



Moraga-Orinda Fire District

Board of Directors

REGULAR MEETING

January 8, 2020

6:00 p.m. CLOSED SESSION

7:00 p.m. OPEN SESSION

PLEASE NOTE NEW MEETING ADDRESS:

Moraga Library Community Room
1500 Saint Mary's Road
Moraga, CA 94556

1. OPENING CEREMONIES

- 1.1 Call the Meeting to Order
- 1.2 Roll Call

2. PUBLIC COMMENT

The public is invited to speak on any matter not appearing on the agenda, and within the subject matter jurisdiction of the District. Comments should be limited to three minutes. Please state your name and address for the record.

3. CLOSED SESSION

3.1 Public Employee Performance Evaluation

(Government Code Section 54957)

Public Employee Appointment Title: Fire Chief

3.2 Conference with Labor Negotiator

(Government Code Section 54957.6)

Agency Designated Representative: Jonathan Holtzman

Employee Organization: Local 2700 United Clerical, Technical & Specialized Employees

4. RECONVENE THE MEETING

- 4.1 Call the Meeting to Order
- 4.2 Pledge of Allegiance

5. REPORT OF CLOSED SESSION ACTION

6. PUBLIC COMMENT

The public is invited to speak on any matter not appearing on the agenda, and within the subject matter jurisdiction of the District. Comments should be limited to three minutes. Please state your name and address for the record.

7. PUBLIC HEARING

7.1 Public Hearing to consider the proposed revision to the Schedule of Fees for District Services.

The Board of Directors will consider approval of Resolution 20-01, A Resolution of the Moraga-Orinda Fire District Revising a Schedule of Fees for District Services.

Staff Recommendation: 1) Open the Public Hearing and Hear Public Comment; 2) Discuss; 3) Close Public Hearing; 4) Adopt Resolution 20-01, a Resolution of the Moraga-Orinda Fire District Revising a Schedule of Fees for District Services.

8. CONSENT AGENDA

8.1 Monthly Check/Voucher Register – December 2019

Staff Recommendation: Approve and File

8.2 Monthly Financial Report – November 2019

Staff Recommendation: Approve and File

9. REGULAR AGENDA

9.1 Proposed Fire Code Changes

Staff will present information to the Board

Staff Recommendation: 1) Discuss; 2) Provide direction to staff

9.2 Adopt Resolution No. 20-02 Approving an Investment Policy for District Funds

Staff will present information to the Board regarding Resolution No. 20-02 A Resolution of the Board of Directors of the Moraga-Orinda Fire Protection District Approving an Investment Policy for District Funds.

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Adopt Resolution No. 20-02

9.3 2020 Fuel Mitigation Schedule

Staff will present information to the Board regarding the 2020 Fuel Mitigation Schedule.

Staff Recommendation: Information only

10. COMMITTEE REPORTS

10.1 Audit Ad Hoc Committee (Directors Jex and Danziger)

10.2 Finance Committee (Directors Danziger and Jorgens)

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

10.4 Fire Chief Performance Evaluation Ad Hoc Committee (Directors Baitx and Donner)

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

11.3 Fire Chief Updates

11.3.1 Human Resources Update

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 December 23, 2019, 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.



Gloriann Sasser
Administrative Services Director



Moraga-Orinda Fire District

TO: Board of Directors
FROM: Jeff Isaacs, Fire Marshal
DATE: January 8, 2020
SUBJECT: Item 7.1 – Adopt Resolution 20-01 Revising a Schedule of Fees for District Services

BACKGROUND

In 2013, the District established a new fee structure based on the results of an independent fee study analysis and in-house comparable agency survey. The fee schedule resolution includes a provision for an annual modification to fees based on the Consumer Price Index.

The Consumer Price Index (CPI) for All Urban Consumers, San Francisco-Oakland-Hayward, California region, increased 3.0% effective October 2019 (most recent).

Staff recommends adoption of Resolution 20-01 (Attachment A) adopting the new fee schedule for 2020 based on the 3.0% CPI increase (Attachment B.)

RECOMMENDATION

- 1) Open Public Hearing for the purpose of receiving public comment regarding proposed revision to the Schedule of Fees for District Services.
- 2) Discuss
- 3) Close Public Hearing
- 4) Adopt Resolution 20-01 Revising a Schedule of Fees for District Services

ATTACHMENTS

Attachment A – Resolution No. 20-01 Revising a Schedule of Fees for District Services
Attachment B – Moraga-Orinda Fire District Permit and Plan Review Fee Schedule

RESOLUTION NO. 20-01

A RESOLUTION OF THE MORAGA-ORINDA FIRE DISTRICT REVISING A SCHEDULE OF FEES FOR DISTRICT SERVICES

WHEREAS, on November 20, 2013, the Moraga-Orinda Fire District of Contra Costa County (“District”) enacted District Ordinance No. 13-02 (the “Ordinance”), which authorized the schedule of fees as provided in Fire Protection Law of 1987 (Health and Safety Code sections 13800 et seq., the “Act; and,

WHEREAS, Ordinance No. 13-02 set forth District fees and costs which are subject to reimbursement; and,

WHEREAS, it is necessary from time to time to revise the fees and charges that assist in defraying the costs of specific services provided by the Moraga-Orinda Fire Protection District (“District”); and,

WHEREAS, the District has given notice of its intent to increase such fees and charges contained in Ordinance No. 13-02 as may be adopted by Resolution and noticed in accordance with Health and Safety Code Section §13916 *et seq.*, and Government Code Section §6066; and,

WHEREAS, Health and Safety Code Section §13916 (d) provides that the schedule of fees established by Ordinance No. 13-02 must indicate an amount to be charged which is based on the estimated cost to provide the service and that schedule was made available to the public at least ten days before the adoption of this Resolution; and,

WHEREAS, the District has determined, based on the services provided, that it should increase fees and charges based on an annual adjustment each Jan. 1 based on the annual change in the Consumer Price Index (CPI) All Urban Consumers, San Francisco-Oakland-Hayward, CA region, measured as of October of each year; and,

WHEREAS, the annual change in the Consumer Price Index (CPI) All Urban Consumers, San Francisco-Oakland-Hayward, CA region, measured as of October, 2019 was determined to be 3.0 percent; and,

WHEREAS, the fees and charges set forth in Exhibit A, attached hereto and made a part hereof, have been increased by a maximum of 3.0 percent rounded to the nearest whole number and found to be based upon the actual costs of performing such District services and are reasonable,

NOW THEREFORE BE IT RESOLVED by the District Board of Directors that:

1. Each of the recitals of this Resolution is found to be determinations of fact which are true and correct;
2. The fees and charges set forth in Exhibit A attached and incorporated by this reference shall be effective January 9, 2020;
3. The Board of Directors delegates its authority to the Fire Chief or designee to administer the fees and charges as set forth in Exhibit A;
4. The fees and charges authorized by this Resolution are statutorily exempt from review under the California Environmental Quality Act ("CEQA") as confirmed in CEQA Guidelines

Section 15273.

PASSED, APPROVED and ADOPTED by the Board of Directors of the Moraga-Orinda Fire District at the regular meeting of the District Board held on the 8th day of January 2020, at the Moraga Library Community Room, 1500 Saint Mary's Road, Moraga, California 94556, on a motion made by Director __, seconded by Director __, and duly carried with the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dated: January 8, 2020

Steven Danziger, President
Board of Directors

ATTEST:

Marcia Holbrook
District Secretary/District Clerk

MORAGA-ORINDA FIRE DISTRICT PERMIT AND PLAN REVIEW FEE SCHEDULE - EXHIBIT A

Effective January 9, 2020

Fee No.	Fee Description	Unit	FEE/DEPOSIT	
			2019	2020
INSPECTION - SINGULAR PERMITTED ACTIVITIES				
T1	Special Events, Tents and Booths			
T1.1	Tents between 200 and 5000 ft ² in size, and canopies in excess of 400 s.f.	per permit	\$185	\$191
T1.2	Tents greater than 5000 ft ² in size	per permit	\$193	\$199
T1.3	Extended period of use, up to 180 days per tent or air supported structure	per permit	\$253	\$261
SE1	Street Fairs, Carnivals, and Special Events	per permit (1)	\$341	\$351
E1	Explosives - any kind	per permit (3)	\$395	\$407
FW	Fireworks			
FW1.1	Fireworks Aerial	per permit (3)	\$788	\$812
FW1.2	Set Piece / Theatrical	per permit (3)	\$525	\$541
HM1	Hazardous Materials	per permit (3)	\$525	\$541
BP1	Burn Permit - Recreational / Open Flame	per permit	\$161	\$166
SP	Singular Permits - Other			
SP1.1	Change of Occupancy	per permit	\$321	\$331
SP1.2	Install/Maintain Acid Battery Systems > 50 gallons	per permit	\$328	\$338
SP1.3	Miscellaneous Permit (otherwise not listed above)	per permit	\$253	\$261
INSPECTION - ANNUAL OPERATIONAL PERMITS				
API	LPG Dispense	per permit	\$380	\$391
AP2	Welding or Hot Works	per permit	\$380	\$391
AP3	Spraying Flammable Finishes	per permit	\$380	\$391
AP4	Compressed Gas / Cryogenics	per permit		
AP4.1	Inert		\$380	\$391
AP4.2	Flammable		\$380	\$391
AP4.3	Cryogenics Portable Tanks		\$380	\$391
AP4.4	Cryogenics Portable Tanks Fixed System		\$380	\$391
AP5	Flammable / Combustible Liquids	per permit		
AP5.1	Flammable Liquid Storage Cabinet		\$380	\$391
AP5.2	Flammable Liquid Storeroom		\$380	\$391
AP5.3	Aboveground Storage Outside		\$395	\$407
AP5.4	Underground Storage Tank		\$395	\$407
AP6	Engine Repair Facilities	per permit		
AP6.1	1 - 4 Bays		\$380	\$391
AP6.2	5 - 8 Bays		\$380	\$391
AP6.3	9 + Bays		\$380	\$391
AP7	Group A Places Of Public Assembly	per permit		
AP7.1	Occupancy Load 50-100		\$315	\$324
AP7.2	Occupancy Load 101-200		\$380	\$391
AP7.3	Occupancy Load 201-299		\$503	\$518

AP7.4	Occupancy Load 300 +		\$503	\$518
AP8	Group E Occupancies- Schools	per permit		
AP8.1	Private Schools			
AP8.1.1	E-2 Occupant Load ≤ 150		\$421	\$434
AP8.1.2	E-1 Occupant Load > 150		\$525	\$541
AP8.3	Public Schools			
AP8.3.1	E-2 Occupant Load ≤ 150			
AP8.3.2	E-1 Occupant Load > 150			
AP9	Group I Institutional (I-2.1, I-4)	per permit		
AP9.1	Occupant Load 7-20		\$503	\$518
AP9.2	Occupant Load 21-99		\$569	\$586
AP9.3	Occupant Load 100 -249		\$569	\$586
AP9.4	Occupant Load 300 +		\$569	\$586
AP10	Group R-2 Occupancies Apartments	per permit		
AP10.1	Base Fee		\$151	\$156
AP10.1.1	3-12 units, per unit		\$151	\$156
AP10.1.2	13-30 units, per unit		\$3	\$3
AP10.1.3	31+ units, per unit		\$4	\$4
AP10A	Group R-2 Assisted Living Facilities			
AP10A.1	Base Fee		\$380	\$391
AP10A.1.2	per unit		\$4	\$4
AP11	Group R-3.1 Daycare-Residential	per permit		
AP11.1	R 3.1 Residential Day Care Occupant, Load 6 or Fewer			
AP12	Group R-4 Adult & Residential Care Facilities	per permit		
AP12.1	R 4 Adult Residential Day Care (Non-Medical), Client Load 7+, max of 6 non-ambulatory		\$441	\$454
AP12.2	Licensed Facilities (includes R-2.1,R-4)			
AP12.3	Occupant Load < 6		\$441	\$454
AP12.4	Occupant Load > 6		\$441	\$454
AP12.5	850 Form Fire Clearance Inspection		\$221	\$228
AP13	Group R-4 Day Care Facilities-Commercial	Per permit		
AP13.1	Occupant Load ≤ 50		\$420	\$433
AP13.2	Occupant Load > 50		\$472	\$486
AP14	Annual Operational Permits - Other			
AP14.1	Combustible Materials Storage	per permit	\$441	\$454
AP14.2	Change of Occupancy	per permit	\$503	\$518
AP14.3	Install/Maintain Acid Battery Systems > 50 gallons	per permit	\$503	\$518
AP14.4	High Pile Stock/Rack Systems	per permit	\$503	\$518
PLAN REVIEW				
PR1	Site Access Review: Preliminary Plan Review, Consulting, and Meetings			
PR1.1	Pre-project review	per proj (3)	\$525	\$541
PR1.2	Design Review			
PR1.2.1	Residential	per project	\$314	\$323
PR2.1.2	Commercial	per project	\$525	\$541
PR1.3	Residential Addition/Remodel	per project	\$314	\$323
PR3	Site / Water/ Access Review	per project	\$421	\$434
PR4	Cell Tower / Antenna/ Land Use Review/ Solar	per project	\$380	\$391

