildings-Station 43 Improvement	7706	190,488	190,488	
Buildings-Station 44 Improvement	7707	17,000	16,194	
Buildings-Station 45 Improvement	7708	12,765	12,765	
Equipment	7709	125,686	125,686	
Operating Transfer Out	7999	1,011,549	1,011,549	922,948
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,767,559</b>	<b>\$ 1,764,263</b>	<b>\$ 937,148</b>

## CAPITAL PROJECTS FUND

ACCOUNT CODE	DESCRIPTION	BUDGET
7510	Bank Fees	200
7531	Fire Flow Tax Collection Fees	14,000
7705	Station 42 Landscape Remodel - deferred \$10,000	
7708	Station 41/Administration - deferred \$1,000,000	
7708	Station 45 Remodel Project - Architect - deferred \$500,000	
<b>TOTAL CAPITAL PROJECTS FUND</b>		<b>\$ 14,200</b>

**NORTH ORINDA EMERGENCY FUEL BREAK  
STATEMENT OF REVENUES AND EXPENDITURES**

**FISCAL YEAR 2021**

**Revenues**

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021
State Aid	4435	4,089,331	4,089,331	
<b>TOTAL REVENUES</b>		<b>\$ 4,089,331</b>	<b>\$ 4,089,331</b>	<b>\$ -</b>

**Expenditures**

DESCRIPTION	GL CODE	AMENDED BUDGET FY2020	PROJECTED ACTUALS FY2020	PROPOSED BUDGET FY2021
Temporary Salaries	5013	68,000	68,000	
Overtime	5014	6,000	6,000	
Payroll Taxes	5042	9,471	9,471	
Office Supplies	6100	219	219	
Professional Services	6317	776,781	776,781	
Exterior Hazard Removal	6323	2,795,529	2,795,529	
<b>TOTAL EXPENDITURES</b>		<b>\$ 3,656,000</b>	<b>\$ 3,656,000</b>	<b>\$ -</b>

## TEETER PLAN

In 1949, the California Legislature enacted an alternative method for the distribution of secured property taxes to local agencies. This method, known as the Teeter Plan, is set forth in Sections 4701-4717 of Revenue and Taxation Code of the State of California (the "Law"). Generally, the Teeter Plan provides for a tax distribution procedure by which secured roll taxes are distributed to taxing agencies within the County included in the Teeter Plan on the basis of the tax levy, rather than on the basis of actual tax collections. The County deposits in the Tax Losses Reserve Fund discussed below delinquent tax payments, penalties and interest. This avoids a complicated tax redemption distribution system for all participating taxing agencies is avoided. While the County bears the risk of loss on delinquent taxes that go unpaid, it benefits from the penalties associated with these delinquent taxes when they are paid. In turn, the Teeter Plan provides participating local agencies with stable cash flow and the elimination of collection risk. The constitutionality of the Teeter Plan was upheld in *Corrie v. County of Contra Costa*, 110 Cal. App. 2d 210 (a952). The Teeter Plan was named after Desmond Teeter, the then Auditor-Controller of Contra Costa County who originated this method of tax distribution. Contra Costa County was the first Teeter Plan county in the State of California.

### Tax Losses Reserve Fund

The law requires Contra Costa County to establish a tax losses reserve fund to cover losses that may occur in the amount of tax liens as a result of special sales of tax-defaulted property (i.e., if the sale price of the property is less than the amount owed). During each fiscal year, the Tax Losses Reserve Fund is reviewed. When the amount of the Fund exceeds certain levels, the excess may be credited to County General Fund as provided by Sections 4703 and 4703.2 of the California Revenue and Taxation Code. State law allows any county to draw down on the their tax losses reserve fund to a balance equal to (i) one percent of the total of all taxes and assessments levied on the secured roll for that year, or (ii) 25% of the current year delinquent secured tax levy.

## PROPERTY TAX & INTERGOVERNMENTAL TAX DEFINITIONS

**Secured Property** tax bills are mailed once a year during the month of October to the owner of the property as of the lien date of January 1.

An **Unsecured Tax** is an ad-valorem (value based) property tax that is the liability of the person or entity assessed for the tax. Because the tax is not secured by real property (such as land) the tax is called "Unsecured." Unsecured property taxes are a lien against the individual, not against real property. Typical items assessed and collected on the unsecured roll are:

- Boats and jet skis
- Airplanes
- Improvements on the real estate of others
- Business property
- Most possessory interests
- Escape and supplemental assessments against former owner of real property
- Some fixtures

**Supplemental Taxes** result from a 1983 State law that requires the reassessment of property as of the first day of the month following an ownership change or the completion of new construction. New construction is any substantial addition to real property (e.g., adding a new room, pool, or garage) or any substantial alteration which restores a building, room, or other improvement to the equivalent of new (e.g., completely renovating an outdated kitchen). In most cases, this reassessment results in one or more supplemental tax bills being sent to the property owner in addition to the annual property tax bill.

