



Moraga-Orinda Fire District

Board of Directors

REGULAR MEETING

May 15, 2024 – 6:00 PM

6:00 p.m. CLOSED SESSION

7:00 p.m. OPEN SESSION

MEETING LOCATION:

Sarge Littlehale Room

22 Orinda Way

Orinda, CA 94563

To access the meeting remotely:
please click the link below to join the webinar by Zoom:

<https://us02web.zoom.us/j/87259323662>

or By Phone: 1-669-900-6833

Webinar ID: 872 5932 3662

NOTICE OF TELECONFERENCED MEETING:

Pursuant to Government Code Section 54953, Subdivision (b), this meeting will include teleconference participation by Board Member Greg Hasler from:

831 Pershing St.,

Craig, CO 81625

Public Participation

This meeting will be conducted in a hybrid format with in-person and remote options for public participation. If you are participating via the Zoom meeting link (i.e. web platform), and experience personal technological difficulties, please re-join the meeting by phone via phone number provided above.

For In-person Attendees: Face coverings are strongly encouraged and attendees are encouraged to be up-to-date on the COVID-19 vaccine. Social distance should be maintained when practical. If you are feeling sick, please do not attend the meeting in person.

SPEAKER CARDS: Members of the public may comment on any item on the agenda during the Board's consideration of the item. If you would like to speak during the public forum or on an item listed on the agenda, you are invited to submit a speaker card to the District Clerk. You will be permitted to speak even if you elect not to submit a speaker card or decline to provide information requested on the card. After the Board of Directors has heard from everyone who submitted speaker cards, anyone electing not to submit a speaker card may form a line at the lectern. Public comment is limited to 3 minutes per speaker per agenda item.

For Remote Attendees: join via the ZOOM link or the dial-in information above. You can access the meeting via a smartphone or computer App (Zoom) or phone. Live Public Comment can be provided via the Zoom app (during the public comment period) by the raise hand feature. The District Clerk will announce, "the next speaker has been unmuted." A notification will appear for the speaker who has raised their hand, asking them to unmute their microphone. Please unmute your microphone and state your first and last name for the record (not required). If participating by phone, dial *9 to raise your hand. Staff will announce the last four (4) digits of the phone number for dial-in attendees. Participants will be called in the order of hands raised.

Submit Public Comment Before the Meeting: Members of the public can provide public comment by sending an e-mail to info@mofd.org no later than 3:00 p.m. the day of the meeting. Those e-mails will be distributed to the Board of Directors and posted on the District's website as part of the public record by 5:00 p.m. on the day of the meeting. Note: any written public comments received after the deadline will not be distributed to the Board of Directors or posted on the District's website until the following day. Written comments will NOT be read into the record. All written public comments are available to view at

1. **OPENING CEREMONIES**

- Call the Meeting to Order
- Roll Call
- Pledge of Allegiance

2. **PUBLIC COMMENT - CLOSED SESSION ITEMS**

3. **CLOSED SESSION**

3.1 **Conference with Labor Negotiator - Local 1230, IAFF**

(Government Code Section 54957.6)

Employee Organization: Local 1230, International Association of Firefighters IAFF

Agency Designated Representative: Luke Jensen

3.2 **Conference with Labor Negotiator - MOFCOA**

(Government Code Section 54957.6)

Employee Organization: Moraga-Orinda Fire Chief Officers' Association

Agency Designated Representative: Luke Jensen

3.3 **Conference with Labor Negotiator - Unrepresented Employees**

(Government Code Section 54957.6)

Employee Organization: Unrepresented Employees

Agency Designated Representative: Luke Jensen

3.4 **Conference with Legal Counsel - Existing Litigation**

(Paragraph (1) of subdivision (d) of Section 54956.9)

Name of Case: Sandia Pearson and Anita K. Pearson v. Moraga-Orinda Fire District

Case No. Case No. N23-2201

3.5 **Conference with Legal Counsel - Existing Litigation**

(Paragraph (1) of subdivision (d) of Section 54956.9)

Name of Case: Peter J. Nowicki v. Contra Costa County Employee' Retirement Association, Moraga-Orinda Fire District, and Does 1 - 25 inclusive

Case No. Case No. MSC17-01266

3.6 **Public Employment**

(Government Code Section 54957)

Public Employment Position to be Filled Title: Fire Chief

4. **RECONVENE THE MEETING**

- Call the Meeting to Order
- Roll Call

5. **REPORT OF CLOSED SESSION ACTION**

6. **PUBLIC HEARING**

6.1 [Second Reading and Adoption of Ordinance No. 24-02, An Ordinance of the Moraga-Orinda Fire Protection District of Contra Costa County establishing and adopting a schedule of fees and collections policies for Ambulance Transport and Superseding Ordinance No. 01-01](#)

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Conduct a public hearing; 4) Waive the second reading; 5) Adopt Ordinance No. 24-02, of the Moraga-Orinda Fire Protection District of Contra Costa County adopting a schedule of fees and collections policies for Ambulance Transport and Superseding Ordinance No. 01-01, effective July 1, 2024.