PR5	Street Numbering / Address Review	per project	\$196	\$202
PR6	Residential and Building Construction - New Building			
PR6.1	Plan Review			
PR6.1.1	0 - 5,000 s.f.	per project	\$503	\$518
PR6.1.2	Greater than 5,000 s.f.	hourly	\$126	\$130
PR6.2	Inspection			
PR6.2.1	0 - 5,000 s.f.	per inspection	\$380	\$391
PR6.2.2	Greater than 5,000 s.f.	hourly	\$126	\$130
PR7	Building Construction - Tenant Improvement			
PR7.1	Plan Review			
PR7.1.1	0 - 5,000 s.f.	per project	\$631	\$650
PR7.2.2	Greater than 5,000 s.f. (per hour with \$100 deposit)	hourly	\$126	\$130
PR7.3	Inspection			
PR7.3.1	0 - 5,000 s.f.	per inspection	\$503	\$518
PR7.3.2	Greater than 5,000 s.f.	hourly	\$126	\$130
PR8	Fire Alarm System			
PR8.1	Plan Review	per project		
PR8.1.1	First 25 Devices		\$503	\$518
PR8.1.2	each additional 25 devices, or portion thereof		\$189	\$195
PR8.2	Inspection	per inspection		
PR8.2.1	First 25 Devices		\$380	\$391
PR8.2.2	each additional 25 devices, or portion thereof		\$189	\$195
PR9	Fire Protection Systems - Residential - New / Modify			
PR9.1	Plan Review	per project		
PR9.1.1	First 25 Heads		\$380	\$391
PR9.1.2	each additional 25 heads, or portion thereof		\$189	\$195
PR9.2	Inspections (Rough and Final)	per inspection		
PR9.2.1	First 25 Heads		\$380	\$391
PR9.2.2	each additional 25 heads, or portion thereof		\$189	\$195
PR10	Fire Protection Systems - Commercial - New			
PR10.1	Plan Review	per project		
PR10.1.1	First 25 Heads		\$503	\$518
PR10.1.2	each additional 25 heads, or portion thereof		\$189	\$195
PR10.2.2	Inspection	per inspection		
PR10.2.2.1	First 25 Heads		\$503	\$518
PR10.2.2.2	each additional 25 heads, or portion thereof		\$189	\$195
PR10.2.2.3	Per additional Riser	per riser	\$126	\$130
PR11	Fire Protection Systems - Commercial - Tenant Improvement			
PR11.1	Plan Review	per project		
PR11.1.2	First 25 Heads		\$503	\$518
PR11.1.3	each additional 25 heads, or portion thereof		\$189	\$195
PR11.2	Inspection	per inspection		
PR11.2.1	First 25 Heads		\$421	\$434
PR11.2.2	each additional 25 heads, or portion thereof		\$189	\$195
PR12	Fire Protection Systems - Miscellaneous			
PR12.1	Additional Overhead Hydro Test	per test	\$503	\$518
PR12.2	Spray Booths Including Fire Protection System (New Install)	per permit	\$441	\$454

PR12.3	Fire Pumps & Related Equipment - Install or Modify (Non-Residential Applications)	per permit	\$441	\$454
PR12.4	Standpipe System/ AFES Underground	per permit	\$503	\$518
PR12.5	Pre-Action Fire Protection System Review	per permit	\$503	\$518
PR12.6	Hood and Duct Fire Protection system	per permit	\$503	\$518
PR12.7	Clean Agent Fire Protection System	per permit	\$569	\$586
PR12.8	Nitrous Oxide/Medical Gas System	per permit	\$569	\$586
PR12.9	Smoke Management System	per permit	\$569	\$586
PR12.10	Fire Hydrant Plan Review	per permit	\$441	\$454
PR12.11	Water Flow Field Test for Sprinkler Systems	per test	\$441	\$454
PR12.12	Inspection	Per inspection	\$503	\$518
PR13	Tanks / Piping			
PR13.1	Install/Remove Underground	per permit		
PR13.1.1	Plan Review		\$503	\$518
PR13.1.2	Inspection	Per inspection	\$503	\$518
PR13.2	Install/ Remove Aboveground Tank with Lines	per permit		
PR13.2.1	Plan Review		\$503	\$518
PR13.2.2	Inspection	Per inspection	\$503	\$518
PR13.3	Temporary Construction Tank (Install and Use per Location/ Site)	per permit		
PR13.3.1	Plan Review		\$503	\$518
PR13.3.2	Inspection	Per inspection	\$503	\$518
PR14	Special Hazard - Hazardous Material			
PR14.1	Hazardous Materials Approval for Use & Compliance	per project	\$631	\$650
PR14.2	Compressed Gas & Cryogenics (Initial plan review and install)	per project	\$631	\$650
MISCELLANEOUS				
ALT1	Alternative Means and Methods	per project (3)	\$657	\$677
ASP1	Additional Inspections	per inspection	\$253	\$261
PR1	Additional Plan Review/Permit Renewal/Resubmittal Fee	per submittal	\$253	\$261
SB1	After hours Inspections (2 Hour Minimum)	per project	\$380	\$391
MS1	Photocopies (per Page) Letter or legal Size	per copy	\$0.10	\$0.10
RS1	Research Fee	hourly (4)	\$126	\$130
IR1	Incident Report Request	per request	\$6	\$6
CP1	Instructional Services (CPR)	per student	\$88	\$91
MR1	Medical Records Request	per request	\$15	\$15
FA1	Repeated False Alarm Responses (per response after the 3rd response in 30 consec. days)	per response	\$173	\$178
WA1	Weld Inspections	per instance	\$380	\$391
DP1	Deposit processing fee	per project	\$64	\$66
SA1	Subpoena Fee	per employee per day (5)	\$275	\$275
RC1	Returned Check Charge	per check	\$29	\$30
WA2	Weed Abatement	per parcel	Cost + 50%	Cost + 50%
<i>[Notes]</i>				
[1]	Does not include standby time. Separate fee would apply.			
[2]	Actual Cost of photos not included. Separate fee would apply.			
[3]	Minimum fee includes time shown. For service required in excess of standard, hourly rate would apply.			
[4]	Fee for retrieval & formatting of records information above and beyond basic retrieval and copy of a public record			
[5]	A deposit of \$275 for each day that a specified employee is required to remain in attendance pursuant to the subpoena. The District shall then be reimbursed for traveling expenses and the full cost to the District of paying the employee. If the actual expenses should later prove to be less than \$275 per day tendered, the excess of the amount shall be refunded. If the actual expenses should later prove to be more than the amount deposited, the District may collect the balance from the party at whose request the subpoena is issued. California Government Code 68097.2.			

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 27 - Capital Projects Fund
 From 12/1/2019 Through 12/31/2019

<u>Check Number</u>	<u>Check Date</u>	<u>Name</u>	<u>Check Amount</u>	<u>Transaction Description</u>
27921	12/6/2019	Consolidated CM	20,850.00	Management services 02/02/19-03/01/19
	12/6/2019	Consolidated CM	19,370.00	Management services 03/02/19-03/29/19
	12/6/2019	Consolidated CM	33,445.00	Management services 03/30/19-04/26/19
	12/6/2019	Consolidated CM	26,515.00	Management services 04/27/19-05/24/19
	12/6/2019	Consolidated CM	9,870.00	Management services 05/25/19-09/27/19
	12/6/2019	Consolidated CM	16,274.89	Management services 11/24/18-12/28/18
	12/6/2019	Consolidated CM	19,991.00	Management services 12/29/18-02/01/19
27934	12/6/2019	Maintainer Corporation of Iowa...	151,240.00	Type VI fire engine-Ram chassis/Maintainer Spitfire body
27941	12/6/2019	Renne Public Law Group, LLP	1,907.33	Services thru 10/31/19
27976	12/20/2019	Bay Drainage Inc.	8,510.00	Drainage for left side of Station 45
		Total 27 - Capital Projects Fund	307,973.22	

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 50 - General Fund
 From 12/1/2019 Through 12/31/2019