Most changes in ownership caused by the sale of property result in reassessment. However, inter-spousal transfers, the transfer, sale, or inheritance of property between parents and their children, and the addition of joint tenants do not result in the reappraisal of property values.

The Assessor first determines the new value of the property based on current market values. The Assessor then calculates the difference between the new value (set at the time of purchase or completion of new construction) and the old value (set on January 1 of the previous fiscal year). The result is the supplemental assessment value. Once the new assessed value of your property is determined, the Assessor will send you a notification of the amount to be assessed.

Example:

- New value at date of purchase or completion of new construction \$120,000
- Assessed value for current fiscal year \$100,000
- Supplemental assessment value will be \$20,000

This reassessment usually results in an increase in property value, in which case supplemental taxes will be calculated by the Auditor-Controller based on the change in value, and one or more supplemental tax bills will be created and mailed by the Tax Collector. However, in some instances the reassessment results in a reduction in value, in which case a refund will be prepared by the Auditor-Controller and mailed to you.

**Unitary Property** is property owned or leased by a state assessee and used in its primary operations as part of the state assessee's integrated system. More specifically, within the general definition the following types of property are classified as unitary: (1) special-purpose or industry-specific property that is leased by a state assessee; (2) property leased by a state assessee and used in the assessee's primary operations; (3) property owned and held for future use in the primary operations of the assessee if there is a documented plan for the property's future use and the property is carried in a future use operating account; and (4) property that is owned and used to protect and support other unitary property—due to locational or physical characteristics or other factors. Under the principle of unit valuation, unitary property is valued as a single unit. Examples of Unitary Property:

- Land, improvements, and personal property owned or leased by a state assessee and used in its primary operation of transportation of freight by rail; gas or fluids by pipeline, canal or ditch; generation, transmission or distribution of electricity; or transmission of information by cellular, paging, or telephone.
- Vacant land that is considered necessary to protect areas utilized in the primary operations of the assessee (e.g., buffer areas required for nuclear power plants or gas storage reservoirs, slide areas near railroad tracks, drainage ditches, etc.).
- Vacant land that is located in landlocked areas totally surrounded by sets of railroad tracks or areas adjacent to rights-of-way that are too narrow to be developed to another use.
- Property that the state assessee had acquired for use in its primary operations but now has secondary use (e.g., areas beneath tower lines which are farmed, used for parking or storage; areas above gas storage reservoirs which are farmed).
- Railroad rights-of-way acquired by congressional grant or franchised by a governmental agency.
- Utility and railroad easements for rights-of-way.
- Railroad property that is leased to agents of the railroad, who manage the property in a rail transportation use (e.g., intermodal container yards).

**Homeowners Relief Tax** is the state's reimbursement to local agencies for the Homeowner's Property Tax Exemption which provides a \$7,000 reduction in the taxable value of real property for qualifying owner-occupied homes.



# Moraga-Orinda Fire District

**TO:** Board of Directors  
**FROM:** Dave Winnacker, Fire Chief  
**DATE:** June 17, 2020  
**SUBJECT:** **Item 9.4 – Resolution 20-07 Adopting a Modified Schedule of Cost Recovery Fees for Emergency Medical Services**

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## **BACKGROUND**

Emergency medical services are partially paid for by ambulance transport cost recovery fees and non-transport emergency medical services cost recovery fees. District Resolution No. 13-02, approved in May 2013, adopted a modified schedule of fees. This Resolution and the District's Ambulance Service Agreement with Contra Costa County EMS include a provision for an annual modification to emergency medical services fees.

Staff recommends the Board increase ambulance transport fees based on the Consumer Price Index (CPI) for the San Francisco – Oakland – Hayward, CA area. The April 2020 CPI increased 1.11%.

Staff recommends the Board adopt the proposed emergency medical services cost recovery fees effective July 1, 2020 as follows:

Fee Description	Current Fee	Recommended Fee
Emergency Ambulance Response Base Rate	\$2,600	\$2,629
Assessment Without Transport	\$624	\$631
First-Responder Fee	\$624	\$631
Mileage	\$42	\$43
Oxygen Administration	\$130	\$131

Below is a comparison of emergency medical services fees for other agencies in Contra Costa County:

Agency	Base Rate	Assessment without Transport	First Responder Fee	Mileage
Contra Costa County FPD	\$2,428	\$520	\$507	\$58
San Ramon Valley FPD	\$2,500	\$600	Does not charge	\$40

**RECOMMENDATION**

Staff recommends the Board adopt Resolution 20-07 Establishing a Modified Schedule of Cost Recovery Fees for Emergency Medical Services.