[Attachment A: Ordinance No. 24-02 Schedule of Fees Ambulance Fees.pdf](#)

[Attachment B: 03 District Policy Ambulance Transport Collections Policies Legislative Version](#)

7. **ANNOUNCEMENTS**

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

(Government Code Section 53232.3(d))

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

7.3 **Communications Received**

[Attachment: LAFCO Results of 2024 Special District Election.pdf](#)

[Attachment: Citizen Survey Lisa Shaffer.pdf](#)

7.4 **Fire Chief Updates**

- a. **Finance Report**
- b. **Human Resources**
- c. **Fire Marshal**
- d. **Tunnel East Bay Hills Fuel Break Project**
- e. **Home Hardening Grant Program**
- f. **Operations**
- g. **Standard of Cover**
- h. **Workers' Compensation Coverage**
- i. **Upcoming Calendar and Events - (5/15/24-6/19/24)**

MOFD Events:

May 20: Fire Academy Graduation Ceremony

May 22: Joint Fire Prevention Ad Hoc Committee Meeting with City of Orinda

June 19: [Board of Directors Meeting](#) **Moraga Library Community Room**

External Events:

May 20: Fire Station Tour: Saklan School Kindergarten Tour

May 21: Moraga County Club, 2nd Annual Fireside Chat

May 24: Fire Station Tour, Seedlings Tiger Lilies Preschool

May 30: Fire Service Community Meeting, Town of Moraga & Moraga School District

June 01: Wildfire Prevention and Safety Fair, City of Orinda

[Attachment: Monthly Fire Marshal Report](#)

8. **PUBLIC COMMENT – CONSENT AGENDA ITEMS AND 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 and the Consent Agenda items. 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.

9. **CONSENT AGENDA**

9.1 **Meeting Minutes - April 17, 2024 (regular)**

Staff Recommendation: Approve and File

[Attachment: 04-17-24 Regular Minutes](#)

9.2 **Monthly Incident Report – April 2024**

Staff Recommendation: Approve and File

[Attachment: Monthly Incident Report](#)

9.3 **Monthly Check/Voucher Register – April 2024**

Staff Recommendation: Approve and File

[Attachment: Monthly Check Register April 2024.pdf](#)

9.4 **Monthly Financial Report – March 2024**

Staff Recommendation: Approve and File

[Attachment: Balance Sheet March 2024.pdf](#)

[Attachment: Income Statement March 2024.pdf](#)

9.5 **Quarterly Investment Report - March 31, 2024**

Staff Recommendation: Approve and File

[Attachment: Quarterly Investment Report 03.2024.pdf](#)

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

Staff Recommendation: Approve payment to Contra Costa County Fire Protection District for dispatching and communications services in the amount of \$220,599.09

Attachment: [Dispatch Svc Invoice Moraga Orinda.pdf](#)

- 9.7 [Authorize the Purchase and Installation of Fire Station Alerting Systems from US Digital Designs in the amount not to exceed \\$423,015.77](#)

Staff Recommendation: 1) Authorize the Purchase and Installation of Fire Station Alerting Systems with US Digital Designs in the amount not to exceed \$423,015.77

Attachment A - Fire Station Alerting System Quote

- 9.8 [Long Range Financial Forecast May 2024](#)

Staff Recommendation: 1) Receive and file

Attachment A - LRFF May 2024 Scenario A.pdf

Attachment B - LRFF May 2024 Scenario B.pdf

Attachment C - Capital May 2024.pdf

Attachment D - Apparatus April 2024.pdf

10. REGULAR AGENDA

- 10.1 [Wildfire Insurance Update](#)

Staff Recommendation: 1) No Action. Information Only.

- 10.2 [Quarter Three Financial Update and Budget Review FY2024](#)

Staff Recommendation: 1) Information Only

Attachment A: Quarter Three Financial Update.pdf

- 10.3 [Authorize Two New Positions in the FY2025 Budget: Deputy Fire Chief and Office Specialist - Emergency Preparedness](#)

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Provide Direction To Authorize a new Deputy Fire Chief Position and Emergency Preparedness Office Specialist Position in the FY2025 Budget

Attachment A - Prescribed Fire Program Manager job description.docx

Attachment B - Office Specialist, Emergency Preparedness job description.docx

Attachment C - Deputy Fire Chief Job Description.doc

- 10.4 [Authorize Increase in Base Salary Range for Fuels Mitigation Specialist and Fuels Mitigation Manager Effective July 1, 2024](#)

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Authorize Increase in Base Salary Range for Fuels Mitigation Specialist from \$4,188 - \$4,639 to \$4,607 - \$5,103 and for Fuels Mitigation Manager from \$8,111 - \$9,847 to \$8,363 - \$10,136 Effective July 1, 2024

Attachment: Salary Schedule-Unrepresented Proposed July 2024.pdf

- 10.5 [Overview of the CERT/Emergency Preparedness Program](#)

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Provide Staff Direction

- 10.6 [Adopt the Proposed Annual Operating Budget Fiscal Year 2025 as the Preliminary Budget or Provide Additional Board Direction](#)

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Adopt the Proposed Annual Operating Budget Fiscal Year 2025 as the Preliminary Budget or Provide Additional Board Direction

Attachment A - Draft Budget FY2025 May 2024.pdf

- 10.7 [East Bay Wildfire Prevention Coordinating Group](#)

Staff Recommendation: 1) No Action. Information Only

Attachment: Email dated 03.17.2024 from Wildfire Prevention Coordinating Group.pdf

11. COMMITTEE REPORTS

- 11.1 **Standing Audit Committee (Directors Hasler and Jex)**

- 11.2 **Ad Hoc Committee Joint Fire Prevention w/City of Orinda (Directors Jorgens and Roemer)**

12. REQUESTS FOR ITEMS ON FUTURE AGENDAS

13. ADJOURNMENT

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) 258-4501, 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, and available on our website at www.mofd.org/agendas.

I hereby certify that this agenda in its entirety was posted on May 9, 2024, at the Moraga and Orinda Fire Administration offices, Stations 41, 42, 43, 44, and 45 and electronically at www.mofd.org/agendas. Agenda provided to the Moraga Town Office (Hacienda) and Orinda City Hall.



Marcia Holbrook
District Secretary/Clerk