Check Number	Check Date	Name	Check Amount	Transaction Description
27908	12/6/2019	Abila	3,568.00	MIP Maintenance & Support Service 12/20/19-12/1
27909	12/6/2019	ADT Security Services	42.99	Service 12/4/19-01/03/20- Admin bldg. burglar syst
	12/6/2019	ADT Security Services	44.92	Services 12/4/19-01/03/20- Admin bldg. camera
	12/6/2019	ADT Security Services	73.04	Services 12/9/19-01/08/20- Station 45
27910	12/6/2019	Alameda County Fire Departm...	1,267.11	Check engine light-Unit 455
27911	12/6/2019	ALSCO - American Linen Divi...	588.77	November 2019 linen
27912	12/6/2019	American Fidelity	1,077.28	Supplemental deductions-Period Ending 10/31/19
27913	12/6/2019	A T and T	66.12	Acct# 9252589731 181 2 11/20/19-12/19/19 Statio
	12/6/2019	A T and T	240.40	Acct# 9252589746 829 9 11/20/19-12/19/19
27914	12/6/2019	A T and T Mobility	775.80	Phone Acct #287016079073 10/16/19-11/15/19
27915	12/6/2019	Bandwidth.com, Inc.	435.56	Service 12/01/19-12/31/19
27916	12/6/2019	Berkeley Fire Department	4,333.00	Academy seat- 2nd of 3 payments
27917	12/6/2019	Biomedical Waste Disposal	79.00	November 2019 Medical Waste
	12/6/2019	Biomedical Waste Disposal	79.00	November 2019 Medical Waste A/C #0350
27918	12/6/2019	Bound Tree Medical, LLC	205.50	C3 Ketamine
	12/6/2019	Bound Tree Medical, LLC	6,583.19	Misc supplies
27919	12/6/2019	Julie Chow	678.00	Refund fire flow tax 2015/16 thru 2019/20
27920	12/6/2019	Comcast	88.47	8155 40 005 0208428 Station 41-11/29/19-12/28/19
	12/6/2019	Comcast	88.47	8155 40 005 0208436 Station 42-11/24/19-12/23/19
	12/6/2019	Comcast	88.38	8155 40 006 0190996 Station 45-11/23/19-12/22/19
27922	12/6/2019	CPR Training Center	1,600.00	10 PALS renewals 11/20/19
27923	12/6/2019	Definitive Networks, Inc.	16,092.00	Service coverage for November 2019
27924	12/6/2019	EBMUD	1,185.51	Water 09/26/19-11/26/19
27925	12/6/2019	EAN Services, LLC	671.70	Truck rental 10/28/19-11/08/19-L. Lambert
27926	12/6/2019	FasTrak Invoice Processing D...	8.35	Golden Gate Bridge toll-11/3/19-Unit 4511
27928	12/6/2019	Evan Ford	122.00	EMT re-certification-E. Ford
27929	12/6/2019	Uriel Garcia	1,781.25	GIS services 8/28/19-11/20/19
27930	12/6/2019	Horizons Unlimited	175.00	Oven installation
27931	12/6/2019	Hunt & Sons, Inc.	1,786.03	Fuel A/C #72371
	12/6/2019	Hunt & Sons, Inc.	1,403.84	Fuel A/C #72372
	12/6/2019	Hunt & Sons, Inc.	1,415.31	Fuel A/C #72373
	12/6/2019	Hunt & Sons, Inc.	605.87	Fuel A/C #72374
	12/6/2019	Hunt & Sons, Inc.	1,180.41	Fuel A/C #72375
27932	12/6/2019	IAFF Local 1230 Dues	8,073.76	Period Ending 11/30/19-Dues
27933	12/6/2019	IAFF Local 1230 Insurance	1,944.09	Period Ending 11/30/19- Insurance
27935	12/6/2019	S. J. Mazaika	805.72	Chipping week of 11/25/19
27936	12/6/2019	Office Depot	87.38	Copy paper
	12/6/2019	Office Depot	56.74	Office supplies
27937	12/6/2019	PLIC	49.95	December 2019
27939	12/6/2019	Jacob Reberg	280.00	ACLS class and paramedic license renewal-J. Reb
27940	12/6/2019	Reinholdt Engineering Constr...	140.00	Annual maintenance inspection-Station 41
	12/6/2019	Reinholdt Engineering Constr...	300.00	Annual maintenance inspection-Station 42
	12/6/2019	Reinholdt Engineering Constr...	280.00	Annual maintenance inspection-Station 44
	12/6/2019	Reinholdt Engineering Constr...	400.00	Annual maintenance inspection-Station 45
27941	12/6/2019	Renne Public Law Group, LLP	6,127.00	Services thru 10/31/19
27942	12/6/2019	Christine Russell	237.79	Reimb. mileage and per diem-CALPELRA Confere
27943	12/6/2019	Seever & Sons Tire Pros	1,474.01	Tires-Engine 41
27944	12/6/2019	Sloan Sakai Yeung & Wong LLP	70.00	Services thru 10/31/19
27945	12/6/2019	Snowy River EMS Production...	490.00	PHTLS recert class 11/12/19
27946	12/6/2019	V-Studio	4,995.00	Additional functionality for images to fire hazard ap
27947	12/6/2019	Verizon Wireless	996.48	Account 623714059-00001 Service 10/24/19-11/23
27948	12/6/2019	Wittman Enterprises, LLC	4,918.17	October 2019
27949	12/12/2019	Airgas USA, LLC	483.75	Tank Rental-Station 41- #2118770 -November 201
	12/12/2019	Airgas USA, LLC	53.15	Tank Rental-Station 44- #2902766 ---November 20
	12/12/2019	Airgas USA, LLC	335.35	Tank Rental-Station 45- #2867225 ---November 20
27950	12/12/2019	American Fidelity Assurance	2,949.30	Period Ending 11/30/2019

Moraga-Orinda Fire District
Check/Voucher Register - Check Register
50 - General Fund
From 12/1/2019 Through 12/31/2019

Check Number	Check Date	Name	Check Amount	Transaction Description
27951	12/12/2019	American Fidelity	1,077.28	Supplemental deductions-Period Ending 11/30/19
27952	12/12/2019	A T and T	158.45	Acct# 9391053307 11/01/19-11/30/19
27953	12/12/2019	A T and T Mobility	321.92	iPads 11/3/19-12/2/19
	12/12/2019	A T and T Mobility	222.24	Suppression mobile 11/3/19-12/2/19
27954	12/12/2019	California Diesel & Power	2,103.77	Generator repair-Station 41
27955	12/12/2019	EBMUD	272.32	Water 09/26/19-11/26/19 Sprinkler
	12/12/2019	EBMUD	187.70	Water 10/01/19-12/02/19 3/4" meter
	12/12/2019	EBMUD	532.32	Water 10/01/19-12/02/19 6" meter
27956	12/12/2019	FDAC EBA	2,072.17	December 2019 vision & life insur.
27957	12/12/2019	Hunt & Sons, Inc.	520.61	Fuel A/C #72372
27958	12/12/2019	Andrew Leach	452.00	Project Mayday and Firefighter Survival classes
27959	12/12/2019	L.N. Curtis & Sons	1,146.77	Gated Wye valve
	12/12/2019	L.N. Curtis & Sons	3,099.37	Turnout pants and coat-Rowe
	12/12/2019	L.N. Curtis & Sons	207.58	Vinyl salvage cover
	12/12/2019	L.N. Curtis & Sons	271.88	Wildland boots-Huebner
	12/12/2019	L.N. Curtis & Sons	288.19	Wildland pants-Hoover
27960	12/12/2019	S. J. Mazaika	491.82	Chipping week of 12/09/19
27961	12/12/2019	Office Depot	586.64	3 Toner cartridges
	12/12/2019	Office Depot	109.24	Toner cartridge
27962	12/12/2019	Paymentus Group, Inc.	66.84	Credit card fees-November 2019
27963	12/12/2019	Pacific Gas & Electric	1,087.62	11/04/19-12/04/19 Station 44
	12/12/2019	Pacific Gas & Electric	1,193.08	11/04/19-12/04/19 Station 45
27964	12/12/2019	Republic Services	530.41	December 2019 Trash A/C#302100093245
	12/12/2019	Republic Services	101.65	December 2019 Trash A/C#302100094052
	12/12/2019	Republic Services	511.09	December 2019 Trash A/C#302100095331
	12/12/2019	Republic Services	101.65	December 2019 Trash A/C#302100108522
27965	12/12/2019	Thomas Schwedhelm	248.00	S-223 class
27967	12/12/2019	Shred-it	70.62	November 2019 pick-up
27968	12/12/2019	Smart Clean Building Mainten...	245.00	December 2019 cleaning service
27969	12/12/2019	Staples Advantage	1,219.50	Misc. supplies
27970	12/12/2019	West Coast Code Consultants	11,001.01	Contract FM & Plans examiner/inspector-Novembe 2019
27971	12/20/2019	ADP, Inc.	1,940.60	HR/Benefit Workforce processing& Payroll fees ending11/30/19
27972	12/20/2019	Airgas USA, LLC	736.93	Oxygen-Station 45- #2867225
27973	12/20/2019	A T and T	345.13	Acct# 9391035207 11/12/19-12/11/19
27974	12/20/2019	AT&T	42.80	Internet 12/10/19-01/09/20 - Station 43
27975	12/20/2019	Bay Alarm Company	176.16	St.#42 Qtrly monitoring-A/C #3654324 01/01/20-04/01/20
	12/20/2019	Bay Alarm Company	375.00	St.#43 Qtrly monitoring-A/C #5627324 01/01/20-04/01/20
	12/20/2019	Bay Alarm Company	176.16	St.#44 Qtrly monitoring-A/C #3645624 01/01/20-04/01/20
27977	12/20/2019	Bound Tree Medical, LLC	324.12	Chlorascrub swabs & IV solution
	12/20/2019	Bound Tree Medical, LLC	2,427.11	Misc supplies-Station 41
	12/20/2019	Bound Tree Medical, LLC	2,825.27	Misc supplies-Station 45
27978	12/20/2019	Kevin Brashem	750.00	Rope Rescue class
27979	12/20/2019	Contra Costa Health Services	122.00	EMT re-certification-Tim Williams
27980	12/20/2019	Comcast	88.38	8155 40 006 0191002 Station 44-12/14/19-01/13/20
27981	12/20/2019	Concord Garden Equipment	729.76	4 cycle fuel
27982	12/20/2019	Concord Uniforms	32.52	District aide uniform cap
27983	12/20/2019	Dell Financial Services	614.79	Rental & Admin Fee 01/01/20-01/31/20 A/C #001-8402535-010
	12/20/2019	Dell Financial Services	225.92	Rental & Admin Fee 01/01/20-01/31/20 A/C #001-8402535-011
27984	12/20/2019	EBMUD	272.44	Water 10/10/19-12/12/19

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 50 - General Fund
 From 12/1/2019 Through 12/31/2019

Check Number	Check Date	Name	Check Amount	Transaction Description
27986	12/20/2019	Entenmann-Rovin Co.	124.96	Fire Marshal badge
27987	12/20/2019	Far Western Trophy & Award	23.49	Name plate-M. Holbrook
27988	12/20/2019	Happy Pixel Studio, LLC	450.00	Website hosting and maint. through 01/26/20
27989	12/20/2019	Greg Kennedy	3,180.00	3rd quarter 2019 EMS training/prep
27990	12/20/2019	L.N. Curtis & Sons	288.19	Wildland pants-Brandi-Rouff
27991	12/20/2019	S. J. Mazaika	954.45	Chipping week of 12/16/19
27992	12/20/2019	William Moffett	190.00	ACLS class-W. Moffett
27993	12/20/2019	Pacific Gas & Electric	354.98	11/05/19-12/05/19 Admin
	12/20/2019	Pacific Gas & Electric	932.52	11/05/19-12/05/19 Station 41
	12/20/2019	Pacific Gas & Electric	523.05	11/06/19-12/06/19 Station 42 Gas
27994	12/20/2019	Gloriann Sasser	282.64	Reimb. mileage 09/18/19-12/19/19 & CSFMO travel
27995	12/20/2019	TIAA Commercial Finance, Inc.	223.34	Copier Rental December 2019 A/C #20317889-1
27996	12/20/2019	Wittman Enterprises, LLC	9,846.83	November 2019
27997	12/20/2019	Zoll Data Systems	4,750.00	Maint FireRMS Enterprise & Telestaff interface 1/1/-12/31/20
CC-1219	12/9/2019	CCCERA Retirement	185,832.98	CCCERA retirement payment-November 2019 contributions
CF122419	12/19/2019	J. P. Morgan Equipment Finance	44,609.16	Ambulance lease ACH payment- Inv. 1000140303S20191224
CP057	12/6/2019	Calif. Public Employees'	176,724.29	CalPers Health Ins
CU-1219	12/9/2019	1st NorCal Federal Credit Union	1,702.20	Period ending 11/30/19-NorCal FCU
DD067	12/9/2019	Delta Dental Plan of Calif.	16,333.60	Delta Dental ACH payment
PFA 1219	12/9/2019	Moraga-Orinda Professional Fi...	1,722.00	Period ending 11/30/19- MOPFA
Stmt 11/22/19	12/23/2019	U.S. Bank	14,951.65	A/C #4246-0445-5564-6748 11/22/19
		Total 50 - General Fund	590,682.07	

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 60 - North Orinda Emergency Fuel Break
 From 12/1/2019 Through 12/31/2019

<u>Check Number</u>	<u>Check Date</u>	<u>Name</u>	<u>Check Amount</u>	<u>Transaction Description</u>
27927	12/6/2019	FirePoppy Consulting	825.00	Prescribed fire plan-Lower Wildcat Canyon-Unit 4
27938	12/6/2019	Prometheus Fire Consulting	2,090.00	Prescribed fire plans-Wagner Ranch Meadow & Lo Wildcat
27966	12/12/2019	Sequoia Ecological Consulting...	35,826.00	Services 10/1/19-10/31/19
27985	12/20/2019	East Bay Regional Park District	14,856.77	Services 9/1/19-11/30/19
27998	12/20/2019	Zonehaven Inc.	20,000.00	NOSFB mapping- Post mitigation fuel scanning & processing
		Total 60 - North Orinda Emergency Fuel Break	73,597.77	
Report Total			972,253.06	