**ATTACHMENT**

Attachment A – Resolution 20-07 – Adopting a Modified Schedule of Cost Recovery Fees for Emergency Medical Services

**RESOLUTION NO. 20-07**

**A RESOLUTION OF THE MORAGA-ORINDA FIRE DISTRICT  
ADOPTING A MODIFIED SCHEDULE OF  
COST RECOVERY FEES FOR EMERGENCY MEDICAL SERVICES**

WHEREAS, on October 17, 2001, the Moraga-Orinda Fire District of Contra Costa County (“District”) enacted District Ordinance No. 01-01 (the “Ordinance”), which authorized the formulation of a schedule of fees and collection policies as provided in Health & Safety Code section 13916, a portion of the Fire Protection District Law of 1987 (Health & Safety Code sections 13800 *et seq.*); and,

WHEREAS, the Ordinance provides that the Ordinance Fee Schedule may be modified on an annual basis by a Resolution of the District Board; and,

WHEREAS, notice has been given for the consideration of the modified fees set forth herein below, consistent with applicable law; and,

WHEREAS, because of Medicare fee reductions and the actual costs expended by the District for providing ambulance and emergency medical services have increased; and,

WHEREAS, the District is authorized under Health & Safety Code section 13916 to recover its actual costs in association with the furnishing of ambulance service and other authorized service of the District; and,

NOW THEREFORE, BE IT RESOLVED that the fees for ambulance transport as adopted in a Master Fee Schedule of the District for ambulance transport are modified to provide for the imposition of the following fees upon rendering of the described service effective July 1, 2020:

- Increase Base Rates as follows:
  - Emergency Ambulance Response Base Rate from \$2,600 to \$2,629
  - First Responder Fee from \$624 to \$631
  - Mileage from to \$42 per mile to \$43 per mile
  - Oxygen from \$130 to \$131

MOFD currently bills for non-transport emergency medical services when patients are assessed and treated on scene but decline transport services. Current industry standards support cost recovery for non-transport services and the Assessment Without Transport Fee cost recovery schedule is increased from \$624 to \$631 effective July 1, 2020; and,

BE IT FURTHER RESOLVED, that the District Board finds that the increases in emergency medical services fees are necessary to offset increased costs and the Medicare fee reductions, and are reasonable in the amount adopted.

Resolution 20-07

PASSED, APPROVED and ADOPTED this 17<sup>th</sup> day of June, 2020 at the regular meeting of the District Board of Directors held virtually on **June 17, 2020**, on motion made by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and duly carried with the following roll call vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

Resolution 20-07

Dated: June 17, 2020

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Steven Danziger, President  
Board of Directors

ATTEST:

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Marcia Holbrook  
District Clerk



# Moraga-Orinda Fire District

**TO:** Board of Directors

**FROM:** Gloriann Sasser, Administrative Services Director

**DATE:** June 17, 2020

**SUBJECT:** **Item 9.5 – Resolution 20-08 Establishing the District’s Annual Appropriations Limit for Fiscal Year 2020/21**

## **BACKGROUND**

Each year the Board of Directors is required to establish an appropriations limit for the District per California Government Code Section 7910. In accordance with the calculation formula established in the Government Code, the District’s appropriations limit for Fiscal Year 2020/21 is \$31,860,615. Prior appropriations limits are as follows:

<b>Fiscal Year</b>	<b>Appropriations Limit</b>
2016/17	\$26,712,286
2017/18	\$28,010,956
2018/19	\$29,294,501
2019/20	\$30,635,296
2020/21	\$31,860,615

## **RECOMMENDATION**

Staff recommends the Board adopt Resolution No. 20-08 establishing the appropriations limit for Fiscal Year 2020/21 at \$31,860,615.