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 19/20
From 7/1/2019 Through 11/30/2019

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Taxes					
Property Tax-Current Secured	4010	19,535,566.83	20,740,454.00	(1,204,887.17)	(5.81)%
Property Tax-Supplemental	4011	103,952.37	300,000.00	(196,047.63)	(65.35)%
Property Tax-Unitary	4013	0.00	200,000.00	(200,000.00)	(100.00)%
Property Tax-Curr Unsecured	4020	635,502.33	600,000.00	35,502.33	5.92%
Prop Tax- Prior Secured	4030	(3.38)	(45,000.00)	44,996.62	(99.99)%
Prop Tax-Prior Supplement	4031	0.00	(30,000.00)	30,000.00	(100.00)%
Prop Tax Prior Unsecured	4035	4,959.13	(10,000.00)	14,959.13	(149.59)%
Fire Flow Tax	4066	1,088,615.46	1,085,000.00	3,615.46	0.33%
Total Taxes		<u>21,368,592.74</u>	<u>22,840,454.00</u>	<u>(1,471,861.26)</u>	<u>(6.44)%</u>
Use of Money & Property					
Investment Earnings	4181	10,591.54	70,000.00	(59,408.46)	(84.87)%
Total Use of Money & Property		<u>10,591.54</u>	<u>70,000.00</u>	<u>(59,408.46)</u>	<u>(84.87)%</u>
Intergovernmental Revenue					
Homeowners Relief Tax	4385	0.00	149,000.00	(149,000.00)	(100.00)%
Intergovernmental Revenue-Federal Grants	4437	200,818.50	420,000.00	(219,181.50)	(52.19)%
CA FF JAC Training Funds	4440	0.00	6,500.00	(6,500.00)	(100.00)%
Other/In Lieu of Taxes	4580	967.52	900.00	67.52	7.50%
Measure H-Emerg Med Ser Subsid	4896	0.00	85,514.00	(85,514.00)	(100.00)%
Total Intergovernmental Revenue		<u>201,786.02</u>	<u>661,914.00</u>	<u>(460,127.98)</u>	<u>(69.51)%</u>
Charges for Service					
Permits	4740	1,313.00	2,000.00	(687.00)	(34.35)%
Plan Review	4741	130,412.00	250,000.00	(119,588.00)	(47.84)%
Inspection Fees	4742	11,361.00	33,000.00	(21,639.00)	(65.57)%
Weed Abatement Charges	4744	12,668.50	20,000.00	(7,331.50)	(36.66)%
CPR/First Aid Classes	4745	289.00	1,000.00	(711.00)	(71.10)%
Reports/ Photocopies	4746	228.75	350.00	(121.25)	(34.64)%
Other Charges for Service	4747	7,644.00	6,000.00	1,644.00	27.40%
Total Charges for Service		<u>163,916.25</u>	<u>312,350.00</u>	<u>(148,433.75)</u>	<u>(47.52)%</u>
Charges for Service - Ambulance					
Ambulance Service Fees	4898	738,680.53	1,938,000.00	(1,199,319.47)	(61.88)%
Ambulance Service Fee Reimbursements	4899	(81,729.05)	(188,000.00)	106,270.95	(56.53)%
Ambulance Collection Recovery Payments	4900	4,470.61	1,600.00	2,870.61	179.41%
Ground Emergency Medical Transportation	4901	(20,230.32)	50,000.00	(70,230.32)	(140.46)%
Total Charges for Service - Ambulance		<u>641,191.77</u>	<u>1,801,600.00</u>	<u>(1,160,408.23)</u>	<u>(64.41)%</u>
Other Revenue					
Other Revenue-Strike Team Recovery	4971	9,647.92	800,000.00	(790,352.08)	(98.79)%
Other Revenue & Financing Sources	4972	0.00	18,000.00	(18,000.00)	(100.00)%
Other Revenue-Misc.	4974	5,345.66	1,000.00	4,345.66	434.57%
Misc Rebates & Refunds	4975	736.59	1,000.00	(263.41)	(26.34)%
Sale of Surplus Property	4980	402.50	500.00	(97.50)	(19.50)%
Transfers In	4999	606.97	0.00	606.97	0.00%
Total Other Revenue		<u>16,739.64</u>	<u>820,500.00</u>	<u>(803,760.36)</u>	<u>(97.96)%</u>
Total Revenue		<u>22,402,817.96</u>	<u>26,506,818.00</u>	<u>(4,104,000.04)</u>	<u>(15.48)%</u>

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 19/20
From 7/1/2019 Through 11/30/2019

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Expenditures					
Salaries & Benefits					
Permanent Salaries	5011	3,762,390.28	9,968,534.00	6,206,143.72	62.26%
Temporary Salaries	5013	86,818.26	269,651.00	182,832.74	67.80%
Overtime	5014	636,933.16	1,830,828.00	1,193,894.84	65.21%
Deferred Compensation	5015	8,606.00	22,700.00	14,094.00	62.09%
Overtime - Strike Team	5016	236,093.77	540,020.00	303,926.23	56.28%
Contract Services	5018	47,734.30	0.00	(47,734.30)	0.00%
Worker's Compensation Recovery	5019	(59,753.17)	(150,000.00)	(90,246.83)	60.16%
Payroll Taxes -FICA,SUI	5042	73,846.27	207,193.00	133,346.73	64.36%
Payroll Processing Fees	5043	5,332.80	20,000.00	14,667.20	73.34%
Retirement Contributions	5044	2,080,942.50	5,388,042.00	3,307,099.50	61.38%
Life/Health Insurance-Permanent Employees	5060	443,464.45	1,380,492.00	937,027.55	67.88%
Employee's-Health Insurance Contribution	5061	(43,284.03)	(140,664.00)	(97,379.97)	69.23%
Retiree Health Insurance	5062	507,468.40	1,275,000.00	767,531.60	60.20%
Retiree-Health Insurance Contribution	5063	(139,505.15)	(350,000.00)	(210,494.85)	60.14%
Unemployment Insurance	5064	899.99	11,000.00	10,100.01	91.82%
Retiree-Health OPEB Contribution	5065	0.00	559,108.00	559,108.00	100.00%
Vision Insurance	5066	6,087.99	20,796.00	14,708.01	70.73%
Pension Rate Stabilization	5067	0.00	1,023,850.00	1,023,850.00	100.00%
Workers' Compensation Insurance	5070	513,058.00	1,021,161.00	508,103.00	49.76%
Total Salaries & Benefits		8,167,133.82	22,897,711.00	14,730,577.18	64.33%
Operating Expense					
Office Supplies	6100	3,152.96	10,300.00	7,147.04	69.39%
Postage	6101	1,422.51	5,000.00	3,577.49	71.55%
Books & Periodicals	6102	156.34	7,660.00	7,503.66	97.96%
Printer Ink Cartridges	6103	49.95	2,500.00	2,450.05	98.00%
Telephone/Communication	6110	15,737.54	50,000.00	34,262.46	68.52%
Dispatch/Comm Center Services w/ AVL MDT	6111	0.00	188,700.00	188,700.00	100.00%
Utilities- Sewer	6120	4,625.17	4,100.00	(525.17)	(12.81)%
Utilities-Garbage	6121	6,224.00	14,050.00	7,826.00	55.70%
Utilities-PG&E	6122	23,562.40	69,900.00	46,337.60	66.29%
Utilities-Water	6123	8,083.02	18,300.00	10,216.98	55.83%
Utilities-Medical Waste	6124	1,020.23	2,200.00	1,179.77	53.63%
Small Tools & Instruments	6130	942.07	8,250.00	7,307.93	88.58%
Minor Equipment/Furniture	6131	69.45	1,500.00	1,430.55	95.37%
Computer Equipment & Supplies	6132	99.73	3,000.00	2,900.27	96.68%
Gas Power Chain Saw/Other Equipmen	6133	270.96	6,800.00	6,529.04	96.02%
Fire Trail Grading	6135	10,291.68	25,000.00	14,708.32	58.83%
Fire Fighting Equipment & Supplies	6137	8,011.82	7,000.00	(1,011.82)	(14.45)%
Fire Fighting Equipment-Hoses & Nozzles	6138	14,355.00	16,000.00	1,645.00	10.28%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 19/20
From 7/1/2019 Through 11/30/2019

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Fire Fighting Equipment-Class A Foam	6139	0.00	5,125.00	5,125.00	100.00%
Medical & Lab Supplies	6140	40,170.37	100,000.00	59,829.63	59.83%
Food Supplies	6150	5,806.33	4,000.00	(1,806.33)	(45.16)%
Safety Clothing & Personal Supplies	6160	22,592.75	120,000.00	97,407.25	81.17%
Household Expense	6170	5,774.93	17,000.00	11,225.07	66.03%
Household Expense-Linen	6171	2,301.09	6,440.00	4,138.91	64.27%
Public & Legal Notices	6190	0.00	10,000.00	10,000.00	100.00%
Dues, Memberships & Professional Fees	6200	1,457.50	8,555.00	7,097.50	82.96%
EMT/Paramedic Licensure Fees	6201	690.00	4,000.00	3,310.00	82.75%
Rent & Leases (Equipment)	6250	11,660.42	29,900.00	18,239.58	61.00%
Computer Software & Maintenance	6251	54,405.06	75,500.00	21,094.94	27.94%
Website Development & Maintenance	6252	4,245.00	8,000.00	3,755.00	46.94%
EPA ID# Verification Fee	6264	150.00	150.00	0.00	0.00%
CCC HazMat Plan (CUPA)	6265	462.00	3,000.00	2,538.00	84.60%
BAAQMD & Environmental Health Fees	6266	0.00	900.00	900.00	100.00%
Air Monitor Maintenance & Replacement	6269	0.00	1,300.00	1,300.00	100.00%
Maintenance -- Equipment	6270	39,280.91	70,840.00	31,559.09	44.55%
Central Garage Repairs	6271	77,228.85	200,000.00	122,771.15	61.39%
Central Garage Gasoline & Oil	6272	30,484.98	65,000.00	34,515.02	53.10%
Central Garage Tires	6273	5,678.32	7,500.00	1,821.68	24.29%
Service/Repair Fuel System Dispensers	6274	0.00	2,500.00	2,500.00	100.00%
Aerial Ladder & Pump Testing	6275	0.00	1,000.00	1,000.00	100.00%
Smog Inspections	6276	93.85	500.00	406.15	81.23%
Air Compressor Quarterly Service	6278	1,690.61	3,000.00	1,309.39	43.65%
Hydro Test SCBA & Oxy Cylinder	6279	0.00	2,500.00	2,500.00	100.00%
Tank Testing	6280	0.00	1,000.00	1,000.00	100.00%
Maintenance -- Building	6281	26,553.69	64,000.00	37,446.31	58.51%
Maintenance -- Grounds	6282	3,388.96	6,400.00	3,011.04	47.05%
Meetings & Travel Expenses	6303	1,429.15	3,875.00	2,445.85	63.12%
Medical - Pre-Emp Processing and Annual Exams	6311	3,762.93	30,000.00	26,237.07	87.46%
Ambulance Billing Administration Fees	6312	22,473.28	74,160.00	51,686.72	69.70%
Outside Attorney Fees	6313	35,572.68	150,000.00	114,427.32	76.28%
Outside CPR Instructors	6314	0.00	2,000.00	2,000.00	100.00%
CCC County Tax Administration Fee	6316	0.00	205,000.00	205,000.00	100.00%
Professional Services	6317	12,935.00	46,000.00	33,065.00	71.88%
Professional Services - Labor Negotiator	6318	1,719.50	2,000.00	280.50	14.03%
Professional Services - Technology	6319	63,765.54	205,452.00	141,686.46	68.96%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 19/20
From 7/1/2019 Through 11/30/2019

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Professional Services - Pre-Employment Investigations	6320	6,520.00	15,000.00	8,480.00	56.53%
Professional Services - Promotional Exams & Recruitment	6321	673.07	6,000.00	5,326.93	88.78%
Professional Services-OPEB Actuarial Valuation	6322	2,889.41	5,500.00	2,610.59	47.47%
Exterior Hazard Removal	6323	12,007.50	25,000.00	12,992.50	51.97%
Professional Services-Prop Tax Audit & Forecasting	6326	0.00	8,200.00	8,200.00	100.00%
Professional Services	6327	0.00	14,000.00	14,000.00	100.00%
Burn Trailer Grant Maintenance	6352	0.00	3,500.00	3,500.00	100.00%
Testing Materials & Training Props	6354	2,652.51	20,000.00	17,347.49	86.74%
Career Development Classes	6357	2,809.96	25,000.00	22,190.04	88.76%
Target Safety Online Training	6359	3,515.00	9,000.00	5,485.00	60.94%
Training & Education Classes-Paramedic & EMT CE	6360	2,205.00	10,000.00	7,795.00	77.95%
District Sponsored Training-Mandated	6361	(1,331.61)	20,000.00	21,331.61	106.66%
Recruiting Costs	6470	4,333.00	40,000.00	35,667.00	89.17%
Strike Team Supplies	6474	7,059.78	9,500.00	2,440.22	25.69%
Community Emergency Response Team	6475	804.75	8,000.00	7,195.25	89.94%
Exercise Supplies/Maint.	6476	5,612.62	5,000.00	(612.62)	(12.25)%
Recognition Supplies	6478	1,189.14	4,000.00	2,810.86	70.27%
Other Special Departmental Exp	6479	56,899.07	95,950.00	39,050.93	40.70%
Public Education Supplies	6480	859.09	3,700.00	2,840.91	76.78%
CPR Supplies	6481	0.00	1,000.00	1,000.00	100.00%
LAFCO	6482	16,300.67	12,500.00	(3,800.67)	(30.41)%
Emergency Preparedness Expense	6484	386.11	10,000.00	9,613.89	96.14%
Misc. Services & Supplies	6490	14,952.26	35,800.00	20,847.74	58.23%
Fire Chief Contingency	6491	13,376.19	100,000.00	86,623.81	86.62%
Property & Liability Insurance	6540	45,781.00	57,000.00	11,219.00	19.68%
Total Operating Expense		<u>773,343.05</u>	<u>2,520,507.00</u>	<u>1,747,163.95</u>	<u>69.32%</u>
Other Expense					
Bank Fees	7510	2,760.35	3,300.00	539.65	16.35%
County Tax Collection Fees	7530	0.00	300.00	300.00	100.00%
Fire Flow Tax Collection Fees	7531	255.86	0.00	(255.86)	0.00%
Claims Expense	7540	60,304.48	0.00	(60,304.48)	0.00%
Operating Transfers Out	7999	461,833.46	1,085,000.00	623,166.54	57.43%
Total Other Expense		<u>525,154.15</u>	<u>1,088,600.00</u>	<u>563,445.85</u>	<u>51.76%</u>
Total Expenditures		<u>9,465,631.02</u>	<u>26,506,818.00</u>	<u>17,041,186.98</u>	<u>64.29%</u>
Excess of Revenues Over/ (Under) Expenditures		<u>12,937,186.94</u>	<u>0.00</u>	<u>12,937,186.94</u>	<u>0.00%</u>

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - Capital Projects Fund Actual to Budget-19/20
From 7/1/2019 Through 11/30/2019

		Current Period Actual	Total Budget - Original	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Use of Money & Property					
Investment Earnings	4181	<u>13,127.62</u>	<u>10,000.00</u>	<u>3,127.62</u>	<u>31.28%</u>
Total Use of Money & Property		13,127.62	10,000.00	3,127.62	31.28%
Intergovernmental Revenue					
Intergovernmental Revenue-Fed...	4437	<u>0.00</u>	<u>75,169.00</u>	<u>(75,169.00)</u>	<u>(100.00)%</u>
Total Intergovernmental Revenue		0.00	75,169.00	(75,169.00)	(100.00)%
Charges for Service					
Impact Mitigation Fees	4743	<u>14,000.00</u>	<u>40,000.00</u>	<u>(26,000.00)</u>	<u>(65.00)%</u>
Total Charges for Service		14,000.00	40,000.00	(26,000.00)	(65.00)%
Other Revenue					
Sale of Surplus Property	4980	5,199.00	0.00	5,199.00	0.00%
Transfers In	4999	<u>0.00</u>	<u>73,451.00</u>	<u>(73,451.00)</u>	<u>(100.00)%</u>
Total Other Revenue		<u>5,199.00</u>	<u>73,451.00</u>	<u>(68,252.00)</u>	<u>(92.92)%</u>
Total Revenue		<u>32,326.62</u>	<u>198,620.00</u>	<u>(166,293.38)</u>	<u>(83.72)%</u>
Expenditures					
Other Expense					
Bank Fees	7510	142.00	200.00	58.00	29.00%
Fire Flow Tax Collection Fees	7531	11,509.51	14,000.00	2,490.49	17.79%
Apparatus/Vehicles-Fixed Asset ...	7703	112,842.61	381,619.00	268,776.39	70.43%
Buildings-Station #43-Fixed Ass...	7706	42,265.02	202,266.00	160,000.98	79.10%
FEMA (AFG) Grants-Fixed Asse...	7707	16,194.00	17,000.00	806.00	4.74%
Buildings-Stations-Fixed Asset E...	7708	0.00	30,000.00	30,000.00	100.00%
Misc. Equipment Expense	7709	<u>0.00</u>	<u>82,686.00</u>	<u>82,686.00</u>	<u>100.00%</u>
Total Other Expense		<u>182,953.14</u>	<u>727,771.00</u>	<u>544,817.86</u>	<u>74.86%</u>
Total Expenditures		<u>182,953.14</u>	<u>727,771.00</u>	<u>544,817.86</u>	<u>74.86%</u>
Excess of Revenues Over/ (Under) Expenditures		<u>(150,626.52)</u>	<u>(529,151.00)</u>	<u>378,524.48</u>	<u>(71.53)%</u>

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - Debt Service Fund Actual to Budget-19/20
From 7/1/2019 Through 11/30/2019

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Taxes					
Property Tax-Current Secured	4010	3,709,744.00	3,709,744.00	0.00	0.00%
Total Taxes		3,709,744.00	3,709,744.00	0.00	0.00%
Use of Money & Property					
Investment Earnings	4181	29.18	500.00	(470.82)	(94.16)%
Total Use of Money & Property		29.18	500.00	(470.82)	(94.16)%
Other Revenue					
Transfers In	4999	461,833.46	1,011,549.00	(549,715.54)	(54.34)%
Total Other Revenue		461,833.46	1,011,549.00	(549,715.54)	(54.34)%
Total Revenue		4,171,606.64	4,721,793.00	(550,186.36)	(11.65)%
Expenditures					
Other Expense					
Pension Obligation Bond Principal Payment	7900	2,945,000.00	2,945,000.00	0.00	0.00%
Pension Obligation Bond Interest Payment	7901	299,236.50	521,609.00	222,372.50	42.63%
Apparatus Lease Principal Payment	7902	284,049.13	658,811.00	374,761.87	56.88%
Apparatus Lease Interest Payment	7903	16,575.53	31,657.00	15,081.47	47.64%
Lease Agreement Station 43 Principal	7906	125,000.00	250,000.00	125,000.00	50.00%
Lease Agreement Station 43 Interest	7907	36,208.80	71,081.00	34,872.20	49.06%
Transfers to Other Funds	7997	606.97	0.00	(606.97)	0.00%
Total Other Expense		3,706,676.93	4,478,158.00	771,481.07	17.23%
Total Expenditures		3,706,676.93	4,478,158.00	771,481.07	17.23%
Excess of Revenues Over/ (Under) Expenditures		464,929.71	243,635.00	221,294.71	90.83%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - NOSFB Fund Actual to Budget-19/20
From 7/1/2019 Through 11/30/2019

		Current Period Actual	Total Budget - Original	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Intergovernmental Revenue					
Misc State Aid/ Grants	4435	2,993,216.03	4,173,250.00	(1,180,033.97)	(28.28)%
Total Intergovernmental Revenue		2,993,216.03	4,173,250.00	(1,180,033.97)	(28.28)%
Total Revenue		2,993,216.03	4,173,250.00	(1,180,033.97)	(28.28)%
Expenditures					
Salaries & Benefits					
Temporary Salaries	5013	58,007.77	123,802.00	65,794.23	53.14%
Overtime	5014	4,415.95	0.00	(4,415.95)	0.00%
Payroll Taxes -FICA,SUI	5042	3,745.86	9,471.00	5,725.14	60.45%
Total Salaries & Benefits		66,169.58	133,273.00	67,103.42	50.35%
Operating Expense					
Office Supplies	6100	219.01	0.00	(219.01)	0.00%
Professional Services	6317	595,602.25	650,000.00	54,397.75	8.37%
Exterior Hazard Removal	6323	2,341,887.21	3,389,977.00	1,048,089.79	30.92%
Total Operating Expense		2,937,708.47	4,039,977.00	1,102,268.53	27.28%
Total Expenditures		3,003,878.05	4,173,250.00	1,169,371.95	28.02%
Excess of Revenues Over/ (Under) Expenditures		(10,662.02)	0.00	(10,662.02)	0.00%



Moraga-Orinda Fire District

TO: Board of Directors
FROM: Dave Winnacker, Fire Chief
DATE: January 8, 2020
SUBJECT: Item 9.1 – Fire Code Update

BACKGROUND

At the December 2019 board meeting, staff presented proposed changes to the fire code for information only. At the January meeting, the proposed changes are presented for input from the Board. Following the incorporation of any directed changes, staff will present the proposed changes to the board for adoption at the February MOFD board meeting.

SCHEDULE

A public meeting was held on December 16th at the Orinda Library Auditorium and a second public meeting is scheduled for:

Tuesday January 28th at the Joaquin Moraga Middle School Auditorium 7:00 pm.

Staff will present the proposed changes to the Orinda City Council on January 7th at their regular meeting and to the Moraga Town Council at a later date.

Following these meetings, the proposed changes will be presented to the MOFD board, City of Orinda Council and Town of Moraga Council for a first reading. A second reading and adoption will be scheduled for the subsequent meeting. The code will then be sent to the County Board of Supervisors for adoption.

MAJOR CHANGES

The update is intended to be progressive and make significant changes to reduce the threat of fire in our community. A summary of changes is included in Attachment A and they are in alignment with the ideas summarized in MOFD Strategic Wildfire Risk Reduction Plan (http://www.mofd.org/literature_247807/Wildfire_Prevention_Strategic_Plan)

Line of Effort #5: Fire Code Updates

In partnership with the city of Orinda, Town of Moraga, and Contra Costa County, the Fire Marshal will develop a model code update for the next code adoption cycle to address the new reality of wildfire threat. This code will include requirements for all new construction and major remodels/additions to comply with ember resistant building standards, under eave sprinklers for all construction that meets the district's current interior sprinkler requirements, and other measures that are currently being developed.