## **ATTACHMENT**

1. Attachment A – Resolution 20-08 – Establishing the Appropriations Limit for Fiscal Year 2020/21 Pursuant to Article XIII B of the California Constitution

**RESOLUTION NO. 20-08**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE MORAGA-ORINDA FIRE PROTECTION DISTRICT  
ESTABLISHING THE APPROPRIATIONS LIMIT FOR  
FISCAL YEAR 2020/21 PURSUANT TO ARTICLE XIII B OF  
THE CALIFORNIA CONSTITUTION**

WHEREAS, Article XIII B of the California Constitution provides that the total annual appropriations subject to limitation of each governmental entity, including the Moraga-Orinda Fire Protection District ("District"), shall not exceed the appropriations limit of such entity of government for the prior year adjusted by certain changes mandated by Proposition Four passed in November, 1979 and Proposition 111 in June, 1990 except as otherwise provided for in Article XIII B and implementing State statutes; and,

WHEREAS, pursuant to Article XIII B, and Section 7900 et seq. of the California Government Code, the District is required to set its appropriations limit for each fiscal year; and,

WHEREAS, District Staff conducted necessary analysis and calculations to determine the appropriations limits for fiscal year 2020/21, relying on the prior fiscal year approved limit and using the following two adjustment factors: *Annual Percent Change in Population for the County of Contra Costa in conjunction with Percentage Change in Per Capita Personal Income*; and,

WHEREAS, based on such calculations District Staff has determined the said appropriations limit, and, pursuant to Section 7910 of the Government Code, has made available to the public the documentation used in the determination of the limit;

NOW THEREFORE, BE IT RESOLVED by the District Board of Directors that the Appropriations Limit for Fiscal Year 2020/21 shall be and is hereby set in the amount of \$31,860,615.

PASSED, APPROVED and ADOPTED this 17th day of June, 2020 at a regular meeting of the District Board of Directors held virtually on June 17, 2020, on motion made by Director \_\_\_, seconded by Director \_\_\_ and duly carried with the following roll call vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Dated: June 17, 2020

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Steven Danziger, President  
Board of Directors

ATTEST:

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Marcia Holbrook  
District Clerk



# Moraga-Orinda Fire District

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**TO:** Board of Directors

**FROM:** Dave Winnacker, Fire Chief

**DATE:** June 17, 2020

**SUBJECT:** **Item 9.6 – Resolution 20-09, Ordering Even - Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order**

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## **BACKGROUND**

The terms of office for two members of the Board of Directors in Divisions 2 and 5 will conclude in December of 2020. The Moraga-Orinda Fire District will participate in the November 2020 General District Election, as a part of the Statewide General Election.

California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December. Other elections may be held in the district and it is to the advantage of the district to consolidate.

California Elections Code also requires the governing body of any local agency to adopt regulations pertaining to materials prepared by a candidate for a Special District election, including whether a charge shall be levied against each candidate submitting a candidate statement to be sent to the voters. In past elections, the candidates have paid for the cost of their candidate statement.

Attached is Resolution 20-09, necessary to appropriately initiate the District's participation in the election process.

Resolution 20-09 gives notice of holding a General Election, as well as specific instructions as to how such an election shall be held and conducted. The resolution also defines the filing instructions, and fee information.

The Moraga-Orinda Fire District Board has the authority to regulate how many words will be allowed in the Candidate Statement and payment for the voluntary Candidate Statement. The word count in the past has been limited to 400 words with the candidate paying the full cost.

Due to further streamlining efforts by the Elections Division, the cost of printing has been reduced, and the Contra Costa County Elections Division is recommending a 250-word limit. This is the standard used by most cities and special districts, and mandated for State elections. The minimum cost for a candidate statement is \$200. A district may elect to go over 250 words in which case the candidate statement costs will double.

The Contra Costa County Elections Division is estimating printing cost for a 250-word candidate statement to be:

Division 2 – \$226.80

Division 5 – \$238.80

Statements over 250 words will double in price.

### **FISCAL IMPACT**

The County Registrar of Voters has determined the cost of the election to the District to be approximately \$1.25 - \$1.75 per registered voter. Per the Contra Costa County Elections Division, the total number of registered voters are:

- Division 2 – 4,659
- Division 5 – 5,382

Sufficient appropriations have been included in the budget.

### **IN THE EVENT OF A TIE VOTE**

The County Elections Office requires that the board decide what action is to be taken in the event of a tie vote:

- The winner shall be determined by lot at a time and place designated by this board.
- The governing board shall call a run-off election on the sixth Tuesday following the election at which the tie vote occurred.

Staff has been advised by the County Elections Office that a stand-alone, run-off election is estimated to cost approximately \$5.00 per registered voter.

### **RECOMMENDATION**

Staff recommends that the Board adopt Resolution 20-09 as presented, and in the event of a tie vote, the winner will be determined by a lot at a time and place designated by this board.