- Moves the compliance date for annual fuels reduction work from 15 June to 31 May

- Extends the period to complete abatement work following a citation from 10 to 15 days
- Requires the removal of combustible ground cover, to include mulch, within 24” of all structures
- Requires the removal of Eucalyptus and Monterrey Pine within 6’ of all structures
- Requires the removal of Juniper and Bamboo within 10’ of all public and private roads by the end of 2023
- Requires an exterior fire hazard inspection within 6 months prior to sale or transfer of real property
- Reduces the square foot requirements for fire sprinklers in new construction to 2000 square feet
- Requires fire sprinklers for additions that exceed 100% of the original area
- Requires exterior under eave sprinklers be included as part of new fire sprinkler systems
- Declares all areas of the fire district WUI for the purposes of the fire code
- Requires Ember Resistant Construction for all new construction
- Requires the roof and vent screen elements of Ember Resistant Construction for substantial additions and remodels

ATTACHMENT

Attachment A - Summary of Changes
Attachment B – Fire Code Presentation

RECOMMENDATION

- 1) Discuss and provide direction to staff

Amendment to Chapter 3 Amended to Add Chapter 325 Exterior Hazard Control Standards

Changes to Section 325

- Moves up the compliance date from June 15th to May 31st for annual hazardous vegetation removal to align with surrounding agencies.
- Simplifies the code language to address other combustible material types that constitute a fire hazard.
- Strengthens code language to mitigating risk associated with parcels/open space.
- Improves the notification/abatement order legal process with more concise code language.
- Does not allow combustible material on the ground within 2 feet of the exterior walls of buildings. This applies to all existing and new buildings.
- Requires all Junipers and Bamboo within 10 feet of a public or private road to be removed by December 31, 2023. This applies to all parcels.
- Increases the clearance requirements for trees to greater than 6' above the ground, ground fuels, or roofs. This applies to all existing buildings.
- Requires Monterey Pine and Eucalyptus trees within 6' of a structure be removed. This applies to all existing buildings.
- Requires an exterior fire hazard inspection within 6 months prior to any sale or transfer of real property.

Amendment to Chapter 4 Emergency Planning and Preparedness

- Adopts entire Chapter.
- Adds a false alarm fee.

Amendment to Chapter 5 Fire Service Features

Section 503 Roads and Fire Department access

- Increases road width serving 1-2 dwelling units from 16 feet to a minimum of 18 feet.
- Increases the road width from 20 to 28 feet minimum-allows parking on one side of street.
- Increases road width to 36 for truck operations in taller buildings (+35 feet) and near fire hydrants.
- Changes gradient requirement for grooved concrete to 15% instead of 16%.
- Reduces the number of dwelling units for the required number of fire department access roads:
 - 1-20 units 1 road
 - 21-50 units 2 roads
 - 51-100 units 3 roads
 - 101+ units 4 roads

Chapter 9 Building Safety and Fire protection

Amendment to Section 903 Automatic Sprinkler Systems

- Expands the definition of a substantial addition, expansion, remodel or renovation that aligns with CCC building Code. Added 50% of the aggregate linear wall within the fire area regardless of square footage.
- Adds fire sprinkler requirement for any structure over 2000 square feet regardless of use type.
- Adds exterior under eave sprinklers for R-1, R-2 and R-3 buildings when fire sprinklers are required.
- Adds fire sprinkler requirement for existing R-3 structure that have an addition over 100% of the existing area of the structure.

Amendment to Chapter 49 Requirements for Wildland Urban Interface Fire Areas

- Amends the limits by definition of Wildland Urban Interface. All lands within the response area of the Moraga-Orinda Fire District are defined as in the Wildland Urban Interface and therefore, new residential construction is subject to all relevant code requirements including CBC Chapter 7A, CRC R337 and CRSC Chapter 12-7A for construction materials.
- Requires existing R-3 residential structures that have a substantial addition, expansion, remodel or renovation to provide a class A roof and screening of ventilation openings as required for new construction.

Chapter 56 Explosives and Fireworks

- 5601.3 Fireworks. The possession, manufacture, storage, sale, handling, and use of fireworks are prohibited.
- Amended exception 2. Snap caps are not allowed. Party poppers are still allowed under the exception.

Adoption and amendment to Appendix D Fire Apparatus Roads

- Adopts all of Appendix D (California did not adopt all of Appendix D).
- Increases the road width for aerial operations to 36 feet.
- Projects having more than 20 units with approval of the fire code official can have a circular route having 2 exits points when approved.
- Amends the remoteness requirement to allow for a circular route or other alternative as approved by the fire code official.
- Amends multi-family developments over 20 to have 2 fire apparatus roads or circular route as approved by the fire code official.



Proposed Fire Code Updates

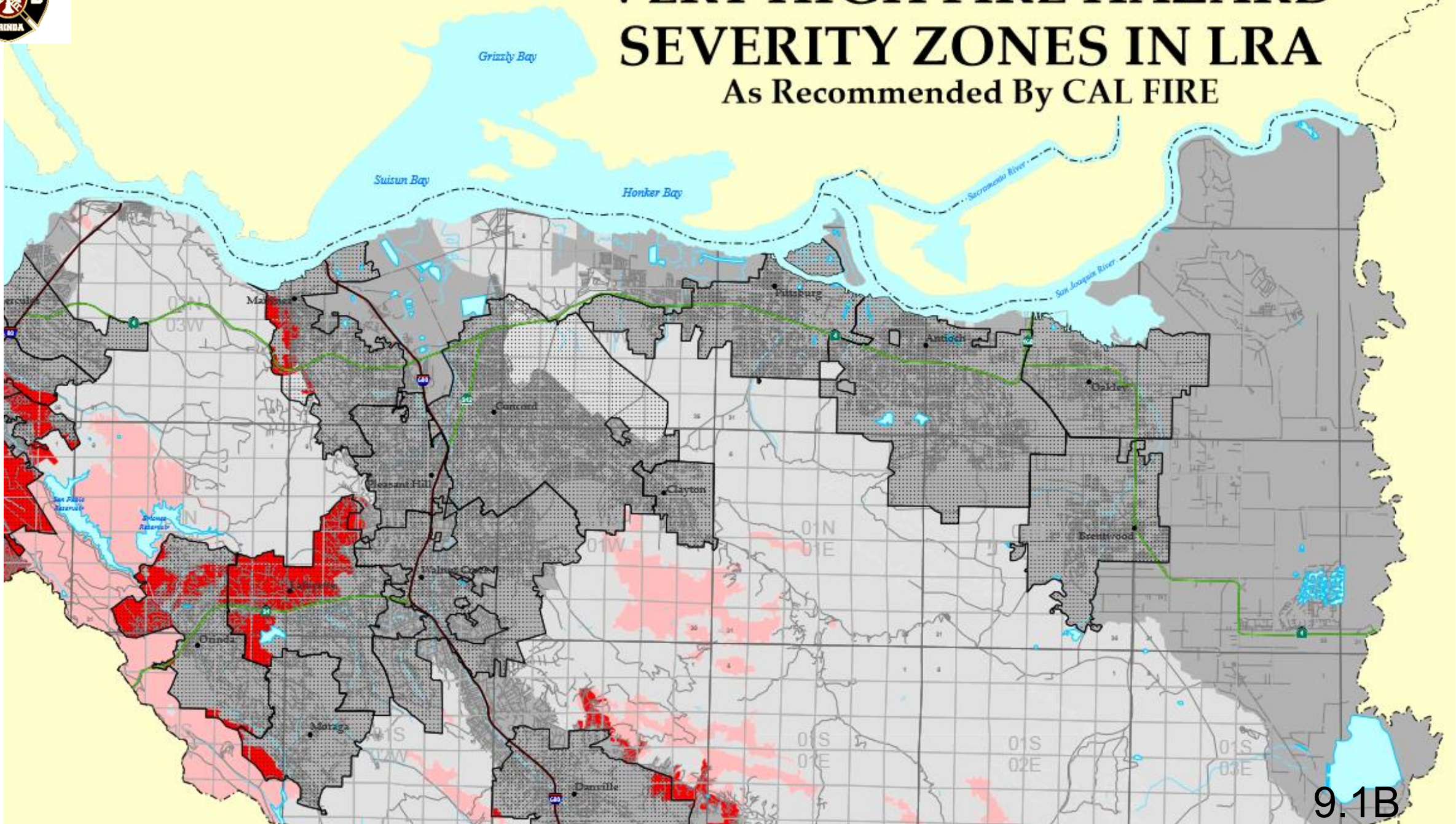
January 2020

Dave Winnacker
Fire Chief



VERY HIGH FIRE HAZARD SEVERITY ZONES IN LRA

As Recommended By CAL FIRE



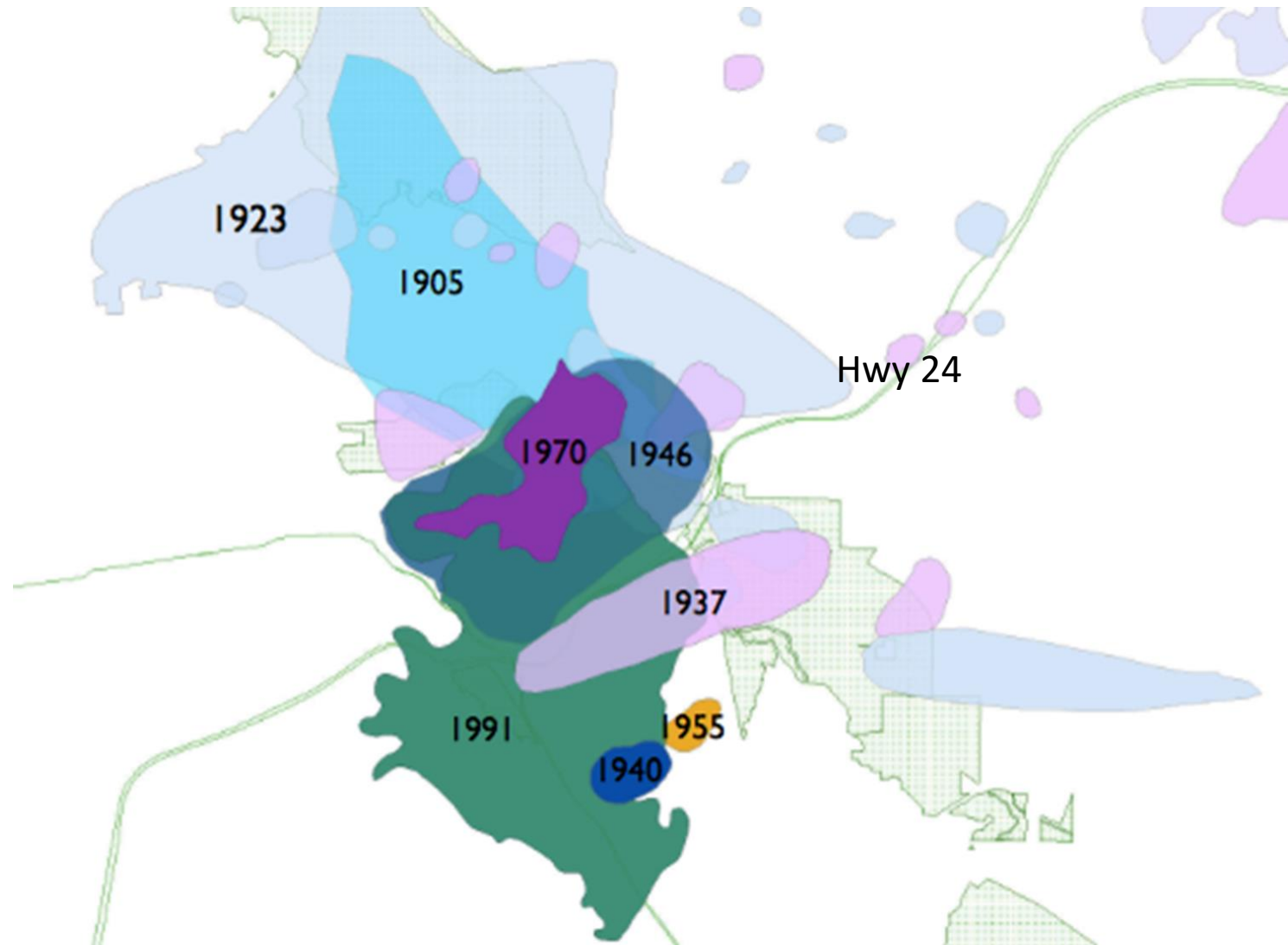
9.1B



Fire History

-Within 2 miles of the Caldecott Tunnel, 15 major fires have burned since 1923

-Eleven of these fires destroyed 3,542 homes, took 26 lives, and caused over \$2 billion in losses