### **ATTACHMENT**

- 1) Attachment A – Resolution 20-09 Resolution Ordering Even - Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order

**RESOLUTION NO. 20-09**

**BEFORE THE BOARD OF DIRECTORS OF THE  
MORAGA-ORINDA FIRE DISTRICT  
CONTRA COSTA COUNTY, STATE OF CALIFORNIA**

**Resolution Ordering Even - Year Board of Directors  
Election; Consolidation of Elections; and  
Specifications of the Election Order**

WHEREAS, California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year; and

WHEREAS, other elections may be held in whole or in part of the territory of the district and it is to the advantage of the district to consolidate pursuant to Elections Code Section 10400; and

WHEREAS, Elections Code Section 10520 requires each district involved in a general election to reimburse the county for the actual costs incurred by the county elections official in conducting the election for that district; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens the district board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; may establish the cost; and determine whether the costs be paid in advance; and

WHEREAS, Elections Code Section 12112 requires the election official of the principal county to publish a notice of the election once in a newspaper of general circulation in the District;

NOW, THEREFORE, IT IS ORDERED that an election be held within the territory included in this district on the **3rd day of November, 2020**, for the purpose of electing members to the board of directors of said district in accordance with the following specifications:

**SPECIFICATIONS OF THE ELECTION ORDER**

1. The Election shall be held on Tuesday, **the 3rd day of November, 2020**. The purpose of the election is to choose members of the board of directors or councilmembers for the following seats: (offices and terms)

Director Division 2  
Director Division 5

4-year term  
4-year term

- The District has determined that the Candidate will pay for the Candidate's Statement. As a condition of having the Candidate's Statement published, the candidate shall pay the estimated costs at the time of filing. The Candidate's Statement will be limited to four hundred (400) words. The District hereby establishes the estimated cost for a candidate statement as the following:

Division 2 - \$400.00

Division 5 - \$400.00

- The District directs that the County Registrar of Voters of the principal county publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
- The District has determined that in the event of a tie vote, the winner shall be determined by lot at a time and place designated by this Board.
- This Board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, pursuant to Elections Code 10400.
- The district will reimburse the county for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.
- The Clerk of this Board is ordered to deliver copies of this Resolution, to the Registrar of Voters, and if applicable, to the Registrar of Voters of any other county in which the election is to be held, and to the Board of Supervisors.
- THE FOREGOING RESOLUTION WAS ADOPTED upon motion by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, at a regular meeting of the Board of Directors held virtually on this **17<sup>th</sup> day of June, 2020**, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**Dated: June 17, 2020**

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Steven Danziger, President  
Board of Directors

ATTEST:

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Marcia Holbrook, District Secretary/District Clerk  
Moraga-Orinda Fire District

9.6A



# Moraga-Orinda Fire District

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**TO:** Board of Directors

**FROM:** David Winnacker, Fire Chief  
Jeff Isaacs, Fire Marshal

**DATE:** June 17, 2020

**SUBJECT:** Item 9.7 – Community Chipping

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## **BACKGROUND**

As a result of increased public awareness following the major fires of the last three years, MOFD has been aggressively working with the community to decrease the risk of wildfire. In addition to outreach, education, and enforcement, the District has been offering free community chipping. The response to this service has been overwhelming.

From January 1<sup>st</sup> to June 12<sup>th</sup> June the District conducted community chipping with as many as three chippers in service on any given day:

### **January 1, 2020 – June 12, 2020**

- 190 tons of material chipped
- 385 homes serviced
- \$50,000 spent
- 170 staff days

Chipping was conducted by the MOFD fuel mitigation staff using a variety of hired vendors who provided chippers and specialized trucks to haul material.

As of 12 June, this program will be suspended until at least 1 September as the fuel mitigation staff transition to the conduct of exterior hazard abatement compliance inspections along major evacuation routes and respond to the 60+ complaints of non-compliant properties that have been received during this period.

## **BOARD DIRECTION**

The FY20 budget included \$33,000 for fuel mitigation spending in addition to (4) dedicated full time positions with support from administrative staff, the fire marshal, and fire chief. The widespread use of the program and the increased requests for chipping indicate the program could be significantly expanded without fully meeting the community's desire to participate. Staff is seeking board direction regarding the program's future. Options include, continuation of pre-season chipping January to June, expansion of the program to year round operations, or changes to the program to include a cost share option to reduce costs and increase the number of chipping days available within the existing program.

Staff is concerned that an ad hoc program, without clearly defined parameters and budget will result in frustrated residents who have conducted fuel mitigation and piled material along the roadside with an expectation that MOFD will respond to a chipper request that they have not yet submitted and has not been scheduled. Several neighborhoods were scheduled for a single day of chipping that ultimately became as many as ten days of chipping as new piles were built and additional residents participated.

The experience year to date suggests there is a tremendous desire to utilize this program throughout the district and demand will rapidly exceed the current program scope.

**RECOMMENDATION**

1) Discuss; 2) Deliberate; 3) Provide direction to Staff.