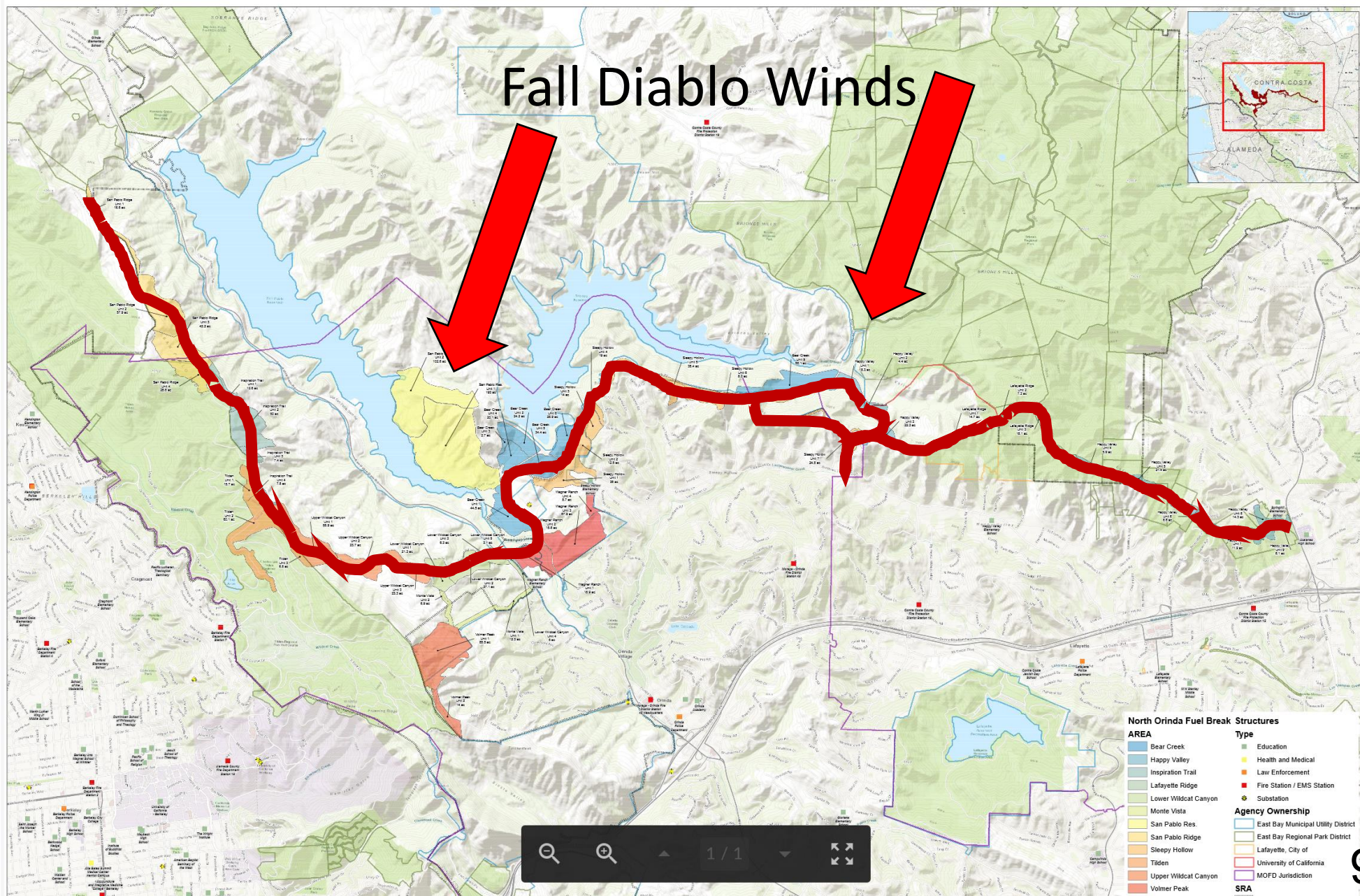
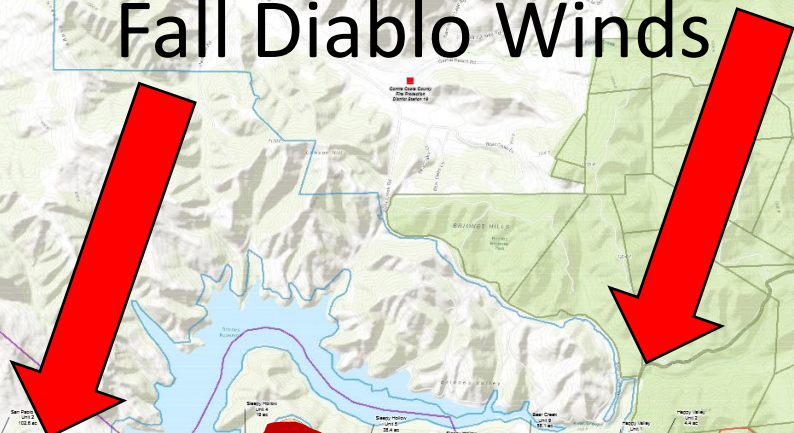


North Orinda Shaded Fuel Break

Datum: NAD 83, Created: 04/20/2016, T. By: [unreadable]
Service Layer Credits: Source: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, Swisstopo, IGN, USGS/NOAA, GEBCO, Swisstopo, Esri, Japan, METI, Esri China (Hong Kong), Swisstopo, © Copernicus, contributors, and the GIS User Community



Fall Diablo Winds



North Orinda Fuel Break Structures	
AREA	Type
Bear Creek	Education
Happy Valley	Health and Medical
Inspiration Trail	Law Enforcement
Lafayette Ridge	Fire Station / EMS Station
Lower Wildcat Canyon	Substation
Monte Vista	Agency Ownership
San Pablo Res.	East Bay Municipal Utility District
San Pablo Ridge	East Bay Regional Park District
Sleepy Hollow	Lafayette, City of
Tilden	University of California
Upper Wildcat Canyon	MOFD Jurisdiction
Volmer Peak	SRA
Winnemucca	SDA



9.1B



Fire Science

1. Fire is normal for this area
 - 3-5 year burn cycle pre-European settlers
2. Fire spreads via two components
 - Flame Front
 - 3 Dimensional Ember Cast
 - Embers require a receptive fuel bed to start a spot fire
 - Spot fires can grow to be large fires
3. Fire Spread Rates and Intensity are a product of
 - Topography
 - Weather
 - Fuel



Evacuation Decision Support Tool





MOFD Wildfire Prevention Strategic Plan

Seven Lines of Effort

1. External fuels mitigation projects
2. Internal fuels mitigation projects
3. Wildfire preplanning
4. Evacuation planning
5. Building code updates
6. Community outreach and education
7. Early detection and notification systems



Code Update Process

1. Community Input
2. Presentation to elected boards and councils
 - MOFD Board of Directors
 - City of Orinda Council
 - Town of Moraga Council
 - County Board of Supervisors
3. Directed changes
4. First reading
5. Second reading and adoption via ordinance



Existing Parcels and Structures

1. Move annual compliance date from 15 June to 31 May
2. Extend abatement period from 10 to 15 days
3. Ban the use of combustible ground cover (to include [Mulch](https://ibhs.org/wildfire/wildfire-demo-2019/)) within 2' of structures (<https://ibhs.org/wildfire/wildfire-demo-2019/>)
4. Require at least a 2' air gap between the ground and vegetation within 2' of structures
5. Increase the clearance for trees from 5' to 6'
6. Require the removal of Eucalyptus and Monterrey Pine within 6' of structures
7. Require an exterior fire hazard inspection for real property transfers
8. Require the removal of Juniper and Bamboo within 10' of a road by the end of 2023

WILDFIRE IS COMING. ARE YOU READY?



Defensible Space is your property's front line defense against wildfire. Creating and maintaining defensible space around your home can dramatically increase your home's chance of surviving a wildfire and improves the safety of firefighters defending your property. 100 feet of defensible space is required by law.*

TWO ZONES MAKE UP THE REQUIRED 100 FEET OF DEFENSIBLE SPACE:

ZONE 1: 30 feet of Lean, Clean & Green

- 1 Remove all dead plants, grass and weeds.
- 2 Remove dead or dry leaves and pine needles from your yard, roof and rain gutters.
- 3 Keep tree branches 10 feet away from your chimney and other trees.

ZONE 2: 30-100 feet of Reduced Fuel

- 4 Cut or mow annual grass down to a maximum height of 4 inches.
- 5 Create horizontal spacing between shrubs and trees.
- 6 Create vertical spacing between grass, shrubs and trees.

Use Equipment Properly to Keep from Sparking a Wildfire

- 7 Mow before 10 a.m., and never on a hot or windy day. String trimmers are a safer option (vs. lawnmowers) for clearing vegetation.



VERTICAL SPACING

Large trees do not have to be cut and removed as long as all of the plants beneath them are removed. This eliminates a vertical "fire ladder."



HORIZONTAL SPACING

Create horizontal and vertical spacing between plants, the amount of spacing will depend on how steep the slope is and the size of the plants.

MINIMUM VERTICAL CLEARANCE



*For more information on creating defensible space and legal requirements visit

READYFORWILDFIRE.ORG



10 minutes of ember exposure.



Major Remodels and Additions to Existing Structures

1. Decrease the threshold for residential fire sprinklers to 3600 Sq/Ft or an increase exceeding 100% of square feet
2. Requires exterior under eave fire sprinklers for residential structures that require new systems
3. Requires Class A roof and ember resistant ventilation vents as for new construction



New Structures

1. Declares all areas of the District Wildland Urban Interface for purposes of the fire code.
2. Requires ember resistant construction, as defined in Building Code Chapter 7A and Residential Code Chapter 337
3. Bans the use of combustible building material within 3' of new structures
4. Requires exterior under eave sprinklers for residential systems
5. Increases road width from 16' to 18' for 1-2 new units
6. Increases road width to 28' for 3 or more new units
7. Allows for waiver of remoteness requirement for large development road access with a Fire Protection Plan





Moraga-Orinda Fire District

TO: Board of Directors
FROM: Gloriann Sasser, Administrative Services Director
DATE: January 8, 2020
SUBJECT: Item 9.2 – Adopt Resolution 20-02 Approving an Investment Policy for District Funds

BACKGROUND

The District's Investment Policy requires the Board to annually review the District's Investment Policy. The Policy has been reviewed by staff. No changes are recommended.

RECOMMENDATION

- 1) Discuss; 2) Deliberate; 3) Adopt Resolution 20-02 approving an Investment Policy for District Funds.

ATTACHMENTS

Attachment A – Resolution 20-02 Approving an Investment Policy for District Funds
Attachment B – Investment Policy

RESOLUTION NO. 20-02

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MORAGA-ORINDA FIRE PROTECTION DISTRICT
APPROVING AN INVESTMENT POLICY FOR DISTRICT FUNDS**

WHEREAS, The Board of Directors (“Board”) of the Moraga-Orinda Fire Protection District (“District”) desires to maintain a current investment policy for District funds to ensure that District monies are invested prudently, and

WHEREAS, the Fire Chief, County Treasurer or designee have been given authority to invest District funds pursuant to the District’s Investment Policy, and

WHEREAS, State law has necessitated the establishment and periodic review of a District Investment Policy.

NOW THEREFORE, the District Board does hereby resolve that the District Investment Policy, attached as Attachment B and incorporated herein by reference, is hereby adopted, and

BE IT FURTHER RESOLVED THAT the District Board delegates its authority to the Fire Chief, County Treasurer or designee to invest District funds in a manner consistent with the attached Investment Policy.

PASSED, APPROVED AND ADOPTED this 8th day of January, 2020 at the regular meeting of the District Board of Directors at 1500 Saint Mary’s Road, Moraga, CA, 94556, on a motion made by Director ____, seconded by Director ____, and duly carried with the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dated: January 8, 2020

Steven Danziger, President
Board of Directors

ATTEST:

Marcia Holbrook
District Secretary/District Clerk



Moraga-Orinda Fire District

Investment Policy

Purpose

The purpose of the Investment Policy is to establish a prudent and systematic policy and to organize and formalize investment-related activities.

Policy

Section One: Scope and Authority

- 1.1 The Moraga Orinda Fire District's (District) Investment Policy is authorized under the California Government Code, section 53600, et seq. as it applies to the investment of public funds.
- 1.2 It is intended that this policy cover all funds and investment activities under the direct authority of the District excluding pension funds, other post-employment benefit trust funds, and the proceeds of debt issues. Investments authorized by Fiscal Agents pursuant to bonded debt are controlled by the terms and conditions of the specific bond and may not necessarily coincide with the Investment Policy outlined herein. Investments must conform to Government Code section 53601 concerning custody of all securities. Wherever practical, investments made by a Fiscal Agent on behalf of the District will be consistent with this Policy.
- 1.3 The District's Board hereby delegates management authority for the investment program to the Fire Chief or designee.
- 1.4 The District's Board hereby authorizes District participation in the Contra Costa County investment pool. The Board delegates investment authority for investment of public agency funds to the Treasurer of Contra Costa County. The Board authorizes the County Treasurer to invest such District funds as may be designated by the District consistent with provisions of the California Government Code. The County Treasurer shall follow the written instructions provided by the District.

Section Two: Investment Objectives

- 2.1 Safety - It is the primary duty and responsibility of the District Treasurer, Fire Chief, Administrative Services Director and Finance Committee to protect, preserve and maintain cash and investments placed in trust on behalf of the citizens of the District.
- 2.2 Liquidity - An adequate percentage of the District's investment portfolio should be maintained in liquid short-term securities which can be converted to cash if necessary to meet disbursement requirements. Since all cash requirements cannot be anticipated, investments in securities with active secondary or resale markets is highly recommended. Emphasis should be on marketable securities with low sensitivity to market risk.

2.3 Yield - Yield should become a consideration only after the basic requirements of safety and liquidity have been met.

a) The overall yield should be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the District's risk constraints, the cash flow characteristics of the portfolio, and State and local laws, ordinances or resolutions that restrict investments.

2.4 Public Trust - All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust.

2.5 Diversification - The investment portfolio will be diversified to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions.

In a diversified portfolio, it must be recognized that occasional measured losses are inevitable and must be considered within the context of the overall portfolio's investment return, provided that adequate diversification has been implemented.

2.6 Prudence - The District adheres to the "prudent investor standard" which states that

"When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency."

Section Three: District's Investment Strategy

3.1 The most effective method of increasing investment yields without sacrificing safety is to extend the investment horizon commensurate with the District's cash requirements. To that end, improved cash forecasting and management is the preferred investment strategy for the District.

a) Cash management activities include accurate cash projections, the expeditious collection of revenue, the control of disbursements, cost-effective banking relations, and a short-term borrowing program, when needed, that coordinates working capital requirements and investment opportunity.

Section Four: Allowable Investment Instruments

4.1 The Government Code, sections 53601, 53601.1, 53601.6 and 53635 shall govern the District's allowable investments and the length of those investments, unless specifically limited by this policy. Although the maximum maturity for any deposit or investment is five years, most investments should be for no longer than 2-3 years.

4.2 The specific investments allowed are listed below:

- a) The State's Local Agency Investment Fund (LAIF)
- b) Any Public Agency's Pooled Investment Fund, provided such involvement is approved in advance by resolution of the Board
- c) United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest
- d) Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises
- e) Insured Certificates of Deposits (CD's) or CD's adequately collateralized by the institution issuing the certificate
- f) Passbook savings and money market accounts
- g) Money market funds that have attained the highest letter and numerical rating provided by not less than two Nationally Recognized Statistical Rating Organizations and not to exceed 20% of the portfolio and not to exceed 10% of the portfolio per money market fund.

4.3 Any investment not specifically approved by this policy is prohibited.

Section Five: Reporting Requirements

5.1 The Fire Chief or designee shall annually submit a written investment policy to the Board. The Board shall consider the investment policy at a public meeting.

5.2 The Treasurer or designee shall submit a quarterly investment report to the Board. The report must be submitted within 30 days following the end of the month covered by the report. Such report shall include at least the following information:

- a) Types of investments;
- b) Names of the institution in which funds are invested or deposited;
- c) Date of maturity, if applicable;
- d) Par and original investment amount on all securities;
- e) Percent distribution of each type of investment;
- f) Current market value as of the date of the report, including sources of the valuation except those under LAIF;
- g) Rate of interest;
- h) Average weighted yield of portfolio;
- i) Investment income for the fiscal year to date
- j) A statement relating the report to the District's Investment Policy; and
- k) A statement that there are sufficient funds to meet the District's next six months' financial obligations.

5.3 Periodic reports shall be prepared as required by circumstances or as directed by the Board. Such circumstances include, but are not limited to, notification that any District investment may be in jeopardy or a sudden and significant drop in the current market value of any District investment.

- 5.4 The District will report the investment portfolio at market value at the end of each fiscal year in accordance with Governmental Accounting Standards Board Statement No. 31.

Section Six: Internal Controls and General Guidelines

- 6.1 A system of internal control shall be established and documented in writing. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation of third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District.
- 6.2 Controls deemed most important include:
- a) The control of collusion and separation of duties;
 - b) Custodial safekeeping of funds invested or on deposit;
 - c) Minimizing the number of authorized Investment Officers; and
 - d) Written documentation of procedures and transactions.
- 6.3 In selecting financial institutions for the deposit or investment of District funds, the Treasurer or designee shall consider the credit-worthiness of the institution. Such credit-worthiness shall be monitored on a regular basis throughout the period in which District funds are deposited or invested.
- a) Any deposit or investment of funds shall be in writing, signed by the Fire Chief or designee and the authorized representative of the institution.
 - b) All transactions will be executed on a Delivery Versus Payment (DVP) basis
 - c) All investment securities shall be held in the District's name by a third-party custodian that is the trust or custody division of a bank.
- 6.4 The District will require the auditors to perform cash and investment testing as part of the audit of the District's financial statements.
- 6.5 An annual Cash Flow Forecast may be prepared by the Fire Chief or designee and would be used to assist in the development of the annual operating budget for the District.
- 6.6 This Investment Policy shall be reviewed by the Board on an annual basis.
- 6.7 Ethics and Conflict of Interest - Board members and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Board members and employees shall disclose any material financial interests that could be related to the performance of the District's investment portfolio.

DEFINITIONS

Certificate of Deposit (CD) – A time deposit with a specific maturity evidenced by a Certificate. Large-denomination CDs are typically negotiable.

Collateral – Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

Custody – Safekeeping services offered by a bank, financial institution or trust company, referred to as the “custodian.” Service normally includes the holding and reporting of the customer’s securities, the collection and disbursement of income, securities settlement and market values.

Delivery Versus Payment – A type of securities transaction in which the purchaser pays for the securities when they are delivered either to the purchaser or custodian. It ensures that securities are deposited in an eligible financial institution prior to the release of funds. Securities should be held by a third-party custodian as evidenced by safekeeping receipts.

Diversification – Dividing investment funds among a variety of securities offering independent returns.

Federal Agency Obligation – A debt instrument issued by one of the federal agencies. Federal agencies are considered second in credit quality and liquidity only to U.S. Treasuries.

Liquidity – An investment that can be converted easily and rapidly into cash without a substantial loss of value.

Local Agency Investment Fund (LAIF) – The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

Market Value – The price at which a security is trading and could presumably be purchased or sold on a specific date.

Maturity – The date upon which the principal or stated value of an investment becomes due and payable.

Portfolio – Collection of securities held by an investor.

Prudent Investor Standard – An investment standard that all investments should be made with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

Secondary Market – A market made for the purchase and sale of outstanding issues following the initial distribution.

U.S. Treasury – Government debt issued by the United States Department of the Treasury through the Bureau of the Public Debt. Treasury securities are the debt financing instruments of the United States federal government, and they are often referred to simply as Treasuries. There are four types of marketable treasury securities: Treasury bills, Treasury notes, Treasury bonds, and Treasury Inflation Protected Securities (TIPS). All of the marketable Treasury securities are very liquid and are heavily traded on the secondary market.

Yield at Market – The percentage rate of return paid if the security is held to its maturity date using the market price of the security. The calculation is based on the coupon rate, length of time to maturity, and market price. It assumes that coupon interest paid over the life of the security is reinvested at the same rate. The Yield at Market will vary over time.

Yield at Cost – The percentage rate of return paid if the security is held to its maturity date at the original time of purchase. The calculation is based on the coupon rate, length of time to maturity, and original price. It assumes that coupon interest paid over the life of the security is reinvested at the same rate. The Yield at Cost on a security remains the same while held as an investment.



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Dave Winnacker, Fire Chief
Jeff Isaacs, Fire Marshal

DATE: January 8, 2020

SUBJECT: Item 9.3 – 2020 Fuel Mitigation Schedule

BACKGROUND

In response to unprecedented fire behavior and increased fire loss throughout the state over the last two years, the MOFD Board has approved increases in fuels mitigation positions. The District continues to expand its presence in this space and has developed an annual plan to guide both internal and external efforts.

INTENT

Recognizing the challenges inherent to changing behavior in a community of approximately 38,000 residents and 14,000 parcels, MOFD is committed to implementing change at a sustainable pace with an emphasis on voluntary compliance. This approach requires a significant investment of staff time in outreach and education efforts as well as incentives such as access to the chipper program to be successful. The schedule outlined below is intended to allocate the preponderance of available resources to outreach and education. Regular updates will be provided to the MOFD board as the program moves forward and is modified based on feedback and real time metrics.

SCHEDULE

Fuel mitigation efforts are organized by quarter.

1st Quarter January-March

January

- Post RFP for lien funded fuels reduction work
- Hire Fuels Mitigation Manager and Specialists
- Conduct required training

February

- Complete fuels mitigation team training
- Post updates to fuels mitigation App allowing residents to self-report fuels reduction work
- Complete educational Social Media content
- Award lien funded fuel reduction contract(s)

March

- Host FireWise training with NFPA instructor
- Start UAS/ Satellite and roadside data collection to validate procedures
- Commence chipper service
- Release instructional DIY residential parcel inspection content
- Conduct Virtual Evacuation exercise

2nd Quarter April-June

April

- Pre-fire season public meetings
 - Fuels reduction
 - Fire Code changes
 - CWS and preparedness
 - FireWise program
- Continue chipper service
- Annual mailer
- Social media outreach campaign

May

- Compliance self-report feature turned on fuel mitigation App
- Staff Conducts pre-inspections to identify problem properties and prep for deadline
- FireWise Community development

June

- Priority area inspections and citations
 - Major evacuation routes
 - Perimeter of developed areas
 - Large interior parcels
- Chipper service suspended

3rd Quarter July-September

July

- Re-inspections
- Resume chipper service

August

- Board hearing for liens
- Respond to isolated complaints outside priority areas

September

- Chipping service
- Re-inspections

4th Quarter October-December

October

- Chipping service

November

- Post Liens Public Hearing
- Chipping service

December

- End of fire season public meetings
- Conduct Virtual Evacuation exercise

RECOMMENDATION

Information Only